Defence Determination 2016/19, Conditions of service

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

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This compilation is in 4 volumes

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

Each volume has its own contents

Prepared by the Department of Defence

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 04/06/2026 (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If a provision of the compiled law has been repealed in accordance with a provision of the law, details are included in the endnotes.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 6: ADF relocation on posting in Australia

Part 1A: General provisions

6.1A.1 Purpose

This Chapter sets out the provisions relating to relocation benefits for members and their resident family and recognised other persons when they are relocating within Australia.

6.1A.2 Definitions

In this Chapter the following apply.

Accommodation for which rent allowance is payable includes accommodation where the amount of rent allowance payable is zero.

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

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

a. The absence of the item for more than 72 hours would unduly inconvenience the member, their resident family or a recognised other person.

b. The item is in everyday use in the normal household.

c. The member does not have an alternative item in their inventory.

Family court means any of the following.

a. The Federal Circuit and Family Court of Australia.

b. The Family Court of Western Australia.

c. The Magistrates Court of Western Australia, constituted by a family law magistrate.

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

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

Private vehicle means a motor vehicle that is registered in the name of a member, their resident family or a recognised other person.

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

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

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Part 1: Relocation allowances

Division 1: Disturbance allowance

6.1.3 Purpose

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

6.1.4 Members eligible

A member is eligible for disturbance allowance if one of the following applies.

a. The member meets all of the following.

   i. They are granted a removal to a new home.

   ii. They are on continuous full-time service or cease continuous full-time service.

b. The member meets all of the following.

   i. They are a member who has unaccompanied resident family and no accompanied resident family, or a member with no resident family or recognised other persons.

   ii. They have been deployed for 6 months or longer.

   iii. The member chose under any of sections 7.4.23, 7.6.38, 7.7.11 or 7.8.31 to leave their accommodation.

Note: Section 1.6.1 applies to this section and may affect the payment of the allowance if a member and an adult who is recognised as resident family are both eligible for disturbance allowance for the same period.

6.1.5 Members not eligible

A member is not eligible for disturbance allowance if any of the following apply.

a. They are moving from living-in accommodation in an establishment, unit or base to different living-in accommodation in the same establishment, unit or base.

b. They are moving overseas from Australia.

c. They are moving between two seagoing ships that have the same home port.

d. They are moving to another home because the combined total of resident family and recognised other persons has changed.

e. They meet all of the following.

   i. They are a member who has unaccompanied resident family and no accompanied resident.

   ii. They are moving to reunite with their resident family.

   iii. The location they are moving to is specified in their alternate located work agreement.

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f. They are eligible for a removal under Part 5 Division 10.

6.1.6 Amount of allowance

1. Disturbance allowance payable for a member who meets any of the following for a removal under column A and the number of the current removal in column B is the amount specified in column C of the same item in the following table.

   a. The member has accompanied resident family.

   b. The member has recognised other persons and no resident family.

   Note: The number of the current removals is defined in section 6.1.7.

Item	Column A Circumstances of removal	Column B Number of current removal	Column C Amount $
1.	Removal to a new location.	1st or 2nd removal	1,515
		3rd or 4th removal	2,019
		5th or 6th removal	2,526
		7th or subsequent removal.	3,030
2.	Removal within the same location.	Each removal	758
3.	Removal from overseas.	1st or 2nd removal	303
		3rd or 4th removal	606
		5th or subsequent removal	909

2. Disturbance allowance payable for a member who meets any of the following for a removal under column A and the number of the current removal in column B is the amount specified in column C of the same item in the following table.

   a. The member has unaccompanied resident family.

   b. The member has no resident family or recognised other persons.

   Note: The number of the current removal is defined in section 6.1.7.

Item	Column A Circumstances of removal	Column B Number of current removal	Column C Amount ($)
1.	Removal to a new location from living out to living out.	1st or 2nd removal	758
		3rd or 4th removal	1,011
		5th or 6th removal	1,262
		7th or subsequent removal	1,515
2.	Removal to a new location from living out to living-in accommodation, or from living-in accommodation to living out.	1st or 2nd removal	379
		3rd or 4th removal	504
		5th or 6th removal	632
		7th or subsequent removal	758
3.	Removal to a new location from living-in accommodation to living-in accommodation.	1st or 2nd removal	189
		3rd or 4th removal	253
		5th or 6th removal	315

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		7th or subsequent removal	379
4.	Removal within the same location and any of the following apply. a. From living-in accommodation to living-in accommodation, between different establishments, units or bases. b. From living out to living-in accommodation, or from living-in accommodation in to living out.	Each removal	189
5.	Removal within the same location from living out to living out.	Each removal	379
6.	Removal from overseas.	1st or 2nd removal	152
		3rd or 4th removal	303
		5th or subsequent removal	455
7.	Removal from storage to living-in accommodation, after deployment of more than 6 months.	Each removal	189
8.	Removal from storage to living-out accommodation, after deployment of more than 6 months.	Each removal	379

3. For the purpose of this section, a removal to or from living out is a single removal, even if temporary accommodation is used during the removal.

6.1.7 Number of current removal

1. The **number of a member's current removal** means one of the following.

   a. If the member is not part of a dual service couple — the number of removals, including the current removal, for which the member has been eligible for disturbance allowance since they last began continuous full-time service.

   b. If the member is part of a dual serving couple and they move together — the number of removals, including the current removal, of the member who has the greater number of removals since they began continuous full-time service.

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

2. For the purpose of subsection 1, if a member, their resident family and recognised other persons are removed separately to the same location, the removal is treated as 1 removal.

6.1.8 Resident family removed at a later date

1. A member who is removed without their resident family is eligible for an amount equal to the amount payable to a member under subsection 6.1.6.1 table item 2.

2. If the member's resident family are removed to the same location as the member at a later date, the total amount payable for both removals must not be more that if they had been removed together.

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6.1.9 Removal on enlistment

A member who has no resident family and is granted a removal on enlistment is eligible for an amount equal to the amount payable to a member under subsection 6.1.6.1 table item 2.

6.1.10 Removals to and from overseas – number of removals

A removal related to an overseas posting that includes all of the following is counted as one removal.

a. The member's furniture is stored under this Determination in Australia.

b. Their furniture and effects are moved from storage to their housing benefit location when they return to Australia, whether they are accompanied on their return or not.

6.1.11 Death of a member

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

6.1.12 A child changing school – additional payment

1. A member is eligible for an additional payment of $288 for each child if all of the following apply.

   a. The member's child is required to change schools because of a removal.

   b. The child is a full-time student at a primary or secondary school.

      Note: This does not include a child at a preschool.

2. If the child's change of school is postponed to a later date, payment will only be made on the date they change school.

3. If the member's partner is also a member, only one member is eligible for the payment in respect of the child.

6.1.13 Telephone installation or reconnection costs

1. A member eligible for disturbance allowance for a removal may be eligible for assistance with costs of installing or reconnecting a private telephone in the dwelling they move to. They qualify if any of the following are met.

   a. They had a private telephone disconnected from their former dwelling when they were removed from it.

   b. They had a private telephone disconnected from another earlier dwelling when they were removed from it. Since that earlier removal, they continuously occupied a dwelling where any of the following were met.

      i. A telephone was provided.

      ii. They were on long-term posting overseas.

2. The member may be reimbursed the cost of the installation or reconnection service, up to a maximum of $299.

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6.1.14 Private vehicle transfer costs

1. A member is eligible for assistance with the costs of transferring a private vehicle registration to another State or Territory. The vehicle may belong to the member, their resident family or a recognised other person.

2. The benefit is an amount up to $63 for each removal. It is for 1 private vehicle only. It is to assist with fees and costs for registration plates, roadworthiness inspection, administration fees and ownership tests. It is not to assist with the registration fee for the vehicle.

6.1.15 Payment in special circumstances

1. A member may qualify for an allowance or reimbursement under this Part even if they do not meet one or more of the criteria for qualification.

2. The CDF may approve payment if all of the following are satisfied.

   a. The member does not qualify for reasons beyond their control.

   b. Paying an amount is consistent with the purpose of the allowance.

3. The CDF cannot approve an amount greater than the member would have received if they had been eligible for an allowance or reimbursement.

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Division 2: Childcare costs on removal

6.1.16 Purpose

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

6.1.16A Member this Division does not apply to

This Division does not apply to a member who is eligible for a removal under Part 5 Division 10.

6.1.17 Members eligible

1. A member granted a removal is eligible for assistance with childcare costs on removal if all of the following are met.

    a. The member's child is resident family or a recognised other person and meets any of the following..

        i. Is under 11 years old.

        ii. Has a disability.

    b. They must pay for the childcare.

        Note: The childcare is not limited to recognised government or commercial day care facilities.

    c. For family, Service or medical reasons, only the member or 1 adult who is recognised as resident family or as a recognised other person is able to help with the removal.

2. Medical reasons in paragraph 1.c include an adult who is recognised as resident family or as a recognised other person being unable to help with the removal because they have a medical condition. This must be supported by a medical certificate.

3. For the purpose of paragraph 1.c, family reasons include any of the following.

    a. If any of the following are unable to help with the removal because of work commitments they cannot avoid.

        i. The member.

        ii. The member's partner.

        iii. An adult who is resident family or a recognised other person.

    b. The member is a single parent who has no adults recognised as resident family or recognised other persons that can help with the removal.

    c. The member, their partner or an adult who is resident family or as a recognised other person is absent to care for their close family member who is ill.

        Note: Claims should be supported by a medical certificate.

Note: Section 1.6.1 applies to this section and may affect the payment of assistance if a member and an adult who is recognised as resident family are both eligible for assistance with childcare costs on removal for the same period.

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6.1.18 Location of assistance

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

6.1.19 Amount of assistance

The member is eligible for a maximum of $47.40 a day. This is payable for up to 2 days of childcare per move for each eligible child who is resident family or a recognised other person. This means 2 days in total. It does not mean a maximum of 2 days at each of the new and old locations.

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Division 3: Pet relocation

6.1.20 Purpose

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

Note: Pet relocation benefits for a member who has died are provided in Chapter 6 Part 5 Division 11 Subdivision 3.

6.1.21 Pet relocation

1. Subject to section 6.1.23, a member is eligible for the cost of relocating a pet if the CDF is satisfied that the costs are reasonable having regard to subsection 2.

1A. A relocation under subsection 1 is between the following locations.

a. If the member is posted within Australia — from the member's losing location to their gaining location.

b. If the member is posted to an external territory or Thursday Island for more than 6 months — from the member's losing location to one of the following locations.

i. The posting location.

ii. A location within Australia chosen by the member.

c. If the member is posted from an external territory or Thursday Island to a location within Australia — from the location to which the pet was removed under paragraph b to the member's gaining location.

2. The CDF must consider all these criteria.

a. The circumstances of the posting, removal and accommodation of the member and any resident family or recognised other persons.

b. The nature and number of the pets to be relocated.

c. The arrangements to transport and board the pets.

d. The availability of discounted transport rates to the member.

e. Any relevant information the member provides about why they own the animal. This includes information satisfying the CDF that the pets are not owned mainly for commercial or economic purposes.

f. The time taken for travel between the former and new locations. Only the time taken for travel between housing benefit locations will be considered. This does not include time spent travelling to or from recreation leave between postings.

3. In this section, **pet relocation** means the commercial transportation and boarding of a household pet by a service provider who meets all of the following.

a. They have an Australian Business Number.

b. They conduct a business for profit in the transportation or boarding of household pets.

c. They are registered or licenced to carry out the business, as required under relevant State or Territory law.

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4. The benefit provided under subsection 1 may be paid in any of the following circumstances.

    a. Before the pet is relocated — if the member provides a quote or invoice from the service provider for the proposed services.

    b. After the pet is relocated — by reimbursement if the member provides a receipt for the services provided.

5. If the benefit is provided before the pet is relocated, all of the following apply.

    a. The member must provide a copy of the receipt within 21 days of the benefit being provided.

    b. The member must repay the benefit if they do not provide a copy of the receipt within 21 days of the benefit being provided.

    c. The member must repay the amount of the benefit not used for the pet relocation of the pet if any of the following apply.

        i. The pet relocation does not occur.

        ii. The cost of the pet relocation is less than the benefit provided.

6.1.22 When costs may be reimbursed – member posted overseas

1. If a member is posted overseas the CDF may reimburse the following costs, if satisfied that they are reasonable.

    a. The commercial transportation of 1 or more household pets to a location within Australia.

    b. The boarding costs of 1 or more household pets for the period the member is in receipt of temporary accommodation allowance in the losing housing benefit location.

2. In deciding whether costs are reasonable, the CDF must consider all the criteria in subsections 6.1.21.2 and 6.1.21.3.

6.1.23 Limitations on pet relocations

1. The cost of a pet relocation does not include the costs for any of the following.

    a. The purchase of any of the following.

        i. Equipment or other items used in the transportation or boarding of the pet.

        ii. Goods or services for the continued use, including pet containers and vaccinations.

    b. A pet that is mainly used for economic or business purposes.

    c. The costs of non-commercial transport or boarding of the pet.

2. If all of the following apply, the maximum cost of the pet relocation is the cost that would have been incurred if the pet were relocated to the member's posting location.

    a. The member is posted to an external territory or Thursday Island.

    b. The pet is relocated to a location chosen by the member.

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Division 4: Relocation of other animals

6.1.24 Purpose

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

6.1.25 Members this Division applies to

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

a. They are eligible for a removal under Part 5, Removals and Storage within Australia.

b. They, their resident family or recognised other persons fly to their next housing benefit locations.

c. The removal occurs during the COVID-19 pandemic.

6.1.25A Member this Division does not apply to

This Division does not apply to a member who is eligible for a removal under Part 5 Division 10.

6.1.26 Animal removals

1. Subject to section 6.1.27, a member is eligible for the reasonable cost of the transportation of their animal from the member's losing location to their gaining location.

2. The benefit provided under subsection 1 may be paid at any of the following circumstances.

   a. Before the animal is removed — if the member provides a quote or invoice from the service provider for the proposed services.

   b. After the animal is removed — by reimbursement if the member provides a receipt for the services provided.

3. If the benefit is provided before the animal is relocated all of the following apply.

   a. The member must provide a copy of the receipt within 21 days of the benefit being given to the provided.

   b. The member must repay the benefit if they do not provide a copy of the receipt within 21 days of the benefit being provided.

   c. The member must repay the amount of the benefit not used for the animal if any of the following apply.

      i. The removal of the animal does not occur.

      ii. The cost of the removal of the animal is less than the benefit provided.

6.1.27 Limitations on animal removals

1. The animal meets all of the following.

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a. The animal is not primarily used for commercial purposes.

b. The animal does not breach biosecurity regulations that apply in an area through which they travel.

c. The animal would have been moved by the member, their resident family or recognised other persons had the member, their resident family or recognised other persons driven.

2. The cost of transportation includes only the following.

a. The movement of the animal from the member's old housing benefit locations to the member's next housing benefit locations.

b. The boarding or agistment of the animal, however described, for necessary overnight breaks while the animal is being moved and for the days they arrive in the member's next housing benefit locations until the earlier of the following days.

i. The day after the member ceases to occupy temporary accommodation.

ii. The day the member is able to take possession of the animal.

3. The transportation of the animal must be undertaken by a service provider who meets all of the following.

a. They have an Australian Business Number (ABN).

b. Their primary purpose is to move animals from one location to another.

c. The business holds the necessary licences for the transportation of the animals.

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

6.2.1 Purpose

This Part provides members with a reimbursement when they experience a financial loss associated with the sale of furniture, private vehicles, or other effects when they are relocated.

Note: Furniture and effects is defined in section 6.1A.2.

6.2.1AA Member this Part does not apply to

This Part does not apply to a member who is eligible for a removal under Part 5 Division 10.

6.2.1A Loss on items obtained through a grant

A member is not eligible for reimbursement under this Part for a financial loss associated with the sale of an item obtained through a grant.

6.2.2 Furniture and effects – loss on sale

1. A person who meets any of the following is eligible for the reimbursement of the financial loss on the sale of furniture and effects if they choose to sell the items instead of having them removed to another location in Australia.

   a. A member.

   b. A person recognised as resident family of a deceased member.

   c. A person recognised as a recognised other person of a deceased member.

2. A reimbursement under this section is only payable to one person.

   Note: Section 1.6.1 applies to this section and may affect the reimbursement provided if a member and an adult who is recognised as resident family are both eligible for reimbursement for loss on the sale of the same furniture and effects.

6.2.3 Furniture and effects – amount of reimbursement

1. Subject to this section, the amount of reimbursement is the difference between what the member gets for the sale and the sum of these two amounts.

   a. The current market value of the furniture and effects.

   b. The incidental costs of selling the furniture and effects.

      Note: Incidental costs are the standard charges of auctioneers and valuers, and reasonable advertising costs.

2. The amount of reimbursement must not be more than what the Commonwealth would pay to remove the furniture and effects.

3. If the member stores furniture and effects at Commonwealth expense and then sells them, the amount of reimbursement is reduced by the cost of the storage. If the cost of storage is greater than the loss, the member does not have to pay the Commonwealth the difference.

4. The amount is not to be reduced under subsection 3 in these circumstances.

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a. It would cost more than the value of the reimbursement to continue to store the furniture and effects if they were not sold.

b. By reason only of postings that do not attract a removal, the member would not use the furniture and effects within 12 months of becoming eligible for the reimbursement.

6.2.4 Private vehicles – loss on sale

1. This section applies in relation to any of the following vehicles.

   a. A private vehicle that a member is (or would have been) eligible for removal to another location in Australia.

   b. One private vehicle and one towable item owned by a member who meets all of the following conditions.

      i. They are a member who has unaccompanied resident family and no accompanied resident family, or a member with no resident family or recognised other persons.

      ii. They are deployed for 6 months or longer.

      iii. They have made a choice to vacate their accommodation under subsections 7.4.23.2, 7.6.38.2, 7.8.31.2, section 7.7.11, or the CDF has decided that the member must leave the living-in accommodation under subsection 7.4.23.5.

      iv. They have not put the vehicle or towable item in storage.

      Note: Storage includes on a Defence base or in non-commercial storage.

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

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

3. The benefit is available to any of these persons.

   a. A member on continuous full-time service.

   b. A former member who was on continuous full-time service and is eligible for a removal of a vehicle when they complete their service.

   c. A person legally entitled to own the vehicle of a deceased member who was on continuous full-time service.

   Note: Section 1.6.1 applies to this section and may affect the reimbursement provided if a member and an adult who is recognised as resident family are both eligible for reimbursement for loss on the sale of the same vehicle.

6.2.5 Private vehicles – amount of reimbursement

1. The amount of reimbursement for a vehicle described in paragraph 6.2.4.1.a is the lesser of the following two amounts.

   a. The cost to remove the vehicle if it were removed under Chapter 6 Part 5.

   b. The difference between the valuation and the amount of the sale price after reasonable incidental costs have been deducted from it.

2. The amount of reimbursement for a vehicle or towable item described in paragraph 6.2.4.1.b or 6.2.4.1.c is the lesser of the following two amounts.

    a. The cost to store the vehicle for the period of the member's deployment if it were stored under Chapter 6 Part 5.

    b. The difference between the valuation and the amount of the sale price after reasonable incidental costs have been deducted from it.

3. In subsections 1 and 2, valuation means a commercial valuation by a member of a recognised motor trades organisation.

4. The CDF must be satisfied that the person made reasonable efforts to sell the vehicle without making a loss. The CDF must consider these factors.

    a. When and how widely the person advertised the vehicle for sale.

    b. How the person tried to sell the vehicle.

    c. The nature and extent of offers made for the vehicle.

    d. The particulars of the sale.

    e. Any other relevant aspect of the sale.

5. In the case of a deceased member (see paragraph 6.2.4.3.c), the amount depends on where the vehicle is to go. Payment is for the cost of transporting the vehicle to the relevant place listed below.

    a. Within the location where the vehicle is already.

    b. The location of the last permanent residence of the member, their resident family or a recognised other person when they enlisted or were appointed.

    c. A specific place if the member was enlisted or appointed from outside Australia.

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Part 3: Travel for removal purposes in Australia

6.3.1 Purpose

This Division provides members with travel benefits to assist with the uplift and unpack of their furniture and effects in connection with a removal under Chapter 6 Part 5 to return to the member's old housing benefit location to accompany their resident family and recognised other persons to their housing benefit location.

6.3.2 Member this Part applies to

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

6.3.2A Member this Part does not apply to

This Part does not apply to a member who is eligible for a removal under Part 5 Division 10.

6.3.3 Uplift travel benefits

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

a. The purpose of returning to the pervious housing benefit location is any of the following.

   i. To supervise the uplift of furniture and effects at their previous housing benefit location.

   ii. To accompany their resident family to the member's housing benefit location.

b. The member has commenced duty in their primary service location before their removal from their previous housing benefit location commences.

Note 1: A member may only receive this benefit once for each removal.
Note 2: A member may be eligible for flights under section 9.2.10.

6.3.4 Unpack travel benefits

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

a. The purpose of the travel is to arrange accommodation and to supervise the unpacking of furniture and effects.

b. The member's removal is to be delivered to their home in their new housing benefit location before they begin duty in the location.

Note 1: A member may only receive this benefit once for each removal.
Note 2: A member may be eligible for flights under section 9.2.11.

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Part 5: Removals and storage

Division 1: General provisions

6.5.3 Purpose

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

6.5.4 CDF approved removal

1. A member or their resident family who are not eligible for a removal under a Division listed in subsection 2, is eligible for a removal under this Part if the CDF is satisfied that any of the following apply to the member, their resident family or recognised other persons.

    a. The safety or welfare of the member, their resident family or recognised other persons would be at high risk if they stayed in their accommodation.

    b. A change in family circumstances requires urgent action.

    c. The removal is necessary to prevent an emergency from happening.

    d. The member has specific housing needs during rehabilitation or as a result of an acquired injury.

    e. Division 10, Assistance on breakdown of relationship.

2. For the purpose of subsection 1, the Divisions are as follows.

    a. Division 4, Posting or deployments.

    b. Division 6, Removal on ceasing continuous full-time service.

    c. Division 8, When a member becomes a member who has accompanied resident family or recognised other persons

    d. Division 9, When a member ceases to be a member who has resident family or recognised other persons

    e. Division 11, Removal on death of a member.

6.5.4A Member of the Reserves eligible for a removal

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

a. When they are to begin continuous full-time service on a posting of more than 6 months.

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

6.5.5 Members not eligible for a removal

A member is not eligible for a removal in any of the following circumstances.

a. They are posted outside of the normal posting cycle because of a voluntary exchange of postings.

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c. The member is posted to a new primary service location and their current home is already in their new housing benefit location, unless they are required to move to another home by their Service.

d. Any of the following is revoked at the member's request.

i. Extended housing benefit location.

ii. Alternate located work agreement.

e. They are on a flexible service determination and choose to vacate their accommodation during their nonworking period.

f. They are on a flexible service determination and all of the following apply.

i. They had previously chosen to vacate their accommodation during a nonworking period.

ii. The member returns to accommodation at the housing benefit location.

h. They require a removal within their housing benefit location and any of the following apply.

i. Before becoming a flexible housing trial member, they had a removal to their housing benefit location.

ii. They cease to be a flexible housing trial member.

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

6.5.6 When a member's partner is resident family and a member

If a member's partner is also a member and both have the same housing benefit location, one of the following applies.

a. If both members are eligible for a removal to the housing benefit location under Part 5, only one member is eligible for the removal.

Note: The removal is for the member and their resident family and other recognised other persons.

b. If the members are posted to adjacent housing benefit locations, all benefits apply to the location they choose to establish the family home.

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Division 2: Removal of furniture and effects

6.5.8 Purpose

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

6.5.8A COVID-19 pandemic – removal assistance payment

1. This section applies to a member, other than a member ceasing continuous full-time service, if all of the following apply.

   a. They are eligible for a removal of furniture and effects under Part 5 Division 4.

   b. The removal occurs during the COVID-19 pandemic.

   c. Any of the following people who fly to the member's gaining location in connection with the member commencing a posting.

      i. The member.

      ii. The member's resident family or recognised other persons moving to the gaining location.

2. The member is eligible for $250.00.

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

6.5.9 Removal of portable household items

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

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

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

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

6.5.10 Limitations on removals

The removal of the following items is limited by the specified conditions.

a. A small boat, canoe, kayak or other small watercraft must be no longer than 5.7m and no heavier than 51kg.

b. A larger boat capable of being carried on a trailer must be a towable item.

c. A lawn locker or tool shed that must be dismantled and packed securely by the member.

d. A motor bike, trail bike or mini-bike must meet all of the following.

   i. It has been drained of all petrol and oil.

   ii. It has been packed and crated by the member.

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6.5.10A Limitations on certain items during the COVID-19 pandemic

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

    a. They are eligible for a removal of furniture and effects under Division 4.

    b. The member, their resident family or recognised other persons owns an item that would not be removed under section 6.5.10.

    c. They, their resident family or recognised other persons fly to the member's next housing benefit location.

    d. The removal occurs during the COVID-19 pandemic.

2. The member is eligible for the reimbursement of one of the following if they would have moved the item themselves had they, their resident family or recognised other persons driven.

    a. The removal of the item from the member's previous housing benefit location to the member's housing benefit location.

    b. The storage of the item at the member's previous housing benefit location.

