Defence Determination 2016/19, Conditions of service

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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

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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 16/05/2026 (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. The details of amendments made up to, but not commenced at, the compilation date are underlined in the endnotes. Any uncommenced amendments affecting the law are accessible on the Register (www.legislation.gov.au).

Application, saving and transitional provisions

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. Any modifications affecting the law are accessible on the Register.

Self repealing provisions

If a provision of the compiled law has been repealed in accordance with a provision of the law, details are included in the endnotes.

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Chapter 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 any of the following periods.

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

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Part 3: Definitions for Chapters 12 to 17

12.3.1 Definitions

In Chapters 12 to 17 the following definitions apply.

Accepted period means one of the following periods that the member is temporarily absent from their overseas posting location.

a. If the temporary absence is because of one of the following — that period.

i. They are on a deployment.

ii. They are on short-term duty overseas for which they are not receiving meals and incidentals.

iii. They are on a seagoing vessel.

b. If the temporary absence is for any of the following — up to 56 consecutive days.

i. The member or their partner giving birth.

ii. A medical evacuation of the member or their dependant.

c. For any other temporary absence — up to 28 consecutive days.

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 economical 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.

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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.

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 is on long-term posting overseas and has a partner who meets all of the following.

a. They live, or intend to live, with the member at the posting location for at least 12 months.

b. They are not away from the posting location for more than 28 consecutive days, unless one of the following applies.

i. They are joining the member on recreation leave the member accrued at the posting location.

ii. They are on temporary absence to give birth or for a medical evacuation within the accepted period.

Note: Section 12.3.1 provides the definition of accepted period.

2. A member is not accompanied for the purpose of benefits if their partner accompanies them at the posting location at private expense.

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12.3.3 Allowable travel cost

1. Subject to subsection 2, allowable travel cost means any of 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. All of 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.

    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 member may have another person approved as a member’s dependant if the CDF is satisfied that all of the following apply.

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

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

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

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

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

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

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

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

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

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

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

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

b. The dependant must meet one of these conditions.

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

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

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.

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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.

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 any 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 in accordance with 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.

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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, all of the following apply.

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 on 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.

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.

Annex 12.3.B: Post index locations

Item	Column A Post index location	Column B Data service provider location
1AA.	AUSTRIA	Vienna
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	Germany
14A.	- Berlin	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
24C.	LEBANON	Beirut
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
33A.	NORWAY	Oslo

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34.	PAKISTAN	Islamabad
35.	PALAU	Koror
36.	PAPUA NEW GUINEA	Port Moresby
37.	PHILIPPINES	Manila
37A.	REPUBLIC OF KOREA	Seoul
37B.	- Changwon	Busan
38.	SAMOA	Apia
39.	SAUDI ARABIA	Riyadh
40.	SINGAPORE	Singapore
41.	SOLOMON ISLANDS	Honiara
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
50A.	UKRAINE	Kyiv
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	San Francisco
57.	- Colorado	Denver
58.	- Connecticut	Hartford
59.	- Jacksonville, Florida and the Florida Panhandle Region	Jacksonville
59A.	- Florida, excluding Jacksonville and the Florida Panhandle Region	Tampa
60.	- Georgia	Atlanta
61.	- Guam	Guam
62.	- Hawaii	Honolulu
64.	- Maryland (excluding those counties in the Washington DC Metropolitan Region)	Baltimore
68.	- Manhattan	Manhattan
68B.	- Pennsylvania	Philadelphia
68C.	- South Carolina	Charleston
69.	- Texas	Dallas
69A.	- Virginia (excluding those counties and cities in the Washington DC Metropolitan Region)	Richmond
69B.	- Washington DC Metropolitan Region	Washington DC
70.	- Washington State	Seattle

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71.	VANUATU	Port Vila
72.	VIETNAM	Hanoi

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Part 4: Service with the United Nations

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 all of the following.

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 all of the following.

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 any of 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 any of 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 any of 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 of the following.

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

   b. The costs incurred by the member and dependants.

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

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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 all of the following.

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.

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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.

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12.5.4 Alternative accommodation

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

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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.

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

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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.

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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 one 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.

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

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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, any of the following apply.

   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, all of 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 one of the following applies.

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.

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

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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. All 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 all of 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.

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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 any of 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.

c. A close relative of a member in paragraph a.

Note: Close relative is defined at 1.3.2.

12.7.4 Assistance if member dies

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

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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.

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 of 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.

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

12.7.5A Travel for a close relative following a death overseas

1. This section applies in the event of a death of any of the following.

    a. A member on short-term duty overseas.

    b. A member on long-term posting overseas.

    c. A partner accompanying a member on long-term posting overseas.

2. One close relative is eligible for the lesser of the following costs for return travel between their home to a location to attend the funeral of, or to make necessary arrangements following, the member's or partner's death if the decision maker is satisfied it is reasonable in the circumstances.

    a. The allowable travel cost for the travel.

    b. The actual fares paid for the travel.

3. In this section, **decision maker** means the following.

    a. For travel relating to the death of a member under paragraph 1.a, any of the following.

        i. The CDF.

        ii. Chief of Personnel.

        iii. Director General Defence Member and Family Support.

        iv. Director Helpline, Incidents and Welfare Policy, Defence Member and Family Support.

    b. For travel relating to the death of a person under paragraph 1.b or 1.c, any of the following.

        i. The CDF.

        ii. Chief of Personnel.

        iii. Senior ADF Representative at the overseas post.

        iv. Director Attaché and Overseas Management.

        v. A person not below Warrant Officer Class 2 who is authorised to manage Defence overseas personnel administration.

        vi. A person not below Warrant Officer Class 2 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts.

        vii. Senior Australian Signals Directorate representative not below Brigadier at the overseas post.

        viii. Assistant Director-General Customer and International Engagement, Australian Signals Directorate.

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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. All of 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 of 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 all of 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.

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

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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.

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Part 8: Australians dangerously ill scheme – overseas

Division 1: General provisions

Subdivision 1: Interpretation

12.8.1 Simplified outline of this Part

This Part provides support to a member who is in hospital with a very serious or serious illness by enabling family to visit the member to assist with their recovery and rehabilitation.

Assistance under this Part includes return travel, accommodation, meals and other costs associated with travelling to the location where the member is in hospital.

12.8.2 Definitions

In this Part the following apply.

Additional approved visitor has the meaning given in section 12.8.4.

Approved period means any of the following.

a. A period of up to 7 consecutive days.

b. An extended period under section 12.8.6.

Approved visitor has the meaning given in section 12.8.3.

12.8.3 Approved visitor

1. Subject to subsection 2, an **approved visitor** means one of the following people.

a. A person identified by the member and recorded on PMKeyS as the primary emergency contact in the event of a casualty.

b. The member's partner.

c. The member's dependant.

d. If the member has no dependants, one of the following.

i. A biological parent.

ii. An adoptive parent.

iii. A former or current foster parent.

iv. A step-parent.

e. The member's child.

Note: The child is not required to be a 'dependent' of the member.

f. If the all of following apply, any other person the CDF identifies who is able to meet the needs of the member for an approved visitor.

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i. A person listed in paragraphs a. to e. is incapable or unable to travel and provide support to the member.

ii. The person is nominated by a person who would have been the approved visitor under this section.

iii. The person is suitable to provide support to the member as an approved visitor.

2. The approved visitor must meet all of the following.

a. They meet one of the following.

i. They normally live in Australia.

ii. They live with the member in the overseas posting location which is not the location where the member is in hospital.

b. They are fit to travel to the member's location.

Note: An approved visitor who has a medical condition that may affect their ability to travel must obtain written certification from a qualified medical practitioner that they are fit to travel.

12.8.4 Additional approved visitor

1. Subject to subsection 2, an **additional approved visitor** means one of the following people.

a. A second parent of the member.

b. One or more children of the member.

c. A chaperone for the member's child.

d. A carer of the approved visitor.

2. All of the following apply to an additional approved visitor.

a. The CDF must be satisfied that exceptional circumstances apply which require the additional approved visitor to travel with the approved visitor.

b. The additional approved visitor must be fit to travel.

Note: An additional approved visitor who has a medical condition that may affect their ability to travel must obtain written certification from a qualified medical practitioner that they are fit to travel.

Subdivision 2: Application

12.8.5 Member this Part applies to

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

a. They are overseas for Defence purposes.

Note: A member who is overseas for personal reasons is not eligible for benefits under this Part.

b. One of the following applies.

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i. They are on continuous full-time service.

ii. They are a member of the Reserves on Reserve service.

c. They are classified as any of the following.

i. Very seriously ill.

ii. Seriously ill.

d. The medical authority has recommended that a visit will benefit the member.

2. This Part continues to apply to a member on leave overseas if all of the following apply to the member.

a. One of the following applies to the member.

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

ii. They are on relief-out-of-country travel fare assistance.

b. Paragraphs 1.c and 1.d apply to the member.

c. The CDF is satisfied that providing benefits under this Part is reasonable.

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Division 2: Extension or cessation of approved period

12.8.6 Extension of approved period

1. The approved period may be extended by a period under subsection 2 if the CDF is satisfied that all of the following apply.

    a. The medical authority has recommended that a longer period will significantly benefit the member.

    b. One of the following applies.

        i. The member has had major surgery and the post-operative recovery is expected to last longer than 7 consecutive days.

        ii. The member is undergoing specialist treatment in hospital that is expected to last longer than 7 consecutive days.

        iii. The medical authority has assessed the member as likely to remain very seriously ill or seriously ill for longer than 21 consecutive days.

2. The extension under subsection 1 may be for one of the following.

    a. If subparagraph 2.b.i or 2.b.ii applies — up to 21 consecutive days.

    b. If subparagraph 2.b.iii applies — a period that the CDF considers reasonable in the circumstances.

12.8.7 Cessation of approved period – member's condition improved or provided a welfare management plan

1. The approved period ceases 24 hours after the approved person is informed of the any of the following.

    a. The member's condition has improved and their condition is no longer classified by a medical authority as very seriously ill or seriously ill.

    b. The member has a long-term condition and they have been are provided a sustainable welfare management plan.

2. The period under subsection 1 may be extended if the CDF is satisfied all of the following apply.

    a. The approved visitor has made reasonable efforts to arrange return travel within the 24 hours.

    b. Return travel is unavailable.

12.8.8 Cessation of approved period – death of member

1. This section applies if all of the following are met.

    a. The member who was very seriously ill or seriously ill dies.

    b. The approved visitor and any additional approved visitor is overseas under this Part at the time the member dies.

2. The approved period ceases on the earlier of the following.

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a. The day the approved visitor and an additional approved visitor returns to one of the following locations.

   i. Australia.

   ii. The member's long-term posting location overseas if the approved visitor accompanied the member.

b. The day the member's remains are returned to Australia under section 12.7.4.

c. A day the CDF is satisfied is reasonable.

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Division 3: Benefits

Subdivision 1: Eligibility and reimbursement

12.8.9 Eligibility for benefits

A member is eligible for the benefits set out in Subdivision 2 for one approved visitor and one additional approved visitor for the approved period.

12.8.10 Reimbursement of costs

Unless otherwise specified, the reimbursement of costs under Subdivision 2 may be paid to any of the following people.

a. The member.

b. The approved visitor.

Subdivision 2: Benefits

12.8.11 Travel and medical insurance

Official overseas travel insurance, including medical insurance, is provided by Defence.

12.8.12 Passports, visas and vaccinations

The reimbursement of any of the following costs associated with, and necessary for, travel to the member's location.

a. Application costs for a passport, including passport photos.

b. Application costs for any visas.

c. Vaccination costs which are not covered by Medicare or private health insurance.

12.8.13 Overseas travel

1. Return travel costs to the location where the member is in hospital if all of the following are met.

    a. The location is not a restricted destination.

    b. The location is accessible by commercial transport.

2. The return travel benefit includes any of the following.

    a. Air travel at one of the following classes.

        i. Business class.

        ii. If business class is not available, economy class.

    b. Rail travel.

    c. Coach travel.

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3. If the approved visitor arranges their own travel prior to the visit being approved, the reimbursement of the lesser of the following travel costs if the CDF is satisfied it is reasonable.

   a. The cost of the return travel incurred by the approved visitor and an additional approved visitor.

   b. The amount that would have been incurred if the visit had been arranged by Defence.

12.8.14 Incidental travel expenses

The reimbursement of public transport costs between the following locations.

a. The member's hospital.

b. The approved visitor's accommodation.

c. The airport, bus or train terminal.

d. The approved visitor's home.

12.8.15 Accommodation

Accommodation within a reasonable distance from the hospital where the member is located arranged by Defence for the approved period.

Note: Accommodation costs are not reimbursable if the accommodation was arranged by the approved visitor or additional approved visitor.

12.8.16 Meals

The reimbursement of the cost for meals up to the daily limit for meals provided under Annex 13.3.A.

Note: The cost of alcoholic beverages are not reimbursable.

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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 any of the following.

a. A member on short-term duty overseas, including any of 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.

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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 all of 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.

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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 all of 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.

13.2.5C Class of air travel for members on air mission travel

1. A member is eligible for travel in economy class if they are crew or mission related personnel who are required to travel for the purpose of an Air Force air mission.

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

    a. The reasons for the travel.

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

    c. The nature of the duty overseas.

3. To avoid doubt, section 13.2.5 applies if the member is pregnant.

4. In this section, **decision maker** means a member who meets one of the following.

    a. They occupy one of the following positions in an Air Force Force Element Group and hold the rank of Group Captain, or the APS classification of EL2, or higher.

        i. Commander.

        ii. Deputy Commander.

        iii. Officer Commanding.

    b. They occupy one of the following positions.

        i. Director Air Mobility Division.

        ii. Director Special Purpose Aircraft.

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.

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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 of the following.

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

b. The member’s health.

c. The time of year the travel is happening.

d. The length of the journey.

e. If any duties are being performed during travel.

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

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

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.

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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 all of the following.

    a. The accommodation costs they would be eligible for under section 13.3.6.

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

Note: A member who is approved recreation leave may take the leave during or at the end of a journey in conjunction with a rest period. Time spent on a rest period is not to be deducted from recreation leave credits.

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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 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 of 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.

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Division 4: Miscellaneous costs of short-term duty overseas

13.2.14 Insuring personal effects

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.

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Part 3: Travel costs for short-term duty overseas

Division 1A: General provisions

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 any of the following types of leave.

a. Recreation leave.

b. Long service leave.

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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 Rank	Column B Travel cost	Column C 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. a. The member's rank. 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. a. The member's rank. 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 eligible for benefits at 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.

13.3.8 Limits on benefits

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

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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 apply.

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 on the day of arrival with an arrival time in column A of the following table is the daily rate for meals multiplied by the percentage in column B of the same item.

Item	Column A Time of arrival	Column B Percentage of daily rate
1.	Before 0700	100%
2.	Between 0700 and 1300	75%
3.	Between 1301 and 1900	50%
4.	After 1900	0%

Note: Annex 13.3.A provides the daily rate for meals.

3. The rate for meals on the day of departure with a departure time in column A of the following table is the daily rate for meals multiplied by the percentage in column B of the same item.

Item	Column A Time of departure	Column B Percentage of daily rate
1.	Before 0700	0%
2.	Between 0700 and 1300	25%
3.	Between 1301 and 1900	50%
4.	After 1900	100%

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Note: Annex 13.3.A provides the daily rate for meals.

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 if any of the following apply.

    a. They arrive after noon.

    b. They depart before noon.

2. A member is eligible for half the normal rate for incidental costs if any of the following apply.

    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 any of the following apply.

    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 member may apply for additional travel costs under section 13.3.11 if all of the following apply.

    a. A non-Commonwealth organisation has given the member an allowance for accommodation, meals or incidentals for a period and location.

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b. The amount given to the member under paragraph a. is less that the amount to which the member would be eligible under this Part.

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

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 all of 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 while on one of the following is eligible for traveling allowance benefits in column A of the following table up to a daily maximum amount in column B of the same item.

   a. Short-term duty overseas.

   b. Peacetime deployment overseas.

Item	Column A Travel allowance benefit	Column B Maximum amount
1.	Compulsory mess and accommodation charges	Amount of the charges.
2.	Meals	Amount that the CDF considers reasonable, but not more than the applicable limit in Annex 13.3.A for the location.

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3.	Incidentals	Applicable amount in Annex 13.3.A for the location.

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

   a. The location where the member is accommodated.

   b. The cost of meals at the location.

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

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

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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 up to one of the following for the cost of equipment in any 3-year period.

   a. If the member only travels to New Zealand — AUD 115.

   b. If the member travels to any other location — AUD 225.

   c. If the member travels to new Zealand and any other location — AUD 225, but not more than a total of AUD 115 for travel to New Zealand.

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 of the following.

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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 of the following.

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.

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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 **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
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
31.	Indonesia	IDR	1544384	408807
32.	Iran	IRR	1910607	505749
33.	Irish Republic	EUR	144	35

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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
65A.	Republic of Korea	KRW	297926	62721
65B.	Republic of Korea – USA Bases	USD	188	46
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

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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 **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
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

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16.	Cook Islands	NZD	201	53
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

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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
65A.	Republic of Korea	KRW	240431	52268
65B.	Republic of Korea – USA Bases	USD	156	41
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
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
91.	Vietnam	USD	101	32
92.	Other countries	AUD	75	25

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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 the following 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 of the following.

    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 any of 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. All of the following 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 all of the following 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 of the following.

    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.

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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 of the following.

   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.

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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 of the following.
    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 the following.
    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 any of the following.
    a. Other travel costs.
    b. The cost of transportation.

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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

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.

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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 who meet all of the following.

   a. They must be informed that the examinations are required for travelling to and living at the posting location.

   b. They must provide a results report to the Joint Health Command (JHC) for approval.

   Note 1: The provisions of the *Privacy Act 1988* apply to the certificates under this section as set out in section 1.2.6.
   Note 2: The certificates are to be provided to the JHC for review and to advise the Overseas Administration Team of approval or further action required.
   Note 3: The certificates are to be filed and kept by the JHC as Official: Sensitive, Personal privacy//Health 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 JHC must consider if the posting location has suitable facilities for ongoing treatment of that condition.

6. If a person has special needs recognised under section 1.3.6, the decision maker in the JHC 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 of the following.

   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.

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

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.

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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.

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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 of the following 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 of the following.

    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, **conditions of service** means any of the following.

    a. Transfer allowance.

    b. Housing assistance.

    c. Reimbursement of education costs for a child.

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Division 4: Delay in departure accommodation

14.2.12 Definitions

In this Division the following apply.

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 any of 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 as the member.

14.2.14 Eligibility for temporary accommodation

1. Subject to subsection 2, a person is eligible for temporary accommodation if all of 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 CDF is satisfied that it is reasonable to do so.

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, the CDF 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.

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

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Part 3: Removals

Division 1A: General provisions

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 eligibility

If a member and their partner are both eligible for removal benefits under this Part, only the member receiving overseas living allowances is eligible for a removal.

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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 of the following.

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 any of the following.

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.

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3. The benefit does not include reimbursement for any of the following.

   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 in temporary storage

1. A member is eligible for the storage of items removed under section 14.3.5 if the accommodation provided under Chapter 15 Part 4 Division 1 is not available when the member arrives in the posting location.

2. The member is eligible for the removal of items stored under subsection 1 to their accommodation when the accommodation becomes available.

14.3.8 Loss on sale or disposal of items

1. If a member disposes of an item instead of removing it to the posting location or storing it in Australia, the member is eligible to be reimbursed an amount equal to any loss as a result of the disposal unless the item was obtained through a grant.

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. If subsection 1 applies, the member may do any of the following.

   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.

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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 any of 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 of the following.

   Criteria about the return from overseas posting

   a. The location from which the member is returning.

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

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

   d. The intended duration of the next posting.

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

   Criteria about the dependants

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

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

   Criteria about the removal

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

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

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

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

   l. Any other factor relevant to the removal.

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

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

14.3.12 Unacceptable items for removal

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

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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 the following 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 the following 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.

    h. Large or heavy gardening equipment.

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

4. Despite paragraph 3.g, a personal air conditioner may be removed under section 14.3.11 if the member is moving to or from a location in Papua New Guinea, other than Port Moresby.

14.3.13 Benefits if enlisted overseas

1. A member appointed or enlisted outside Australia for service in Australia is eligible for all of the following assistance with travel and removal to Australia for themselves and their dependants.

    a. Air travel at Defence expense as provided under Part 4 Division 1.

    b. Rest periods as provided under Part 4 Division 3.

    c. Removal of a reasonable amount of personal effects and household items, including furniture, to the housing benefit location in Australia.

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

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

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

    g. Reimbursement of any medical or migration processing fees.

    h. Baggage benefits as provided under Part 4 Division 2.

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2. A member whose dependants make their first Australian home in a family benefit location, is eligible for all of the following benefits for their family.

   a. Temporary accommodation allowance for the dependants in the family benefit location.

   b. Rent allowance or a Service residence for the dependants in the family benefit location.

   c. Removal of a reasonable amount of the dependant's personal effects to the family benefit location.

3. In this section, **dependant** may include a person who would be recognised as a **child** under section 1.3.35.

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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 of the following 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 the following costs.

    a. Transporting the vehicle from the housing benefit 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 housing benefit location in Australia.

3. The member must meet any costs in excess of subsection 2. This includes any of the following costs.

    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.

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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 Transfer allowance

1. Subject to subsection 5, if a member is moving from Australia to an overseas location and they meet a condition under column A of the following table, they are eligible for the amount of transfer allowance under column B of the same item for each person moving with the member.

Item	Column A Condition	Column B Transfer allowance (AUD)
1.	If the member occupied living-in accommodation before departure from Australia	• 635 for the member • 294 for each dependant
2.	If the member has a partner	• 749 each for the member and partner • 294 for each dependant (excluding partner)
3.	Any other situation	• 775 for the member • 294 for each dependant

2. Subject to subsection 5, if a member is moving from an overseas location to Australia and they meet a condition under column A of the following table, they are eligible for the amount of transfer allowance under column B of the same item for each person moving with the member.

Item	Column A Condition	Column B Transfer allowance (AUD)
1.	If the member occupied living-in accommodation before departure from the overseas location	• 79 for the member • 133 for each dependant
2.	If the member has a partner	• 161 each for the member and partner • 133 for each dependant (excluding partner)
3.	Any other situation	• 179 for the member • 133 for each dependant

3. Subject to subsection 5, if a member is moving from an overseas location to another overseas location and they meet a condition under column A of the following table, they are eligible for the amount of transfer allowance under column B of the same item for each person moving with the member.

Item	Column A Condition	Column B Transfer allowance (AUD)
1.	If the member occupied living-in accommodation before departure from the overseas location	• 301 for the member • 229 for each dependant

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2.	If the member has a partner	• 365 each for the member and partner • 229 for each dependant (excluding partner)
3.	Any other situation	• 407 for the member • 229 for each dependant

4. Subject to subsection 5, if a member is moving from a residence in an overseas location to another residence in the same location and they meet a condition under column A of the following table, they are eligible for the amount of transfer allowance under column B of the same item for each person moving with the member.

Item	Column A Condition	Column B Transfer allowance (AUD)
1.	If the member occupied living-in accommodation and moves to another residence	• 301 for the member • 229 for each dependant
2.	Any other situation	• 152 for the member • The costs incurred by the member for telephone disconnection and reconnection

5. The following apply to the payment of transfer allowance under this section.

   a. If the member meets both conditions of table items 1 and 2 of a table in subsection 1, 2 or 3, the member is eligible for the higher rate of transfer allowance.

   b. If the member and any dependant move to the new location at different times, the amount of transfer allowance under this section remains payable to the member as if the member and their dependants moved at the same time.

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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 the following.

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.

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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. A member on long-term posting is eligible for a removal to move dependants remaining in Australia to another Australian location if all of the following are met.

    a. The member is unaccompanied.

    b. The CDF decides that any of the following apply.

        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 all of the following.

    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.

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

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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.

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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 if all of the following 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 if all of the following 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 if all of the following apply..

    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.

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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 any of the following 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.

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Part 4: Travel to and from the posting location

Division 1A: General provisions

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 of the following 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 chaperones accompanying a dependant in any circumstances.

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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 member is eligible for the cost of their and their dependant's travel to and from the posting location if any of the following apply.

    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 all of the following.

    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 any of 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.

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

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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 any of the following.

    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 any of the following.

    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 of the following.

    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 of the following have been met.

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

    b. The travel is not a holiday package.

2. Any of 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. If a member has travel approved by private vehicle under section 14.4.8 they are eligible for all of the following.

a. Vehicle allowance payable under Chapter 9 Part 6.

b. An amount for meals up to the rate payable under Annex 13.3.A.

c. Costs for incidentals, which is payable at half the normal rate applicable under Annex 13.3.A.

2. The benefit payable under subsection 1 must not be more than what would have been paid for the member's transport if the member had not used the vehicle.

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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 any of 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. A member is eligible for the cost of excess baggage that exceeds the baggage allowance under subsection 14.4.10.1 if the CDF is satisfied it is reasonable having regard to all of the following.

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

    b. Removal arrangements under this Determination.

    c. The duration and timing of the posting.

2. For the purpose of subsection 1, all of the following apply.

    a. The excess baggage must not exceed any of the following.

        i. If the carrier charges for the combined weight of baggage — 45 kg of total baggage weight.

        ii. If the carrier charges per suitcase — 3 suitcases.

    b. The cost must not exceed the cost for excess baggage that would be payable for travel by the most direct route.