3. Storage of items at the member's old housing benefit location under paragraph 2.b will only be reimbursed for a period ending on the earlier of the following days.

    a. The day the items are removed from storage.

    b. The day 1 year after they were put into storage.

6.5.11 Items not removed

1. An item that is not portable and meets all of the following will not be removed.

    a. It requires a crew of more than two people to move it, after dismantling if required.

    b. Additional equipment, such as a crane or forklift, is needed to move it.

2. Items of the following types will not be removed.

    a. Dangerous items.

    b. Anything living, excluding pets.

    c. Irreplaceable items.

    d. Bulk fuel and building items.

    e. Hard to trace items.

6.5.12 Removal of urgently required items

1. The CDF may grant a removal of essential household items before the bulk of the furniture and effects are removed. The items must be urgently required.

2. The member may organise the removal of the urgently required items through any of the following.

    a. The Commonwealth removalist.

    b. Private arrangements.

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3. The CDF may approve private arrangements under subsection 2. The means chosen must be the most cost-effective within the required time frame.

4. If the CDF does approve them, the member is eligible for the reimbursement of the cost of the arrangements. Items approved for removal may be transported by road, rail or sea.

6.5.12A Insurance for urgently required household items

1. A person who is one of the following may be reimbursed an amount if they insure urgently required household items that are to be removed.

   a. A member.

   b. A person recognised as resident family of a deceased member.

   c. A person recognised as a recognised other person of a deceased member.

2. All of the following must be met.

   a. Removal of the items is granted under section 6.5.12.

   b. The member, their resident family or recognised other persons insures the items for the purpose of the removal.

3. The amount reimbursed is the amount paid for the insurance up to the greater of the following.

   a. $150.

   b. 2% of the sum insured.

   Note: Section 1.6.1 applies to this section and may affect the reimbursement provided if a member and an adult who is recognised as resident family are both eligible for the reimbursement for the cost of insurance on the removal of the same urgently needed household items.

6.5.13 Hire of replacement household items

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

   a. The item was a removed under this Part.

   b. The item was useable at uplift.

   c. The item was packed by the approved removalist.

   d. The missing or damaged item is an essential household item.

   e. The loss or damage is reported to the Commonwealth removalist at the new location.

   f. A replacement item is not available from local Service sources.

2. The eligibility ends when any of the following happens.

   a. The original item is delivered or repaired.

   b. The member is given a payment to replace the item.

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3. The member may be reimbursed the costs of using a laundromat washing machine and dryer if all of the following are met.

    a. Their washing machine is lost or damaged during a removal.

    b. They cannot hire a suitable replacement machine at the gaining location.

6.5.14 Technical help for dismantling and installing items

1. A member is eligible for the reimbursement of reasonable labour costs for technical help to dismantle and reinstall some items if it is not reasonable for the member, their resident family or recognised other persons to dismantle or reinstall the items.

2. A member may only be reimbursed for installation of an item if it was dismantled in a previous removal.

3. The member is not to be reimbursed under this section for the cost of any major alterations to windows or building structures.

4. To be reimbursed, the member must do all of the following.

    a. Get any necessary approvals from relevant authorities. This includes landlords, the Commonwealth removalist and local councils.

    b. Give the Commonwealth removalist a receipt from the service provider when the work is done.

6.5.15 Privately arranged removals – eligibility and conditions for assistance

1. A member is eligible for assistance under section 6.5.16 if all of the following apply.

    a. They are eligible for a removal under this Part.

    b. They elect to take the removal as a privately arranged removal.

    c. The decision maker is satisfied that the privately arranged removal is for one of the following reasons.

        i. Personal reasons.

        ii. Service reasons that urgently require the member to move.

2. If subsection 1 applies, the member is not eligible for their furniture and effects to be removed by the Commonwealth removalist.

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

    a. The CDF.

    b. Chief of Personnel.

    c. An employee of Toll Transitions who performs the duties of any of the following.

        i. National Manager Services.

        ii. Regional Relocations Manager.

        iii. Manager – Relocation Administration Services.

        iv. Team Leader.

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v. Senior Case Manager.

d. Executive Director Relocations and Housing.

e. Director Relocations and Housing.

f. Assistant Director Relocations and Housing.

g. Assistant Contract Manager Relocations and Housing.

6.5.16 Privately arranged removals – assistance

1. For the purpose of section 6.5.15, assistance is the reimbursement of the lesser of the following.

   a. The amount of the assistance the member would have received had they had a removal under this Part.

   b. The actual cost of the privately arranged removal.

2. The member is eligible for storage expenses if all of the following are met.

   a. The member's accommodation is temporarily unavailable.

   b. The member's items would have been stored at no cost to the member if they had been removed by the Commonwealth removalist.

   c. The CDF is satisfied that storing the member's items is reasonable in the circumstances.

3. If the member carries out the removal personally, the member is eligible to be reimbursed any of the following costs if the CDF is satisfied they are reasonable.

   a. Costs of hire and fuel for a suitable removal vehicle.

   b. Vehicle allowance for use of a private vehicle for the distance from the old to the new residences, up to the amount payable for vehicle allowance under Chapter 9 Part 5 Division 4.

6.5.17 Unused removal benefit

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

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Division 3: Removal to or from a family benefit location

6.5.18 Purpose

This Division provides benefits to a member to assist their resident family and other recognised persons to move to or from a family benefit location.

6.5.18A Member this Division applies to

This Division applies to a member who has resident family.

6.5.19 Compassionate removal to a family benefit location

1. A member is eligible for a removal under Division 2 for their resident family and recognised other persons to a family benefit location if the CDF is satisfied of all of the following.

    a. The member has substantial compassionate reasons for the removal.

    b. That the removal is in the interests of the ADF.

2. For the purpose of subsection 1, the CDF must consider all of the following.

    a. The seriousness of the reasons for the compassionate removal.

    b. The nature of care or assistance required by the member's resident family or the following recognised other persons.

        i. An adult child.

        ii. A person recognised under paragraph 1.3.37.d.

    c. Whether the circumstances are likely to be resolved after a reasonably short period of time or are enduring.

    d. Whether the issue can only be addressed by relocating the member's resident family and recognised other persons.

    e. Whether the decision to relocate was prompted by personal or Service-related circumstances.

    f. Whether the member has applied for discharge and is eligible for a discharge removal.

6.5.19A Removal to a family benefit location for employment or study

1. A member is eligible for a removal under Division 2 for their resident family and recognised other persons to a family benefit location if the CDF is satisfied of all of the following.

    a. The move is necessary for the member's partner to undertake specified employment, other than home based employment, or a specified period of face-to-face study in the family benefit location.

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b. The move occurs within 3 months before or after a member's move to a new housing benefit location.

c. The member will be in the new housing benefit location for 6 months or more.

d. The family benefit location is closer to the member's housing benefit location than the former housing benefit location or family benefit location.

2. A member may have the period under paragraph 1.b extended if the CDF considers it is reasonable in the circumstances.

3. A removal granted under subsection 1 is subject to all of the following.

a. The removal for the member is a limited removal for the member from the former housing benefit location to the new housing benefit location.

b. The removal for the resident family is a removal of the member's household furniture and effects from the former housing benefit location to the family benefit location.

Note: The member's household furniture and effects are not moved to the member's new housing benefit location before being removed to the family benefit location.

4. A removal under this section is limited to what the member would have been eligible for under this Part to move their household furniture and effects to their new housing benefit location from all of the following.

a. The member's residence in the losing housing benefit location.

b. Any location where the member has goods stored under this Part.

5. The member must pay any costs above the amount Defence would have paid for a removal to a family benefit location for employment or study.

6. If the cost of removal to a family benefit location for employment or study is less than the cost of a removal to the member's new housing benefit location, the member is not eligible for the difference.

6.5.20 Removal to a family benefit location instead of a housing benefit location in a remote location

1. A member is eligible for a removal under Division 2 for their resident family and recognised other persons if all of the following apply.

a. The member is posted to a remote location for 6 months or more.

b. The remote location is the member's housing benefit location.

c. The resident family choose to move to a family benefit location instead of the remote location.

2. A member in a situation set out in column A of the following table is eligible for the removal benefit provided in column B and must pay the amount set out in column C of the same item.

Item	Column A Member's situation	Column B Removal Benefit	Column C Amount payable by the member
1.	All of the following apply. a. The removal is of items that would have been removed to the remote location. b. The removal is from the member's residence and store in the previous housing benefit location to the family benefit location.	A removal under Division 2.	The difference between the following costs. a. The amount it would have cost to remove the member's resident family to the member's housing benefit location. b. The amount it cost the member's resident family to relocate to the family benefit location.
2.	All of the following apply. a. The removal is of items that would not have been removed to the remote location. b. The removal is to the Commonwealth removalist's store.	A removal to the Commonwealth removalist's store.	
3.	All of the following apply. a. The removal is of the member's effects, without furniture. b. The removal is to the family benefit location	A removal under Division 2.	The difference between the following costs. a. The amount it would have cost to remove the member's resident family to the member's housing benefit location. b. The amount it cost the member's resident family to relocate to the family benefit location.

3. A member is eligible for storage of items when any of the following apply.

   a. The member has excess items that are not removed from the previous housing benefit location.

   b. The member has items already in store at the time the posting authority is issued.

6.5.21 Removal to family benefit location on seagoing posting

1. A member is eligible for a removal of their resident family and recognised other persons from the member's housing benefit location to a family benefit location within Australia if all the following apply.

   a. The member is posted to any of the following for a period greater than 6 months.

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i. A seagoing ship.

ii. A seagoing submarine.

iii. A seagoing flight.

b. The CDF is satisfied the family benefit location is beneficial to the member or their resident family and recognised other persons after considering all of the following.

i. The availability of family or community support at the family benefit location.

ii. The employment or education needs of the member's resident family and recognised other persons.

iii. Any other factor relevant to the welfare of the member's resident family and recognised other persons.

2. The removal must be undertaken within 3 months before or 3 months after the member's posting date.

3. The CDF may extend the removal period under subsection 2 if it is considered reasonable in the circumstances.

6.5.22 Removal of resident family to a member's housing benefit location

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

a. A member's resident family do not live with the member.

b. The resident family wish to rejoin the member.

2. A member who meets the criteria set out in column A of the following table is eligible for the removal benefit in column B and must pay the amount in column C of the same item.

Item	Column A Criteria	Column B Removal Benefit	Column C Amount payable by the member
1.	The member was provided a full removal for their resident family and recognised other persons.	A removal under Division 2 to their housing benefit location.	
2.	The member was provided a limited removal for their resident family and recognised other persons.	A removal under Division 2 to their housing benefit location.	The difference between the following costs. a. The amount it would have cost to remove the member's resident family to the housing benefit location. b. The amount it cost the member's resident family to relocate to the family benefit location.

3. Despite subsection 2, a member is eligible for the full costs of the removal if the CDF is satisfied that it is in the interests of the ADF having regards to the direct and indirect costs of the removal.

Division 4: Removal on commencing posting or deployment

6.5.24 Purpose

This Division sets out a member's eligibility for a removal when they are posted, have an alternate work location agreement or on deployment.

6.5.24A Definitions

Cost of a removal under this Division includes the following.

a. The cost of removing furniture and effects under Division 2 for any of the following people being removed.

   i. The member.

   ii. The member's resident family.

   iii. The member's recognised other persons.

b. All of the following in connection with the removal.

   i. Vehicle removal assistance payable to the member under Part 5A.

   ii. The cost of removal travel for the member, resident family and recognised other persons under Chapter 9 Part 2 Division 3.

   iii. The cost of travel on posting for the member, resident family and recognised other persons under Chapter 9 Part 2 Division 4.

6.5.25 Resident child carer does not attract any benefit

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

6.5.26 Posting of 6 months or more

1. A member is eligible for a removal if all of the following apply.

   a. The member is issued a new posting order for a period of 6 months or more.

   b. They have a posting order that would require them to move outside of their current housing benefit location.

2. The member is eligible for a removal of the following.

   a. If the residence in the new housing benefit location is furnished or partly furnished — necessary furniture and effects to their next housing benefit location.

   b. If the residence in the new housing benefit location is unfurnished — all the member's furniture and effects to their next housing benefit location.

3. The member must pay a contribution towards the cost of the removal if the cost of the removal to the new housing benefit location is greater than the cost of the removal from their housing benefit location to their service location to which they have been posted.

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4. The contribution is calculated using the following formula.

$$contribution = A - B$$

Where:

A is the cost of a removal from the member's housing benefit location to their next housing benefit location.

B is the cost of a removal from the member's housing benefit location to the location specified in the member's next posting order.

Note: If the outcome is less than $0, the member is not eligible to receive the amount.

6.5.27 Posting of a member who has unaccompanied resident family and no accompanied resident family

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

   a. One of the following applies.

      i. The member goes on a posting for duty in Australia of 6 months or more.

      ii. The unaccompanied resident family is reuniting with the member.

   b. They have unaccompanied resident family living in a family benefit location.

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

   a. If the member has 6 months or more of their posting period to serve at their primary service location and is relocating their resident family to their housing benefit location — removal under subsection 6.5.26 for their resident family.

   b. If the member and their resident family are relocating to a housing benefit location — the removal of their and their resident family's furniture and effects to the new housing benefit location.

3. The member must pay a contribution towards the cost of the removal if the cost of the removal to the new housing benefit location is greater than the cost of the removal from their housing benefit location to their service location to which they have been posted.

4. The contribution is calculated using the following formula.

$$contribution = A - B$$

Where:

A is the cost of a removal from the member's housing benefit location to their next housing benefit location.

B is the cost of a removal from the member's housing benefit location to the location specified in the member's next posting order.

Note: If the outcome is less than $0, the member is not eligible to receive the amount.

6.5.28 Removal of gap year members

2. This section applies to a member who is participating in the ADF gap year and meets any of the following.

a. The member is posted for less than 6 months.

b. The member is posted for 6 months or more and all of the following apply.

i. A removal has been deferred until after the date of posting.

ii. The member has less than 6 months to serve at the post.

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

3. A member is eligible for a removal from the losing housing benefit location to the gaining housing benefit location if the CDF is satisfied the reason the member is otherwise not eligible for a removal is beyond their control.

4. A removal granted under this section is subject to the limitations set out in subsection 6.5.26.2.

6.5.29 Removal between residences in the same location in Australia

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

Item	Column A Member situation	Column B Benefit
1.	The member is required to vacate any of the following for reasons beyond their control. a. Living-in accommodation. b. A Service residence. c. Accommodation for which rent allowance is payable **Note:** The member may be eligible for a removal under Division 10 in connection with a breakdown of their relationship.	A removal of furniture and effects from that accommodation to another residence or to an approved store in the same location.
2.	The member acquires a suitable own home in the housing benefit location while occupying one of the following. a. Living-in accommodation. b. A Service residence. c. Accommodation for which rent allowance is payable.	Subject to subsection 3, a removal of furniture and effects to that home if they or their resident family will remain in the housing benefit location for 12 months or more.
3.	The member meets all the following. a. They have been on posting as a member who has unaccompanied resident family and no accompanied resident family. b. Their resident family are occupying a Service residence or accommodation for which rent allowance is payable. c. They acquire a suitable own home in the family benefit location.	Subject to subsection 3, a removal of furniture and effects to that home provided the location will be the members family benefit location for 12 months or more.

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4.	The member meets all the following. a. They have an own home in their housing benefit location but are not required to live in it. b. They must vacate a Service residence or accommodation for which rent allowance is payable. c. The reason for the move is beyond their control. d. They subsequently intend to occupy their suitable own home. **Note:** The member may be eligible for a removal under Division 10 in connection with a breakdown of their relationship.	A removal of furniture and effects to the following. a. To their suitable own home. b. To an approved store while they wait for vacant possession of their own home and then to that home.
5.	The member must vacate a suitable own home for reasons beyond their control.	A removal of furniture and effects to an approved store while they await repair of the home or alternative suitable accommodation, and then to that home.
6.	The member meets all of the following and has been granted a removal for their resident family to the housing benefit location. a. They have unaccompanied resident family. b. They have no accompanied resident family.	A removal of furniture and effects to the following. a. From the member's accommodation to the new home. b. From the family benefit location to the new home.

2. The member is eligible for storage costs if the CDF is satisfied the member needs the storage for reasons beyond their control.

3. A member is not eligible for assistance for a removal between homes in the housing benefit location or family benefit location if all the following apply.

   a. The member sells a home.

   b. The member buys a new home in the same location

   c. The member cannot take vacant possession of the new home.

   d. The member lives in the old home until they can take vacant possession of the new home.

   e. The member is paid rent allowance while they live in the old home.

6.5.29A Dual serving couple – partner posted to member's housing benefit location

1. This section applies to a member (the first member) if all of the following apply.

   a. The member's partner is also a member (the second member).

   b. The second member lives in a different housing benefit location than the first member.

   c. One of the members is unaccompanied resident family of the other member.

2. The first member is eligible for a removal of their furniture and effects to a new home in the housing benefit location if all of the following apply.

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Note: The second member's removal is a removal on commencing posting under this Division.

a. The second member has received a posting order to the first member's housing benefit location.

b. A decision maker is satisfied that the first member's accommodation in the housing benefit location is not suitable for the resident family.

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

a. An employee of Toll Transitions who performs the duties of any of the following.

i. National Manager Services.

ii. Regional Relocations Manager.

iii. Manager – Relocation Administration Services.

iv. Team Leader.

v. Senior Case Manager.

aa. Executive Director Relocations and Housing.

b. Director Relocations and Housing.

c. Assistant Director Relocations and Housing.

d. Assistant Contract Manager Relocations and Housing.

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

1. Subject to subsection 3, a member is eligible to be reimbursed their removal costs if all of the following apply.

a. All of the following apply.

i. The member moves their resident family to an anticipated location specified in subsection 2 for compassionate reasons.

ii. The member's resident family and recognised other persons will live with the member at the anticipated location for 6 months or more.

b. The move happens before the member's next posting order has been issued.

c. The CDF is satisfied that the move occurred for one of the following reasons.

i. The removal is the result of a resident family member's illness and the removal has been supported by a civilian medical practitioner and endorsed by the Defence Health Service.

ii. Suitable accommodation is not available in the member's current housing benefit location.

iii. Suitable secondary or higher education for the member's child is not available in their current housing benefit location.

iv. There are other exceptional reasons that require the member to move.

Note: The member must provide copies of relevant documents to the CDF when applying for reimbursement.

2. For the purpose of subsection 1, the resident family must have been moved to one of the following locations.

   a. The location that will be the member's housing benefit location on their next posting.

   b. The housing benefit location where the member will be serving for less than 12 months in anticipation of a long-term posting to that location.

   c. The housing benefit location where they will be serving less than 12 months and then to a second housing benefit location in anticipation of a long-term posting at the second location.

3. The benefit under subsection 1 is payable from the day the member is issued the posting order.

4. The member must repay any amount received under this section if non-Service reasons prevent the posting from proceeding.

   Note: The member's eligibility for reimbursement is not affected if the anticipated long-term posting does not occur due to Service reasons.

6.5.31 Posting to location other than anticipated location

1. A member may move to an anticipated location but actually be posted to a different location. They will not be reimbursed the costs of moving from the original location to the anticipated location unless they are eligible for a removal for other reasons.

2. A member eligible for a removal is eligible for the lesser of the following.

   a. The cost of a removal from the original location to the new location.

   b. The cost of a removal from the anticipated location to the new location.

3. If 2.b above is less than 2.a, the member may be paid the difference. This will offset the costs of moving to the anticipated location.

6.5.32 Removal after posting authority issued, but before posting date

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

a. The posting authority has been issued.

b. One of the following.

   i. They are being posted to RAAF Base Tindal.

   ii. For any other posting location — the CDF is satisfied an early removal is necessary in the circumstances.

6.5.33 Primary service location changed for Service reasons after removal

1. This section applies to a member if all of the following occur.

   a. A removal to the member's housing benefit location has occurred.

   b. The member's primary service location is changed due to Service reasons.

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2. A member posted for 6 months or more is eligible for the removal of all furniture and effects to one of the following or the expenses of storing their furniture and effects.

   a. The housing benefit location.

   b. The family benefit location.

3. A member posted for less than 6 months is eligible for all the following.

   a. The removal of their effects from the location to which they were removed to the member's housing benefit location or family benefit location.

   b. The expenses of storing the furniture until their next posting.

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

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

Item	If the change or cancellation is made…	then the Commonwealth will…
1.	before the removal is completed	pay the lesser of these two amounts. a. The cost of removal to the location of the changed or cancelled posting. b. The cost of removal to the alternative housing benefit location.
2.	after the removal is completed	not pay for a removal from the changed or cancelled housing benefit location to the actual housing benefit location.

2. Despite table item 2, the member is eligible for a removal if the CDF is satisfied that it is reasonable after considering all of the following.

   a. If there are compassionate reasons to approve the removal.

   b. Whether there are alternatives available to the member.

6.5.35 Removal deferred until after posting date

1. This section applies to a member who has deferred their removal until after the date of posting.

2. A member is eligible for a removal if they have 6 months or more to serve on the posting at the time of removal.

3. Despite subsection 2, a member who meets all of the following is eligible for a removal.

   a. They have less than 6 months to serve on the posting at the time of removal.

   b. They are participating in the ADF gap year program.

   c. Section 6.5.28 applies.

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6.5.36 Removal on posting to a seagoing ship or seagoing submarine

1. A member posted to a seagoing ship or seagoing submarine for 6 months or more is eligible for a removal of furniture and effects to one of the following.

    a. The ship's home port.

    b. The seagoing ship's or seagoing submarine's refitting port.

2. A member posted to a seagoing ship or seagoing submarine is eligible for a removal to the location of the refit if all the following apply.

    a. The seagoing ship or seagoing submarine relocates to a refitting port for 6 months or more.

    b. The member has 6 months or more remaining of their posting period.

3. A member is eligible for a removal to the ship's home port if all the following apply.

    a. The member was granted a removal under subsection 2.

    b. The member has 6 months or more of their posting remaining.

6.5.37 Posting to a remote location

1. A member is eligible for a removal to a home they will occupy in a remote location.

2. A member is eligible for one of the following.

    a. If the new residence is furnished, the removal of the furniture and effects they need and which are not provided at the residence.

    b. If the new residence is unfurnished, the removal of the furniture and effects.

    Note: A member may be eligible for storage of their furniture and effects under section 6.5.54AA.

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

6.5.37A Posting to RAAF Base Tindal

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

    a. They meet one of the following.

        i. They have no resident family or recognised other persons.

        ii. They have unaccompanied resident family and no accompanied resident family.

    b. They are posted to RAAF Base Tindal for 6 months or longer.

    c. They lived out at the losing location.

    d. They choose to occupy living-in accommodation on commencing their posting at RAAF Base Tindal.

2. The member is eligible for the removal of their furniture and effects that meets all of the following to an approved store.

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a. The furniture and effects that have not been removed under section 6.5.26 to RAAF Base Tindal.

b. The furniture and effects that cannot be housed in their living-in accommodation at RAAF Base Tindal.

Note: Section 6.5.54A provides storage at the losing location of their furniture and effects that cannot be housed in their living-in accommodation.

6.5.38 Removal on deployment

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

   a. They meet one of the following.

      i. They have no resident family or recognised other persons.

      ii. They have unaccompanied resident family and no accompanied resident family.

      iii. They are occupying an own home and they choose to vacate it for the duration of the deployment.

   b. They are deployed for 6 months or longer.

   c. They meet any of the following conditions.

      i. They choose to vacate their accommodation under any of subsections 7.4.23.2, 7.6.38.2, 7.7.11.2 or 7.8.31.2.

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

2. The member is eligible for the removal of their furniture and effects to storage at the member's housing benefit location under Division 7.

3. In this section, **own home** means one of the following.

   a. If the member has no resident family or recognised other persons — a suitable own home.

   b. If the member has unaccompanied resident family and no accompanied resident family — a home that would be a suitable own home under section 7.2.5 had paragraph 7.2.12.1.g not applied.

      Note: Paragraph 7.2.12.1.g provides that a home that is in the member's housing benefit location is not considered a suitable own home if the member has unaccompanied resident family.

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Division 6: Removal on ceasing continuous full-time service

6.5.45 Purpose

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

Note: The removal of vehicles and towable items is provided under Divisions 2 and 3 of Part 5A of Chapter 6.

6.5.45A Member this Division applies to

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

a. They are ceasing continuous full-time service.

b. They are commencing a transition location (medical) agreement.

c. They are commencing a transition location (general) agreement.

6.5.46 Removal on ceasing continuous full-time service

3. A member in a situation in an item in column A of the following table is eligible for a removal on ceasing continuous full-time service between the following locations, subject to the conditions and limits in column D of the same item.

a. From the location in column B of the same item.

b. To the location in column C of same item.

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

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

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6.	The member has unaccompanied resident family and no accompanied resident family and is to relocate from subsidised accommodation to the family benefit location of their unaccompanied resident family.	The housing benefit location.	The family benefit location of their unaccompanied resident family.	

4. A member in a situation in an item in column A of the following table is eligible for a removal to be provided at a time in column B of the same item and subject to the conditions in column C of the same item.