3. Despite subsection 2.a, if the CDF is satisfied global shipping and supply chain disruptions are expected to significantly impact the movement of the member's personal effects, the excess baggage must not exceed any of the following.

    a. If the carrier charges for the combined weight of baggage — 60 kg of total baggage weight.

    b. If the carrier charges per suitcase — 4 suitcases.

    e. Assistant Director-General Customer and International Engagement Australian Signals Directorate.

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 sends their baggage unaccompanied, the maximum benefit is the same that applies to moving the baggage by air at the accompanied rate under section 14.4.11.

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

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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 all of the following.

    a. The accommodation costs they would be eligible for under section 13.3.6.

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

Note: A member who is approved recreation leave may take the leave during or at the end of a journey in conjunction with a rest period. Time spent on a rest period is not to be deducted from recreation leave credits.

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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 under this Determination — 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.

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14.4.17A Dependant joining member

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

    a. They were on a long-term posting overseas and all of the following apply.

        i. Their posting is extended or they are posted on a consecutive long-term posting overseas.

        ii. Their dependant will join them at the overseas posting location.

    b. They were on short-term duty overseas and all of the following apply.

        i. They are posted on a long-term posting overseas after their short-term duty ends.

        ii. Their dependant will join them at the overseas posting location.

    Note: Section 12.3.5 provides the minimum period the member's dependant must live, or intend to live, with the member at the posting location.

2. The member is eligible for travel to the overseas posting location under subsection 14.4.17.3 for their dependant.

3. If the dependant travels to the overseas posting location at personal expense, the benefit under subsection 2 is provided by reimbursement.

4. All of the following apply to travel under this section.

    a. It must not be undertaken before, or more than 12 months after, the date of effect of the member's posting order.

    b. It does not include rest periods.

14.4.18 Baggage charges

A member may claim costs involved in obtaining assistance for carrying their dependant's personal baggage where the cost is unavoidable, and the dependant meets any of the following.

a. The dependant has a disability that prevents them from carrying their baggage.

b. The dependant is a child who cannot carry their baggage.

c. The dependant is elderly and requires assistance to carry their baggage.

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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. A member is eligible for settling in allowance for themselves and each dependant if all of the following apply.

   a. The member and their dependant occupies temporary accommodation.

   b. They are receiving overseas living allowances.

   Note: If the member’s partner is also a member, only the member receiving overseas living allowances receives settling in allowance.

2. The settling in period **begins** on the first day of the member’s posting period. It **ends** on the earlier of the following 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 of the following.

   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.

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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

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4. A member is not eligible for meals supplement if any of the following apply.

   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.

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 if any of the following apply.

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. An evacuation period begins on the day the member or their dependant is evacuated from the posting location.

2. An evacuation period ends on one of the following.

   a. For the member — on the earlier of the following.

      i. The day the member returns to their posting location.

      ii. The day the member's posting is terminated.

      iii. The day the member begins living permanently in Australia or their next posting location.

   b. For their dependants — on the earlier of the following.

      i. The day the dependant returns to the posting location.

      ii. The day the member leaves the posting location because of termination of the member's posting.

      iii. The day 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 any of the following costs.

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a. The member's or dependant's accommodation at the evacuation location.

b. Settling in allowance as if the member or dependant met all of the following.

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 of the following.

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 all 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.

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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.

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 any of the following.

    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 of the following.

        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.

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Division 2: Withdrawal from posting

14.6.17 Losses if Defence withdraws from posting

1. This section applies to a member and their dependants who have been directed to withdraw at short notice from a posting location overseas to return to Australia on a permanent basis.

2. A withdrawal under this section does not include any of the following.

   a. A withdrawal in connection with an evacuation under Division 1.

   b. An early withdrawal of a member from a long-term posting that is not a withdrawal at short notice.

3. The member is eligible for payment of an amount for their financial losses resulting from the withdrawal that the CDF is satisfied is reasonable taking all of the following into consideration.

   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 remaining period of the expected duration of the posting at the time of leaving the posting location.

   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 other costs reasonably incurred by the member in the reasonable expectation that the posting would run its full term.

   f. Any other factor relevant to the posting.

   Note: Chapters 14, 15 and 16 continue to apply to a withdrawal under this section.

4. For the purpose of this section, a **withdrawal at short notice** means a withdrawal from a posting location overseas that does not allow a member enough time for personal arrangements to be completed before departure in accordance with normal practice.

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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 all 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 any of the following.

a. Items approved for removal to an overseas posting location under this Determination.

b. Items approved for removal to another residence at the overseas posting, or back to Australia, under this Determination.

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 any of the following specified events.

   a. War.

   b. Civil disorder.

   c. Natural disaster.

   d. Another similar event.

2. All of the following must apply.

   a. The member meets any of the following.

      i. The member fully insured the possessions, but was unsuccessful claiming from the insurer despite reasonable attempts.

      ii. The member was unable to obtain appropriate insurance at a reasonable cost to cover the possessions in the circumstances in which they were lost or damaged.

   b. The member took reasonable steps to avoid the loss or damage.

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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 of the following.

   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 all of the following 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. A member is eligible for one of the following amounts if their private vehicle is lost or damaged as a result of an event specified in subsection 14.6.21.1.

   a. If their private vehicle is lost — the estimated residual value of the vehicle immediately before the loss occurred.

   b. If their private vehicle is damaged — 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 of the following.

   a. The criteria set out in subsection 14.6.21.4.

   b. The type and cost of the vehicle bought by the member.

   c. The age of the vehicle when bought, and the period the member owned the vehicle.

   d. The rate of depreciation that would usually occur on a similar vehicle at the member's posting location.

   e. The estimated cost of repairing any defects to the vehicle.

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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 of the following.

   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.

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Chapter 14A: COVID-19 response

Part 1: COVID 19 evacuations

Division 1A: General provisions

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.

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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 all of 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.

   b. A person who meets all of the following.

      i. They departed the posting location overseas to return to Australia before 19 March 2020.

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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. All of 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.

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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 of 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.

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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 any 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.

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.

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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.

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.

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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 CDF 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.

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.

14A.1.14 Storage in the overseas location

A person is eligible for the storage of all 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.

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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 of 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.

   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 of 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.

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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.
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 any of 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 any of the following.

   i. Car.

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ii. Metropolitan public transport.

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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 of 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.

        i. The dependant's evacuation flight was at least 3 months before the day the member's reunion flight to Australia departs.

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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 CDF 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.

Note: A reunion visit taken under this section reduces the number of reunion visits a member is eligible for under section 15.3.17G.

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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 any of 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.

   b. A dependant of the member.

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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.

    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.

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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.

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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.

Dangerous recreational activity includes the following activities.

a. Scuba diving.

b. Free diving.

c. Mountain climbing above 5,500 metres.

d. Snow sports.

e. Bungee jumping.

f. Skydiving.

g. Base-jumping.

h. Paragliding.

i. Hang-gliding.

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j. White water rafting.

k. Motor vehicle, motor cycle or boat racing.

l. Any professional sporting activity where a payment is received for participation or performance.

m. Any other activity that the CDF is satisfied involves an obvious significant risk of serious physical harm to a person.

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.

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 early childhood education — the school in column B of the same item.

ii. If the child is in preschool — the school in column C of the same item.

iii. If the child is in primary school — the school in column D of the same item.

iv. If the child is in secondary school — the school in column E 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.

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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.

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 schools under Annex 15.6.A, 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.

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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.

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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 all of 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.

      Note: The definition of Christmas stand-down under section 1.3.1 provides the dates of the Christmas stand-down period.

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 on short absence – not required for duty under Chapter 5 Part 11 Division 2A for the Christmas stand-down period unless required for duty.

   Note 1: The definition of Christmas stand-down under section 1.3.1 provides the dates of the Christmas stand-down period.
   Note 2: If a day during the Christmas stand-down period is a public holiday section 15.1.10 applies.

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.

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.

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Part 2A: Overseas living allowances

Division 1: General provisions

15.2A.1 Simplified outline of Part 2A

Overseas living allowances offset the likely effects of a long-term posting overseas on members and their dependants living with them at the posting location. These allowances assist the member in meeting unexpected living costs associated with the posting and the added costs at the posting location. Meal allowance and clothing allowance may be provided in limited circumstances.

Overseas living allowances consist of the following:

- Cost of living adjustment, which helps maintain the purchasing power of the member's income and provide an equivalent standard of living at the posting location overseas. The allowance has the effect of adjusting the member's salary by the post index rate that applies to their posting location (see Division 2).
- Cost of posting allowance, which compensates a member for financial and non-financial disadvantage due to the overseas posting. The allowance is based on a percentage of the member's salary and is subject to lower and upper limits (see Division 3).
- Child supplement allowance, which assists a member with the additional costs inherent in maintaining a child by providing the member an allowance for each child living with a member in the posting location overseas. The base rate of allowance is a fixed amount relevant to the child's age, which is modified by the post index rate of the posting location (see Division 4).

The overseas living allowances may be affected by the location and period of the member's posting overseas, and the member's categorisation. The absence of the member or their family from the posting location also affects the payment of overseas living allowances (see Division 5).

Meal allowances may be provided to a member who performs additional duty on a day (see section 15.2A.27) or for the costs of meals when they are in living-in accommodation (see section 15.2A.28).

An allowance for the cost of special garments is also available if the member is required to purchase additional garments due to dress codes imposed by religious custom or law at the posting location (see section 15.2A.29).

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

1. This section applies if a member receives a benefit from another entity for a similar or comparable purpose to that of a benefit provided by this Part.

2. The comparable benefit paid under this Part is reduced by the amount of the benefit received.

15.2A.9 The dual Commonwealth benefit rule

1. This section applies to a member if all of the following apply to their partner.

    a. The member's partner is posted to the same location as the member.

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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.

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Division 2: Cost of living adjustment

15.2A.11 Eligibility – cost of living adjustment

1. A member is eligible for a cost of living adjustment for the period of their overseas posting if their post index is more than 100.

2. A member is not eligible for cost of living adjustment if they are on leave without pay.

Note 1: Section 15.2A.8 may affect the payment of cost of living adjustment.
Note 2: Section 15.2A.25 may extend the period of eligibility if the member's dependants remain at the posting location after the member permanently leaves at the end of the posting period.

15.2A.12 Rate of cost of living adjustment

1. The cost of living adjustment is calculated using the following formula.

$$\textit{cost of living adjustment} = ((A - B) \times C) \times \left(\frac{D - 100}{100}\right)$$

Where:

A is the member's fortnightly salary plus any of the following payable to the member.

a. Higher duties allowance.

b. A salary non-reduction supplement provided under section 3.2.56.

Note: No other allowances are to be included.

B is the Pay As You Go tax and any levies withheld from the fortnightly salary calculated under A.

C is the spendable salary factor determined by a data service provider.

D is the post index for the member's posting location.

Note: The dual Commonwealth benefit rule under section 15.2A.9 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.

2. The cost of living adjustment is paid fortnightly.

15.2A.12A Effect of leave at half pay on cost of living adjustment

If a member is on leave at half pay, the rate of cost of living adjustment is half the rate calculated under section 15.2A.12.

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Division 3: Cost of posting allowance

15.2A.14 Eligibility – cost of posting allowance

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

Note 1: Section 15.2A.25 may extend the period of eligibility if the member's dependants remain at the posting location after the member permanently leaves at the end of the posting period.

Note 2: The following sections may affect the payment of cost of posting allowance.
a. Section 15.2A.8.
b. Section 15.2A.9.
c. Section 15.2A.23.
d. Section 15.2A.24.

15.2A.15 Rate of allowance

1. In this section the following apply.

   Minimum amount means one of the following.

   a. 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.*

   b. 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.*

   Maximum amount means one of the following.

   a. 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*.

   b. 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 one of 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.

3. Subject to one of 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.

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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 if all of the following are 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.

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Division 4: Child supplement allowance

15.2A.19 Eligibility – child supplement allowance

A member is eligible for child supplement allowance for each child who is a dependant for the period between the following.

a. From the day the child starts living with them at the overseas posting location.

b. To the day the child permanently leaves the overseas posting location.

Note 1: Section 15.2A.25 may extend the period of eligibility if the member's dependants remain at the posting location after the member permanently leaves at the end of the posting period.

Note 2: The following sections may affect the payment of child supplement allowance.
a. Section 15.2A.8.
b. Section 15.2A.9.
c. Section 15.2A.23.
d. Section 15.2A.24.

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.

$$\textit{rate of child supplement allowance} = \frac{A \times B}{100}$$

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 Child's age	Column B Base rate (AUD)
1.	Under 3 years old	390
2.	Between 3 and 12 years old	300
3.	Between 12 and 18 years old	360

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Division 5: Other matters affecting the overseas living allowances

15.2A.22 Member this Division applies to

This Division applies to a member when any of the following apply.

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 longer than accepted period – accompanied member

If an accompanied member or their dependant is temporarily absent from the posting location for longer than the accepted period, the following apply to overseas living allowances until the day the person returns.

a. For cost of posting allowance — any of the following.

i. If the member or their partner is absent, but not both — the allowance reduces to the rate payable to an unaccompanied member under subsection 15.2A.15.3.