Item	Column A Member situation	Column B Time of removal	Column C Conditions
1.	The member requests to be removed before ceasing continuous full-time service and table item 2 does not apply.	Any time during the final 12 months of the member's continuous full-time service.	One of the following. a. The member must have received a discharge authority. b. The decision maker is satisfied that it is reasonable to grant a removal before the member receives a discharge authority.
2.	The member requests to be removed before ceasing continuous full-time service for one of the following reasons. a. The removal is required as a result of a resident family member or recognised other persons' illness that is confirmed by a medical practitioner. b. Suitable accommodation is not available in the member's housing benefit location. c. Suitable secondary or higher education for the member's child is not available in their housing benefit location. d. The member is on a transition location	Any time before the member ceases continuous full-time service.	All of the following. a. The member must have received a discharge authority. b. The CDF must be satisfied that, having considered the member's request, the removal is reasonable.

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	(medical) agreement for more than 12 months. e. There are exceptional reasons that require the member to move.		
3.	The member has ceased continuous full-time service.	One of the following. a. Up to 24 months from the day the member ceases continuous full-time service. b. A later day that the CDF considers reasonable after considering the member's circumstances.	

5. In this section, the following apply.

Decision maker means any of the following.

a. The CDF.

b. Chief of Personnel.

c. Director General Military Personnel Branch.

d. Director Personnel Policy Operations.

e. Deputy Director Navy Service Conditions.

f. Deputy Director Navy Personnel Policy.

g. Deputy Director Army Service Conditions.

h. Personnel Policy Army Delegate.

i. Deputy Director Air Force Service Conditions.

j. Deputy Director Air Force Personnel Policy.

Subsidised accommodation means any of the following.

a. A Service residence.

b. Living-in accommodation.

c. Accommodation for which rent allowance is payable.

Note: Accommodation for which rent allowance is payable has the same meaning given by section 6.1A.2

6.5.46A Additional removal for members who have unaccompanied resident family

1. This section applies to a member who has unaccompanied resident family and no accompanied resident family.

1A. If the member receives a removal under subsection 6.5.46.3 table item 1, 2, 3, 4 or 5 — the member is eligible for a removal for their unaccompanied resident family between the following locations.

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a. The unaccompanied resident family's family benefit location.

b. The location the member received their removal to under subsection 6.5.46.3.

Note: The location the unaccompanied resident family receive a removal to does not become a family benefit location.

1B. If the member receives a removal under subsection 6.5.46.3 table item 6 — the member is eligible for a removal between the following locations.

a. From one of the following.

i. If it is for the member — from the housing benefit location or the family benefit location.

ii. If it is for the unaccompanied resident family — from the family benefit location.

b. To the following.

i. If the member and their unaccompanied resident family are to relocate overseas — the Australian capital city that is the nearest port of exit to the overseas location the member has nominated to live following ceasing continuous full-time service.

ii. The location in Australia the member has nominated to live following ceasing continuous full-time service.

Note: The location the unaccompanied resident family receive a removal to does not become a family benefit location.

2. A removal under this section is subject to the same conditions and limitations in column D of the table in subsection 6.5.46.3 that would have applied had the removal been undertaken under the relevant item of that table.

6.5.47 Removal if service continues after intended date of ceasing

1. This section applies to a member who had a removal in advance of ceasing continuous full-time service and continues to serve beyond the date notified in their discharge authority.

2. If the member's next posting is to a new housing benefit location, the member is eligible for a removal that is limited to what a removal would cost between the following locations.

a. The member's housing benefit location immediately before the removal in advance of ceasing continuous full-time service.

b. The member's new housing benefit location.

Note: If the family remain in the location, the location does not become a family benefit location, as defined in section 1.3.12.

3. Subsection 2 does not apply if any of the following apply.

a. The member was granted a compassionate removal for their resident family to a family benefit location.

b. The removal in advance of ceasing continuous full-time service corresponds with a regular removal on posting during the final 12 months of the member's service.

4. The member must pay a contribution towards the cost of the removal if the cost of the removal to the new housing benefit location is greater than the cost of the removal between the locations specified under subsection 2.

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5. The contribution is calculated using the following formula.

$$contribution = A - B$$

Where:

A is the cost of a removal from the member's housing benefit location to the location on the member's new posting order.

B is the cost of a removal between the locations specified under subsection 2.

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Division 7: Storage of furniture and effects

6.5.50 Purpose

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

6.5.50A Member this Division does not apply to

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

a. Transition location (medical) agreement.

b. Transition location (general) agreement.

6.5.51 Period for which storage is provided – general

1. A member's eligibility for storage starts on the date items are first put into storage.

2. A member's storage eligibility will be reviewed under section 6.5.63 on the earliest of the following dates.

   a. The date of the member's next removal under this Determination.

   b. Three years from the date the items were first put into storage.

3. If it is reasonable, all furniture and effects stored under this Determination are stored in the nearest available approved store in the location the member leaves.

6.5.52 Storage for members who have accompanied resident family or recognised other persons

1. The following table sets out the storage benefits for a member who meets one of the following and is eligible for a removal under this Chapter.

   a. They are a member who has accompanied resident family and no unaccompanied resident family.

   b. They are a member who has recognised other persons and no resident family.

Item	**If a residence in the new location is…**	**then the member is eligible for the storage of…**
1.	not available	all their furniture and effects.
2.	a. not available in a suitable size, and b. the member finds a furnished or partly furnished residence	furniture and effects that are not needed in the residence or cannot be housed in it.

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3.	a. not available in a suitable size, and b. the member finds an unfurnished residence that cannot house all their furniture and effects	the furniture and effects that the CDF considers cannot reasonably be housed in the residence. The CDF must consider all of the following. a. The size of home that the member's standard housing benefit applies to. This size is a reasonable limit to use in working out what items are reasonable to store in each of the following storage options. i. The residence the member has been allocated or has chosen to rent. ii. Storage at Commonwealth expense. iii. Storage at the member's own cost. b. Items that are the same as non-portable items in the residence.
4.	their own home	a. items of furniture the CDF is satisfied are the same as non-portable items in the home b. furniture and effects under the conditions described in Division 4 subsection 6.5.29.1, table item 4.
5.	an inner-city residence ('Defence Choice housing')	the furniture and effects the CDF considers cannot reasonably be housed in the residence. The CDF must consider all of the following. a. The size of home that the member's standard housing benefit applies to. This size is a reasonable limit to use in working out what items are reasonable to store in each of the following storage options. i. The residence the member has chosen. ii. Storage at Commonwealth expense. iii. Storage at the member's own cost. b. Items that are the same as non-portable items in the residence.

2. A member ceases to be eligible for storage if they reject an offer of a suitable Service residence and they become ineligible to receive temporary accommodation allowance or rent allowance.

3. A member is not eligible for storage for items not already in storage if all of the following apply.

   a. They occupy suitable accommodation.

   b. They are not eligible for a removal under Division 4 section 6.5.29.

   c. They move at their own expense to alternative accommodation in the same housing benefit location.

4. For storage benefits when a member is posted to a remote location, see Division 4 section 6.5.37.

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6.5.53 Member who has unaccompanied resident family and no accompanied resident family

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

   a. They meet all of the following.

      i. They have unaccompanied resident family.

      ii. They have no accompanied resident family.

   b. They are deployed for 6 months or longer.

   c. They meet any of the following conditions.

      i. They choose to vacate their accommodation under any of subsections 7.4.23.2, 7.6.38.2, section 7.7.11 or subsection 7.8.31.2.

      ii. The member must leave the living-in accommodation under subsection 7.4.23.5.

      iii. They are occupying an own home and they choose to vacate it for the duration of the deployment.

2. The member is eligible for storage of the following items.

   a. Storage of their furniture and effects until the member is rehoused after the deployment.

3. In this section, **own home** means a home that would be a suitable own home under section 7.2.5 had paragraph 7.2.12.1.g not applied.

   Note: Paragraph 7.2.12.1.g provides that a home that is in the member's housing benefit location is not considered a suitable own home if the member has unaccompanied resident family.

6.5.54 Member who has no resident family or recognised other persons

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

   a. They have no resident family or recognised other persons.

   b. They are eligible for a removal under this Determination.

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

Item	Column A Member situation	Column B Storage benefit
1.	The member lives out and is eligible for rent allowance.	Storage of the furniture and effects that the CDF is satisfied cannot reasonably be housed in the residence.
2.	The member is eligible for rent allowance but is required to occupy living-in accommodation.	Storage of their furniture and effects that cannot be housed in their living-in accommodation for the period they occupy the living-in accommodation.

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3.	The member is deployed for 6 months or longer and one of the following apply. a. The member chooses to vacate their accommodation. b. The member is directed to vacate their living-in accommodation.	Storage of their furniture and effects until the member is rehoused after the deployment. **Note:** For storage of vehicles and towable items on deployment see section 6.5A.19.

1B. When making a decision under table item 1 the CDF must consider all the following.

a. The size of home that the member's standard housing benefit applies to in working out what items are reasonable to store.

b. Items that are the same as non-portable items in the residence.

2. A member is eligible for temporary storage of necessary items in these circumstances.

a. While they are waiting for suitable living-in accommodation.

b. While they are seeking living-out accommodation.

3. The member is eligible for temporary storage as long as they meet the conditions for temporary accommodation allowance.

6.5.54AA Posting to a remote location

1. A member who is eligible for a removal to a remote location under section 6.5.37 is eligible for the storage of the furniture and effects which were not removed.

2. Despite subsection 1, if a member chooses to occupy living-in accommodation in the remote location, they are not eligible for storage of their furniture and effects.

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

6.5.54A Posting to RAAF Base Tindal

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

Note: Section 6.5.37A provides a removal of furniture and effects for a member posted to RAAF Base Tindal for 6 months or longer if they choose to occupy living-in accommodation.

2. The member is eligible for storage at the losing location of their furniture and effects that cannot be housed in their living-in accommodation.

6.5.55 Newly enlisted members

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

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

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6.5.56 Storage of statutory officer's official Defence vehicle

1. This section applies to a member whose primary duties are to drive a statutory officer's official Defence vehicle on a regular basis.

2. If the member has less than 3 garage spaces, they are eligible for the storage of one vehicle so that they can use their vacant garage space to keep the statutory officer's official Defence vehicle at their home.

3. The member's accommodation is taken to be unsuitable for the purposes of Chapter 7 if any of these situations apply.

   a. It does not have enough garage space for the statutory officer's official Defence vehicle and up to 2 other vehicles, owned by the member, their resident family or recognised other persons.

   b. The garage space for the statutory officer's vehicle cannot be made secure.

6.5.57 Members with own home

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

Note: A member who has chosen to vacate their own home as a consequence of being deployed for 6 months or longer may be eligible for storage under section 6.5.53.

6.5.58 Storage at a family benefit location at member's expense

Items in storage at a family benefit location may remain stored if any of the following apply.

a. They are in storage at the member's expense.

b. The member's next posting would make the member eligible for storage.

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

6.5.59 Charges when removal is deferred

1. The Commonwealth will continue to pay storage charges for a member whose removal is deferred under Division 4 section 6.5.35. Payment will stop on the earliest of the following dates.

   a. The date the removal takes place.

   b. The date a new removal benefit comes about.

   c. The date the member ceases continuous full-time service.

2. Despite subsection 1, a member who has deferred their removal as a result of meeting all of the following criteria is eligible for storage until such time that they do not meet the criteria.

   a. They have unaccompanied resident family.

   b. They have no accompanied resident family.

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6.5.60 Storage on ceasing continuous full-time service

1. The Commonwealth will pay for removal of items to the Commonwealth removalist's store if all of the following are met.

    a. A member is eligible for removal after ceasing continuous full-time service.

    b. A suitable residence is not available.

2. The member must pay for all storage charges and related insurance costs from the date of delivery to the Commonwealth removalist's store.

3. Items already in store at Commonwealth expense at the time of the removal will stay in store at Commonwealth expense until the earlier of the following dates.

    a. The day a residence becomes available.

    b. The date the member ceases continuous full-time service.

4. Subject to subsection 5, a member is eligible for items to be removed from the Commonwealth removalist's store to the member's residence up until one of the following.

    a. If the member's eligibility for a removal under subsection 6.5.46.4 table item 3 has been extended — the day the extended period ends.

    b. If paragraph a does not apply — the day 24 months after the member ceases continuous full-time service.

5. A member is not eligible for a removal under subsection 4 of stored items if any of the following apply.

    a. The member meets all of the following.

        i. The member’s items were removed to storage at the location the member has nominated to live following ceasing continuous full-time service.

        ii. The member decides to live at a different location to the one that was nominated under subparagraph i.

    b. The member meets all of the following.

        i. The member does not occupy a type of subsidised accommodation under subsection 6.5.46.2.

        ii. The member is relocating to a home within the Australian housing benefit location they last received a removal to.

6.5.61 Storage on death of a member who had accompanied resident family or recognised other persons

1. A member’s resident family or recognised other persons are eligible to have their furniture and effects removed to and stored in one of the following locations if the member dies.

    a. The Commonwealth removalist's store in the member's final housing benefit location.

    b. The relevant location in the tables in section 6.5.85.

2. When accommodation becomes available, the resident family or recognised other persons are eligible for the removal of items removed under subsection 1 to the accommodation.

3. Storage under subsection 1 ceases on the later of the following dates.

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a. Fifteen months from the date of the member's death.

b. A date the CDF considers to be reasonable.

6.5.62 Removal to and from a storage facility

1. The member must pay for removal of furniture and effects to and from storage once they have been stored after a removal and before any later removal at Commonwealth expense. However, the Commonwealth will pay in these circumstances.

   a. If the member's need for the items could not reasonably have been expected when the storage was arranged.

   b. If the member puts some items in storage because they find the house at the housing benefit location too small to fit all of them.

2. The Commonwealth will not pay for storage of items the member acquires during the posting. However, these items may be included with the other furniture and effects during the next removal.

3. The member may have furniture and effects in storage at their own cost at the time of posting. The Commonwealth will pay the storage charges from the date of their posting if all of the following are met.

   a. The member is eligible for storage at the time of a new posting.

   b. Their eligibility for storage continues under this Division.

4. The member may have furniture and effects in storage at Commonwealth cost at the time of posting. The Commonwealth will continue to pay storage charges if the items will not be needed at the new location.

5. The Commonwealth will pay to remove some or all of a member's furniture and effects from storage at the time of a new posting. The posting must be for at least 6 months after the removal. This table describes what can be removed to different types of housing.

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

6. The CDF may grant a removal of stored items to a different residence, for a member with less than 6 months to serve in a posting. The move may be to a residence different from those in the table above. The CDF must consider all of the following.

   a. The furniture and effects required to occupy the residence.

   b. Whether the removal is cost-effective.

6.5.63 Review of storage of furniture and effects

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

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2. When notified of a review of their storage benefit, the member may do any of the following.

   a. Request in writing another period of storage.

   b. Have the items removed to their residence.

3. If the member requests another period of storage, the CDF may do any of the following on the review.

   a. Approve another period of storage of up to 3 years for the furniture and effects.

   b. Refuse another period of storage of the furniture and effects.

4. The member can choose any of the following actions for items which will no longer be stored under paragraph 3.b.

   a. Continue to store the items at that location, at the member's expense.

   b. Relocate the items to the member's residence.

6.5.64 Discretion in special circumstances

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

a. The member is not eligible for the benefit for reasons beyond the member’s control.

b. The benefit would be consistent with the purposes of this Division.

c. The benefit would be a proper use of resources.

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Division 8: When a member becomes a member who has accompanied resident family or recognised other persons

6.5.65 Purpose

The purpose of this Division is to set out the removal and storage benefits for a member who goes from having no resident family or recognised other persons to having accompanied resident family and no unaccompanied resident family.

6.5.66 Marriage planned or common household started before posting

1. A member is eligible for a removal as a member who has accompanied resident family and no unaccompanied resident family if they provide documentation under subsection 2 and any of the following apply.

    a. They have planned to be married or register their relationship but are posted before their planned event happens.

    b. They have planned to apply to have their relationship recognised but are posted before the application is granted.

2. To qualify, the member must provide documentary evidence that they had completed arrangements for the marriage or had started maintaining a common household before they received the posting authority.

3. A member must repay removal assistance provided under subsection 1 in relation to the partner, if that partner does not move to the housing benefit location to join the member.

6.5.67 Removal after posting authority issued

A member is eligible for a removal to the new housing benefit location as a member who has accompanied resident family and no unaccompanied resident family in the following circumstances.

a. They marry or are recognised by the ADF as having a partner at their housing benefit location after a new posting authority has been issued.

b. They marry or are recognised by the ADF as having a partner at their housing benefit location before they are removed.

6.5.68 Removal from outside housing benefit location

1. This section applies to a member who meets one of the following with a person from outside their housing benefit location

    a. The member is married.

    b. The member has a de facto relationship registered on a State or Territory register.

    c. The member has a de facto relationship recognised under section 1.3.39.

2. The member is eligible for a removal if all of the following are met.

    a. It is reasonable to expect that the member would serve for at least 12 months after the date they have applied for the removal.

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b. They are on a posting that would have made them eligible for a removal if their partner had been recognised family for Defence-provided benefit purposes when the member was posted.

3. The removal assistance under subsection 2 is limited to the following.

a. Removal of the member's partner's personal effects and any presents from the wedding or registered relationship celebration. This does not include the partner's furniture or whitegoods.

b. Removal of the member’s furniture and effects as follows.

i. From store and from a residence where they lived in the housing benefit location before the marriage or partnership was recognised.

ii. To a Service residence or a rent allowance residence they will live in after the marriage or partnership is recognised.

4. A member serving in a seagoing ship or seagoing submarine is eligible for a removal to the ship's home port.

6.5.69 Removal from outside Australia

1. If a member serving in Australia marries outside Australia or is recognised as having an ADF recognised partnership in a location outside Australia, the removal benefits provided under section 6.5.68 apply.

2. The partner's point of entry into Australia is taken to be the place in Australia the marriage or partnership is registered.

6.5.70 Removal of child's effects

A member is eligible for a removal of the effects of their partner's child at the time the relationship between the member and their partner was recognised if all of the following are met.

a. The member is eligible for a removal of their partner's effects.

b. The child will be resident family of the member.

6.5.71 Removal eligibility on next posting

1. This section applies to a member if all the following occur during the posting period.

a. A person is recognised as recognised family by becoming a partner of the member.

b. The member was not eligible or did not accept a removal for the person under paragraph a. under this Division.

2. On the member's next posting, the member is eligible for a removal for the recognised family from any of the following locations to the member’s housing benefit location.

a. If the recognised family lives within Australia the removal is from any of the following.

i. The town in which they were married.

ii. The town where the recognised family lived when they were recognised as the member's recognised family.

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iii. The town in which the relationship was registered.

iv. The member's current housing benefit location.

v. The member's ship's home port, if the member posted to a seagoing ship or a seagoing submarine.

b. If the recognised family lives outside of Australia the removal is from the town where the recognised family first entered Australia.

3. The member must pay a contribution towards the cost of the removal if the cost of the removal from a location that is not specified under subsection 2 is greater than the cost of the removal from their housing benefit location.

4. The contribution is calculated using the following formula.

$$contribution = A - B$$

Where:

A is the cost of a removal from the location not specified under subsection 2 to the location on the member's new posting order.

B is the cost of a removal from the member's housing benefit location or ship's home port at the time they were recognised as the member's resident family to their new housing benefit location.

5. For the purpose of this section a town includes a city, suburb or other distinct residential area.

6.5.72 Member's home not suitable to house additional resident family or recognised other persons

1. A member is eligible for a removal to suitable housing in their housing benefit location or family benefit location if all of the following apply.

a. The combined number of people they have recognised as resident family and recognised other persons has increased.

b. The home where their resident family and recognised other persons reside is no longer suitable due to the number of resident family and recognised other persons it is to house.

2. The standard used to assess the suitability of the accommodation to house resident family is set out under paragraph 7.6.4.1.b.

6.5.73 Removal only granted once on the recognition of the same relationship

A member is eligible for a removal under this Division once for each person recognised as the member's resident family.

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Division 9: When a member no longer has resident family or recognised other persons

6.5.74 Purpose

This Division sets out removal and storage benefits of a member who ceases to have resident family or recognised other for any reason.

6.5.75 Member ceases to have any resident family or recognised other persons (other than on death of the resident family or recognised other person)

1. When a member ceases to have any resident family or recognised other persons, they may choose in writing one of these removal options.

   a. Removal to a location in Australia where they intend to live after ceasing continuous full-time service.

   b. Removal to the nearest store. Removal from the store will be to where they nominate they will live after ceasing continuous full-time service. Removal will be at the member's request.

   c. Deferment of the option under paragraph a. until their next posting.

   d. Deferment of the option under paragraph a. until they leave. This is if their current posting is the final posting before they leave.

2. If the member does not choose an option from subsection 1 above and continues to provide a residence, they are eligible for a removal on the next posting.

3. A member who meets the conditions in an item in column A of the following table when they cease to have any resident family or recognised other persons for reasons other than the death of their resident family or recognised other persons is eligible for the benefit in column B of the same item.

Item	Column A Condition	Column B Benefit
1.	The member was occupying a furnished residence with their resident family and recognised other persons and has furniture and effects in storage at Commonwealth expense at another location.	Continued storage for another 3 months.
2.	The member was a member who had unaccompanied resident family and no accompanied resident family.	Three months' storage for items already in storage and for items removed into storage at Commonwealth expense at a location other than the housing benefit location.

Note: A member who has received a removal benefit under this section does not limit eligibility for a removal under Chapter 6 Part 5 Division 6 when they cease continuous full-time service.

6.5.75A Member ceases to have resident family or recognised other persons – death of resident family or recognised other persons

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

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a. The member, their resident family and recognised other persons lived in a Service residence immediately before the resident family or recognised other persons died.

b. The member has no resident family or recognised other persons after the death of the person.

2. The member is eligible for a removal under Division 2 of their furniture and effects to accommodation in the housing benefit location.

3. The member is eligible for removal of their furniture and effects to storage under Division 7 in the housing benefit location.

4. The member is eligible for storage benefits that are additional to those provided under section 6.5.54 if the CDF is satisfied it reasonable in the circumstances.

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Division 10: Assistance on breakdown of relationship

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Subdivision 1: General provisions

6.5.76 Simplified outline of this Division

A relationship between a member and their partner may break down and a removal may be needed. The benefits provided in this Division are available for both a member and their former partner, and may include the removal of furniture and effects, pet relocation and private vehicle removals in Australia. This Division provides all the removal related benefits available following the end of a relationship.

The eligibility requirements that a person seeking a removal needs to meet are provided in Subdivision 2. Each person needs to be eligible in their own right before they can receive a removal.

Removals may be limited in terms of what can be removed, how many removals a person can receive under this Division and where the removals can be effected to (Subdivision 3).

Additional benefits for privately arranged removals and hiring household goods may also be available in specific circumstances (Subdivision 4).

6.5.77 Person this Division applies to

This Division applies to any of the following persons when a relationship breaks down.

a. A member posted to a location in Australia.

b. A member's former partner.

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Subdivision 2: Eligibility for a removal

6.5.78 Eligibility for removal

1. A person is eligible for a removal if their relationship has broken down and all of following are met.

    a. The person applies for a removal in writing.

    b. The CDF is satisfied that the removal is reasonable, having regard to the following.

        i. The intention to establish separate living arrangements.

        ii. Any relevant orders made by a court.

        iii. If the person is a member — the reason they need to vacate the property.

        iv. Any other relevant factor.

    Note 1: Both people may be eligible to receive a removal under this Division.
    Note 2: Members receiving a removal under this Division are not eligible for disturbance allowance under Part 1 Division 1.

2. The application for a removal under this Division must be made by the later of the following.

    a. If the person is a member — within 90 days of notification of the breakdown of the relationship.

    b. If the person is not a member — within 12 months of notification of the breakdown of the relationship.

    c. A later day that the CDF is satisfied is reasonable.

6.5.79 Number of removals

1. A member is eligible for one removal under this Division in a 24-month period.

2. A person is eligible for one removal for the breakdown of a relationship with the same partner.

    Note: Unless subsection 3 applies, if a member and their former partner reunite and separate again, neither person will be eligible for another removal.

3. The person is eligible for one additional removal if the CDF is satisfied it is reasonable in the circumstances.

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Subdivision 3: Removals

6.5.80 Location for removals

1. A removal is between two locations in Australia.

2. A removal is from any of the following locations.

   a. The residence in the housing benefit location.

   b. Family benefit location.

   c. If the person has items stored under Division 7 — from the storage facility.

   d. Another location the CDF considers reasonable.

3. A removal is to any of the following locations.

   a. If the person is a member — to any of the following locations.

      i. The residence in their housing benefit location that they will occupy.

      ii. A storage facility if they are eligible for storage under Division 7.

   b. If the person is not a member and their former partner is a member of the Permanent Forces at the time the relationship broke down — the removal is to one of the following locations.

      i. If the marriage or ADF recognition took place outside Australia and the person's passage to Australia was at Commonwealth expense — the person's point of entry into Australia.

      ii. Any other location in Australia where the person has established or intends to establish a permanent home.

   c. If the person is not a member and their former partner is a member of the Reserves on continuous full-time service at the time the relationship broke down — the removal is to one of the following locations.

      i. Where the person lived in Australia with the member immediately before the member started continuous full-time service.

      ii. Another location in Australia.