Note: Cost of posting allowance reduces despite other dependants remaining at the posting location.

ii. If the member and all of their dependants are absent — the allowance ceases to be payable.

b. For child supplement allowance — the allowance ceases to be payable for a child dependant who is absent.

Note 1: Section 12.3.1 provides the definition of accepted period.
Note 2: The cost of living adjustment under Division 2 is not affected by a member's temporary absence from the posting location that is longer than the accepted period.
Note 3: Section 15.2A.24A may modify the date that a person is considered to have returned to the posting location for the purpose of the accepted period.

15.2A.24 Temporary absence longer than accepted period – unaccompanied member

If an unaccompanied member or their dependant is temporarily absent from the posting location for longer than the accepted period, the following apply to overseas living allowances until the day the person returns.

a. For cost of posting allowance — the allowance ceases to be payable if the member is absent.

Note: To avoid doubt, cost of posting allowance ceases to be payable despite their dependants remaining at the posting location.

b. For child supplement allowance — the allowance ceases to be payable for a child dependant who is absent.

Note 1: Section 12.3.1 provides the definition of accepted period.
Note 2: The cost of living adjustment under Division 2 is not affected by a member's temporary absence from the posting location that is longer than the accepted period.
Note 3: Section 15.2A.24A may modify the date that a person is considered to have returned to the posting location for the purpose of the accepted period.

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15.2A.24A Disrupted return to the posting location

1. This section applies to a member or their dependant who would not have been absent from the member's posting location for longer than the accepted period had their return to the posting location not been disrupted by any of the following in response to an infectious disease.

    a. Requirement to isolate.

    b. Travel restriction or limited travel opportunity.

2. For the purpose of sections 15.2A.23 and 15.2A.24, the day the person is taken to have returned to the posting location is the earlier of the following days.

    a. The day they commence the isolation period.

    b. The day they would have returned to the posting location had it not been for the delay.

15.2A.25 Member permanently leaves posting location before dependants

1. This section applies to a member who permanently leaves the overseas posting location before their dependants.

2. The member continues to be eligible for any of the following allowances at the rate that applied immediately before they left the posting location.

    a. Cost of living adjustment.

    b. Cost of posting allowance.

    c. If they have a child dependant — child supplement allowance for the child.

3. Subsection 2 ceases to apply on the earlier of the following.

    a. The day the dependant permanently leaves the posting location.

    b. The day that is 28 days after the member's departure.

    c. A later day set by the CDF if satisfied that it is reasonable having considered all of the following.

        i. The reason the dependants remained at the posting location.

        ii. The date the dependants will permanently leave the posting location using a benefit provided under this Determination.

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Division 6: Meal and clothing allowances

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 any 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.

$$\textbf{\textit{meal allowance (in local currency)}} = 38.65 \times \frac{A \times B}{100}$$

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 living-in accommodation

1. This section applies to a member who is directed to occupy living-in accommodation at the posting location.

2. The member is eligible for the reimbursement of one of the following amounts.

    a. If meals are not provided or not available to purchase at the living-in accommodation — the lesser of the following for each day.

        i. The daily amount for each day set out in Annex 13.3.A.

        ii. The costs the member incurs for their meals on a day.

    b. If all of the following apply — the amount the member paid for meals at the living-in accommodation.

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i. The member is maintaining a home for recognised dependants at the overseas posting location.

ii. Meals are provided or available to purchase at the living-in accommodation.

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.

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Part 3: Travel during a long-term posting

Division 1A: General provisions

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.

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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.

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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 is eligible to be reimbursed the excess costs of public transport if they meet all of the following.

   a. They use public transport to travel between their home and their normal place of duty.

   b. Their public transport costs exceed AUD 1,452.66 within a benefit period.

2. Excess costs of public transport are calculated using the following formula.

$$\textit{excess costs of public transport} = (A \times B) - \left(\frac{C}{213} \times 1,452.66\right)$$

   Where:

   A is the member's public transport costs at the location in local currency.

   B is the exchange rate provided by the Department of Foreign Affairs and Trade for the payday before the benefit period.

   Note: This is used to convert the local currency in which the member incurred the public transport costs into Australian dollars.

   C is the number of days the member worked in the overseas location during the benefit period, not exceeding 213 days.

   Note: If the outcome is zero or less, the amount payable for excess costs of public transport is AUD 0.

3. In this section, the following definition applies.

   Benefit period means a 12-month period commencing on 1 March of the relevant year.

15.3.8 Private vehicle

1. A member is eligible to be reimbursed excess commuting costs if all of the following apply.

   a. The member uses a private vehicle for the purpose of travel between their home and their primary place of duty.

   b. The member has been directed to live 30km or more away from their primary place of duty.

2. The purpose of travel under paragraph 1.a includes any routine stops that the member could be expected to make on their way to or from their primary place of duty.

3. The member is not eligible to be reimbursed for travel that meets any of the following.

   a. It is not between the member's home and their primary place of duty.

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b. It is more than one trip between the member's home and their primary place of duty.

4. Excess commuting costs are calculated using the following formula.

$$\boldsymbol{excess\ commuting\ costs = A \times (B - 60)}$$

Where:

A is the applicable rate of vehicle allowance payable under subsection 15.3.21.4 on 1 March in that year.

B is the daily return distance by the most direct route between the member's home and their primary place of duty, in kilometres.

15.3.9 Use of public transport and private vehicle combined

1. A member is eligible to be reimbursed excess commuting costs if they travel to their normal place of duty using both public transport and their private vehicle.

2. The amount the member is eligible to be reimbursed each month under subsection 1 is calculated using the following formula.

$$\boldsymbol{excess\ costs = (A \times B) \times 20 + C - \left(\frac{D}{12}\right)}$$

Where:

A is the applicable rate of vehicle allowance payable under section 15.3.21.4 on 1 March in that year.

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

C is the actual cost of the public transport used by the member.

D is the excess fares, as calculated at subsection 15.3.7.2.

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Division 3: Overseas reunion travel

Subdivision 1: General provisions

15.3.10 Simplified outline of this Division

When a member is posted to an overseas location all or some of their family may not travel with them to the location. The benefits provided in this Division help a member on a long-term posting overseas to maintain contact with their family by providing help with the cost of travel between the overseas location and where the family lives.

The benefits a member may receive for a reunion travel benefit are provided in Subdivision 2 and can include return flights and public transport for the people who are travelling. If there is an unavoidable stop during the reunion travel, the person travelling may also receive accommodation and costs for meals.

If a member does not have a partner or children they may be eligible to reunion travel under Subdivision 3 to help them maintain relationships with their family, friends and support networks in Australia.

If a member has a partner and children, the member and their family may be eligible to reunion travel under Subdivision 4 to help them maintain their relationships. The number of reunion travel benefits a member may be eligible for is based on their family makeup and where they live.

A member's partner or child who lives with the member at the overseas location, or a child who attends boarding school in Australia, may use a reunion travel benefit to visit another person in Australia under Subdivision 5.

If a member's child is travelling by themselves to visit the member, they may need to be accompanied by an adult. Travel costs for the chaperone are set out in Subdivision 6.

15.3.11 Definitions

In this Division, the following apply.

Allowable travel costs for a chaperone means one of the following.

a. If the dependent child is travelling to the member's posting location — all of the following.

   i. Allowable travel costs from the posting location to meet the dependent child at the international airport where the child can no longer travel unaccompanied.

   ii. Allowable travel costs from the international airport to chaperone the dependent child to the posting location.

b. If the dependent child is travelling to return home — all of the following.

   i. Allowable travel costs from the posting location to chaperone the dependent child to the international airport from where the child will travel home unaccompanied.

   ii. Allowable travel costs from the international airport back to the posting location.

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Chaperone, for the purpose of accompanying a dependent child, means a person over 18 years old who is one of the following.

a. The member.

c. A person chosen by the member.

Dependent child means a child who meets one of the following.

a. If the child is living in Australia — they meet all of the following.

i. They are a child, as defined in section 1.3.35.

ii. They are under 18 years of age.

b. If the child is living at the member's overseas location — they are a dependant under subsection 12.3.5.1.

c. If the child is living at another overseas location — they are a dependant of a person who is a recognised partner subsection 15.3.13.2.

Dependent tertiary student has the same meaning given by section 15.3.12.

Eligible person means any of the following.

a. A dependent child.

b. A dependent tertiary student.

c. A recognised partner.

Recognised partner has the same meaning given by section 15.3.13.

Reunion year means the 12-month period commencing on the first day of the member's long-term posting at the overseas location.

15.3.12 Dependent tertiary student

1. **Dependent tertiary student** means a person who meets all of the following.

a. They are less than 25 years of age.

b. They meet one of the following.

i. For a tertiary student studying in another overseas location — a person who meets the criteria under subsection 2.

ii. For a tertiary student studying in Australia — they are an adult child or they are recognised family under section 1.3.1.

c. They are undertaking full-time studies at a tertiary institution.

d. They are living away from the member because of the member's long-term posting overseas.

2. For the purpose of subparagraph 1.b.i, a person may be recognised as a dependent tertiary student if the CDF is satisfied that the person meets all of the following.

a. The person would live with the member at the member's posting location but is unable to because a dependant is not permitted at the posting location.

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b. The person is studying in another overseas location to be located closer to the member.

c. Immediately before the long-term posting overseas, the person was living with the member.

d. The person has a level of dependency on the member.

Note: If a member has a person recognised as a dependent tertiary student under this subsection, the member is only eligible for reunion travel benefits for that person. No other overseas benefits will apply for that person.

15.3.13 Recognised partner

1. **Recognised partner** means a person who is a recognised partner under one of the following.

   a. If the person is living in Australia — section 1.3.36.

   b. If the person is living at the member's overseas posting location — subsection 12.3.5.1.

   c. If the person is living in another overseas location — subsection 2.

   Note: Section 15.3.15 applies to a dual serving couple and identifies which member is eligible for the reunion travel benefits. The member who is not eligible for the benefits may be a recognised partner under paragraph 1.b or 1.c.

2. For the purpose of paragraph 1.c, a person may be a recognised partner if they meet all of the following.

   a. They are the partner of a member who is eligible for the reunion travel benefits under this Division.

   b. The person would be a dependant under subsection 12.3.5.1 if they lived with the member in the member's posting location.

15.3.14 Taking a reunion travel benefit

1. A member must apply to use a reunion travel benefit for themself or an eligible person using the approved form.

2. If more than one eligible person travel at the same time, one reunion travel benefit under section 15.3.17G is used.

3. If the member is travelling on a reunion travel benefit they must be on a type of leave or absence for the period of the reunion travel.

4. A reunion travel benefit can be taken by the member or an eligible person.

5. A member must not take a reunion travel benefit within 3 months of the start or end of their posting period overseas unless the CDF is satisfied it is reasonable.

15.3.15 Dual serving couple

If a member is a part of a dual serving couple and both members are on a long-term posting overseas, only the following member is eligible for the number of reunion travel benefits under section 15.3.17G.

a. The member who has been nominated by both members to receive the benefit.

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b. If a member has not been nominated, the member with the higher salary.

Note 1: Although only one member is eligible for the reunion travel benefits, both members can use the reunion travel benefits.
Note 2: The members can be at the same posting location overseas or at another posting location overseas.
Note 3: The member who is not eligible for the reunion travel benefits under this section is a recognised partner under section 15.3.13.

Subdivision 2: Reunion travel benefit

15.3.16 Reunion travel benefit

A reunion travel benefit includes any of the following.

a. Return air travel that meets all of the following.

i. It is at economy class.

ii. It meets the allowable travel cost as provided under section 12.3.3.

b. Return rail travel.

c. Return coach travel.

Note: The member is not eligible for accommodation, meal or incidental costs during reunion travel.

15.3.17 Reunion travel benefit to another overseas location

1. This section applies to a member who has an eligible person who meets any of the following.

a. The eligible person lives in another overseas location.

b. The eligible person lives in Australia and is unable to travel to the posting location because the eligible person is not permitted at the posting location by Defence.

2. The member is eligible for any of the following.

a. If the eligible person is travelling — one of the following.

i. A reunion travel benefit between the location under paragraph 1.a and the member's posting location.

ii. A reunion travel benefit between Australia and a location in another overseas country where they will reunite with the member.

Note: Only the allowable travel costs for the eligible person to the other overseas country will be covered.

Note: Travel under this paragraph cannot be to an overseas posting location where eligible persons are not permitted by Defence.

b. If the member is traveling — a reunion travel benefit between their overseas posting location and a location in another country to reunite with the eligible person.

Note: Only the allowable travel costs for the member to travel to the other country location will be covered.

c. If both the member and the eligible person are travelling — a reunion travel benefit for the eligible person between their location and a location in another country where they will reunite with the member.

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Note: Only the allowable travel costs for the eligible person to the other overseas country will be covered. The travel undertaken by the member will be at their own cost.

Note: To avoid doubt, a reunion travel benefit taken under this section reduces the number of reunion travel benefits a member is eligible for under section 15.3.17G.

3. The cost of a return reunion travel benefit provided under this section is the lesser of the following.

   a. The allowable travel cost if the travel was between the member's posting location and Australia.

   b. The actual cost of the travel.

4. If the actual cost of travel is higher than cost under subsection 3, the member must pay any additional costs.

15.3.17A Reimbursement

If travel under this Division is booked by the member, the benefit is provided by reimbursement up the lesser of the following.

a. The allowable travel cost of return travel.

b. The cost of the return travel expenses incurred by the member.

Note: If the actual cost of return travel is higher than the allowable cost of return travel, the member is not eligible to be reimbursed any amount above the allowable travel cost.

15.3.17B Public transport costs

The member is eligible for the reimbursement of public transport costs for themself or an eligible person, including costs for taxis and like services, between any of the following locations.

a. The member's home in their posting location overseas.

b. The airport, bus or train terminal.

c. If the member has an eligible person, the eligible person's home.

d. If the member does not have any eligible persons, the accommodation where the member is staying in Australia.

Note: This does not include vehicle allowance for driving, the cost of a hire car, the cost of parking a vehicle or chauffeur services.

15.3.17C Unavoidable stopover

1. This section applies if the travel under section 15.3.16 is broken into 2 or more consecutive segments and all of the following apply.

   a. The break between 2 segments requires an overnight stay in the stopover location.

   b. The CDF is satisfied that the stopover is unavoidable.

2. The member is eligible for the following for each unavoidable stopover.

   a. One nights accommodation.

   b. Subject to subsection 3, both of the following.

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i. The cost of meals for each person travelling up to the amount specified for the member's rank and the location of the stopover under Annex 13.3.A, as adjusted by section 13.3.9.

ii. The amount for incidentals for each person travelling up to the amount for the member's rank and the location of the stopover under Annex 13.3.A, as adjusted by section 13.3.10.

3. If a dependent child is travelling and they are less than 12 years old, the amount for meals and incidentals is two-thirds of the amount payable under paragraph 2.b.

Subdivision 3: Reunion travel for a member with no eligible persons

15.3.17D Member this Subdivision applies to

This Subdivision applies to a member on a long-term posting overseas who has no eligible persons.

15.3.17E Eligibility for reunion travel benefits

A member is eligible for one reunion travel benefit to Australia during their posting period overseas.

Subdivision 4: Reunion travel for a member with eligible persons

15.3.17F Member this Subdivision applies to

This Subdivision applies to a member on a long-term posting overseas who has eligible persons.

15.3.17G Eligibility for reunion travel benefits

1. A member is eligible for any of the following number of reunion travel benefits in a reunion year.

a. If all of the following apply — 4 reunion travel benefits.

i. The member and their recognised partner are at the posting location overseas.

ii. The member has a dependent child living in Australia or another overseas location.

iii. The member receives education assistance under Part 6 Division 3 or Division 4 for the dependent child.

b. If all of the following apply — 4 reunion travel benefits.

i. The member does not have a recognised partner.

ii. The member has a dependent child living in Australia.

iii. The member receives education assistance under Part 6 Division 4 for their dependent child.

c. If one of the following applies — 2 reunion travel benefits.

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i. The member has a recognised partner living in Australia.

ii. The member has a recognised partner who lives in another location overseas.

iii. The member has a recognised partner and a dependent child living in Australia.

iv. The member has a dependent child living in the overseas posting location and a recognised partner living in Australia.

v. The member has a recognised partner on a long-term posting overseas in another location and a dependent child who lives with the member or the recognised partner.

vi. The member has a recognised partner or a dependent child living in the posting location and no eligible persons living in Australia.

Note: This subparagraph applies to reunion travel benefits taken under section 15.3.17H.

d. The member has a dependent tertiary student — 1 reunion travel benefit.

Note: The reunion travel benefit for a dependent tertiary student studying in another overseas location is limited under paragraph 15.3.17.2.a.

2. A member who has used all of their reunion travel benefits in a reunion year under paragraph 1.c or 1.d, the member is eligible for one of the following if the CDF is satisfied it is reasonable.

a. If paragraph 1.c applies — up to 2 additional reunion travel benefits.

b. If paragraph 1.d applies — up to 3 additional reunion travel benefits.

3. When making a decision under subsection 2, the CDF must take into consideration all of the following.

a. The number of reunion travel benefits already taken in the reunion year.

b. The relationship of the eligible person to the member.

c. The age and welfare of the eligible person.

d. The cost and duration of travel to the posting location.

e. Any other opportunity to reunite with the eligible person.

4. A reunion visit or reunion travel benefit taken under section 15.3.17, Subdivision 5 or section 14A.1.23 reduces the number of reunion travel benefits the member is eligible for under this section by one.

Subdivision 5: Reunion visit for an eligible person with other persons

15.3.17H Reunion visit with a person who is not an eligible person

1. A member is eligible for a reunion travel benefit for a recognised partner or a dependent child to reunite with a person who is not an eligible person if all the following apply.

a. The recognised partner or dependent child lives at the member's posting location overseas.

b. The person who is not an eligible person lives in Australia.

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c. The CDF is satisfied that it is reasonable for the reunion travel benefit to be used by the recognised partner or a dependent child to visit the person who is not an eligible person.

2. When making a decision made under paragraph 1.c, the CDF must consider all of the following.

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 recognised partner's or dependent child'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 duration of the travel.

i. Any other factor relevant the travel by the recognised partner or dependent child.

Note: A reunion travel benefit taken under this section is counted as one of the benefits a member is eligible for under section 15.3.17G.

15.3.17J Reunion visit for a dependent child in boarding school in Australia

1. This section applies to a member who is eligible for a reunion travel benefit under section 15.3.17G for a dependent child if all of the following apply.

a. The dependent child is attending a boarding school in Australia.

b. The dependant does not travel to the member's posting location.

c. The person the dependent child is visiting meets all of the following.

i. They have been approved by the member for the dependent child to visit them.

ii. They live in Australia.

2. The member is eligible for the reasonable costs of one the following.

a. Return door-to-door travel for the dependent child from the boarding school they are attending to a home in Australia of a person approved by the member.

b. Return door-to-door travel for the person approved by the member to accompany the dependent child in the following circumstances.

i. To meet the dependent child at the boarding school and to accompany then to the person's home in Australia.

ii. To accompany the dependent child 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.

Note: A reunion travel benefit taken under this section is counted as one of benefits a member is eligible for under section 15.3.17G.

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Subdivision 6: Chaperone to accompany a dependent child

15.3.17K Member this Subdivision applies to

This Subdivision applies to a member on long-term posting overseas who has a dependent child who requires a chaperone to accompany them when travelling for a reunion visit.

15.3.17L Cost of a chaperone to accompany a dependent child – USA or Canada

A member is eligible for allowable travel costs for a chaperone to accompany a dependent child on the necessary legs of the journey if all of the following apply.

a. The member is on a long-term overseas posting in the USA or Canada.

b. The member is eligible for a reunion visit for a dependent child who is less than 15 years old.

c. The dependent child is not being accompanied by an adult.

d. The airlines will not ensure the dependent 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.

Note: The chaperone may accompany more than one child at a time.

15.3.17M Costs for a chaperone to accompany a dependent child – Marshall Islands

1. A member is eligible for the allowable travel costs for a chaperone to accompany a dependent child on the necessary legs of the journey, if all the following apply.

   a. The member is on a long-term overseas posting to the Marshall Islands.

   b. The member is eligible for a reunion visit for a dependent child who is less than 18 years old.

   c. Any of the following apply.

      i. The dependent child is unable to travel without an adult on some legs of the journey.

      ii. The dependent child is unable to stay in accommodation without an adult during an unavoidable stopover.

   d. The dependent child is not being accompanied by an adult.

2. Allowable travel costs for a chaperone under this section includes the reasonable cost of accommodation for the required length of stay of an unavoidable stopover.

3. The member is eligible for accommodation costs in Hawaii if the chaperone arrives before the dependent child, and after the dependent child has returned home, due to the availability of flights.

Note 1: The chaperone may accompany more than one child at a time.
Note 2: Meals and incidental costs will not be paid under this section.

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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 of the following.

   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.

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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 the following 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 any of the following 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 of the following.

   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.

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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 if one of the following applies.

    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 all of the following associated with the vehicle costs.

    a. Registration.

    b. Maintenance.

    c. Servicing.

    d. Fuel costs.

2. The member is required to pay for fuel and extra servicing cost, when all of the following are met.

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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 all of the following.

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.

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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 serious or very serious illness, or death.

15.3.32 Payment of benefits under this Division

A benefit provided under this division may be paid to any 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 of 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 all of 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.

15.3.35 Member or partner to visit a close relative

1. This section applies to a member and the member's partner if any of the following apply to a close relative.

   a. All of 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.

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2. All of 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 all of 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 one 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 lesser of the following amounts, but not less than $0.

      i. The cost of the fares paid for the travel.

      ii. The cost of the travel calculated using the following formula.

$$cost\ of\ travel = A - B$$

      Where:

      A is the allowable travel cost from the overseas posting location to the overseas location of the close relative and return.

      B is the allowable travel cost from Sydney, Australia to the overseas location of the close relative and return.

15.3.36 Fares for children

A person is eligible for the cost of fares for a child if all of the following are met.

a. A person is eligible for the cost of 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.

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Division 7: Additional travel for extended or consecutive overseas postings

Subdivision 1: General provisions

15.3.37 Purpose

This Division provides a member and their dependant an additional travel benefit to provide respite from the overseas location and to reconnect with family and friends in Australia when a member's long-term posting overseas is extended or the member is posted for a consecutive long-term posting overseas.

15.3.39 When travel under this Division must be taken

1. Travel under this Division must be taken within the following periods.

   a. If Subdivision 2 applies — between the following days.

      i. The day that is 3 months before the day that the member's current long-term posting overseas is expected to end.

      ii. The day that is 3 months after the day that the member's extended posting period overseas or consecutive posting period overseas starts.

   b. If Subdivision 3 applies — between the following days.

      i. The day the member's posting period overseas ends at their current posting location.

         Note: To avoid doubt, only for the purposes of the additional travel benefit, the member or their dependant must not remain at the current posting location after the day the member's posting period overseas ends. If section 14.4.17 applies to the dependant, they may remain at the overseas posting location, but would not be eligible for any other benefit.

      ii. The day before the member's posting period overseas starts at their next posting location.

         Note: To avoid doubt, the member or their dependant must not arrive at the next posting location before the member's posting period overseas starts.

   Note 1: Section 12.3.16 provides the definition of posting period overseas.
   Note 2: The member must be on leave for any period of absence from duty.
   Note 3: A member's dependant may travel separately to the member on any leg of a journey.

2. Any of the following persons may travel outside of the period specified in subsection 1 if the CDF is satisfied that it is reasonable.

   a. If Subdivision 2 applies — the member and their dependant, travelling either together or separately.

   b. If Subdivision 3 applies — the member and their dependant, if the travel meets all of the following.

      i. The travel occurs on or before the day set by subparagraph 1.b.i.

      ii. The travel occurs on or after the day set by subparagraph 1.b.ii.

   Note: This subsection does not apply to a dependant who is travelling separately to the member under section 14.4.17.

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

   a. The reason the travel could not occur during the specified period.

   b. The welfare of the member and the dependant.

   c. The member's work commitments over the next 6 months.

   d. The travel's potential costs or savings to Defence.

15.3.40 Reimbursement

If travel under this Division is booked by the member, the benefit is provided by reimbursement.

Subdivision 2: Additional travel if posted to same overseas location

15.3.41 Member this subdivision applies to

This Subdivision applies to a member on a long-term posting overseas who is required to remain in the same posting location for an additional 12 months or more.

Note: This may be due to an extension of their current posting, or a consecutive posting to the same location.

15.3.42 Travel benefits

1. The member is eligible for the allowable travel costs for all of the following for themself and their dependant.

   a. Economy class travel from one of the following locations to a location in Australia.

      i. The member's posting location.

      ii. If the CDF is satisfied that the travel is within the whole-of-Australian-Government international best fare policy — any other overseas location.

      Note 1: Approval must be obtained before booking travel under this subparagraph.
      Note 2: The member is only eligible for the cost of travel up to the amount which would have been paid had the travel been from the posting location.

   b. Economy class travel from a location in Australia to the member's posting location.

   Note: The member is only eligible for the cost of travel up to the amount which would have been paid had the travel been from the posting location to the initial destination in Australia and return.

2. If the member's posting location is a hardship location, they are eligible for the excess baggage benefit under section 16.4.7.

Subdivision 3: Additional travel if posted to different overseas location

15.3.43 Member this subdivision applies to

This Subdivision applies to a member on long-term posting overseas who is posted for a consecutive posting for 12 months or more to a different overseas posting location.