4. If a removal is to a location under subparagraph 3.c.ii, any cost that is above the cost of a removal to the location in subparagraph 3.c.i is payable by the person.

5. Despite subsection 3, items cannot be removed from a storage facility into another storage facility provided under Division 7 unless all of the following apply.

   a. Both persons are members.

   b. The purpose of the removal is to separate items belonging to each of the persons.

6. The location the removal is provided to must be consistent with the basis on which eligibility for the removal was decided.

6.5.81 What can be removed

1. Subsection 2 applies to any of the following.

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a. A member who requires a removal to their housing benefit location other than from a storage facility under Division 7 alone.

b. A person who is not a member.

2. A person is eligible for the removal of any of the following.

a. The removal of furniture and effects that would be removed under Division 2.

b. Pet relocation that would be provided under Part 1 Division 3.

c. The removal of a private vehicle and a towable item in accordance with section 6.5.83A.

d. The removal of items from storage under Division 7.

3. A member who requires a removal to the housing benefit location from a storage facility under Division 7 is eligible for the removal of the furniture and effects stored in the facility.

4. A member who requires a removal within their housing benefit location is eligible for the removal of any of the following.

a. The removal of furniture and effects that would be removed under Division 2.

b. The removal of items from storage under Division 7.

5. If the member has storage under Division 7 and is receiving a removal under this Division, the CDF may review the member's storage benefit in accordance with section 6.5.63.

6.5.82 What cannot be removed

An item cannot be removed unless any of the following are met.

a. The other person has given their written consent for the item to be removed, whether or not it has been provided in consent orders issued by a family court.

b. A family court has issued a property settlement ruling in relation to the item.

c. An order has been made under relevant Commonwealth, State or Territory court in relation to the item.

d. A binding financial agreement has been made under Commonwealth, State or Territory legislation in relation to the item.

6.5.83 When a removal will occur

A removal must not occur until the following information has been provided to the removalists.

a. The location to collect the items.

b. The location to remove the items to.

c. An inventory of the items being removed.

6.5.83A Removals of private vehicles and towable items

1. The removal of a private vehicle and towable items includes the removal of any of the following.

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a. One private vehicle.

b. One towable item, as defined by section 6.5A.2.

2. A private vehicle must meet all of the following.

a. It is owned by a person in the relationship.

b. It is registered to a person in the relationship.

c. It is roadworthy.

Note: The rules in subsection 6.5.82 apply to the removal of private vehicles and towable items.

3. The removal of a private vehicle means one of the following.

a. If the person is a member — vehicle allowance as calculated under sections 9.6.25 and 9.6.26, up to the cost of transporting the vehicle.

Note: Travel by private vehicle for the non-serving partner is provided for under 9.3.21.

b. The removal of the vehicle.

4. The removal of a towable item means the transport of the towable item.

Note: A person may choose to tow their towable item.

5. If a private vehicle has been removed under paragraph 3.b, the person is eligible for the reimbursement of the cost of delivering the vehicle to the transport agency's depot and collecting the vehicle from the depot if all of the following apply.

a. The person arranges for the vehicle to be delivered and picked up from a depot.

b. The CDF is satisfied the cost is reasonable.

6. Costs for subsection 5 include, but are not limited to, any of the following.

a. Drainage of fuel tanks.

b. Unavoidable storage charges.

c. Fares for the most economical means to and from the depot.

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Subdivision 4: Additional benefits

6.5.83B Privately arranged removals

1. A person who is eligible for a removal and makes private arrangements for a removal of their furniture and effects is eligible for one of the following.

    a. If the person is not a member and CDF is satisfied that the removal was urgent — reimbursement of the costs the CDF considers reasonable.

    b. In any other circumstance — reimbursement to the lesser of the following.

        i. The cost of the assistance a person would have received had they had a removal under this Division.

        ii. The actual cost of the privately arranged removal.

    Note: The removal can be arranged through a commercial removal company or carried out personally.

2. For the purposes of subsection 1, the costs include any of the following.

    a. The hire of, and fuel for, a suitable removal vehicle.

    b. Vehicle assistance for the use of a private vehicle for the distance from the old to the new location, up to the amount payable for vehicle allowance under Chapter 9 Part 5 Division 4.

3. If a person receives a benefit under paragraph 1.b, they are not eligible for a removal under section 6.5.78.

6.5.83C Hire of household items

1. The person is eligible to be reimbursed for the costs to hire a replacement item that was lost or damaged in connection with the removal if they meet all of the following.

    a. The person is not a member.

    b. They received a removal under this Division.

    c. They live with the member's recognised family.

    d. They have filed an indemnity or insurance claim for the item.

    e. The item meets the criteria provided in subsection 6.5.13.1.

2. The person is eligible to be reimbursed the costs of using a laundromat washing machine and dryer if all of the following are met.

    a. The washing machine or dryer is lost or damaged during a removal.

    b. The person cannot hire a suitable replacement at the new location.

3. Eligibility under this section ends when any of the following occur.

    a. The original item is delivered or repaired.

    b. The person receives a payment for the lost or damaged item.

    c. The member's recognised family member no longer lives with the person.

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Division 11: Removal on death of a member

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Subdivision 1: General provisions

6.5.84 Purpose

This Division provides benefits for the removal of furniture and effects, and pet relocation when a member dies.

6.5.84A Definitions

In this Division, all of the following apply.

Pet relocation means the following.

a. The commercial transportation and boarding of a household pet by a service provider who meets all of the following.

i. They have an Australian Business Number.

ii. They conduct a business for profit in the transportation or boarding of household pets.

iii. They are registered or licenced to carry out the business, as required under relevant State or Territory law.

b. Does not include any of the following.

i. The cost of the purchase of equipment or other items used for the transportation or boarding of the pet.

ii. The costs of other goods for continued use, including pet containers.

iii. The costs of other services, including vaccinations.

iv. The relocation of a pet primarily used for economic or business purposes.

6.5.84B When a benefit must be taken

1. A benefit under this Division must be taken before the later of the following.

a. 15 months after the death of the member.

b. A later day that the CDF or decision maker is satisfied is reasonable in the circumstances.

2. In this section, **decision maker** means any of the following.

a. Executive Director Relocations and Housing.

b. Director Relocations and Housing.

c. Assistant Director Relocations and Housing.

d. Assistant Contract Manager Relocations and Housing.

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Subdivision 2: Removal of furniture and effects

6.5.85 Removal benefit for resident family or recognised other persons

1. This section applies to a member who met one of the following before they died.

   a. They were a member who has accompanied resident family and no unaccompanied resident family.

   b. They were a member who has recognised other persons and no resident family.

2. The member's resident family or recognised other persons are eligible for a removal of furniture and effects limited to one of the following.

   a. Within the same location.

   b. If the member was in the Permanent Forces at the time of death — a location set out in column A of the following table subject to the conditions in column B of the same item.

Item	Column A Location	Column B Conditions
1.	The location within Australia of the permanent residence the member and their resident family or recognised other persons had at the time of enlistment or appointment.	No conditions apply to this location.
2.	The location outside Australia of the permanent residence the member and their resident family or recognised other persons had at the time of enlistment or appointment.	The removal is limited to one of the following. a. If the member was appointed or enlisted from Norfolk Island — Sydney. b. If the member was appointed or enlisted from any other external territory of Australia — a capital city nominated by the resident family. c. If the member was appointed or enlisted from another country — the port at which the member first entered Australia.
3.	Any other location in Australia.	The member's partner must meet one of the following. a. They have established a permanent home in the location. b. They intend to establish a permanent home in the location.

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4.	An overseas country.	The removal is limited to one of the following. a. If all of the following are met — the reasonable costs of removal and travel to a location in a country that the resident family or recognised other persons wish to live. i. The member was enlisted or appointed from another country. ii. The resident family or recognised other persons choose to be removed before the end of the period that the member had agreed to serve in Australia. b. In all other cases — costs up to the amount that would otherwise be payable under items 1 or 2.

c. If the all the following apply — a removal to a location set out in column A of the following table subject to the conditions in column B of the same item.

i. The member was a member of the Reserves on continuous full-time service at the time of death.

ii. The member was appointed or enlisted in Australia.

Item	Column A Location	Column B Conditions
1.	The location where the member lived immediately before starting full-time service.	No conditions apply to this location.
2.	Any other location in Australia	The cost of the removal is limited to the amount that would otherwise be payable under item 1.

d. If the all the following apply — a removal to a location set out in column A of the following table subject to the conditions in column B of the same item.

i. The member was a member of the Reserves on continuous full-time service at the time of death.

ii. The member was appointed or enlisted from an overseas country.

Item	Column A Location	Column B Conditions
1.	The location of the port where the member first entered Australia.	No conditions apply to this location.

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2.	Any other location in Australia	The removal is limited to one of the following. a. The amount that would otherwise be payable to remove the resident family to the location in Australia where the member lived immediately before starting full-time service. b. The cost of a normal service removal if the CDF is satisfied that the member's resident family have established or intend to establish a permanent home in the location after considering all of the following. i. Whether the resident family have extended family in the location. ii. Whether the resident family have residential property in the location. iii. Employment prospects for the resident family in the location. iv. Whether there is evidence of plans to move to the location made before the member's death.

Note: A removal under this section includes removal of furniture and effects from a store in any location.

2A. If the member was not living with their resident family at the time of death, items in the member's possession will be removed to the person legally entitled to receive them.

2B. The member's resident family or recognised other persons are eligible for a removal of the following to a location within Australia.

a. Up to 2 private vehicles.

b. Up to 2 towable items.

Note: Vehicles and towable will not be moved into storage facilities.

3. Any items in the resident family or recognised other persons' possession or in storage at the time of the member's death will be removed in the same way as items would be removed for a member who has accompanied resident family and no unaccompanied resident family.

6.5.86 Removal in Australia on death of member who has no resident family or recognised other persons

1. A member who meets all of the following is eligible for a removal of their furniture and effects to the address of the person legally entitled to receive them.

a. They have no resident family or recognised other persons.

b. They died while serving in Australia.

3. Storage under subsection 2 is for the lesser of the following periods.

a. Until the furniture and effects are collected by a person legally entitled to take them.

b. Three months.

c. A longer period if the CDF is satisfied it is reasonable having regard to all of the following.

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i. The length of time needed to administer the member's estate.

ii. The arrangements necessary to hand over the member's furniture and effects.

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Subdivision 3: Pet relocations on death of a member

6.5.86A Eligibility for pet relocation – accompanied resident family

1. If a member dies, their accompanied resident family is eligible for the cost of pet relocation if the CDF or decision maker is satisfied the costs are reasonable.

2. For the purpose of subsection 1, the CDF or decision maker must consider all of the following.

    a. The nature and number of the pets to be relocated.

    b. The arrangements for the transportation and boarding of the pets.

    c. The availability of discounted transport rates to the member.

    d. The travel time between the member's housing benefit location and final destination.

3. The pet relocation must meet all of the following.

    a. It is from the member's housing benefit location to the location the member's accompanied resident family receive a removal to under section 6.5.85.

    b. It occurs at the same time the member's accompanied resident family receive a removal.

4. In this section, **decision maker** means any of the following.

    a. Executive Director Relocations and Housing.

    b. Director Relocations and Housing.

    c. Assistant Director Relocations and Housing.

    d. Assistant Contract Manager Relocations and Housing.

6.5.86B Eligibility for pet relocation and boarding – no accompanied resident family

1. A member who dies and has no accompanied resident family is eligible for the costs of pet relocation and boarding if the CDF or decision maker is satisfied the costs are reasonable.

2. For the purpose of subsection 1, the CDF or decision maker must consider all of the following.

    a. The nature and number of the pets to be relocated.

    b. The arrangements for the transportation and boarding of the pets.

    c. The availability of discounted transport rates to the member.

    d. The travel time between the member's housing benefit location and final destination.

3. The pet relocation must be from the member's housing benefit location to the location of the person legally entitled to take responsibility for the pet.

4. The pet relocation must be undertaken as soon as reasonably practicable after the death of the member.

5. In this section, **decision maker** means any of the following.

    a. Executive Director Relocations and Housing.

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b. Director Relocations and Housing.

c. Assistant Director Relocations and Housing.

d. Assistant Contract Manager Relocations and Housing.

6.5.86C How a benefit is paid

1. The benefit provided under this subdivision may be paid in accordance with the following.

   a. If a quote or invoice from the service provider for the proposed services is provided — before the pet is relocated.

   b. If a receipt for the services is provided — by reimbursement after the pet is relocated.

2. If the benefit is provided under paragraph 1.a, the following apply.

   a. If the pet relocation did not occur — the benefit must be repaid.

   b. If the cost of the pet relocation was less than the amount paid — the difference between the cost and the amount paid must be repaid.

Part 5A: Vehicle removals and travel

Division 1: General provisions

6.5A.1 Purpose

This Part provides members, their resident family and recognised other persons with the removal and storage of their private vehicles and travel when they change housing benefit location, family benefit location or the member goes on deployment.

6.5A.2 Definitions

In this Part the following apply.

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

Towable item has the same meaning as given in section 6.1A.2 and includes a recreation or hobby vehicle that is capable of being towed by the member's private vehicle.

6.5A.3 Recreation or hobby vehicle

1. A vehicle is a **recreation or hobby vehicle** if the CDF is satisfied, having considered all of the following, that the vehicle is used as a recreation or hobby vehicle.

    a. If the member bought the vehicle to use it for recreational purposes.

    b. If the member is a member of relevant clubs and associations.

    c. If a recreation or hobby vehicle under restoration can be moved as a single unit.

    d. If the member has an active interest in restoring the vehicle as indicated by these factors.

        i. The make and model of the vehicle.

        ii. The date of acquisition.

        iii. The vehicle's state of restoration.

        iv. The time the member has spent restoring the vehicle.

        v. The expected completion date of restoration of the vehicle.

        vi. The final cost of restoration.

        vii. Whether the member owns special tools or equipment bought solely for restoration.

2. A recreation or hobby vehicle includes its trailer (if applicable) if all the following apply.

    a. They must be moveable as a single unit.

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

Note 1: The recreation or hobby vehicle and its trailer are transported as 1 item.
Note 2: The trailer of the recreation or hobby vehicle must be registered and roadworthy if it is to be towed.

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6.5A.4 Member this Part applies to

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

6.5A.4A Members this Part does not apply to

This Part does not apply to a member who is eligible for a removal under Chapter 6 Part 5 Division 10.

6.5A.5 Measurement of distances

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

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Division 2: Vehicle removal assistance

6.5A.6 Purpose

This Division assists members, their resident family and recognised other persons to move between housing benefit locations. This may be by driving their own vehicle or travelling by another mode of transport and having the vehicle transported by freight. Whether the vehicle is transported or driven is the choice of the member, but there may be implications on their benefits.

6.5A.7 Vehicle this Division does not apply to

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

a. The vehicle is not owned by the member, their resident family or recognised other persons.

b. The vehicle is not registered.

c. The vehicle is not roadworthy.

d. The vehicle is a recreation or hobby vehicle**.**

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

6.5A.8 Vehicle removal assistance – general

1. A member is eligible for vehicle removal assistance for up to 2 vehicles if any of the following apply.

   a. If the member is eligible for vehicle removal assistance for a vehicle being driven under section 6.5A.9.

   b. If the member is eligible for vehicle removal assistance for a vehicle being transported under section 6.5A.10.

2. A member is eligible for vehicle removal assistance for an additional vehicle if all the following apply.

   a. The member, their resident family or recognised other persons own a vehicle that is registered and roadworthy.

   b. The member, their resident family and recognised other persons fly to their next housing benefit location or family benefit location.

   c. The removal occurs during the COVID-19 pandemic.

3. If the member is posted to an external territory or Thursday Island, vehicle removal assistance may be to one of the following locations.

   a. The member’s housing benefit location.

   b. A location in Australia chosen by the member.

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

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

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

    a. The member, their resident family or recognised other persons drives the vehicle.

    b. The person driving the vehicle is licensed to drive the vehicle.

2. This section does not apply to a vehicle being removed to a location chosen by a member posted to an external territory or Thursday Island that is not their primary service location.

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

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

a. The member, their resident family or recognised other persons are not able to drive the vehicle due to competency, illness or under law.

b. The vehicle may be damaged if driven because of the road conditions or route to be taken.

c. The journey includes a sea crossing.

d. The member, their resident family and recognised other persons travel to the destination in one vehicle.

e. If one vehicle is being driven and none of the following are able to drive the other vehicle.

    i. The member.

    ii. Resident family or recognised other persons of the member.

f. The member, their resident family or recognised other persons fly to the next housing benefit location or family benefit location during the COVID-19 pandemic.

6.5A.11 Rate of vehicle removal assistance

1. Subject to section 6.5A.12, vehicle removal assistance for a vehicle being driven is the sum of the following.

    a. Vehicle allowance payable for the vehicle.

    b. Travel allowances payable under Chapter 9 Part 5 Division 4 for the member, their resident family and recognised other persons travelling in the vehicle.

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

2. Subject to section 6.5A.12, vehicle removal assistance for a vehicle being transported is the sum of the following.

    a. The cost of transporting the vehicle.

    b. Travel allowances payable under Chapter 9 Part 5 Division 4 for the member, their resident family and recognised other persons not travelling in the vehicle.

    Note: A member may also be eligible for flights under Chapter 9 Part 2 Division 4 for themself and their resident family and recognised other persons.

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3. For the purpose of paragraph 1.a, vehicle allowance for a vehicle is one of the following.

   a. For the first vehicle, the amount payable under section 9.6.25 and 9.6.26.

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

6.5A.12 Limits on vehicle removal assistance

1. If a vehicle is to be driven, and the distance is more than the allowable distance, vehicle removal assistance must not be more than the sum of the following.

   a. The cost of transporting the vehicle.

   b. All of the following that would have been payable for each person travelling in the car.

      i. Travel allowances payable under Chapter 9 Part 5 Division 4 that would have been payable had they flown.

      ii. The value of the normal departmental liability for flights between the airports they would have flown from and to had they flown.

2. If a vehicle is to be transported and the distance is less than the allowable distance, vehicle removal assistance must not be more than the sum of the following.

   a. Vehicle allowance that would have been payable for the vehicle.

   b. Travel allowances payable under Chapter 9 Part 5 Division 4 for each person that would have travelled in a vehicle had it been driven.

2A. If the vehicle is to be transported and all of the following apply, the cost of the transportation must not exceed the cost of transporting the vehicle to the member's posting location.

   a. The member is posted to an external territory or Thursday Island.

   b. The vehicle is to be removed to a location in Australia chosen by the member.

3. For the purpose of paragraph 2.a, vehicle allowance for a vehicle being transported is one of the following.

   a. For first vehicle, the amount payable under section 9.6.25 and 9.6.26.

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

4. In this section, **allowable distance** means one of the following.

   a. If the vehicle is a car or a truck — 1,288 km.

   b. If the vehicle is a motor bike (with or without a sidecar) — 483 km.

   c. If the vehicle is a motor scooter — 322 km.

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

1. A member is eligible to be reimbursed the cost for delivering a vehicle to the transport agency's depot, or collecting the vehicle from the transport agency's depot if all of the following apply.

   a. The member must arrange for the vehicle to be delivered to or picked up from the agency's depot.

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b. The CDF is satisfied the cost is reasonable.

2. The costs for delivering or collecting a vehicle include, but are not limited to, the following.

a. Drainage of fuel tanks.

b. Unavoidable storage charges.

c. Fares for the most economical means to and from the depot.

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

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

a. They are eligible for a removal of a vehicle under section 6.5A.8.2.

b. The member, their resident family or recognised other persons have arrived in their new housing benefit location or family benefit location

c. The vehicles being removed have been delayed from being delivered to the member.

2. The member is eligible for the hire of one vehicle that is reasonable for them, their resident family and recognised other persons for one of the following periods.

a. If they are not required to isolate — from the day they arrived in the member's next housing benefit location until the day their vehicle is delivered.

b. If they are required to isolate — from the day they leave isolation until the day their vehicle is delivered.

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Division 3: Removals of towable items

6.5A.15 Purpose

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

6.5A.16 Removal of towable items

1. Subject to subsection 2, a member is eligible for removal benefits for up to 2 towable items on each posting.

2. Only 1 of the towable items can be a recreation or hobby vehicle.

3. Removal benefits for a towable item are one of the following.

   a. If the towable item is transported — transportation of the towable item.

   b. If the towable item is towed by a vehicle the member is receiving vehicle allowance for — additional travel time.

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

4. If a member who meets all of the following has a partner who is also a member, the member and their partner combined are only eligible for the removal of 2 towable items to the new housing benefit location.

   a. They have accompanied resident family.

   b. They have no unaccompanied resident family.

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

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

   a. They are eligible for a removal of a towable item under section 6.5A.16.

   b. They fly to their next housing benefit location.

   c. The removal occurs during the COVID-19 pandemic.

2. In addition to section 6.5A.16, a member is eligible for the freight of a towable item the member would have towed had they driven.

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

6.5A.18 Transportation of a towable item

1. For the purpose of paragraph 6.5A.16.3.b, a member is eligible to have a towable item transported if one of the following applies.

   a. The vehicle the member uses to tow the item is being transported under section 6.5A.10.

   b. The member would be eligible to have their private vehicle transported by freight under section 6.5A.10, but decides not to do so.

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

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

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Division 4: Storage of vehicles

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

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

    a. The member meets one of the following.

        i. They have no resident family or recognised other persons.

        ii. They have unaccompanied resident family and no accompanied resident family.

    b. They are deployed for 6 months or longer.

    c. They meet any of the following conditions.

        i. They choose to vacate their accommodation.

        ii. The CDF decides that a member must vacate the living-in accommodation they occupy.

2. The member is eligible for storage of a vehicle and towable item for the duration of the deployment unless one of the following apply.

    a. If the vehicle or towable item can be stored on base.

    b. If the member has claimed loss on sale for a vehicle or towable item under section 6.2.4.

3. If the member's vehicle or towable is not stored in any of the following places, the member is eligible for vehicle allowance from the member's accommodation to the place where the vehicle is to be stored.

    a. A commercial storage facility under paragraph 4.b.

    b. On a base (or establishment).

4. For the purpose of subsection 3, vehicle allowance is the lesser of the following.

    a. The amount of vehicle allowance calculated under section 9.6.25.

    b. The cost of storing the vehicle for the length of the deployment in a storage facility approved by Defence Housing Australia.

6.5A.20 Storage of vehicles during isolation periods

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

    a. They are eligible for a removal of a vehicle under subsection 6.5A.8.2.

    b. The member has arrived in their new housing benefit location or family benefit location.

    c. The member is unable to take possession of the vehicles due to a requirement to isolate.

2. The member is eligible for the storage of the vehicle until the last day of the requirement to isolate.

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Part 6: Expenses when a posting is cancelled

6.6.1 Purpose

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

6.6.2 When this Part applies

This Part applies when all the following conditions are met.

a. A member has received a posting authority.

Note: A posting authority includes written notification of a short-term mission overseas.

b. The posting authority is cancelled before they begin duty in the new posting.

c. The cancellation was not caused by their personal circumstances.

d. They spent money on goods and services as a direct result of the posting authority.

e. They are not eligible for a refund from a third party of what they spent.

Note: 'Third party' means the supplier of the goods or services, or the supplier who would normally provide a refund when a service is cancelled or goods are returned.

f. They cannot use those goods or services on their next posting.

6.6.3 Amount of reimbursement

1. A member who has had their posting cancelled is eligible for the reimbursement of some or all of their costs if they were eligible for under any of the following.

   a. Disturbance allowance — Part 1 Division 1.

   b. Reimbursement for loss on sale of a vehicle — Part 2.

   c. Housing assistance — Chapter 7.

   d. Reimbursement for loss of a child’s scholarship — Chapter 8 Part 4 Division 3.

   e. Reimbursement for equipment costs — Chapter 13 Part 3 Division 2.

   f. Transfer allowance — Chapter 14 Part 3 Division 3.

2. A reimbursement under subsection 1 must not be more than what the member would have been eligible for under the benefit listed in subsection 1.

3. The CDF may approve an amount for any costs considered reasonable and unavoidable in any of the following circumstances.

   a. The member was not eligible for an allowance.

   b. The member was eligible for an allowance and the costs are more than the allowance would have paid.

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4. The CDF must consider all these criteria.

   a. What the money was spent on.

   b. The circumstances under which the money was spent.

   c. How the member continues to benefit from the goods and services.

   d. Any other factor relevant to the costs.

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Chapter 7: ADF housing and meals

Part 1: General information and indexes

Division 1: Introduction

7.1.1 Simplified outline of Chapter 7

This Chapter provides housing assistance and other associated benefits when a member is:

- Posted to a location within Australia.
- Posted to an overseas location and their resident family remain in Australia unaccompanied.

Housing assistance helps members manage the hardships caused by the need to move location regularly or at short notice. Part 1 provides general eligibility to housing assistance, including when a member may or may not be eligible for housing related benefits.