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15.3.44 Travel benefits

1. The member is eligible for the travel costs for all of the following for themself and their dependant.

    a. Business class travel from one of the following locations to a location in Australia.

        i. The member's posting location.

        ii. If the CDF is satisfied that the travel is within the whole-of-Australian-Government international best fare policy — any other overseas location.

            Note 1: Approval must be obtained before booking travel under this subparagraph.
            Note 2: The member is only eligible for the cost of travel up to the amount which would have been paid had the travel been from the posting location.

    b. Business class travel from a location in Australia to the member's next posting location.

        Note: The member is only eligible for the cost of travel up to the amount which would have been paid had the travel been from the location they travelled to under paragraph a.

2. A member who is travelling under this Subdivision is eligible for all of the following.

    a. Excess baggage under section 14.4.11.

    b. For travel under paragraph 1.b — rest periods under Chapter 14 Part 4 Division 3.

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Part 4: Housing

Division 1A: General provisions

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 any of the following.

   a. All 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.

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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. This section does not apply to a member who meets any of the following.

   a. They are a senior member who is provided a house in connection with their posting.

   b. They are posted to a hardship location.

      Note: A hardship location is a location listed in Annex 16.B column A or a provisional hardship location as defined in section 16.1.3.

   c. They are on an exchange posting and required to occupy housing provided by the host Service.

2. The member is eligible for the cost of rent of privately arranged housing if the CDF considers it suitable having regard to all of the following.

   a. The member's posting location.

   b. The standard of housing at the posting location.

   c. The location of the housing.

   d. The standard and the location of the housing having regard to the member's rank and family needs.

   Note: The cost of rent is payable through one of the following.
   a. Reimbursement to the member.
   b. Direct payment to the landlord or their agent.

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. The 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 all of the following events occur.

   a. The member's overseas posting ends.

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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 all of the following.

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 of 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.

15.4.11 Housing becomes unavailable or unfit

If a member's accommodation becomes unavailable or unfit for occupation, the member is eligible for all of the following from the day the accommodation becomes unavailable or unfit.

a. Temporary accommodation.

b. Settling-in allowances listed in Chapter 14 Part 5.

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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 all of 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.

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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 15.4.6.2 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 one of 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 section 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 one of 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.

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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 Member rank	Column B 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 of the following 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. 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. b. The member's partner is eligible to be reimbursed the fares for the travel for any of these purposes. i. Visiting another location for compassionate reasons. ii. Obtaining medical treatment at another location. iii. Chaperoning the member or dependant requiring medical treatment at another location. 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.

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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, all of 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.

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 of the following.

   a. The size, configuration, condition and surroundings of the residence.

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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 any of the following.

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 of the following.

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.

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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 any of 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 all of 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.

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Annex 15.4.A: Rent group overseas

Item	Column A Navy	Column B Army	Column C Air Force	Column D Rent group
1.	One of the following: a. Seaman (pay grade 1) b. Able Seaman (pay grade 1)	One of the following: a. Private (pay grade 1) b. Lance Corporal (pay grade 1)	One of the following: a. Aircraftman (pay grade 1) b. Leading Aircraftman (pay grade 1)	1
2.	One of the following: a. Seaman (pay grade 2, 3 or 4) b. Able Seaman (pay grade 2 or 3) c. Leading Seaman (pay grade 1 or 2)	One of the following: a. Private (pay grade 2, 3 or 4) b. Lance Corporal (pay grade 2 or 3) c. Corporal (pay grade 1 or 2)	One of the following: a. Aircraftman (pay grade 2, 3 or 4) b. Leading Aircraftman (pay grade 2 or 3) c. Corporal (pay grade 1 or 2)	2
3.	One of the following: a. Seaman (pay grade 5, 6 or 7) b. Able Seaman (pay grade 4, 5, 6 or 7) c. Leading Seaman (pay grade 3 or 4) d. Acting Sub Lieutenant	One of the following: a. Private (pay grade 5, 6 or 7) b. Lance Corporal (pay grade 4, 5, 6 or 7) c. Corporal (pay grade 3 or 4) d. Second Lieutenant	One of the following: a. Aircraftman (pay grade 5, 6 or 7) b. Leading Aircraftman (pay grade 4, 5, 6 or 7) c. Corporal (pay grade 3 or 4) d. Pilot Officer	3
4.	One of the following: a. Leading Seaman (pay grade 5, 6 or 7) b. Petty Officer (pay grade 1, 2, 3, 4 or 5)	One of the following: a. Corporal (pay grade 5, 6 or 7) b. Sergeant (pay grade 1, 2, 3, 4 or 5)	One of the following: a. Corporal (pay grade 5, 6 or 7) b. Sergeant (pay grade 1, 2, 3, 4 or 5)	4
5.	One of the following: a. Petty Officer (pay grade 6 or 7) b. Officer performing year of compulsory residency (from undergraduate scheme) c. Acting Sub Lieutenant (who is paid salary under Schedule B.4 DFRT Determination No. 2 of 2017, *Salaries*) d. Sub Lieutenant	One of the following: a. Sergeant (pay grade 6 or 7) b. Staff Sergeant c. Officer performing year of compulsory residency (from undergraduate scheme) d. Second Lieutenant (who is paid salary under Schedule B.4 of DFRT Determination No. 2 of 2017, *Salaries*) e. Lieutenant	One of the following: a. Sergeant (pay grade 6 or 7) b. Officer performing year of compulsory residency (from undergraduate scheme) c. Pilot Officer (who is paid salary under Schedule B.4 of DFRT Determination No. 2 of 2017, *Salaries*) d. Flying Officer	5
6.	One of the following: a. Chief Petty Officer b. Sub Lieutenant (who is paid salary under Schedule B.4 of DFRT Determination No. 2 of 2017, *Salaries*)	One of the following: a. Warrant Officer, Class 2 b. Lieutenant (who is paid salary under Schedule B.4 of DFRT Determination No. 2 of 2017, *Salaries*)	One of the following: a. Flight Sergeant b. Flying Officer (who is paid salary under Schedule B.4 of DFRT Determination No. 2 of 2017, *Salaries*)	6

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7.	One of the following: a. Warrant Officer b. Lieutenant c. Warrant Officer of the Navy	One of the following: a. Warrant Officer, Class 1 b. Captain c. Regimental Sergeant Major of the Army	One of the following: a. Warrant Officer b. Flight Lieutenant c. Warrant Officer of the Air Force	7
8.	Lieutenant Commander	Major	Squadron Leader	9
9.	One of the following: a. Lieutenant (who is a Medical Officer or a Dental Officer) b. Commander	One of the following: a. Captain (who is a Medical Officer or a Dental Officer) b. Lieutenant Colonel	One of the following: a. Flight Lieutenant (who is a Medical Officer or a Dental Officer) b. Wing Commander	11
10.	One of the following: a. Lieutenant Commander (who is a Medical Officer or a Dental Officer) b. Captain	One of the following: a. Major (who is a Medical Officer or a Dental Officer) b. Colonel	One of the following: a. Squadron Leader (who is a Medical Officer or a Dental Officer) b. Group Captain	12
11.	One of the following: a. Commander (who is a Medical Officer or a Dental Officer) b. Commodore	One of the following: a. Lieutenant Colonel (who is a Medical Officer or a Dental Officer) b. Brigadier	One of the following: a. Wing Commander (who is a Medical Officer or a Dental Officer) 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: a. Commodore (who is a Medical Officer or a Dental Officer) b. Rear Admiral	One of the following: a. Brigadier (who is a Medical Officer or a Dental Officer) b. Major General	One of the following: a. Air Commodore (who is a Medical Officer or a Dental Officer) b. Air Vice Marshal	16
14.	Vice Admiral	Lieutenant General	Air Marshal	18

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Annex 15.4.B: Rent and utilities contribution

Part 1: Rent contribution

Item	Column A Rent group	Column B Unaccompanied AUD a week	Column C Accompanied 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 Rent group	Column B Unaccompanied AUD a week	Column C Accompanied 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

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15.	15	13.00	19.00
16.	16	13.00	20.00
17.	17	14.00	21.00
18.	18	14.00	22.00

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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 includes any of the following.

   a. A dependent who is less than 21 years old, regardless of how long they have lived with the member at the overseas posting location.

   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.

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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 one of the following minimum thresholds 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.

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.

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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 of the following.

    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 if all of the following 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 31.60.

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 1,694 for the calendar year, the member is to be reimbursed the amount by which an item exceeds AUD 7.70.

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 all of the following are met.

    a. The dependant has special needs recognised under 1.3.6.

    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.

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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 7.70 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 277.20, 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 any of the following 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 all of the following and is an eligible person under this Part.

   a. They have not yet started secondary education.

   b. They are an eligible person under this part.

2. A member is eligible to be reimbursed the costs of any of the following dental treatments for their child.

   a. Cleaning.

   b. Dental check-ups.

   c. Dental education.

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d. Emergency treatment.

e. Extractions.

f. Fillings.

g. Preventative care.

h. 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 of the following 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 all of the following

a. The general standard of health at the posting location.

b. The incidence of diseases at the location that are unlikely to be contracted in Australia.

3. If the CDF is satisfied that routine medical checks will be necessary, the member may be reimbursed any of the following.

a. The medical check.

b. Return travel to the medical facility for the member and eligible person.

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4. The amount reimbursed must be reduced by any amount payable under any of the following.

   a. Medicare Benefits Schedule.

   b. The eligible person's health insurance fund.

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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 Chaperone to accompany eligible person

1. If section 15.5.16 applies, an eligible person is eligible for travel costs for a chaperone 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, **chaperone** 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.

a. The child's age.

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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:

$$\textbf{reimbursable amount per km (in local currency)} = A \times B \times \left(\frac{C}{100}\right)$$

Where:

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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. An eligible person is eligible for one of the following if they travel from the posting location to another location overseas for treatment.

   a. If they occupy commercial accommodation with cooking facilities for 6 or more days — the reasonable cost of the accommodation.

   b. If they occupy one of the following — the amount payable under section 14.5.5.

      i. Commercial accommodation with cooking facilities for 5 days or less.

      ii. Commercial accommodation without cooking facilities.

   c. If they occupy private accommodation — 25% of the amount payable under section 14.5.5.

3. An eligible person is eligible for one of the following if they travel from the posting location to another location in Australia for treatment.

   a. If they occupy commercial accommodation with cooking facilities for 6 or more days — the daily travelling allowance rate for accommodation under Annex 9.5.A for up to 21 days.

   b. If they occupy one of the following — the daily travelling allowance rate for accommodation under Annex 9.5.A for up to 21 days, plus the amount for meals payable under section 14.5.5.

      i. Commercial accommodation with cooking facilities for 5 days or less.

      ii. Commercial accommodation without cooking facilities.

   c. If they occupy private accommodation — 25% of the amount for meals under section 14.5.5.

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.

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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.

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Part 6: Education assistance for children

Division 1: General provisions

15.6.1 Purpose

Education assistance provides benefits to a member to assist with any increased costs for their child's education as a result of the member's posting overseas, and maintain a standard of education close to that received in Australian public schools.

15.6.1A Definitions

In this Part, the following apply.

An **academic year** commences on the first day of the first teaching period in a school year and ends on the day before the first day of the teaching period of the next school year.

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.

c. The child is enrolled in one of the following.

i. A centre-based early childhood education facility.

Note 1: This does not include hiring of a nanny or au pair, in-home care or family day care.
Note 2: The child enrolled in an early childhood education facility does not have to be enrolled full-time.

ii. Preschool.

Note: The child enrolled in preschool does not have to be enrolled full-time.

iii. Full-time primary school.

iv. Full-time secondary school.

v. Full-time tertiary education.

vi. 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.

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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.

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Division 1A: Early childhood education assistance for children at the posting location

15.6.6A Purpose

The purpose of early childhood education assistance is to assist members who are on long-term posting overseas and have a child attending a centre-based early childhood education facility in the posting location with the associated fees.

15.6.6B Member this Division applies to

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

a. They have a dependant who is 3 years of age or younger who meets all of the following.

Note: Education assistance from a member's accompanying child who is attending preschool is provided under Division 1.

i. They live with the member at the overseas posting location.

ii. They cannot be enrolled in preschool as a result of local preschool entry dates.

b. Their dependant is enrolled in an early childhood education facility at the member's posting location overseas.

Note: Education assistance from a member's accompanying child who is attending preschool is provided under Division 1.

15.6.6C Member this Division does not apply to

This Division does not apply to a member who meets any of the following.

a. They are on leave without pay.

b. They are receiving another form of education assistance for the child.

Note: This includes education assistance from an entity external to Defence.

15.6.6D Definitions

In this Division, the following apply.

Activity hours has the meaning given by 15.6.6E.

Compulsory fees means the mandatory costs incurred for application fees, enrolment fees and compulsory tuition fees.

Note: Compulsory fees do not include uniforms or equivalent, incidentals, such as nappies and wipes, meals and snacks, excursions or any other charges above the benchmark.

Early childhood education facility means a centre-based facility providing early childhood education.

Note: It does not include alternative care types, such as an au pair or nanny, in-home care, family day care or playgroups.

Yearly benefit means the amount calculated using the following formula.

$$Yearly\ benefit\ (AUD) = A\ -B$$

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Where:

A is the compulsory fees charged by benchmark school in the member's posting location in Australian Dollars.

Note: The benchmark amount is converted from local currency to Australian Dollars using the exchange rate used to pay the member's salary as at 1 July within the year prior to the date of processing the benefit.

B is one of the following.

i. If the member is an unaccompanied member — AUD 12,353.

ii. If the member is an accompanied member — AUD 18,177.

15.6.6E Activity hours

Activity hours means all of the following.

a. In relation to the member, any of the following.

i. They are required to attend for duty as part of the regular pattern of work.

ii. They are travelling between their place of work and the early childhood education facility the child attends.

b. If the member is an accompanied member — any of the following apply to the member's partner.

i. They are undertaking paid work.

ii. They are undertaking study.

iii. They are travelling between their place of work or study and the early childhood education facility the child attends.

iv. They are on a period of paid leave.

Note: Paid leave includes annual, personal, parental, maternity and premature birth leave.

15.6.6F Eligibility

1. A member is eligible for early childhood education assistance on a day the child attends an early childhood education facility and one of the following applies.

a. If the member is an unaccompanied member — they are undertaking activity hours.

b. If the member is an accompanied member — one of the following applies.

i. The member and their partner are undertaking activity hours.

ii. The member is undertaking activity hours and their partner is unable to care for the child without assistance because of a medical condition.

Note: The member must provide evidence that their partner is undertaking activity hours or unable to care for their dependent child without assistance because of a medical condition. This may include a letter from the partner's employer, a course enrolment letter with expected contact hours, or medical evidence.

2. A member is not eligible for early childhood education assistance for more than the following.

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a. 10 hours on a day.

b. 5 days in a week.

3. If the yearly benefit is AUD 0 or less, the member is not eligible for early childhood education assistance.

15.6.6G Rate of early childhood education assistance

1. The hourly rate of early childhood education assistance is calculated using the following formula, rounded up to the nearest whole dollar.

$$Education\ assistance\ (AUD) = \left(\frac{yearly\ benefit}{52}\right) \div 50$$

2. The total number of hours of early childhood education assistance on a day is rounded up to the full hour.

3. If the yearly rate changes, the rate of early childhood education assistance is the rate that applied on the day the costs were incurred.

15.6.6H Cessation of eligibility for early childhood education assistance

A member ceases to be eligible for early childhood education assistance for a day 3 months after the invoice for that day has being issued.

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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 3 years or older and is attending one of the following education institutions at the member's posting location overseas.

a. Preschool.

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 attending a school in the overseas posting location is eligible for one of the following.

   a. If the child attends a school at the member’s posting location where there is a benchmark school, the lesser of the following.

      i. The compulsory tuition fees charged by the child’s school for the child’s attendance.

      ii. The compulsory tuition fees charged by the benchmark school for a child in similar circumstances to the member’s child.

   b. If the child meets all of the following, the rate charged by the benchmark school for the child.

      i. They attend a preschool in the USA that is a benchmark school.

      ii. They will not be 5 years old on 31 December in the current USA school year.

   c. If any of the following apply, the amount under subsection 2.

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i. The child attends a preschool or kindergarten in the USA and the CDF is satisfied that the government pre-school where the member lives is not a suitable benchmark school.

ii. The child attends a primary or secondary school in the District of Columbia, USA, and the member has been directed to live there.

iii. The child attends a primary or secondary school in the USA and the CDF is satisfied that the benchmark school where the member lives is not suitable.

iv. The child has completed secondary school in the USA and is attending a junior college, or similar institution in the USA, for admission to a tertiary institution in Australia.

2. For the purpose of paragraph 1.c the amount is the lesser of the following.

a. The compulsory tuition fees charged by the child's school for the child's attendance.

b. The amount calculated using the following formula.

$$compulsory\ tuition\ fee\ benefit = AUD\ 39,039 \times \left(\frac{A}{100} \times B\right)$$

Where:

A is the post index under section 12.3.14A used to calculate overseas allowances as at 1 July within the year prior to the date of processing the benefit.

B is the exchange rate used to pay the member's salary as at 1 July within the year prior to the date of processing the benefit.

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 School level	Column B Annual contribution in AUD
1.	Preschool or kindergarten	628
2.	Primary school	214
3.	Secondary school	500
4.	Junior college (or similar institution in the USA)	500

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:

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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 the excess costs of school transport if their child meets all of the following.

    a. Their child uses one of the following to travel between their home and their school.

        i. Public transport.

        ii. Transport provided by the school that is not included in the compulsory tuition fees.

    b. Their child's school transport costs exceed AUD 405.06 within an academic year.

2. Excess costs of school transport are calculated using the following formula.

$$\boldsymbol{excess\ costs\ of\ school\ transport} = (\boldsymbol{A} \times \boldsymbol{B}) - \left(\frac{\boldsymbol{C}}{\mathbf{157}} \times \mathbf{405.06}\right)$$

Where:

A is the lesser of the following school transport costs at the location in local currency.

a. The costs that would be payable had the child attended a benchmark school.

b. The costs paid by the member for the child.

B is the exchange rate provided by the Department of Foreign Affairs and Trade for the payday before the academic year.

Note: This is used to convert the local currency in which the member incurred the school transport costs into Australian dollars.

C is the number of days the member's child attended school in the overseas location during the academic year, not exceeding 157 days.

Note: If the outcome is zero or less, the amount payable for excess costs of school transport is AUD 0.

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.

    a. There has been a decline in the child's academic performance as result of the member's overseas posting.

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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.

15.6.17 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.

$$\textbf{\textit{reimbursable amount}} = \frac{A}{B} \times C$$

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.

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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 all of the following 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.

Division 2A: Education assistance for children at the posting location – School holiday programs

15.6.17B Definitions

In this Division, the following apply.

Reimbursement period means the total number of weekdays of school holidays in the academic year for the school the child attends less 60 days.

Note: A public holiday that falls on a weekday within the school holidays is included when determining the number of days of school holidays.

15.6.17C Member this Division applies to

This Division applies to a member whose child attends a preschool, kindergarten, primary or secondary school at the overseas posting location where, when combined, the school holiday period is greater than 60 weekdays in an academic year.

15.6.17D School holiday program costs

1A. This section does not apply to a member who is not eligible for a compulsory tuition fee benefit under section 15.6.10 for the child.

Note: The benefit under section 15.6.10 applies to the child's usual school, not the school holiday program.

1. Subject to subsection 2, a member is eligible for reimbursement of costs for each weekday, that their child attends a school holiday program that meets all of the following.

   a. It meets any of the following.

      i. It is associated with an educational institution.

         Note: The educational institution the school holiday program is associated with does not need to be the school the child attends.

      ii. It is an educational, vocational or developmental program, provided by a person qualified to deliver the program.

   b. It is held in a school type setting and is not a camp or an overnight program.

   c. It does not include any dangerous recreational activities.

2. The number of days the member can receive reimbursement must not exceed the reimbursement period.

15.6.17E Reimbursement

1. The maximum reimbursement for each day in the reimbursement period is the lesser of the following.

   a. The amount calculated using the following formula.

$$Maximum\ rate\ of\ reimbursement\ (AUD) = \frac{AUD150 \times A}{100}$$

   Where:

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A is the post index applicable to the member's posting location at the time of reimbursement.

b. The amount charged for the day of school holiday program.

2. A member is not eligible to be reimbursed any of the following costs associated with a school holiday program.

a. Accommodation, transport or travel incurred as a consequence of participating in the school holiday program.

b. Costs incurred for traveling to or from the school holiday program, including transport or travel, accommodation, meals and incidentals.

c. Optional activities offered as part of the school holiday program that incur extra costs.

3. Reimbursement under this Division is payable to the member on end of the school holiday program.

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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.

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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 all of 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.

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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.

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Division 4: Education assistance for children in Australia

15.6.23 Member this Division applies to

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 preschool, 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 39,039.

3. A member who receives a benefit under subsection 1 must pay one of the following contributions.

a. If the child is in preschool or primary school — AUD 214.

b. If the child is in secondary school — AUD 500.

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.

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$$annual\ contribution = A \times \frac{B}{C}$$

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 34,844.

   b. If the child is living in other private accommodation, the lesser of the following.

      i. The actual cost.

      ii. AUD 19,241.

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 3,421.

      ii. For every other year — AUD 3,844.

   b. If the child is staying in private accommodation — AUD 3,844.

   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.

   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.

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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.

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.

$$\boldsymbol{reimbursable\ amount = \frac{A}{B} \times C}$$

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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 one 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 Year at School	Column B 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.

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Annex 15.6.A: Benchmark schools

Item	Column A Posting location	Benchmark school			
		Column B Early childhood education facility	Column C Preschool/Kindergarten	Column D Primary school	Column E Secondary school
1.	Bangladesh	–	American International School Dhaka	American International School Dhaka	American International School Dhaka
2.	Belgium	British School of Brussels	International School, Brussels	International School, Brussels	International School, Brussels
3.	Brunei	–	Jerudong International School	Jerudong International School	Jerudong International School
4.	Cambodia	–	–	International School, Phnom Penh	–
5.	Canada	La Citadelle International Academy of Arts and Science School	Turnbull School, Ottawa	For grades 1–3, Turnbull School, Ottawa For grades 4-6, Ashbury College, Ottawa	Ashbury College, Ottawa
6.	China	–	British School, Beijing	British School, Beijing	British School, Beijing
7.	Cook Islands	–	Te Uki Oh School	Te Uki Oh School	–
8.	East Timor	–	Quality Schools International, Dili	Quality Schools International, Dili	Quality Schools International, Dili
9.	Ethiopia	–	International Community School Addis Ababa	International Community School Addis Ababa	International Community School Addis Ababa
10.	Fiji	–	International School, Suva	International School, Suva	International School, Suva
11.	France				
	- Paris	Claudine Oliver	International School, Paris	International School, Paris	International School, Paris
	- other	Claudine Oliver	EPIM School, Aix-en-Provence	EPIM School, Aix-en-Provence	EPIM School, Aix-en-Provence
12.	Germany				
	- Bremen	–	The International School of Bremen	The International School of Bremen	The International School of Bremen

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	- 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
13.	India	–	American Embassy School, New Delhi	American Embassy School, New Delhi	American Embassy School, New Delhi
14.	Indonesia	–	Jakarta International School	Jakarta International School	Jakarta International School
15.	Italy				
	- Pisa	–	International School of Florence	International School of Florence	International School of Florence
	- other	Asilo Nido Gli Amici di Pimpa	American Overseas School of Rome	American Overseas School of Rome	American Overseas School of Rome
16.	Japan	ABC International School	American School, Tokyo	American School, Tokyo	American School, Tokyo
17.	Jordan	–	American Community School, Amman	American Community School, Amman	American Community School, Amman
18.	Kiribati	–	–	Ruruboa School	–
19.	Kuwait	–	The English School	The English School	The English School
20.	Laos	–	Vientiane International School	Vientiane International School	Vientiane International School
20A.	Lebanon	–	American Community School, Beirut	American Community School, Beirut	American Community School, Beirut
21.	Malaysia				
	- Kuala Lumpur	–	Children's House	International School	International School
	- other	–	St Christopher's School, Butterworth	St Christopher's School, Butterworth	Uplands School, Butterworth
22.	Marshall Islands	–	Majuro Cooperative School	Majuro Cooperative School	Majuro Cooperative School
23.	Micronesia	-–	Calvary Christian Academy	Calvary Christian Academy	Calvary Christian Academy
24.	Myanmar	–	The International School Yangon	The International School Yangon	The International School Yangon
25.	Netherlands (including The Hague)	–	The British School in The Netherlands	The British School in The Netherlands	The British School in The Netherlands

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26.	New Caledonia	Garderie Les Bisounours	James Cook International School	James Cook International School	James Cook International School
27.	New Zealand				
	- Wellington	Co Kids Childcare	Any government school	Scots College	Scots College
	- other	Co Kids Childcare	Any government school	Any government school	Any government school
28.	Norway	–	Oslo International School	Oslo International School	Oslo International School
29.	Palau	–	Emmaus Gospel Kindergarten	Seventh Day Adventist Elementary School	–
30.	Papua New Guinea				
	- Port Moresby	–	Ela Beach	Any Australian curriculum primary school administered by the Papua New Guinea Government or the International Education Agency	Any Australian curriculum secondary school administered by the Papua New Guinea Government or the International Education Agency
	- Lae	–	–	Any Australian curriculum primary school administered by the Papua New Guinea Government or the International Education Agency	Any Australian curriculum primary school administered by the Papua New Guinea Government or the International Education Agency
31.	Philippines	–	International School, Manila	International School, Manila	International School, Manila
31A.	Republic of Korea	Seoul Foreign School	Seoul Foreign British School	Seoul Foreign British School	Seoul Foreign School
32.	Samoa	–	Baha'i Montessori	Vaiala Beach School	Robert Louis Stevenson Secondary School
33.	Saudi Arabia	–	American International School, Riyadh	American International School, Riyadh	American International School, Riyadh
34.	Singapore	Australian International School Singapore	Australian International School	Australian International School	Australian International School
35.	Solomon Islands	–	Woodford International School	Woodford International School	Woodford International School
37.	Spain				