If you own a home

If a member, their resident family or a recognised other person owns a home in the member's housing benefit location or family benefit location, and the home is considered suitable, access to other forms of housing assistance under this Chapter may be limited. There are various factors provided under Part 2 which will determine if the home is considered suitable.

Housing options

If a member does not have access to a suitable own home where they are posted, or where their unaccompanied resident family lives, they may have access to a number of other housing options, including:

- Living-in accommodation (see Part 4) – This type of housing is available to members when they are undertaking training courses or operational reasons require them to stay on base. Living-in accommodation can also be used by members who have no resident family or recognised other persons living with them in their housing benefit location.
- Service residences (see Part 6) – This type of housing is provided through Defence Housing Australia and is available to members who have resident family. While this is the primary form of housing for members with resident family, if there are no Service residences available, members will still have access to other forms of housing assistance.
- Member choice accommodation (see Part 7) – This is a type of accommodation available to members who have no resident family or members who have resident family who they do not live with. A member can choose to occupy member choice accommodation as an alternative to occupying living-in accommodation or receiving rent allowance.
- Rent allowance (see Part 8) – This is a form of housing assistance that is paid to a member to assist them in paying their rent when they rent a home in the private rental market.

Part 5 provides temporary accommodation allowance for members and their families if they are unable to access housing when they initially arrive in their new housing benefit location

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or family benefit location. Temporary accommodation allowance assists with the costs associated with alternative accommodation as well as certain other costs, such as meals.

Buying and selling a home

There are also a number of benefits available under this Chapter to assist a member to purchase and sell a home. Part 3 has two types of benefits, one for the initial purchase of a home (HPAS), which provides a one off payment and another for the subsequent sale of that home and purchase of another home (HPSEA), which provides the reimbursement of certain costs associated with selling and purchasing a home. Some of the costs which may be covered under HPSEA include, legal/conveyancing fees, mortgage discharge/legal fees, agent's commission and **mortgage insurance**. There is no limit to the number of times a member can use HPSEA.

Related benefits

In addition to housing assistance, Part 9 and Part 10 of this Chapter contain benefits for certain members to assist them with the cost of meals and utilities when they are occupying accommodation because they either have no resident family, or if they do, because they do not live in the same location as their resident family.

7.1.6 Eligibility for housing assistance

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

7.1.7 Allowance not payable

A member is not eligible for an allowance or reimbursement under this Chapter for any period they are not eligible for salary, unless any of the following apply.

a. The CDF has approved payment of an allowance during all or part of a period of leave without pay under subsection 5.10.6.2 or 7.8.34.3.

b. The member is subject to a flexible service determination and the member is not eligible for salary only for the reason that it is a nonworking day in their pattern of service.

7.1.8 Discretion in special circumstances

1. A member is eligible for a benefit under this Chapter if the CDF is satisfied of all the following.

   a. The member does not meet the eligibility criteria to receive the benefit.

   b. The reason the member does not meet the eligibility criteria is beyond their control.

   c. It is reasonable in the circumstances to provide the member the benefit.

   d. Providing the benefit is consistent with the purpose of the benefit.

2. The benefit under subsection 1 must not exceed what an eligible member would receive for the same benefit.

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7.1.9 Extension of housing benefits at end of service in the Permanent Forces

1. This section applies to a member who has ceased service in the Permanent Forces (a former member) if one of the following applied immediately before their service in the Permanent Forces ended.

    a. They were occupying living-in accommodation.

    b. They were living in a member's choice accommodation.

    c. They were living in a service residence.

    d. They were living in accommodation for which rent allowance was payable.

        Note: Accommodation for which rent allowance is payable is defined under section 6.1A.2.

2. A former member is eligible for the continuation of their housing benefits at the end of their service in the Permanent Forces if all of the following apply.

    a. The CDF or decision maker is satisfied that there are exceptional circumstances to provide the benefit after the member has ceased serving in the Permanent Forces having regard to the following.

        i. The personal circumstances of the member and their family.

        ii. The reason the member has ceased continuous full-time service.

        iii. The member's living arrangements.

        iv. The financial circumstances of the member or their family.

        v. The member's medical, psychological and dental requirements.

        vi. The degree to which any of the factors in subparagraphs i. to v. are beyond the member's control.

        vii. Whether the required additional transition assistance can be provided by another means.

        viii. Any other relevant factors.

    b. The decision to provide the continuation of benefits was made at one of the following times.

        i. Before the former member ceased being a member of the Permanent Forces.

        ii. At a time after the member ceased being a member of the Permanent Forces that the CDF or decision maker is satisfied is reasonable.

3. Despite subsection 1, the former member ceases to be eligible for the continuation of benefits 4 months after the member ceased service in the Permanent Forces.

4. In this section, **decision maker** means any of the following.

    a. A Service Chief.

    b. Chief of Personnel.

    c. The Director General Military Personnel Branch.

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Division 3: Definitions and key concepts

7.1.14 Definitions

In this Chapter the following apply.

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

a. Conducting business as a real estate agent who is registered or licensed if that is required by the law of the state or territory where they do business.

b. Acting on behalf of an eligible person for the mortgage, purchase or sale of a home.

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

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

HPAS means the home purchase assistance scheme.

HPSEA means the home purchase or sale expenses allowance.

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

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

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

Own home means a home that the member, their recognised family or recognised other person holds an interest in as the owner of the home.

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

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

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

a. A charge for a garage at the home.

b. A charge for rental of furniture or household appliances for the home.

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

Resident child carer means a person who meets all of the following.

a. They are not resident family or a recognised other person of a member under this Determination.

b. They are living with a member's resident family for the purpose of providing child care for the member's children who are recognised as resident family.

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

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Service residence means a home provided by the Commonwealth.

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

a. Whether it has facilities that are similar to those generally available in an apartment or flat.

b. The level of services provided.

c. The level of cooking and dining facilities.

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

a. Water.

b. Electricity.

c. Gas.

d. Garbage and sewage disposal.

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

7.1.15 Flexible housing trial member

1. A member is a flexible housing trial member if the CDF extends their housing benefit location under subsection 2.

2. The member is eligible to have their housing benefit location extended if the CDF is satisfied of all of the following.

    a. The member will continue to commute to their primary service location.

    b. The member's daily attendance for duty will not be affected by the additional travel.

    c. The purpose of extending the housing benefit location is to facilitate any of the following.

        i. The member's partner, who is resident family, is undertaking employment, other than home based employment.

        ii. The member is returning from a long-term posting overseas and their partner, who is resident family, is seeking employment other than home based employment.

        iii. The member's partner, who is resident family, is undertaking a period of study on a face-to-face basis.

        iv. The member has resident family with a recognised special need who needs access to professional services.

        v. The member's child, who is resident family, attends early child care, preschool, primary school or secondary school and the extension will enable the child to continue to attend the early child care, preschool, primary school or secondary school.

    d. The trial will not exceed the maximum number of participants for the housing benefit location.

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3. In this section **early child care** includes any of the following.

   a. Long day care.

   b. Family day care.

   c. Preschool.

   d. Kindergarten.

Division 4: House-hunting trips

7.1.18 Purpose

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

a. A Service residence, or a home that attracts rent allowance, can be arranged before the member starts duty in the new location.

b. Members and accompanied resident family (if any) will spend less time in temporary accommodation at the new location.

c. Costs and stress levels are reduced because members are more likely to have a door-to-door removal.

7.1.19 Member who is eligible

1. A member who has accompanied resident family who meets all of the following conditions may apply for a house-hunting trip.

   a. They are relocating to a new housing benefit location within Australia.

   b. They are eligible for a full removal under Chapter 6 Part 5.

   c. They are eligible for a Service residence or a home that attracts rent allowance.

2. Any other member who meets all these conditions may apply for a house-hunting trip.

   a. They are relocating to a new housing benefit location within Australia.

   b. They intend to live in a rented home at the new location.

   c. They will be eligible for rent allowance for that home.

7.1.20 Member this Division does not apply to

A member is not eligible for a house hunting trip under this Division if any of the following apply.

a. They are preparing for a removal in connection with ceasing continuous full-time service.

   Note: The removal may occur before or after ceasing continuous full-time service.

b. They are looking for a suitable own home to buy in the gaining location.

c. They are preparing their suitable own home to move into.

d. They are on one of the following.

   i. A transition location (general) agreement.

   ii. A transition location (medical) agreement.

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7.1.21 How to apply for house-hunting trip

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

7.1.22 CDF may approve a house-hunting trip

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

    a. The trip has the purpose of house-hunting stated in section 7.1.18.

    b. At least one of these conditions applies.

        i. There is a selection of Service residences available at the new location.

        ii. Rent allowance has been approved for the member and there are homes that rent allowance could be paid for available at the new location.

    c. At least one of these conditions applies.

        i. The member has been granted leave for the trip.

        ii. The member will be on a nonworking period during the trip.

2. The member may be unable to take leave for the trip because they are required to stay on duty. In this case, the CDF may give the benefit to the member's partner.

7.1.23 House-hunting trip payments

1. The CDF may approve up to $600 each for the member and an adult who is resident family for the house-hunting trip. The total payment the CDF may approve to the member is $1,200.

2. The CDF may increase the individual limit in subsection 1 to $1,200, for a person travelling alone. The CDF must be satisfied that exceptional circumstances make this necessary.

3. A payment made under subsection 1 or 2 may be used to pay for these items.

    a. Return travel to the new location by the most economical means, including Service transport if available. The normal departmental liability for travel to the location is the most that can be paid to the member for the travel.

    b. Accommodation and meal costs up to what would be paid if the member and their accompanied resident family were eligible for travelling allowance, subject to any of the following.

        i. Costs are payable only for accommodation that is commercially provided.

        ii. If the member and any accompanied resident family occupy other accommodation — the rate of travelling allowance for meals is reduced by half.

        iii. If the member travels alone — the member must occupy living-in accommodation, if practicable, and take meals from a mess at the new location.

    c. Hire of a car to use for the house-hunting trip. This does not apply if the member or an adult who is resident family drives their own car.

    Note: For travel under this Division, short absence for travel may be available under Chapter 5 Part 11 Division 6.

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7.1.24 Costs that will not be paid

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

a. Costs for longer than 3 days and nights at the new location.

b. Costs for a person other than the member or an adult recognised as resident family.

7.1.25 Car hire for member returning to Australia

1. This section applies to a member returning to Australia from a long-term posting overseas.

2. The CDF may approve the cost of the member hiring a self-drive motor vehicle to look for a home. The member must meet all these conditions.

   a. They have no motor vehicle of their own because they sold or stored it for the overseas posting.

   b. They do not have a suitable own home in the gaining location.

   c. Suitable accommodation for the member and their accompanied resident family has not already been arranged.

3. The member will not be paid for more than 3 days' hire costs.

4. The member is not eligible for any other assistance or allowance for house-hunting.

7.1.27 House not chosen during house-hunting trip

1. The rules on accepting and rejecting a reasonable offer of a Service residence or rented home apply to a member on house-hunting trips.

2. If the member rejects a reasonable offer, they must repay any payment they received for the house-hunting trip.

3. A member may go on a house-hunting trip but be unable to secure suitable accommodation. Subject to section 7.1.28, they do not have to repay the payment they received for the trip.

4. If their circumstances change, a member can reject a house that they chose on an earlier house-hunting trip. This must be because it is no longer suitable accommodation.

7.1.28 Evidence of house-hunting trip costs

1. House-hunting trip payments may be made before the member goes on the trip.

2. After the trip, the member must give copies of written records of the costs of the trip to the Toll Transitions Removal Administration Services Manager.

3. The member must repay any payment under this Part for which they do not provide a written record under subsection 2.

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Part 2: Suitable own home

Division 1: Introduction to suitable own home

7.2.1 Simplified outline of Part 2

This Part provides when a member's home is considered to be a suitable own home.

If a member or any of their recognised family owns a home in the member's housing benefit location or family benefit location, and the home is considered suitable, access to other forms of housing assistance under this Chapter may be limited.

There are various factors which will determine if the home is considered suitable.

There are circumstances when a member's suitable own home will become unsuitable (Division 2 and 3). In this case, there are other forms of housing assistance that can be accessed under Chapter 7.

7.2.5 Suitable own home

1. Subject to section 7.2.9, a home is a suitable own home if it meets all these conditions.

   a. It is owned by the member, their resident family, adult child or a person with an interdependent relationship with the member under paragraph 1.3.37.1.d.

   b. It is at the member's housing benefit location or family benefit location.

   c. It has the minimum prescribed number of bedrooms.

1A. For the purpose of paragraph 1.c the minimum number of prescribed bedrooms is the sum of each of the following.

   a. For a member and their partner, if they have one — 1 bedroom.

   b. For every 2 children who meet all of the following — 1 bedroom.

      i. They are the member's resident family.

      ii. They are of the same gender.

      iii. They have an age difference of 4 years or less.

      iv. They are in Year 6 or less at school.

   c. For every person who is one of the following — 1 bedroom.

      i. The member's resident family who is not included in paragraph a or b.

      ii. A recognised other person.

      iii. An adult child.

2. Pets are not taken into account in working out whether a home is suitable.

3. The CDF may decide that a smaller home is suitable for exceptional reasons.

4. A suitable own home includes any of the following.

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a. A home for which the member has received assistance under HPAS.

b. A home for which the member has received HPSEA.

c. A home that the member lives in at the housing benefit location and has a real or equitable interest that is not an equal or controlling interest.

5. This subsection applies to a member who has a suitable own home that they regard as unsuitable. Their eligibility for housing assistance is assessed on the basis that they have a suitable own home until a decision is made under section 7.2.12 to declare the home unsuitable.

7.2.6 Own home bought with Defence assistance

1. Despite section 7.2.5, this section applies to a member who buys a home using any of the following.

   a. HPAS.

   b. HPSEA.

   c. A Defence Service Home Loan.

   d. Defence Home Owner Scheme.

   e. Defence Home Ownership Assistance Scheme.

2. The home is taken to be a suitable own home.

3. A home bought using a benefit listed under subsection 1 is a suitable own home if the home is in the member's housing benefit location or family benefit location unless the home ceases to be suitable for any of the following reasons.

   a. The number of the member's resident family or other persons has increased since the member last occupied the home.

   b. The member has an acquired disability and needs to be located near rehabilitation facilities.

   c. The member has an acquired disability that cannot be accommodated in the home.

4. Subsections 2 and 3 apply even if one of these events occurs.

   a. The member has been approved under section 1.3.11 to have their housing benefit location extended and purchases a home in it using a benefit listed under subsection 1.

   b. The member's relationship status changes.

7.2.9 When a member's home is unsuitable

A home is not a suitable own home if any of the following apply.

a. The CDF has decided that the home is not suitable under Division 2 of this Part.

b. The member's own home is deemed unsuitable because it is rented out.

c. All of the following circumstances apply.

   i. The member buys a new home in their housing benefit location.

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ii. The location will no longer be the member's housing benefit location within 3 months of buying the home.

Note: If the member lived in a Service residence or residence that the member receives rent allowance for before buying their new home, the member can remain in that residence until their removal to the new housing benefit location.

Division 2: Home becomes unsuitable

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

1. This section applies to a member who is required by their Service to occupy a particular Service residence.

2. If the member owns a home at the housing benefit location, it is not a suitable own home. The member may not live in it during the period they are required to occupy the particular Service residence.

3. The member may live in their own home in the housing benefit location if the CDF is satisfied it is reasonable.

4. For approval under subsection 3, the CDF must consider all of the following.

    a. Whether the residence is suitable for the member's representative duties.

    b. The location of the residence.

    c. The impact on any other members.

    d. Any additional cost to the Commonwealth.

5. A home that is approved by the CDF under subsection 3 is taken to be the member's suitable own home.

7.2.12 A member's home is not suitable

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

    a. The home does not have the minimum number of prescribed bedrooms under subsection 7.2.5.1A.

    b. The member, their resident family or a recognised other person has medical needs that the home cannot meet and the CDF is satisfied that it is not reasonably practicable to modify the home to meet the medical needs.

    c. The member's relationship has broken down and all of the following apply.

        i. The member's partner lives in the home.

        ii. The member is unable to live in the home because of subparagraph i.

        iii. The member is not receiving rent for the home from their partner.

    d. All of the following apply.

        i. A qualified person has certified the home as uninhabitable, or recommended it not be lived in.

        ii. The member, their resident family or a recognised other person are likely to suffer a serious injury or illness if they remain in the home.

        iii. The member, their resident family or a recognised other person will not benefit from an insurance policy or compensation scheme intended to assist the member with replacement housing or remedy a problem.

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iv. The CDF is satisfied that the reason the home has been certified as uninhabitable, or recommended it should not be lived in, is not due to the failure of the member to take reasonable steps to prevent the home from becoming uninhabitable or a qualified person recommending the home not be lived in.

e. Seven days before the settlement of the contract for the sale of a suitable own home.

f. All of the following apply.

i. The member commenced action to sell the home before the member arrived in the housing benefit location.

ii. The CDF is satisfied that the member continues to take reasonable steps to sell the home.

g. The member has unaccompanied resident family and the home is in their housing benefit location.

2. In this section, **partner** includes a former partner.

7.2.13 Member's home is outside the housing benefit location

A member's own home is not a suitable own home if it is outside the housing benefit location or family benefit location.

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

7.2.15 Member to include release clause in lease

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

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

2. A member who leases their own home for longer than 12 months and choose not to include a release clause in the lease is not eligible for housing assistance when that own home is in the member's housing benefit location or family benefit location.

   Note 1: Housing assistance may be provided under 7.2.17 to a member in these circumstances.
   Note 2: In some jurisdictions a member may not be able to include a release clause.

3. If a member does not include a release clause in a lease, they must tell the Defence Housing Australia Regional Operations Manager in writing all of the following.

   a. Why a release clause was not in the lease.

   b. The length of the lease and when the lease was signed.

   c. What they are doing to be able to live in the home.

7.2.16 Member waiting for a tenant to leave their home

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

a. They rented the house to a tenant before they knew the location where the house is would become their housing benefit location or their family benefit location on their next posting.

b. Notice to terminate the tenancy has been given in time to allow the member to occupy the house on commencement of the member's next posting in the location becomes their housing benefit location or their family benefit location.

c. They must wait for a period set out in the lease before they can live in the home.

7.2.17 CDF discretion to grant assistance

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

a. Notified the tenant in writing at the earliest practicable date that the lease is to be terminated.

b. Taken any other formal steps under the relevant State or Territory legislation necessary to obtain vacant possession of the home.

c. Advised the Defence Housing Australia Regional Office in writing of all of the following.

   i. The earliest date that they are able to live in the home.

   ii. The reason a release clause was not included in the fixed term lease.

   iii. The length of the lease and the date it was signed.

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iv. The actions taken to be able to obtain vacant possession of, and live in, the home.

7.2.18 Home leased for commercial purposes

1. A member is not eligible for housing assistance if they have a suitable own home and any of the following apply.

   a. It is leased for commercial purposes.

   b. It is leased to Defence Housing Australia.

2. This section does not apply to assistance provided under any of the following.

   a. Part 2.

   b. Part 3.

   c. Part 4, in relation to a member required to occupy living-in accommodation.

   d. Part 9.

   e. Part 10.

   f. Part 11.

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Part 3: Home sale or purchase

Division 1A: General provisions

7.3.1 Simplified outline of Part 3

This Part provides members and their resident family assistance to purchase or sell a home while the member is posted within Australia.

There are two forms of assistance provided under this Part:

- HPAS (see Division 1) – A one-off payment to assist with the purchase of a home. This payment is payable once only. To access this payment the home that is purchased must be lived in and located in either the member's current or next housing benefit location or family benefit location.
- HPSEA (see Divisions 2 and 3) – A reimbursement for costs associated with selling a home and purchasing another home that will be lived in by the member or their resident family in either the members next housing benefit location or family benefit location. There are no limits to the number of times HPSEA can be used.

A member who purchases their first home under HPAS then enters into the sell-purchase-sell home ownership cycle when they go to sell it. Each time they purchase or sell another home on a posting, they can be reimbursed the reasonable costs involved.

While time limits do apply to the sell-purchase-sell cycle, this does not mean that a home must be sold or purchased following each of the member's postings. It remains the member's choice if they sell and buy, however continued eligibility is dependent on a member maintaining the cycle of sell-purchase-sell.

The time limits applied to the sell-purchase-sell cycle will be paused in certain circumstances, such as when the member is posted to an overseas posting location, or to a location where they are required to live in a Service residence or living-in accommodation (see subdivisions 2 and 3 of Division 2).

A home purchased under one of these schemes is likely to be considered a suitable own home under Part 2 of this Chapter.

7.3.2 Member this Part applies to

This Part applies to a member, including a member of the Reserves and a former member.

7.3.4 Definitions

In this Part the following apply.

Auctioneer means a person registered or licensed under relevant State or Territory laws to conduct business as an auctioneer.

Decision maker means any of the following.

a. First Assistant Secretary People Services.

b. Director Pay and Administration Centre – NSW.

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c. A person not below Warrant Officer 2 working in the People Systems and Payroll Services Branch.

d. A person not below APS 4 working in the People Systems and Payroll Services Branch.

Eligible person means a member or their resident family.

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

Home means a dwelling in Australia.

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

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

a. Sign a contract to purchase it.

b. Sign an agreement for it to be built.

c. Begin to build it, if they are an owner-builder.

Reimbursable cost has the same meaning given by section 7.3.5.

Specified location has the same meaning given by section 7.3.6.

7.3.5 Reimbursable cost

1. A **reimbursable cost** means a cost assessed as reasonable by a legal firm contracted by the Commonwealth to provide the advice listed in column A in the table in subsection 2.

2. The maximum reimbursement for an item in the following table is one of the following.

   a. If a member or their resident family owns the entire property — the amount set in column B of the same item, including any amount of Goods and Services Tax.

   b. If a member or their resident family own part of the property — the amount set in column B of the same item equal to the proportion of interest the member or their resident family holds in the property.

Item	Column A Member costs	Column B Maximum reimbursement
1.	Professional fees and disbursements for the purchase or sale, including those charged to the member for, or discharge of, a related mortgage. **Note:** Costs under this item include costs incurred by the mortgagee.	The amount generally charged by a solicitor, conveyancer or land broker in the State or Territory where the home is located.
2.	Costs incurred in item 1 other than a procurement fee paid to negotiate the mortgage when a solicitor, conveyancer or land broker was not engaged.	Reasonable costs.
3.	Agent's commission for the purchase of the home on behalf of the member or eligible person.	The amount generally charged by an agent in the State or Territory where the home is located.
4.	Agent or auctioneer's commission, fees or advertising expenses for the sale of the home.	The amount generally charged by an agent or auctioneer in the State or Territory where the home is located.

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

7.3.6 Specified location

1. A **specified location** means one of the following locations.

   a. A location listed in Annex 7.3.A.

   b. A location the CDF or decision maker is satisfied it would be unreasonable to expect an eligible person to purchase a home there, taking the following into consideration.

      i. The remoteness and isolation of the location.

      ii. The quantity and standard of housing available to purchase at the location.

      iii. Any other factor relevant to the location.

2. In this section, **decision maker** means any of the following.

   a. First Assistant Secretary People Services.

   b. Director Pay and Administration Centre – NSW.

   c. A person not below Lieutenant Colonel working in the People Systems and Payroll Services Branch.

   d. A person not below EL1 working in the People Systems and Payroll Services Branch.

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Division 1: Initial home purchase

7.3.10 Member this Division applies to

This Division applies to a member who is on continuous full-time service for 1 year or more.

7.3.11 Member this Division does not apply to

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

   a. They have received any of the following previously.

      i. HPAS on or after 1 July 2000.

      ii. HPSEA for a first home on or before 30 June 2000.

   b. They are on any of the following.

      i. A transition location (general) agreement.

      ii. A transition location (medical) agreement.

2. Despite paragraph 1.a, this Division applies to a member who has received a payment under the paragraph and has repaid the amount.

7.3.11A Eligibility for HPAS

A member is eligible for HPAS in relation to the purchase of a home if all of the following are met.

a. The home the member is purchasing is in one of the following locations.

   i. Their current or next housing benefit location.

   ii. Their current family benefit location.

b. The CDF or decision maker is satisfied an eligible person will occupy the home within the period specified in section 7.3.13.

c. The CDF or decision maker is satisfied that any of the following apply.

   i. The member is expected to serve for a further year in the location where they have purchased the home.

   ii. An eligible person is expected to live in the home for a year from the day of purchase.

Note: Section 1.6.1 may affect the assistance provided if a member and the member's partner, who is also a member, are eligible for HPAS for the same home purchase.

7.3.12 Purchase of land

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

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7.3.13 Period to occupy the home

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

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

2. The member is eligible to have the time for occupation specified in column B of the table in subsection 1 extended for up to 24 months if all of the following apply.

   a. An eligible person cannot occupy the home for a reason beyond their control.

   b. The CDF is satisfied that it is reasonable to extend the time.

   Note: If the period is extended the CDF must specify the duration of the extension.

7.3.14 Amount of benefit

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

2. If an eligible person shares ownership with other persons, the HPAS payment is made according to the share of ownership with those other persons.

3. For the purpose of subsection 2, the member and their resident family have one share of the home.

7.3.15 Reimbursement of costs

If the purchase of a home does not go ahead, a member may be eligible for unavoidable reimbursable costs if the CDF or decision maker is satisfied that it is reasonable and that Service reasons prevented the purchase from going ahead.

Note: The reimbursable costs are provided at section 7.3.5.

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Division 1AA: Recovery of HPAS

7.3.16 Member this Division applies to

This Division applies to a member, including a member of the Reserves and a former member.

7.3.16A When a member must repay HPAS

A member must repay the HPAS payment they received if any of the following apply.

a. An eligible person does not occupy the home within the period to occupy the home under section 7.3.13 unless the CDF or decision maker is satisfied that Service reasons prevented them from occupying the home within the specified period.

b. The purchase of the home does not go ahead.

Note: A member can reapply for HPAS in the future once the repayment is made.

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Division 2: Sale of home or subsequent purchase – general

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Subdivision 1: General provisions

7.3.17 Purpose

This Division sets out the eligibility and time limitations for claiming HPSEA when members purchase or sell a home or land.

7.3.18 Member this Division applies to

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

a. For the subsequent purchase of a home — a member who is on continuous full-time service for 1 year or more.

b. For the sale of a home — a member, including a member of the Reserves and a former member.

7.3.19 Conditions of eligibility – sale

A member is eligible for the reimbursement of the costs of selling a home in the losing location if all of the following apply.

a. The CDF or decision maker is satisfied that an eligible person lives in the home when the member's next posting order is issued.

b. The selling costs are a result of the member being posted from one location to another.

c. The member's last reimbursement under this Part was for the costs of purchasing a home.

d. A contract of sale for a home is exchanged within the time limit for sale in subdivision 2.

Note: Section 1.6.1 may affect the assistance provided if a member and the member's partner, who is also a member, are eligible for HPSEA for the same home sale.

7.3.20 Conditions of eligibility – purchase

A member is eligible for the reimbursement of the costs of purchasing a home in their housing benefit location or family benefit location if all of the following apply.

a. An eligible person lives in the home.

b. The purchase costs are a result of the member changing primary service locations.

c. The member's last reimbursement under this Part was for the costs of selling a home.

d. The member purchases the home within the time limit for purchase in subdivision 3.

e. The CDF or decision maker is satisfied that any of the following apply.

i. The member is expected to serve for a further year in the location where they have purchased the home.

ii. An eligible person is expected to live in the home for 1 year from the day of purchase.

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Note: Section 1.6.1 may affect the assistance provided if a member and the member's partner, who is also a member, are eligible for HPSEA for the same home purchase.

7.3.21 Members not eligible – purchase

1. A member is not eligible for HPSEA for the purchase of a home or land if any of the following apply.

    a. They have received notice that their continuous full-time service will cease within 12 months.

    b. They have applied to cease continuous full-time service within 12 months.

    c. They are on any of the following.

        i. A transition location (general) agreement.

        ii. A transition location (medical) agreement.

2. A member posted overseas is not eligible for assistance with purchasing a home or land overseas.

    Note: This subsection applies whether the member is accompanied or not.

3. A member who is required to live in or to occupy a tied or appointed Service residence is not eligible for assistance to purchase a home or land at their housing benefit location while they occupy that accommodation.

    Note: The member may be eligible to purchase a home or land on their next posting.

7.3.22 Continuity of selling and purchasing

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

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Subdivision 2: Time limit on sale of home

7.3.23 Time limit on sale – general

1. A contract of sale for a home must be exchanged within 2 years from the day the member's next posting order is issued.

2. Despite subsection 1, if the member is posted to any of the following locations, the 2 year period begins on the day the member is issued their next posting order to a location that is not one of the following.

   a. An overseas posting location.

      Note 1: An overseas deployment is not a posting for the purpose of this paragraph.
      Note 2: This section applies whether the member is accompanied on the overseas posting or not.

   b. A location where the member is directed to occupy a tied, appointed or assigned residence or occupy living-in accommodation.

   c. A housing benefit location that is adjacent to the location of the member's home to which subsection 1 applies.

   d. A specified location.

   Note: A member may still purchase a home at a specified location if they wish, however the following should be noted.
   a. The purchase will not qualify for HPSEA.
   b. The continuity of the sale-purchase cycle will not be affected.

3. If subsection 2 applies, the 2 year period for selling a home starts on the day of issue of the member's next posting order to a location that is not a location to which subsection 2 applies.

7.3.24 Time limit on sale on ceasing continuous full-time service

If the member is ceasing continuous full-time service or is on a transition location agreement, a contract of sale must be exchanged between the following days.

a. The day that is 1 year before the member ceased continuous full-time service.

b. The day that is 2 years after the member ceased continuous full-time service.

7.3.24A When a member's unaccompanied resident family become accompanied

1. This section applies to a member who had unaccompanied resident family immediately before the unaccompanied resident family joined the member at their housing benefit location.

2. A contract of the sale of the home where the unaccompanied resident family lived must be exchanged within 2 years from day the unaccompanied resident family become accompanied resident family.

3. The time limit in subsection 2 starts from the day the unaccompanied resident family become accompanied resident family.

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Subdivision 3: Time limit on subsequent purchase

7.3.24B Time limit on purchase

A contract to purchase a home must be exchanged between the following days.

a. The day the member's next posting order is issued.

b. The day 4 years after the posting under paragraph a commenced.

7.3.24C When a member's unaccompanied resident family become accompanied

1. Subsection 2 applies to a member who had unaccompanied resident family immediately before the unaccompanied resident family joined the member at their housing benefit location.

2. All of the following apply.

   a. Their eligibility for reimbursement of purchase costs transfers to the new housing benefit location.

   b. The 4 year period starts from the day the unaccompanied resident family become accompanied resident family.

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Subdivision 4: Payment in special circumstances

7.3.25 CDF discretion in special circumstances

1. A member who is not otherwise eligible for reimbursement of HPSEA, is eligible for reimbursable costs if the CDF is satisfied of all of the following.

    a. There are Service reasons.

    b. Approval is reasonable in the light of the Service reasons.

2. Any amount reimbursed must not be more than what would be payable in the circumstances to a member who is eligible for reimbursement.

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

7.3.25A Member this Division applies to

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

a. For the subsequent purchase of a home — a member who is on continuous full-time service for 1 year or more.

b. For the sale of a home — a member including a member of the Reserves and a former member.

7.3.26 Purpose

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

7.3.27 Purchase of land to build a home

1. A member is eligible for reimbursable costs in connection with the purchase of land and building of a home if all of the following apply.

   a. The land is purchased with the intent to build a home on it.

   b. The land is purchased in one of the following locations after a posting order is issued.

      i. Their current housing benefit location.

      ii. Their next housing benefit location.

      iii. Their current family benefit location.

   c. The land is purchased within the time limits under subdivision 3.

   Note: The reimbursable costs are provided at section 7.3.5.

2. The reimbursement is payable when a home is built on the property and the member or an eligible person lives in the home.

7.3.28 Building a home

1. A member is eligible for reimbursable costs involved in building a home in any of the following locations after a posting order is issued.

   a. Their current housing benefit location.

   b. Their next housing benefit location.

   c. Their current family benefit location.

   Note: The reimbursable costs are provided at section 7.3.5.

2. The reimbursement is payable when a home is built and the member or an eligible person lives in the home.

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7.3.29 Member returning to previous location

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

   a. A member is eligible for the reimbursement of the costs of purchasing a home in a housing benefit location or family benefit location (first location).

   b. At their next housing benefit location or family benefit location (second location), an eligible person purchases a home.

   c. The eligible person intends to sell the home in the first location.

   d. The member is posted back to the first location within the 2-year time limit for selling the home.

   Note: Reimbursement of the costs of selling a home in the first location is provided under section 7.3.19

2. If subsection 1 applies, the member is to be reimbursed for a reimbursable cost in relation to any of the following.

   a. Selling the home in the second location.

   b. Subject to subsection 3, selling the home in the first location and purchasing the home in the second location.

   Note: The reimbursable costs are provided at section 7.3.5.

3. For the purpose of paragraph 2.b the member is not eligible for the reimbursement if they do any of the following after they receive written notice they are posting back, or are approved an alternate located work agreement, to the first location.

   a. The member signs the contract for selling or purchasing.

   b. The member incurs costs as a consequence of signing the contract for selling or purchasing the home.

7.3.30 Reimbursement for sale on ceasing continuous full-time service or on a transition location agreement

1. Subject to subsection 2, a member is eligible for the reimbursement of the costs of selling the home where they or their resident family lived in the 1 year before the member ceases continuous full-time service if any of the following apply.

   a. All of the following apply.

      i. The member has ceased continuous full-time service.

      ii. The member has moved from the final housing benefit location to another location.

      iii. An eligible person incurred costs for the sale of a home in their final housing benefit location.

   b. All of the following apply.

      i. The member was on a transition location (general) or transition location (medical) agreement immediately before they ceased continuous full-time service.

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ii. An eligible person incurred costs for the sale of a home in the location that was the housing benefit location immediately before the member moved to their transition benefit location.

2. To be eligible for a reimbursement under subsection 1, all of the following must be met.

a. The member's last reimbursement was for the expenses of purchasing a home.

b. The contract for the sale of the home was signed by an eligible person between the following days.

i. The day that is 12 months before the day the member ceased continuous full-time service.

ii. The day that is 24 months after the day the member ceased continuous full-time service.

c. The member or their resident family lived in the home at the housing benefit location.

3. For the purpose of paragraph 1.b.ii, **transition benefit location** means the housing benefit location of a member on a transition location (general) or transition location (medical) agreement.

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

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Annex 7.3.A: Specified locations

Specified locations
New South Wales
Bogan Gate
Macksville
Myambat
Tenterfield
Northern Territory
Katherine
Nhulunbuy
Queensland
Atherton
Biloela
Bowen
Charters Towers
Chinchilla
Ingham
Macrossan
Roma
Stanthorpe
Thursday Island
Tully
Wallangarra
Wide Bay
South Australia
Clare
Gladstone
Port Wakefield
Woomera
Western Australia
Bindoon
Derby
Exmouth (including Learmonth)
Karratha
Katanning
Newman
Northam
Rottnest Island
Spring Hill
Tom Price

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Part 4: Living-in accommodation

Division 1: General provisions

7.4.1 Simplified outline of Part 4

This Part provides members with living-in accommodation, which is a barracks-style accommodation that is usually offered on base.

Living-in accommodation is an accommodation option available to members when they are traveling for duty purposes, undertaking training courses or when operational reasons require them to stay on base (see Division 2).

Members can also choose to stay in living-in accommodation when they have no resident family or recognised other persons living with them in their housing benefit location (see Division 2).

Members who occupy living-in accommodation do so under a licence to live in. A licence to live in provides the conditions imposed upon members while occupying this kind of accommodation. For a member who occupies living-in accommodation onshore, Annex 7.4.A applies. For a member who lives on board a seagoing vessel or nuship, section 7.4.42 applies.

There are various factors that will determine the level of living-in accommodation that is suitable for a member and whether they will be required to share the accommodation with other members (see Division 3).

Generally, members occupying living-in accommodation are required to pay a contribution (see Division 4). The reason a member is occupying living-in accommodation will determine if the member needs to pay a contribution towards the accommodation or not (see Division 5). Rates of contribution are found in Annex 7.4.B.

There are specific provisions that apply to a member who is posted to a seagoing vessel or nuship and chooses to live on board (see Division 6). A member's personal circumstances will determine if they are required to make a contribution towards their accommodation and meals while living on board.

7.4.1A Member this Part does not apply to

This Part does not apply to a member who is in the housing benefit location and on any of the following.

a. A transition location (general) agreement.

b. A transition location (medical) agreement.

7.4.2 Principles for the provision of living-in accommodation

1. Living-in accommodation is provided to meet the operational, training and duty of care responsibilities of the Department of Defence.

2. Members who occupy living-in accommodation are subject to the responsibilities and conditions that apply under the licence to live in provisions.

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3. Members occupying living-in accommodation make a contribution based on rank, number of beds per room and the level of accommodation.

7.4.3 Definitions

In this Part the following apply.

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

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

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

Key includes an access card or a keypad access code.

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

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

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

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

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

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Division 2: Being required or choosing to live in

7.4.8 Member who is required to occupy living-in accommodation

1. Subject to suitable living-in accommodation being available, a member may be required by the CDF to occupy living-in accommodation for any of the following reasons.

    a. The member is undertaking a training course.

    b. An operational reason, including any of the following.

        i. The member is performing as duty personnel, such as a watch keeper or sentry.

        ii. The member is posted to a seagoing billet.

        iii. The member is part of a deployment or exercise.

        iv. The member is in an Army unit with a response notice of 28 days or less.

        v. The member is required to occupy living-in accommodation for 12 months after initial Army training.

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

    c. The member fills a specific position on a base.

    d. The member is under the age of 18 years and the ADF is responsible for their care while they are away from their parents or guardian.

    e. The member is the rank of Major or equivalent rank or below and is in transit or on a short visit to the location.

2. A member is given a licence to live in for the period that they are required to occupy living-in accommodation under subsection 1.

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

7.4.9 Member who may choose to live in

1. The CDF may decide that accommodation not used for members required to live in under section 7.4.8 can be used for a member who chooses to live in.

2. A member may be eligible for a licence to live in the accommodation described in subsection 1 if they belong to any of the following categories.

    a. A member who has no resident family or recognised other persons who does not have any of the following in their housing benefit location.

        i. A suitable own home.

        ii. Suitable accommodation.

    b. A member who meets all of the following.

        i. They have unaccompanied resident family.

        ii. They have no accompanied resident family.

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c. A member on temporary duty away from their housing benefit location and choosing to live in at the temporary duty location.

d. A member who meets all of the following.

i. They are a member who has accompanied resident family and no unaccompanied resident family or a member with no resident family who has recognised other persons.

ii. They are travelling to a new housing benefit location before their resident family or recognised other persons and the member's permanent accommodation is not available.

e. A member whose on-board accommodation becomes uninhabitable under subsection 7.4.44.4.

3. The CDF can revoke a decision made under subsection 1 at any time, by notifying the member of one of the following decisions.

a. That living-in accommodation is needed for a member required to live in under section 7.4.8.

b. That a member's licence to live in under this section will end on a date specified in the notice to the member.

c. That the accommodation needs repair and is not fit for the member to live in.

7.4.10 Member with suitable accommodation who chooses to live in

1. A member who meets all of the following is subject to subsection 2.

a. The member is not required to live in.

b. The member has no unaccompanied resident family.

c. The member has suitable accommodation in the housing benefit location.

d. The CDF is satisfied that the member is unable to live in their suitable accommodation.

2. A member who meets the conditions in subsection 1 may choose, in writing, to live in accommodation described in subsection 7.4.9.1. They must pay a contribution at the rate for a member on leave without pay.

3. A member who meets all of the following may choose to live in under section 7.4.9 regardless of any other accommodation they own in the housing benefit location.

a. They have unaccompanied resident family.

b. They have no accompanied resident family.

7.4.11 Living-in accommodation not available

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

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7.4.12 Responsibility for living-in accommodation

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

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

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

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

7.4.13 Condition reports

1. When a member moves into living-in accommodation, the member must be given a report listing the condition of the accommodation and its contents.

2. A member has 48 hours, or the first working day after the 48 hours, to assess the report, take any of the following actions and return the report to an accommodation manager.

   a. Sign the condition report to show that they agree with it.

   b. If member disagrees with all or part of the condition report – write the reason that they disagree on the report and sign it.

3. On receipt of the condition report, if the accommodation manager disagrees with the member's assessment of their allocated room then all of the following items must be placed on file with the report.

   a. Photographs of the room.

   b. A signed document listing the name of the photographer, time, date and location of the photographs.

4. If a member does not return the condition report within the time specified in subsection 2, it is taken that the member agrees with the condition report.

5. All of the following actions must occur before the member's licence to live in ends.

   a. A member's living-in accommodation is inspected in the presence of the member or the member's agent.

   b. The inspection is to be done having regard to the condition report.

6. The accommodation manager may waive a condition report when the member will only be in the accommodation for a short period of time.

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

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

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7.4.14 Revoking a licence to live in

1. A member's licence to live in may be revoked for a period of up to 3 years if the CDF is satisfied any of the following have occurred.

    a. The member has deliberately, recklessly or negligently breached the conditions listed in Annex 7.4.A.

    b. The member fails, or refuses, to comply with any reasonable request or direction from an accommodation manager relating to their living-in accommodation.

    c. The member fails to give notice that the living-in accommodation will be unoccupied for at least 28 consecutive days, unless the absence is due to an emergency, or a situation which is beyond the member's control has occurred.

1A. Subsection 1 does not apply to a member who is under the age of 18.

2. In making the decision in subsection 1, the CDF must have regard to any relevant considerations, including any of the following.

    a. The nature and severity of any breach by the member, including any risk assessment of the effect on other members in the living-in accommodation.

    b. Any pattern of similar behaviour by the member.

    c. Whether the member is required to occupy living-in accommodation.

    d. Whether revocation would affect the member's ability to perform their duties.

    e. If any hardship is likely to be caused to the member if their licence to live in is revoked, including the availability of reasonable quality off-base accommodation.

3. The CDF must advise the relevant contract service provider and the member's Service when a member's licence to live in has been revoked.

4. A member whose licence has been revoked under this section is not eligible for living-in accommodation, rent allowance or a Service residence while their licence to live in is revoked.

5. The member may seek redress of a decision to revoke a licence to live in made under this section.

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Division 3: Suitable living-in accommodation

7.4.15 Suitable living-in accommodation

1. Living-in accommodation is suitable for a member if it is available and meets all of the following conditions.

   a. It is in the member's housing benefit location or temporary duty location.

   b. It is fit to live in at the time the member is issued with their room key.

   c. It is at a level in column B that corresponds with the member's reason for occupying living-in accommodation or rank group in column A of the same item in the following table.

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

2. If suitable living-in accommodation is not available at the level set out for the member under paragraph 1.c table items 1 to 12, the member may occupy living-in accommodation that is available closest to the level listed for them in the table.

3. If suitable living-in accommodation is not available for the member under paragraph 1.c table item 13, suitable living-in accommodation is commercial accommodation provided by the contracted service provider under Chapter 9.

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

1. The CDF may classify living-in accommodation into levels. The CDF must consider these aspects of the living-in accommodation.

   a. The size, standard and number of amenities.

   b. Its age.

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c. What it is built from.

d. Upgrades to it.

e. Any other factor relevant to the accommodation.

2. This table sets out the level of living-in accommodation for each rank by rank group.

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

7.4.17 Change in member's rank group

1. If a member's rank changes, the member's rank group for living-in accommodation may change under section 7.4.16.

2. If the member changes rank group, the CDF may take any of the following actions.

   a. Offer the member living-in accommodation under section 7.4.9, at a level that corresponds to the new rank group.

   b. End the member's licence to live in their accommodation in accordance with a notice to the member.

   c. Allow the member to remain in the accommodation they are currently in and pay the relevant contribution for that accommodation.

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

7.4.18 CDF may decide that accommodation is unsuitable

1. The CDF may decide that living-in accommodation is unsuitable for a member. The CDF must consider these factors.

   a. Anything that prevents accommodation being lived in. It need not relate to the group level of accommodation.

   b. Anything that makes the member's individual situation exceptional when compared with that of other members.

2. If the CDF decides that the accommodation is unsuitable, the CDF may end a member's licence to live in. The CDF should consider whether other accommodation is available.

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

7.4.19 Member required to share room

1. Subject to subsection 2, a member occupying living-in accommodation will have their own room.

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2. A member may be required to share living-in accommodation if they are in one of the groups in the following table.

Item	A member in this group...	may be required to share...
1.	normal entry recruit or Reserve recruit during basic recruit training, in item 4 of the table in section 7.4.15	with 3 or more other members per room.
3.	initial employment trainee in the Infantry Corps of the Army in item 6 of the table in section 7.4.15	with at least one other and up to 9 other members per room.
4.	any member the rank of Major (E) or below	by the CDF, when there are not enough rooms for one each.

7.4.23 Living-in accommodation on deployment – 6 months or longer

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

   a. They occupy living-in accommodation.

   b. Subject to subsection 1A, they are deployed for 6 months or longer.

1A. This section does not apply to a member who meets all of the following.

   a. The member is deployed for a period of less than 6 months.

   b. While deployed, the member's deployment is extended.

   c. The total period of a member's deployment is 6 months or longer.

2. A member may make a choice between the following options.

   a. To keep the living-in accommodation for the period of the member's deployment.

   b. To leave the living-in accommodation.

3. The choice in subsection 2 must be in writing to the member's Commanding Officer and made before the member is deployed.

4. A member who fails to make a choice under subsection 2 is taken to have chosen to keep the living-in accommodation under paragraph 2.a.

5. A member who has made a choice under paragraph 2.a must vacate the living-in accommodation if the CDF is satisfied of any of the following.

   a. The living-in accommodation is required for other members.

   b. The living-in accommodation requires maintenance or repair.

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

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Division 4: Contribution for living-in accommodation

7.4.24 Contribution for living-in accommodation

1. A member must pay a contribution towards the cost of occupying living-in accommodation.

2. A member who occupies living-in accommodation for more than 1 day is not required to make a contribution for the last day they occupy the living-in accommodation.

   Note: Additional contributions under section 7.4.30 may apply after the licence to live in ends.

3. The rate of contribution a member must pay is one of the following.

   a. If the member is paid at a rank listed in items 1 to 4 in column A of the table in Annex 7.4.B and occupies a room with the number of beds in column B of the same item, the contribution is the rate in columns C to G of the same item that applies to the member's accommodation level.

   b. If a member is paid at a pay grade listed in item 5 in column A of the table in Annex 7.4.B and occupies a room with the number of beds in column B, the contribution is the rate of the contribution per fortnight specified for the same item.

   c. If a member meets one of the following and is paid at a rank in items 1 to 4 in column A of the table in Annex 7.4.B, the contribution is the amount in column E that corresponds with the number of beds in the room that the member occupies in column B of the same item.

      i. The member is a medical officer occupying living-in accommodation during compulsory residency.

      ii. The member is in training as a Chaplain and is occupying living-in accommodation at a seminary or theological college.

      iii. The member is a Maritime Spiritual Wellbeing Officer occupying living-in accommodation at an educational institution during compulsory post-graduate work experience.

   d. If paragraphs a. to c. do not apply and the member meets one of the following, the contribution is the rate specified in columns C to E of the table in Annex 7.4.B that applies for the members rank in items 1 to 4 of column A of the table for a member holding the same rank and occupying a room with 1 bed.

      i. A medical officer who is required to occupy living-in accommodation during compulsory residency.

      ii. A Chaplain in training who is required to occupy living-in accommodation at a seminary or theological college

      iii. A Maritime Spiritual Wellbeing Officer who is required to occupy living-in accommodation in at an educational institution during compulsory post-graduate work experience.

   e. If a member who chooses to occupy living-in accommodation goes on a period of leave without pay, the contribution is the rate specified in subsection 7.4.27.2 for the type of living-in accommodation they occupy.

      Note: Section 7.4.9 provides that a member may choose to live in if the CDF approves based on there being accommodation available that is not required for members who are required to live in.

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

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

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

7.4.27 Member on leave without pay

1. This section applies to a member who is granted leave without pay.

2. The fortnightly contribution rate for a member occupying a type of living-in accommodation in column A of the following table is the rate set out in column B of the same item.

Item	Column A Accommodation	Column B Contribution ($)
1.	Single room with private facilities	389.49
2.	Single room with shared facilities	334.85
3.	Shared room with 2 or 3 beds	278.45
4.	Shared room with 4 or more beds	141.39

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

7.4.27A Member on a flexible service determination

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

   a. The member is on a flexible service determination.

   b. The member has no unaccompanied resident family.

   c. The member occupies living-in accommodation at the gaining location.

2. Subject to subsection 3, a member pays the rate of contribution that applies to the member's circumstances under Annex 7.4.B for living-in accommodation.

3. The rate of contribution is 150% of the rate that would have been payable by the member under subsection 2 for one of the following periods.

   a. Unless subsection b applies, the period commencing on the 29th day of a continuous nonworking period and ending on the last day of the same nonworking period.

      Note: This applies to each nonworking period.

   b. The whole period of the member's flexible service determination if the total number of days that are the member's pattern of service in the member's flexible service determination is one of the following.

      i. If a period in the flexible service determination is 1 year — less than 130 days.

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ii. If a period in the flexible service determination is part of a year — less than the number of days calculated using the following formula.

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

Where:

FSD is the number days in the period of the member's flexible service determination that is less than 1 year.

4. If the member's pattern of service changes for a reason specified in the flexible service determination and the member has an incomplete cycle, one of the following applies.

   a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.

      i. The contribution that the member has paid for the member's cycle.

      ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.

   b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.

5. If the member's flexible service determination is varied for Service reasons, the member will be reimbursed the difference between the following two amounts.

   a. The contribution that the member has paid during the period of the variation.

   b. The contribution that the member would have paid during the period of the variation.

7.4.27B Member who has unaccompanied resident family and no accompanied resident family on a flexible service determination

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

   a. The member meets all of the following.

      i. They have unaccompanied resident family.

      ii. They have no accompanied resident family.

   b. The member is on a flexible service determination.

   c. The member occupies living-in accommodation at the gaining location.