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	- Madrid	Alaria International Nursery School	American School of Madrid	American School of Madrid	American School of Madrid
	- La Coruna/Ferrol	Alaria International Nursery School	Colegio Obradorio	Colegio Obradorio	Colegio Obradorio
38.	Sri Lanka	–	Overseas School of Colombo	Overseas School of Colombo	Overseas School of Colombo
39.	Sweden	–	Stockholm International School	Stockholm International School	Stockholm International School
40.	Thailand	–	NIST International School	NIST International School	NIST International School
41.	Tonga	–	ACTS Community School	ACTS Community School	Ocean of Light International School
42.	Türkiye	–	–	The George C Marshall School	The George C Marshall School
43.	UK				
	- London	Holland Park Pre-prep and Nursery	Southbank International School	Southbank International School	Southbank International School
	- other	Bright Horizons Bristol Day Nursery and Preschool	Southbank International School	Southbank International School	Southbank International School
44.	United Arab Emirates	Redwood Nursery Yas Island	Cranleigh Abu Dhabi	Cranleigh Abu Dhabi	Cranleigh Abu Dhabi
45.	USA				
	- Washington DC	Capitol Hill Child Care	The government preschool where the member lives.	The government primary school where the member lives.	The government secondary school where the member lives.
	- Hawaii	Kamaaina Kids, Kaneohe	The government preschool where the member lives.	The government primary school where the member lives.	The government secondary school where the member lives.
	- Manhattan	–	Dwight School, New York	Dwight School, New York	Dwight School, New York
	- other	Brighter Daycare, San Diego	The government preschool where the member lives.	The government primary school where the member lives.	The government secondary school where the member lives.
46.	Vanuatu	–	Mrs Parrett's Pre-school Kindergarten	Port Vila International School	–

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47.	Vietnam	–	United Nations International School Hanoi	United Nations International School Hanoi	United Nations International School Hanoi

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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 it is reasonable having regard to any of 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 it is reasonable having regard to any of 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.

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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 Member's location	Column B 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	Virgin Active Club, Turin
10.	Jordan	Golds Gym
11.	Kiribati	Betio Fishing Club, Tarawa
12.	Kuwait	Al Corniche Fitness Club
12A.	Laos	Fitness World Phonxay
12B.	Lebanon	Fitness Zone Beirut
13.	Malaysia – Kuala Lumpur	Kelab Darul Ehsan **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

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20.	Philippines	Shangri-La Fitness Club, Manila
20A.	Republic of Korea	Seoul Club
21.	Samoa	Fitness Firm Samoa
22.	Saudi Arabia	Dirab Golf and Recreation Club
23.	Solomon Islands	Honiara Golf Club
25.	Spain	We/On Palacio Santa Ana, 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
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 all of 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.

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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.

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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 any of the following types 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.

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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.

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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. Location allowance is payable from the day the member enters the hardship location.

   Note: Section 16.2A.6 provides when eligibility for location allowance ends.

2. Location allowance is not payable for a day the member meets any of the following.

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a. All of the following.

i. They are an unaccompanied member.

ii. They are receiving deployment allowance.

Note: This includes a day on deployment that contributed to the member's qualifying period.

b. All of the following.

i. They are on short-term duty overseas.

ii. They are absent from the hardship location.

c. They are on long-term posting overseas and one of the following applies on the day after an accepted period ends.

i. They are absent from the hardship location.

ii. If they are an accompanied member — they and their partner are absent from the hardship location.

Note 1: Section 12.3.1 provides the definition of accepted period.
Note 2: Section 16.2A.4A may modify the date a person returns to the posting location for the purpose of the accepted period.

d. They are on leave without pay.

16.2A.4A Disrupted return to the posting location

1. This section applies to a member who would not have been absent from their posting location for longer than the accepted period had their return to the posting location not been disrupted by any of the following in response to an infectious disease.

a. Requirement to isolate.

b. Travel restriction or limited travel opportunity.

2. For the purpose of paragraph 16.2A.4, the day the member is taken to have returned to the posting location is the earlier of the following days.

a. The day they commence the isolation period.

b. The day they would have returned to the hardship location had it not been for the travel restriction or limited travel opportunity.

16.2A.5 Rate of allowance

1. The rate of location allowance for a member performing duty in a location with a hardship location grade specified in column A of the following table is one of the following.

a. If the member is unaccompanied — the rate specified in column B of the same item.

b. If the member is accompanied — the rate specified in column C of the same item.

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Item	Column A Hardship location grade	Column B Rate for an unaccompanied member (AUD per year)	Column C Rate for an accompanied member (AUD per year)
1.	C	18,747	28,120
2.	D	24,996	37,493
3.	E	31,244	46,866
4.	F	37,493	56,240

Note 1: There is no rate for locations that are grade A or B.
Note 2: Section 3.2.7 provides the calculation to work out the daily rate of an annual allowance.

2. Despite paragraph 1.b, if one of the following persons is absent from the hardship location on the day after an accepted period ends, the rate payable to the accompanied member from that day until that person returns is the rate for an unaccompanied member.

   a. The member.

   b. The partner.

Note 1: Section 12.3.1 provides the definition of accepted period.
Note 2: Section 16.2A.4B may modify the amount payable depending on the type of leave.

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.

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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. A member is eligible to accrue one of the following number of additional recreation leave credits within a 12-month period.

   a. If the member is posted to Afghanistan or Iraq — 15 credits.

   b. If the member is posted to a location that has a hardship grade in column A of the following table — the number of credits in column B of the same item.

Item	Column A Hardship location grade	Column B Additional recreation leave credits
1.	C	8
2.	D	9
3.	E	10
4.	F	10

Note: Hardship location grades A and B do not attract additional recreation leave.

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.

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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 Chapter 15 Division 7 Subdivision 2.

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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.

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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.

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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.

C is the ordinary posting period in months under Annex 16.B column B.

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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.

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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.

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Division 4: After travel

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.

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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 all of the following.

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 any of the following.

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 the following.

   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.

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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 of the following.

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.

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Part 8: Special location allowances

16.8.1 Purpose

A location allowance recognises the hazards of service in a location.

16.8.3 Special location allowance

1. This section provides a special allowance as a consequence of additional hazards of service arising out of military conflict in a specific location.

1A. A member on long-term posting overseas to a location in column A of the following table is eligible for the daily rate of special location allowance listed in column B of the same item.

Item	Column A Location	Column B Special location allowance AUD
1.	Israel	29.94
2.	Jordan	19.96
3.	Kuwait	29.94
4.	Lebanon	29.94
5.	Qatar	29.94
6.	Saudi Arabia	19.96
7.	Ukraine	52.10
8.	United Arab Emirates	29.94

2. If the member is temporarily absent from the posting location for longer than 28 days, they cease to be eligible for the special location allowance from the 29th day of the absence until the day they return to the posting location.

Note: To avoid doubt, the member continues to be eligible for the special location allowance until the end of the 28th day.

3. The CDF may do any of the following.

a. Suspend eligibility for special location allowance for a location if they are satisfied that the hazards for which the location was specified has reduced.

b. Add a location if they are satisfied that the hazards in the location have increased.

4. All of the following apply to a decision made under subsection 3.

a. The decision must be made by notifiable instrument.

b. If the decision is to add a location under paragraph 3.b, special location allowance is paid at the lowest rate payable under column B of the table in subsection 1A.

c. The decision may be revoked by notifiable instrument.

d. The decision ceases to have effect after 60 days.

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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.

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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
9A.	Djibouti	–	–	–	–	–
10.	Egypt	24	London (1)	Rome (2)	6	Regional centre only
10A.	Estonia	24	Capital city (1)	London (1)	8	Yes
10AA.	Eritrea	–	–	–	–	–
11.	Ethiopia	24	London (1)	Rome (2)	6	Regional centre only

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12.	Fiji	36	Capital city (1)	Sydney (2)	9	Regional centre only
13.	Gaza Strip	–	–	–	–	–
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
18A.	Italy – Naples	–	–	–	–	–
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) 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

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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
32.	Micronesia	24	Capital city (1)	Sydney (1) 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) Cairns (2)	4.8	Yes
40.	Papua New Guinea – other locations	24	Capital city (1)	Brisbane (1) Cairns (2)	4.8	Yes, except from Cairns
41.	Philippines	24	Capital city (1)	Singapore (1)	8	Regional centre only
42.	Qatar	–	–	–	–	–
42AA.	Republic of Korea – Changwon	24	Capital city (1)	Singapore (1)	8	Regional centre only
42AB.	Republic of Korea – Hwacheon-gun	–	–	–	–	–
42AC.	Republic of Korea – Inje-gun	–	–	–	–	–
42AD.	Republic of Korea – Pyeongtaek	24	Capital city (1)	Singapore (1)	8	Regional centre only

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42AE.	Republic of Korea – Daejeon	24	Capital city (1)	Singapore (1)	8	Regional centre only
42AF.	Republic of Korea – Seoul	24	Capital city (1)	Singapore (1)	8	Regional centre only
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
48A.	Somalia	–	–	–	–	–
49.	South Africa	–	–	–	–	–
49C.	South Sudan	–	–	–	–	–
50.	Sri Lanka	24	Capital city (1)	Singapore (2)	6	Yes
50A.	Sudan	–	–	–	–	–
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) Darwin (2)	3.4	Regional centre only
54.	Tonga	24	Capital city (1)	Auckland (1) 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
57A.	Ukraine	12	London (1)	Berlin (1)	4	Yes

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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
62.	Yemen	–	–	–	–	–

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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.

17.1.3 Member this Chapter applies to

This Chapter applies to members on warlike and non-warlike deployments.

17.1.4 Limited application of this Chapter

1. A member on a peacetime deployment is eligible for relief out-of-country travel fare assistance under Division 4 of Part 7.

2. The remaining provisions of Chapter 17 do not apply to a member listed under subsection 1.

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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.

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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.

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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 all of the following.

   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

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 Operation	Column B Specified area	Column C Daily rate of allowance (AUD)
1.	ACCORDION	The land, territorial waters and superjacent airspace of the following: a. Bahrain; b. Qatar; c. United Arab Emirates	110.21
2.	ASLAN	South Sudan and its superjacent airspace	202.29
3.	AUGURY	Afghanistan and its superjacent airspace	202.29
		The land, territorial waters and superjacent airspace of the following: a. Iraq; b. Syria;	202.29
		c. Jordan; d. United Arab Emirates	110.21
4.	BEECH	The land, territorial waters and superjacent airspace of the following: a. Israel and the Occupied Palestinian Territories; b. Lebanon;	202.29
		c. Sinai in Egypt	140.62

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5.	FORTITUDE	The land, territorial waters and superjacent airspace of the following: a. Israel; b. Egypt; c. Jordan;	110.21
		d. Lebanon;	171.88
		e. Syria	202.29
6.	HYDRANTH	The waters and superjacent airspace of the following. a. the Persian Gulf; b. the Gulf of Oman; c. Arabian Sea (bounded by 10 degrees north and 60 degrees east)	140.62
		The land, territorial waters and superjacent airspace of the following: a. Bahrain; b. Qatar	110.21
7.	KUDU	The land, territorial waters and superjacent airspace of Ukraine continuously controlled by Ukraine	140.62
8.	LITTEN	Libyan territorial waters	171.88
9.	MANITOU	The area: a. Comprising all sea and superjacent airspace of: i. the Gulf of Aden; ii. the Gulf of Aqaba; iii. the Gulf of Suez; iv. the Red Sea; v. the Persian Gulf; vi. the Gulf of Oman; vii. the Arabian Sea north of latitude 15 degrees South and west of longitude 70 degrees East; viii. the Indian Ocean north of latitude 15 degrees South and west of longitude 70 degrees East; b. including the ports adjacent and the area in paragraph a, and within a 10km radius of each port	110.21
10.	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	171.88
11.	PALADIN	The total land area, territorial waters and superjacent airspace within the	110.21

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		internationally recognised boundaries of: a. Israel; b. Egypt; c. Jordan;	
		d. Lebanon	171.88
		e. Syria	202.29
12.	STEADFAST	The land, territorial waters and superjacent airspace of Iraq	202.29
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 63.70 and 303.45.

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 any 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 any 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.

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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.

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 any of 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.

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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. All of the following 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 of the following.

   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.

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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.

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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 all of the following.

    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.

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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 Deployment time	Column B Number of trips
1.	One of the following. a. It is intended that the member be deployed for 6 months or more, but less than 9 months. 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 the following 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 all of the following.

   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.

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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 any of the following reasons.

   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.

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