2. A member may be required to pay a contribution if they meet one of the following.

   a. The member has a continuous nonworking period that exceeds 28 days.

   b. The total number of days that are the member's pattern of service in the member's flexible service determination are one of the following.

      i. If a period in the flexible service determination is 1 year — less than 130 days.

      ii. If the period in the flexible service determination is part of a year – less than the number of days calculated using the following formula.

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

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Where:

FSD is the number days in the period of the member's flexible service determination that is less than 1 year.

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

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

Where:

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

C is 50% of the fortnightly contribution rate set for the member's rank and circumstances in Annex 7.4.B that would apply to a member who has no recognised family or other recognised persons and not on a flexible service determination.

4. If the member's pattern of service changes for a reason specified in the flexible service determination and the member has an incomplete cycle, one of the following applies.

a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.

i. The contribution that the member has paid for the member's cycle.

ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.

b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.

7.4.27C If a flexible determination ends early

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

a. The member pays a contribution for living-in under one of the following.

i. Section 7.4.27A, for a member on a flexible service determination.

ii. Section 7.4.27B, for a member who has unaccompanied resident family and no accompanied resident family on a flexible service determination.

b. The member's flexible service determination ends before the end date specified in the flexible service determination.

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2. If the member has an incomplete cycle, the following table applies.

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

7.4.28 Contribution on change of rank

1. This section applies to a member who is promoted, commissioned or reduced in rank and their rank group changes as a result.

2. The member must pay a contribution at the rate that applies to their new rank in the table in Annex 7.4.B.

3. The new rate will apply from the later of these dates.

   a. The day the rank changes.

   b. The day the member moves into accommodation that corresponds to their new rank group under section 7.4.16.

7.4.29 Higher contribution – Homebush and North Strathfield

A member must make a fortnightly contribution of $315.12 towards the cost of their accommodation if they meet all of the following.

a. They occupy a Navy accommodation complex at one of the following.

   i. Homebush, New South Wales.

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ii. North Strathfield, New South Wales.

b. The accommodation is a single bedroom apartment.

7.4.30 Vacating living-in accommodation

1. A member ceases to be eligible to occupy living-in accommodation at the end of the day their licence to live in ends.

2. If any of the circumstances set out in column A of the following table apply to the member on the day they are required to vacate their living-in accommodation, they must pay the contribution set out in column B of the same item.

Item	Column A Member Circumstance	Column B Contribution
1.	They do not vacate the accommodation when their licence to live in ends.	The rate that applies to the member under section 7.4.24 until they vacate the accommodation.
2.	They vacate the accommodation, but it was not left in its former state, excluding fair wear and tear.	All of the following. a. Costs of repairing non-fair wear and tear. b. Any additional cleaning costs (excluding for fair wear and tear) required to return the room to its former state.
3.	They vacate the accommodation, but do not remove rubbish, items or possessions.	Costs of removing and cleaning required to return the accommodation to its former state, excluding for fair wear and tear.
4.	They do not return the key, even if the accommodation can be reallocated.	Costs of securing the accommodation and controlling access.
5.	The accommodation is not reallocated because they did not return the key.	All of the following. a. The rate applicable to the member under section 7.4.24 until the earlier of the following. i. The date the member returns the key. ii. The date the accommodation is secured and is available to be reallocated. b. If the member does not return the key, the cost of replacing it.

3. If the member does not pay the contribution under subsection 2, the costs may be recovered from the salary and allowances payable to the member.

7.4.31 Failure to make contributions

1. Failure to pay a contribution required under this Part may result in a notice revoking the member's licence to live in.

2. All of the following arrangements apply to unpaid contributions required under this Part.

a. The member must pay the amount within a reasonable time of a request.

b. If the member fails to make the payment of contribution for living in accommodation under paragraph a, then the amount may be recovered from any amount of salary and allowances payable to the member.

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c. If the amount cannot be recovered under paragraph b, it is to be treated as a debt under the *Public Governance, Performance and Accountability Act 2013.*

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Division 5: Exemptions from contribution

7.4.32 Members who do not pay to occupy living-in accommodation

1. For a period a member is in any of the following groups, they do not have to pay a contribution to occupy living-in accommodation.

    a. A member who occupies living-in accommodation temporarily for Service reasons and meets one of the following.

        i. They have accompanied resident family and no unaccompanied resident family.

        ii. They have no resident family but have recognised other persons.

    b. A member who meets all of the following.

        i. They have unaccompanied resident family.

        ii. They have no accompanied resident family.

        iii. They are not on a flexible service determination.

    c. A normal entry recruit during basic recruit training.

    d. A Reserve recruit during basic recruit training.

    e. A member in a room with 4 or more beds.

    f. A member who is in hospital.

    g. A member who is eligible for Antarctic allowance.

    h. A member in custody, in prison or on detention under the *Defence Force Discipline Act 1982.*

    i. A member who performs the role of a Residential Support Officer at the Australian Defence Force Academy.

2. For a period a member is in any of the following groups, they do not have to pay to occupy living-in accommodation. They must meet the conditions for their group.

    a. A member temporarily living in accommodation that is below Level 1 but suitable for a short stay.

    b. A member on Reserve service who meets all these conditions.

        i. They are required to occupy living-in accommodation temporarily for Service reasons.

        ii. The period of living-in is less than 6 months.

        iii. They are undertaking a training commitment.

    c. A member on Reserve service who meets all these conditions.

        i. They are performing consecutive days of duty.

        ii. They cannot return home overnight.

        iii. Living-in accommodation has been made available to the member.

7.4.33 Member who has no resident family or recognised other persons living under field conditions, on a seagoing ship, a submarine or deployed

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

Item	If the member is...	the contribution ceases on...	and the contribution recommences…
1.	living under field conditions	the twenty-second day of a continuous period in which the member was living under those conditions. This applies even if the period after that day is broken by any of the following events. a. The member returns to their accommodation for up to 7 days. b. The member takes up to 7 days of leave.	after the period in which the member was living under those conditions is broken by more than 7 days. The member must contribute for those 7 days.
2.	living on a seagoing ship		
3.	posted to a seagoing submarine	the day the posting period starts	the day the posting period ends.
4.	on one of the following: a. a warlike deployment b. a non-warlike deployment	the day they board a ship or aircraft for the journey from Australia to the operational area	when they disembark in Australia at the cessation of their warlike or non-warlike deployment. **Note:** Contributions do not recommence for a member who returns part-way through their deployment, for example, while on leave. They only recommence at the cessation of their deployment.

7.4.34 Member who has no resident family or recognised other persons required to occupy living-in accommodation temporarily

A member who has no resident family or recognised other persons who meets all of the following conditions does not have to pay a contribution to live in.

a. They normally live out.

b. They must occupy living-in accommodation temporarily for Service reasons.

c. They keep their living-out accommodation while they occupy living-in accommodation.

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7.4.35 Member who has no resident family or recognised other persons on temporary duty in another location

A member who has no resident family or recognised other persons does not have to pay to occupy living-in accommodation when they are on temporary duty and they meet all these conditions.

a. They normally occupy living-in accommodation.

b. They must perform temporary duty at another location.

c. They keep paying for their living-in accommodation at their housing benefit location while they are at the other location.

7.4.36 Member on leave

1. This section applies to a member who occupies living-in accommodation and is away from their accommodation on leave.

2. During the period the member is on leave they do not have to make a contribution to keep their living-in accommodation if all of the following are met.

   a. They and any other members occupying living-in accommodation with them are directed to take leave.

   b. Their living-in accommodation is closed to them during the period of leave.

3. A member who has no resident family or recognised other persons does not have to contribute to occupy living-in accommodation when they meet all these conditions.

   a. They are absent on leave for more than 72 hours.

   b. They choose to vacate their living-in accommodation.

   c. Their accommodation is available to be reallocated to other members.

4. A member who subsection 3 applies to is subject to these conditions on housing and removal assistance.

   a. They must arrange and pay for the removal and storage of their personal effects and furniture.

   b. Their accommodation may be given to another member while they are away.

   c. Living-in accommodation may not be available on their return, unless they are required to occupy living-in accommodation.

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Division 6: Members posted to seagoing ships and nuships

7.4.38 Basis

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

a. Members who have chosen to live on board their ship do not pay for accommodation or meals taken on board.

b. Members who choose not to live on board their ship are only eligible for meals on board when they are on duty there over a meal period.

c. Members eligible for free meals on board while on duty may be eligible to take those meals in a mess ashore when the ship's galley is not operating.

7.4.40 Member this Division applies to

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

7.4.42 Licence to live on a ship

1. Members who may live on board a seagoing ship are taken to have a licence to live on the ship.

3. Any of the following arrangements do not apply to a licence to live on a ship.

Item	Condition	Reference
1.	Condition reports	Section 7.4.13
2.	Suitable living-in accommodation	Division 3
3.	Licence to live in **Note:** The conditions that apply to a licence to live on a ship are those that relate to normal shipboard discipline.	Annex 7.4.A

7.4.43 Accommodation on board for seagoing member

1. A member who meets any of the following may live on board when posted to a seagoing ship and the ship is in the ship's home port.

a. A member who has no resident family or recognised other persons.

b. A member who meets all of the following.

i. They have unaccompanied resident family.

ii. They have no accompanied resident family.

1A. Despite paragraph 1.a, this section does not apply to a member who has no resident family or recognised other persons if they have a suitable own home in the ship's home port.

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

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7.4.44 Accommodation ashore for seagoing member

1. A member who meets any of the following and is posted to a seagoing ship may apply to be granted a licence to occupy living-in accommodation at the ship's home port.

    a. A member who has no resident family or recognised other persons.

    b. A member who meets all of the following.

        i. They have unaccompanied resident family.

        ii. They have no accompanied resident family.

1A. Despite paragraph 1.a, this section does not apply to a member who has no resident family or recognised other persons if they have a suitable own home in the ship's home port.

2. Subject to subsection 4, if the member is not required to occupy living-in accommodation, then they may choose to live out.

3. Subject to subsection 4, if no living-in accommodation is available under section 7.4.11 the member is eligible for rent allowance.

4. A member whose on-board accommodation becomes uninhabitable may be eligible for temporary shore-based accommodation in this order for up to 6 months. This depends on availability of the accommodation.

    a. Meals and licence to live in ashore, if granted under paragraph 7.4.9.2.e.

    b. A commercial accommodation and meals package paid for by Navy.

    c. Commercial accommodation paid for by Navy, with use of the travel card or travelling allowance to assist with meal costs.

    d. Accommodation for which rent allowance is payable.

7.4.45 Contributions for accommodation ashore – member who has no resident family or recognised other persons

A member who has no resident family or recognised other persons with a licence to live in ashore must pay the contribution set out in section 7.4.33.

7.4.46 Contributions for accommodation ashore – ship uninhabitable

1. This section applies to a member posted to a seagoing vessel or Nuship when they are required to live ashore because their ship is uninhabitable.

2. A member on board an uninhabitable ship in the location in column A of the table for the period in column B of the same table item must pay the contribution in column C of the same table item..

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Item	Column A Location	Column B Duration	Column C Contribution
1.	At the home port	Less than 6 months	$0.
2.	At the home port	6 months or more	The amount for accommodation, utilities and meals that applies for their rank, level of accommodation and mess arrangements.
3.	Away from the home port	Less than 6 months	$0.
4.	Away from the home port	6 months or more	The amount for accommodation, utilities and meals that applies for their rank, level of accommodation and mess arrangements.

2A. A member posted to an uninhabitable ship who is shore bound in the location in column A of the table for the period in column B of the same table item must pay the contribution in column C of the same table item.

Item	Column A Location	Column B Duration	Column C Contribution
1.	At the home port	Any duration	The amount for accommodation, utilities and meals that applies for their rank, level of accommodation and mess arrangements.
2.	Away from the home port	Less than 6 months	$0, while they contribute for living-in accommodation in their home port. Otherwise, the amount for accommodation, utilities and meals that applies for their rank, level of accommodation and mess arrangements.
3.	Away from the home port	6 months or more	The amount for accommodation, utilities and meals that applies for their rank, level of accommodation and mess arrangements. **Note:** The member is not eligible to keep their living-in accommodation in the ship's home port.

3. Despite subsection 2 and 2A, the contribution rate for a member who meets all of the following is $0.

a. They have unaccompanied resident family.

b. They have no accompanied resident family.

7.4.47 Accommodation and contributions for seagoing member on temporary duty

1. A ship may sail from its home port and loan a crew member to another unit for temporary duty. This section applies to those members.

2. The table below provides all of the following.

    a. The member's eligibility to occupy living-in accommodation.

    b. The type of accommodation the member will be eligible for.

    c. Whether the member must contribute to the cost of their accommodation, meals and utilities.

Item	A member who is...	and who is on temporary duty...	has this accommodation benefit...	and their contribution for the accommodation is...
1.	a shore member	in the ship's home port	their existing eligibility for accommodation ashore	the contribution that applies to the member under Part 6 or 8 or Annex 7.4.B.
2.	a shore member	away from the ship's home port	whichever of these applies to the member. a. They may apply for a licence to live in and eat in the mess under section 7.4.7 and Part 9. b. If living-in accommodation is not available, they are eligible to use the Defence travel card or travelling allowance.	$0 while they contribute for living-in accommodation in their home port.
3.	an on-board member	in the ship's home port	whichever of these applies to the member. a. They may apply for a licence to live in and eat in the mess under section 7.4.9 and Part 9. b. If living-in accommodation is not available, they are eligible to use the Defence travel card or travelling allowance.	$0.
4.	an on-board member	away from the ship's home port	whichever of these applies to the member. a. They may apply for a licence to live in and eat in the mess under section 7.4.9 and Part 9. b. If living-in accommodation is not available, they are eligible to use the Defence travel card or travelling allowance.	$0.

7.4.48 Food allowance for seagoing member in temporary accommodation ashore

1. A member is eligible for food allowance for each day they meet all of the following.

    a. They are posted to a seagoing ship or a nuship.

    b. The CDF is satisfied the ship or nuship is temporarily unfit for a member to live in after considering all of the following.

        i. Environment.

        ii. Maintenance.

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iii. Crew comfort.

iv. If there are galley facilities for catering on the ship or nuship.

c. They are required to occupy temporary commercial accommodation ashore.

d. The accommodation has cooking facilities.

2. The daily rate of food allowance is one of the following.

a. If the member is provided with lunch at Commonwealth expense — $15.15.

b. If the member is not provided with lunch at Commonwealth expense — $18.41.

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Annex 7.4.A: Licence to live in

Part 1: Quick guide

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

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

1. Living-in accommodation is made available for members of the ADF.

2. You might be required to occupy living-in accommodation, or you might choose to.

3. When a room becomes available for you, and you are permitted to live in it, you hold a licence to live in.

7.4.A.2 What you get

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

a. A lockable room in living-in accommodation, other than barrack style accommodation or a shared room that is suitable for your rank and situation.

b. Access to common areas and facilities at the living-in accommodation.

c. Privacy to use the assigned room and facilities without unreasonable interference by Defence, other than in barrack style accommodation or a shared room where accommodation is not private.

d. Maintenance and repair of the living-accommodation provided in a timely manner by Defence.

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

1. Your licence to live in is conditional on you complying with rules set out in this Annex.

2. The main conditions that you must comply with are as follows.

a. When you take the key to your living-in accommodation from the accommodation manager, you must acknowledge in writing that you will take strict care of the property that you are to live in under the licence.

b. You must not let another person live in your room without Defence permission.

c. Ensure that your room remains in the same condition as on the day you first live in it, other than fair wear and tear.

d. You must not intentionally, recklessly or negligently cause damage to any part of the accommodation or common areas.

e. You must avoid any disturbance, nuisance or annoyance to other members.

f. You must tell Defence if you notice a hazard in your room or other part of the accommodation or common areas.

g. You must not make any alterations to your room without written consent from Defence.

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7.4.A.4 What happens if you do not comply with the conditions of the licence

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

a. Defence may revoke your licence and you will have to move out. You will not be eligible for rent allowance or a Service residence while the licence to live in is revoked.

b. You might have to pay for cleaning or repairs to damage that you caused.

c. You might have to keep contributing to the cost of the accommodation for a period, even though you have moved out.

d. You might face disciplinary action.

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Part 2: Conditions of licence to live in

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

1. A member who is required to occupy living-in accommodation, or who chooses to, may be permitted to occupy living-in accommodation made available by Defence. That permission is the member's licence to live in.

2. A member of the ADF has a licence to live in when they are permitted to occupy living-in accommodation by Defence.

3. Living-in accommodation is a benefit made available to members under section 58B of the *Defence Act 1903.* A licence to live in is not an agreement, tenancy or contract between a member and the Commonwealth.

4. This Annex sets out the conditions upon which a member is permitted to occupy and use living-in accommodation. These are conditions on the licence to live in.

5. The conditions in Chapter 7 Part 4 do not limit the legal authority of ADF commanders to issue commands or general orders associated with the use of living-in accommodation by ADF members.

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

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

2. The member's licence to live in commences from the day they are given the key to the room that they are permitted to live in under subsection 1.

3. Defence may provide the member with a list of the room's contents, listing the condition of the contents and the condition of the room, fixtures and fittings. This is called a condition report.

4. The member must return the condition report to an accommodation manager within 48 hours of receiving it, or the first working day after the 48 hours, after doing any of the following.

    a. Sign the condition report to show that they agree with it.

    b. If the member disagrees with all or part of the condition report – write the reason that they disagree with the contents of the report, sign it.

5. Failure to return the condition report within the required period will be taken to be an implied agreement by the member of the contents of the report.

6. Defence may decide not to provide a condition report if it is reasonable to expect that the member will only be in the accommodation for a short period of time.

7. The member may request a condition report if Defence does not provide one.

7.4.A.7 Permitted use

1. The licence to live in is for the member only. Only the member may use the assigned room as a private residence.

2. Another member can only live in the room if that member is permitted by Defence to access and use it too.

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3. The member must not allow another person to live in the room unless any of the following apply.

    a. The room is a shared room and there is a requirement to share the room.

    b. It is permitted by the accommodation manager or the contracted service provider.

        Note: This would be in exceptional circumstances and for a short period.

4. The member may use any of the following common areas and shared amenities.

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

    b. Other common areas and shared amenities permitted by the accommodation manager.

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

1. The member must ensure that their assigned room remains in essentially the same condition as when they started to occupy the room, other than due to any of the following.

    a. Fair wear and tear.

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

2. The member must comply with all of the following drawn from the condition in subsection 1.

    a. The member must not make any alterations to a room they live in or use without written consent from an accommodation manager.

    b. The member must not alter, remove or add any lock or security device to or in their assigned room.

    c. The member must not mark, deface or paint a room they live in or use, common areas in the building, or the areas surrounding the building.

3. The member must take care of the room they live in and any common areas they are permitted to use. The member must keep them in a clean and tidy condition.

4. The member must inform an accommodation manager immediately whenever maintenance or repairs are needed. This means that if the member becomes aware of any defect in the water, gas, drainage, sewerage or electrical installations, appliances, furniture, or fittings, they must inform an accommodation manager.

5. The member must not engage a repair person or make repairs without an accommodation manager's permission.

6. Defence will undertake any repairs and maintenance that the member is not required to under the conditions in this section, in a reasonable time.

7.4.A.9 Conduct and values

1. A member must comply with the conditions of conduct specified in this Annex while they occupy living-in accommodation.

2. The member must also comply with conditions of conduct set out in any instructions made under section 10 of the *Defence Act 1903* which are relevant to conduct and behaviour.

3. Additional conditions for use of the accommodation may be set from time to time by the accommodation manager, Senior Australian Defence Force Officer or the Commanding

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Officer/Officer Commanding. A copy must be given to the member. The member must comply with the conditions, as long as they are lawful.

4. If the member does not comply with the conditions of conduct, the CDF may revoke the licence to occupy living-in accommodation.

7.4.A.10 Conduct – animals

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

7.4.A.11 Conduct – damage

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

2. The member must immediately notify the accommodation manager of any damage affecting the living-in accommodation or common areas.

7.4.A.12 Conduct – disturbance

A member must not do any of the following

a. Cause undue disturbance, nuisance or annoyance to other members.

b. Throw anything out of windows or off balconies, or place anything on outside window sills.

c. Hang clothes, washing, equipment or other similar articles in any place not specifically provided for the purpose.

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

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

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

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

7.4.A.14 Conduct – security

1. The member must notify an accommodation manager as soon as possible after they become aware that an accommodation key they have been issued is lost.

2. The member must pay Defence for the cost of replacing the key or lock, or resetting the access code.

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7.4.A.15 Conduct – smoking

1. The member must not smoke in any room they live in or use, or common areas of the building.

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

7.4.A.16 Conduct – vehicles

1. A member must not keep a vehicle at the living-in accommodation if any of the following apply.

   a. It is not roadworthy.

   b. It is unregistered, unless the car's registration expires while the member is on an overseas deployment.

      Note: The member must register their car as soon as practicable on their return to their accommodation.

2. Members may conduct any of the following activities only in areas designated by Defence for that purpose.

   a. Park vehicles.

   b. Wash vehicles.

   c. Maintain vehicles.

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

3A. A member may store bicycles in their accommodation if all of the following apply.

   a. No lockable storage is provided in connection with the accommodation.

   b. The accommodation manager is satisfied it is safe to store the bicycle in the member's accommodation.

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

   a. The member must clean up any spills caused by the vehicle at once.

   b. The car park or parking spot must be kept in a tidy condition.

   c. Vehicle parts and engines may not be stored in a car park or parking spot.

7.4.A.17 Conduct – visitors

1. A member is not permitted to have a visitor stay overnight in the living-in accommodation unless subsection 2 applies

2. The Commanding Officer or accommodation manager may permit any of the following.

   a. Grant permission for a visitor to stay overnight.

   b. In exceptional circumstances, grant permission for a person recognised as one of the following to live with them in the living-in accommodation.

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i. Resident family.

ii. A recognised other person.

Note: The person must comply with the conditions set out in this Annex.

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

1. The member is entitled to privacy to use the assigned room and facilities, without unreasonable interference by Defence. However, the member does not have exclusive possession of their assigned room.

2. The Commanding Officer or a person they authorise may enter a member's assigned room for reasons of command or discipline, or in an emergency.

3. All of the following apply in regard to access to a member's room.

   a. Defence or its contractors may enter the room to undertake cleaning, maintenance or repairs.

   b. Prior notice must be given to the member.

      Exceptions:

      1. In an emergency.

      2. If it is not possible to give prior notice.

   c. If Defence enters a room without a member's permission and not in the presence of the member, a notice advising that the room has been entered and the purpose of the entry must be affixed to the member's door (or other highly visible spot).

4. Room inventory and condition inspections may occur at least every 6 months during a member's stay in living-in accommodation. An individual's room may be inspected more frequently as required by the Commanding Officer/Officer Commanding at the living-in accommodation.

7.4.A.19 Swapping rooms

1. A member may apply to the accommodation manager for approval to swap their assigned room. If the approval is granted, the member is given a new licence to live in for the new room. The licence to live in for the old room ends.

2. The member must not transfer the licence to live in to another person.

7.4.A.20 Moving furniture and fittings

1. The member must get written permission from the accommodation manager before they remove any property, furniture or fittings (with the exception of property owned by the member) from their room to another location, other than to another room on a short-term and temporary basis.

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

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7.4.A.21 Absence from the accommodation

1. A member must inform the accommodation manager in writing if the member expects the assigned room will be unoccupied for 21 days or longer for reasons other than any of the following.

   a. An emergency.

   b. Another situation beyond the member's control.

   Note: Section 7.4.14 provides that failure to give notice that the living-in accommodation will be unoccupied for at least 28 consecutive days, unless the absence is due to an emergency, or a situation which is beyond the member's control has occurred, may result in the members licence to live in being revoked for up to 3 years.

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

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

1. A licence to live in ends on whichever of the following dates happens first.

   a. The day set out in a notice given to the member by Defence.

   b. The last day of the fixed period of the licence.

   c. The day set out in a notice that the member gives to Defence under subsection 2.

2. The following table shows a member's obligations to give notice of the day that they will move out, and their contribution period.

Item	If the member...	then the notice must be given...	and the member's contributions end...
1.	has control over the removal date	at least 21 days before the end of the licence to live in	on the later of the following dates. a. The date the member is removed. b. 21 days after the member gives notice.
2.	must give notice due to Service reasons beyond the member's control	as soon as possible	when the member is removed.
3.	is deployed at short notice		

3. After the member gives notice, but before the licence ends, Defence will inspect the member's room in the presence of one of the following.

   a. The member.

   b. If the member is unable to attend the inspection for Service reasons, an agent nominated by the member.

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7.4.A.23 Vacating the accommodation

1. The member must leave their assigned room neat and tidy and in essentially the same condition as at the starting date other than fair wear and tear.

2. The member must return their key to Defence when vacating their assigned room. Failure to return the key may result in the member continuing to pay a contribution charge for the room until the key is returned.

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

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

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

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

a. Revocation of the licence to live in.

b. Recovery of money from the member.

c. Administrative sanction or censure.

d. Disciplinary action under the *Defence Force Discipline Act 1982*.

e. Civil legal action or criminal penalties, if the member's conduct also breaches legal or criminal standards of behaviour.

7.4.A.25 Disputes

1. If the member and accommodation manager disagree with the condition of the accommodation, then the accommodation manager must place all of the following items on file with the condition report.

   a. Photos of the room.

   b. A signed document listing the name of the photographer, time, date and location of the photos.

2. If the member has a concern or complaint they should first contact an accommodation manager, to see if the matter can be resolved informally.

3. A member who is dissatisfied with the outcome from the accommodation manager may use normal Defence complaint procedures, including redress of grievance.

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

Item	Column A Member's rank	Column B Number of beds in room	Column C	Column D	Column E	Column F	Column G
			Contribution per fortnight ($)				
			Level 1	Level 2	Level 3	Level 4	Level 5
1.	Major or higher	1	139.67	156.83	218.55	240.58	315.12
2.	Captain, Lieutenant, Second Lieutenant, Staff Cadet or Officer Cadet other than a member paid salary under Schedule B.13 of DFRT Determination No. 2 of 2017, *Salaries*	1	139.67	156.83	218.55	240.58	262.60
		2	69.82	78.41	109.28	120.28	131.29
		3	46.55	52.27	72.87	80.19	87.53
		4 or more	Nil				
3.	Regimental Sergeant Major of the Army, Warrant Officer Class 1, Warrant Officer Class 2, Staff Sergeant or Sergeant	1	124.27	140.33	197.63	230.12	262.60
		2	62.14	70.17	98.81	115.05	131.29
		3	41.42	46.78	65.89	76.70	87.53
		4 or more	Nil				
4.	Corporal or lower	1	109.82	117.71	179.19	214.72	250.29
		2	54.90	58.86	89.60	108.08	125.14
		3	36.61	39.24	59.72	71.59	83.42
		4 or more	Nil				
5.	A member paid salary under Schedule B.13 of DFRT Determination No. 2 of 2017, *Salaries* other than a normal entry recruit during basic recruit training	1	109.82				
		2	54.90				
		3	36.61				
		4 or more	Nil				
6.	Normal entry recruit during basic recruit training	1 or more	Nil				

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Part 5: Temporary accommodation allowance

Division 1: General provisions

7.5.1 Simplified outline of Part 5

This Part provides temporary accommodation allowance to members to support them, or a person in their household, when the need to occupy temporary accommodation arises. Temporary accommodation allowance is provided when other accommodation is unable to be accessed. It assists with the costs associated with alternative accommodation as well as certain other costs, such as meals.

Temporary accommodation may be required for various reasons, including as part of a removal, when suitable accommodation is not available, or in an emergency under the SAFE scheme.

The SAFE scheme provides emergency assistance for persons who cannot remain in their home due to a domestic crisis, whether actual or threatened.

There are a number of different kinds of temporary accommodation available (see Division 2). The kind of temporary accommodation used and the period that it is occupied (see Division 3) will determine the rate of temporary accommodation allowance (see Division 4) and the contribution required to be paid towards the cost of the accommodation by the member (see Division 5 and Annex 7.F).

7.5.2 Definitions

In this Part the following apply.

Accommodation means any of the following.

a. A Service residence.

b. A suitable own home.

c. A home for which rent allowance is payable.

d. Accommodation provided under Part 7.

Suitable accommodation means accommodation that has enough furniture and effects for a member and their resident family and recognised other persons to live in it on a normal domestic basis.

7.5.3 Definitions – SAFE scheme

In this Part the following apply in relation to the SAFE scheme.

Member includes any person eligible for a benefit under subsection 7.5.6.3.

Note: This has the effect of extending the benefits in this Part to a person granted accommodation under the SAFE scheme.

The SAFE scheme means a scheme that provides emergency assistance for persons who cannot remain in their home due to a domestic crisis that may be happening or be threatened.

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7.5.6 Members eligible

1. A member and their resident family and recognised other persons may be eligible for temporary accommodation allowance if they meet any of these conditions.

    a. They are eligible for a removal.

    b. They are eligible for housing assistance under this Chapter. They are temporarily unable to live in suitable accommodation.

    c. They notify the Defence Housing Australia Regional Operations Manager that they intend to buy a suitable own home at their housing benefit location or family benefit location.

    d. Their furniture and effects are in transit to their housing benefit location or family benefit location.

    e. They are required to isolate in a place specified by State or Territory authorities that is not the member's or their resident family's and recognised other person's usual place of residence.

2. A deceased member's resident family and recognised other persons may be eligible for the allowance under section 7.5.10 if they are granted a removal.

3. Any of the following persons may be granted emergency assistance under this Part under the SAFE scheme.

    a. A member.

    b. A person in the member's household.

    c. The member's resident family.

    d. The member's recognised other person.

7.5.7 Approval under the SAFE scheme

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

a. They are a person eligible for a benefit under subsection 7.5.6.3.

b. They are under threat of a domestic crisis, or in a domestic crisis.

7.5.8 Member not eligible

A member is not eligible for temporary accommodation if the CDF is satisfied that the member, their resident family, or a recognised other person of the member caused any of the following to occur.

a. The furniture and effects not to arrive at the location until one or more days after the member and any resident family or a recognised other persons got there.

b. The member and their resident family and recognised other persons do not have suitable accommodation.

7.5.9 Member ceases continuous full-time service

1. This section applies to a member or former member who is granted a removal within Australia when they cease continuous full-time service.

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2. The member and their resident family or recognised other persons may need to move into temporary accommodation for the period of the removal. They are eligible for temporary accommodation allowance for the period. The amount of allowance is worked out under Division 4 section 7.5.21 or 7.5.25.

3. For the purpose of subsection 2, the period of eligibility for temporary accommodation is any of the following.

   a. At the losing location — up to 3 nights.

   b. At the gaining location — the period for the member's furniture and effects to be delivered to a dwelling or storage at the location.

7.5.10 Eligibility of resident family on death of member

1. This section applies to any the following who are granted a removal within Australia after the member's death.

   a. The member's resident family.

   b. A recognised other person.

2. The member's resident family and recognised other persons are eligible for temporary accommodation allowance if they must move into temporary accommodation because of the removal,

3. If subsection 2 applies, all of the following apply.

   a. The amount of allowance is worked out under section 7.5.21 or 7.5.25.

   b. The contribution the resident family and recognised other persons must pay is what would have applied to the member under section 7.5.29 immediately before their death.

   c. The period of eligibility is limited to the following.

      i. At the location from which they are being removed — 3 nights.

      ii. At the location to which they are being removed — 2 weeks.

7.5.11 Conditions on eligibility

1. A member eligible for temporary accommodation allowance must pay a contribution under section 7.5.29 for the accommodation unless one of the following applies.

   a. A person is occupying the accommodation under subsection 7.5.7 (the SAFE scheme).

   b. The member and their resident family and recognised other persons are required to isolate in a place specified by State or Territory authorities that is not the member's usual residence.

2. A member must notify the Toll Transitions Case Manager of any change in the number of resident family and recognised other persons living in the temporary accommodation. A change may mean that their eligibility for the allowance is reassessed.

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Division 2: Types of accommodation

7.5.12 Direction to stay in a specified place

1. The CDF may direct a member to stay in a hotel or serviced apartment in order to be eligible for temporary accommodation allowance.

2. For this Part, the meaning of 'hotel' includes 'motel'.

3. For directions under this section, the CDF must consider all these facts.

    a. The cost, standard and availability of temporary accommodation at the location.

    b. The location of the hotel or serviced apartment.

    c. The number, age, gender and needs of any resident family and recognised other persons.

    d. The period the member and any resident family and recognised other persons are required to stay in the accommodation.

    e. Any other factor relevant to the accommodation.

7.5.13 Serviced apartment preferred

1. A member must occupy a serviced apartment when they arrive at a gaining location unless one of these conditions applies.

    a. The member is required to occupy living-in accommodation under section 7.5.14.

    b. A serviced apartment of sufficient standard is not available. The member may live in a hotel.

    c. The member and the member's resident family are required to isolate in a place specified by State or Territory authorities that is not the member's usual residence.

2. A member who is living in a hotel may need to have their period of temporary accommodation extended. A new decision will then be made about whether a serviced apartment is available. If one is, the member must move into it.

3. This section does not apply to a person given assistance under section 7.5.7 (the SAFE scheme).

7.5.13A Required to isolate – Temporary accommodation

Despite section 7.5.12 and section 7.5.13, a member or a member's resident family and recognised other persons who is eligible for temporary accommodation allowance under paragraph 7.5.6.1.e is eligible to occupy one of the following types of temporary accommodation.

a. If available — a quarantine residence.

b. A type of temporary accommodation provided under this Division.

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7.5.14 Member required to occupy temporary accommodation

1. This section applies to a member who is required to occupy temporary accommodation and meets any of the following.

   a. They are a member with no resident family or recognised other persons.

   b. They are a member who has unaccompanied resident family and no accompanied resident family.

   c. They meet all of the following.

      i. They have accompanied resident family.

      ii. Their accompanied resident family have not travelled with them to the gaining location.

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

3. The member must occupy the following type of temporary accommodation.

   a. For a member at the rank of Major or below — living-in accommodation that is available regardless of its level.

      Note: If living-in accommodation is not available the member may use other forms of temporary accommodation.

   b. For a member at the rank of Lieutenant Colonel or higher — any other type of temporary accommodation that is not living-in accommodation.

      Note: The member is paid temporary accommodation allowance instead of occupying living-in accommodation.

7.5.15 Number of rooms in temporary accommodation

1. This section does not apply to a person eligible for temporary accommodation allowance under any of the following.

   a. Subsection 7.5.6.3 (the SAFE scheme).

   b. Paragraph 7.5.6.1.e (Required to isolate).

2. The following table sets out how to calculate the number of rooms a member and their resident family and recognised other persons are eligible to occupy in a hotel or serviced apartment.

Item	If the temporary accommodation allowance is paid for…	and the family has…	who are...	then the children…
1.	3 nights or less	one child only	any age	is not eligible for a separate room.
		children of the same gender	any age	may share a room.
		children of different genders	under 8 years old	may share a room.
		children of different genders	8 years old or older	may have their own room if possible.

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2.	more than 3 nights	one child only	any age	may have a separate room, if possible.
		children of different genders	under 8 years old	may share a room.
		children of different genders	between 8 and 13 years old	may have a separate room, if possible.
		children of the same gender	under 13 years old	may share a room.
		children of any gender	13 years old or older	may have their own room if possible.

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

Division 3: Period of eligibility

7.5.16 Start date of period of eligibility

1. A member's period of eligibility for temporary accommodation allowance begins on the day Division 1 section 7.5.6 applies to them.

2. A person's period of eligibility for temporary accommodation allowance under the SAFE scheme starts on the day the decision under section 7.5.7 is made.

3. A member's eligibility at their new housing benefit location or family benefit location begins on the first day the location becomes their housing benefit location or family benefit location unless subsection 4 applies.

4. If a member and their resident family and recognised other persons arrive at the new housing benefit location on different days, the period of eligibility includes all of the following.

   a. A period at the former housing benefit location or family benefit location that lets the member's resident family and recognised other persons start the journey and arrive on the same day as the member.

   b. A period at the new housing benefit location that lets the member complete the journey and reunite with their resident family and recognised other persons.

7.5.17 Period of eligibility

1. A member in a situation in column A of the following table is eligible to be paid temporary accommodation allowance up to the maximum period in column B of the same item.

Item	Column A Member's situation	Column B Maximum period of eligibility
1.	They are leaving a location to go to another location with at least one of their resident family or recognised other persons.	One of the following. a. If the gaining location is RAAF Base Tindal — 6 weeks at the losing location. b. Any other gaining location — 3 nights at the losing location.
2.	They are arriving at the gaining location with at least one of their resident family or recognised other persons.	One of the following. a. If the gaining location is RAAF Base Tindal — 3 nights at that location. b. Any other gaining location — 6 weeks at the gaining location.
3.	They and their resident family and recognised other persons are being removed within the same housing benefit location.	3 nights.
4.	They have been granted assistance under section 7.5.7 (the SAFE scheme).	5 nights.

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5.	All of the following applies. a. They are in transit from a long-term posting overseas to a housing benefit location in Australia b. They are on temporary duty at a location in Australia.	The number of nights in the period of temporary duty.
6.	They are going overseas on one of the following. a. Long-term duty. b. Deployment for 6 months or longer.	2 weeks. **Note:** The period can be spent at either: a. the losing location; or b. a combination of the losing location and the place of embarkation.
7.	They rejected a reasonable offer of a Service residence at the housing benefit location.	The number of nights from the first day the member meets the criteria in column A of this item to the day that the CDF is satisfied that they could have completed their removal to the Service residence, if they had accepted the offer.
8.	They are vacating a Service residence.	2 nights.
9.	All of the following apply. a. They have been granted a removal on a posting that is more than 6 months. b. They rejected or did not apply for suitable accommodation that was available at the new housing benefit location.	The number of nights from the first day the member meets the criteria in column A of this item to the first day they could have occupied suitable accommodation if they had applied for it.
10.	All of the following applies. a. They are required to isolate in a place specified by State or Territory authorities that is not their usual residence. b. They are not eligible for a greater period of temporary accommodation allowance.	The number of nights from the first day the member meets the criteria in column A of this item to the last day the member is required to isolate.

2. Despite subsection 1, if a suitable Service residence or other long-term accommodation is not available, the member continues to be eligible for temporary accommodation allowance if they are taking all reasonable steps to find suitable accommodation.

7.5.18 Member buying a home

1. This section applies to a member who seeks to buy a home in their new housing benefit location.

1A. The member is eligible for temporary accommodation allowance for up to 6 weeks.

2. The 6-week period includes time the member spends as follows.

   a. Waiting to be given a Service residence.

   b. Searching for a home that they will get rent allowance for.

3. The CDF may extend temporary accommodation allowance beyond 6 weeks if all these conditions are met.

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a. The member arranged to occupy their home within the 6-week period.

b. They could not occupy the home for reasons beyond their control.

c. They provide written evidence of the original date they intended to occupy the home and of the reasons for delay.

4. The allowance may not be extended beyond a total of 3 months.

7.5.19 Member temporarily out of a residence

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

   a. The member lives in a Service residence or a home for which rent allowance is payable.

   b. The member must move out while it is being refurbished or renovated. The move must be temporary.

2. This section does not apply to a person who is granted assistance under section 7.5.7 (the SAFE scheme).

3. The CDF may grant temporary accommodation allowance to the member for a maximum of 6 weeks.

4. The member must seek alternative suitable accommodation for periods longer than 6 weeks. These are the alternatives.

   a. Removal to another Service residence at the member's rank group benefit.

   b. Removal to a home for which rent allowance is payable.

7.5.20 Extension of period of eligibility

A member’s eligibility to temporary accommodation allowance can be extended by the CDF after considering all of the following.

a. The member and their resident family and recognised other persons’ circumstances.

b. The member and their resident family and recognised other persons’ accommodation needs.

c. Whether or not there is suitable accommodation available at the location.

d. Action taken by the member and Defence to accommodate the member and any resident family.

e. The efficient operation of the ADF.

f. The cost of extending the period.

g. Any other factor relevant to the member and their resident family and recognised other persons.

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Division 4: Rates of allowance and advance payment

7.5.21 Rate of allowance – hotel or serviced apartment

1. This section applies to a member in temporary accommodation that is a hotel or serviced apartment other than any of the following.

   a. The member is occupying the accommodation under section 7.5.7.

   b. The member, their resident family and recognised other persons are required to isolate in a place specified by State or Territory authorities that is not the member's usual residence.

2. The rate of temporary accommodation allowance is worked out using the following formula.

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

A is accommodation cost.

B is meals amount.

C is laundry costs.

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

3. In this section the following apply.

Accommodation cost means the cost of temporary accommodation for the member and their resident family and recognised other persons.

Laundry costs means following costs of the member and their resident family.

a. If the member's accommodation has no free laundry facilities — laundromat costs.

b. If a laundromat is not reasonably available — commercial dry cleaning costs.

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

7.5.21A Rate of allowance – Quarantine residence

1. This section applies to a member whose temporary accommodation is a quarantine residence.

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

$$allowance = A + B$$

Where:

A is the meals amount in sections 7.5.24 or 7.5.26.

B is one of the following laundry costs for the member and their resident family and recognised other persons, other than dry cleaning costs.

   i. If there are free laundry facilities in the quarantine residence — $0.

   ii. If there is no laundromat reasonably available — commercial laundry costs.

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

7.5.22 Amount of assistance – SAFE scheme

1. This section applies to a person who is given assistance under section 7.5.7 (the SAFE scheme).

2. A person is eligible for accommodation assistance under section 7.5.7 at a hotel or serviced apartment subject to all of the following.

   a. The type of accommodation provided must be suited to the needs of any eligible persons.

   b. The cost of the accommodation for all persons must not be more than the total of the rate in Annex 9.5.A Part 1 column C for the location.

2A. Despite subsection 1, a person is eligible for a higher rate of accommodation cost if the CDF approves it, having regard to any of the following.

   a. The number of persons who need accommodation.

   b. The availability of accommodation at short notice.

2B. A person is eligible to be reimbursed for meal costs if the CDF is satisfied the person does not have money for food.

2C. A benefit under subsection 2B does not include the costs of alcohol or items from a minbar.

Note: The rates under section 7.5.24 are the maximum that may be paid for each meal.

3. The CDF may approve payment of other reasonable expenses related to the emergency accommodation. The CDF must consider all of the following.

   a. The person's circumstances.

   b. Alternatives available to the person when the expense was incurred.

7.5.23 Standard of accommodation

1. The accommodation is an appropriate standard if it costs no more than the accommodation rate listed in Annex 9.5.A for the location and member's rank.

1A. This section does not apply to a person eligible for temporary accommodation allowance under paragraph 7.5.6.1.e.

2. If the member's accommodation costs more than the appropriate standard, the cost for subsection 1 is the amount that the CDF considers reasonable. The CDF must consider all of the following.

   a. The member’s rank.

   b. The number, age, gender and needs of any resident family and recognised other persons.

   c. If accommodation is available at the suitable standard.

   d. Any other factor relevant to the member’s accommodation needs.

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7.5.24 Meals – hotel or serviced apartment

1. A member is eligible for an amount for meals for the following kinds of accommodation and periods.

   a. A hotel – for the total period the member occupies it.

   b. A serviced apartment – for less than 7 days.

1A. Subsection 1 does not apply to a member if all of the following apply.

   a. The member and their resident family and recognised other persons are required to isolate in a place specified by State or Territory authorities that is not the member's usual residence.

   b. The member is provided a meal for themselves and their resident family and recognised other persons at no charge to the member or the resident family.

2. The amount a member is paid for themselves and for each of their resident family and recognised other persons who is 10 years old or older for a meal period in column A is one of the following.

   a. If the member is in a Capital city or high-cost country centre, the rate in column B.

   b. If the member is in a location other than a Capital city or high-cost country centre, the rate in column C.

Item	Column A Meal period	Column B Capital cities and high-cost country centres ($)	Column C Other locations ($)
1.	breakfast	34.75	31.15
2.	lunch	39.10	35.55
3.	dinner	66.65	61.30

3. The amount a member is paid for each of their resident family and recognised other persons who is less than 10 years old for a meal period in column A is one of the following.

   a. If the member is in a Capital city or high-cost country centre, the rate in column B.

   b. If the member is in a location other than a Capital city or high-cost country centre, the rate in column C.

Item	Column A Meal period	Column B Capital cities and high-cost country centres ($)	Column C Other locations ($)
1.	breakfast	17.40	15.60
2.	lunch	19.55	17.80
3.	dinner	33.35	30.65

4. The CDF may be satisfied that the member and their resident family and recognised other persons needed to spend more on meals than the amount set out in the tables in subsections 2 and 3. In this case, the CDF may approve a greater amount that the CDF considers reasonable.

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5. For subsection 4, the CDF must consider all these criteria.

    a. The nature and amount of expenses.

    b. The general cost of meals at the location.

    c. Any other factor relevant to the amount spent.

6. This subsection applies if the member and at least one of their resident family or recognised other persons occupy a serviced apartment for 7 days or more, as follows.

    a. The member is eligible for a larder allowance worked out under paragraph b. This is a once-only lump-sum payment to allow a member to stock their kitchen.

    b. The larder allowance is 75% of the total meal amount for 5 breakfasts, 5 lunches and 5 dinners, for the member and each of their resident family or recognised other persons. Amounts are worked out using the tables in subsections 2 and 3.

    c. The member is not required to pay any contribution for meals in the period for which larder allowance is paid. They must still pay rent and utilities contributions for this period.

7. Subsection 6 does not include a period the member and their resident family and recognised other persons are required to isolate in a place specified by State or Territory authorities that is not the member's usual residence.

7.5.25 Rate of allowance – other temporary accommodation

1. This section applies if temporary accommodation for a member is not a hotel or serviced apartment.

2. The rate of temporary accommodation allowance is the rate the CDF considers reasonable. This is subject to subsection 3.

3. The rate of allowance must not be more than the difference between these two amounts.

    a. The member's costs for accommodation, meals and utilities, including for any resident family and recognised other persons.

    b. The contribution the member would make to their total accommodation costs under section 7.5.29.

4. For subsection 2, the CDF must consider all these criteria.

    a. The amount the member spends.

    b. The number, age, gender and needs of the member's resident family and recognised other persons.

    c. The kind of temporary accommodation available.

    d. The cost of the appropriate standard of accommodation for the member.

    e. Any other factor relevant to the member's temporary accommodation.

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7.5.26 Meals – other temporary accommodation

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

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

      Exception: Meals taken at the place of accommodation.

   b. If the member and their resident family and recognised other persons take more than half their meals outside the place of accommodation, they are not eligible for temporary accommodation allowance for those meals. This is unless the CDF considers it reasonable that the costs be paid.

2. For paragraph 1.b, the CDF must consider all the criteria listed in subsection 7.5.25.4.

7.5.27 Advance payment of allowance

1A. This section does not apply to a person who is granted accommodation under section 7.5.7.

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

Item	If the temporary accommodation is a…	then the member may be advanced…
1.	hotel or motel	accommodation and meal costs as assessed for the approved period, less the contribution they must pay.
2.	serviced apartment for less than 7 days	
3.	serviced apartment for 7 days or more	accommodation costs only, less the contribution they must pay. The larder allowance under paragraph 7.5.24.6.b may be paid along with the advance.

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

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Division 5: Rate of contribution

7.5.28A Persons this Division does not apply to

This Division does not apply to the following persons.

a. A person eligible for temporary accommodation under subsection 7.5.6.3 (the SAFE scheme).

b. A member who has unaccompanied resident family and no accompanied resident family.

c. A person eligible for temporary accommodation under subsection 7.5.6 and occupies a quarantine residence.

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

7.5.29 Rate of contribution

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

a. Accommodation — column B.

b. Meals — column C.

c. Utilities — column D.

Item	Column A Member situation	Column B Accommodation contribution	Column C Meals contribution	Column D Utilities contribution
1.	A member who has accompanied resident family and no unaccompanied resident family.	The contribution that would apply to them under Annex 7.D Part 1 column C if they were eligible for rent allowance and their applicable rent ceiling was Annex 7.E Part 1.2.	a. For a hotel or serviced apartment for less than 7 days – the amount set out for their salary in column A of Annex 7.F that corresponds with their number of resident family and recognised other persons in columns B to D. b. For a serviced apartment for 7 days or more — nil.	$115.48 a fortnight.

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4.	Any other member.	the contribution that would apply to them for level 3 living-in accommodation with 1-bed in the room.	a. for a hotel or serviced apartment for less than 7 days – what they would contribute for meals under Part 9 Division 1 section 7.9.6 (Fortnightly meal charges) as if they were occupying living-in accommodation. b. for a serviced apartment for 7 days or more — nil.	the contribution for utilities they would pay under Part 10 of this Chapter if the hotel or serviced apartment were level 3 living-in accommodation.

7.5.30 Allowance and contribution for member couple

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

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

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Part 6: Service residences

Division 1: General provisions

7.6.1 Simplified outline of Part 6

This Part provides subsidised housing for members and their families to live in.

Service residences and rent band choice homes are types of housing that are designed to be occupied by members who have resident family and recognised other persons. However, surplus Service residences that are not needed for members with families can be occupied and shared by members who do not live with any resident family or recognised other persons (see Division 7).

Service residences are generally located in specific areas near the location the member is posted. In some areas, the demand for Service residences is high, so members may need to access other types of housing, such as renting a home in the private rental market and receiving rent allowance (see Part 8 of this Chapter).

For a Service residence to be suitable it must meet certain standards (see Division 3). If a member is looking to live in a different standard of housing, they have access to another type of housing called rent band choice (see Division 2).

Rent band choice homes allow members to choose a residence that better suits their lifestyle. This type of housing allows the member to choose to occupy a home that does not meet the minimum standard for a Service residence, however is likely situated in a more attractive location (see Division 5).

A rent band choice home still needs to meet certain requirements.

When a member or their resident family occupies a Service residence or rent band choice home, the member is required to pay a contribution towards the cost of living there. The amount the member contributes depends on a number of factors (see Division 8 and Annex 7.A).

Some members are required to live in specific Service residences, these are called appointment, tied or assigned residences (see Division 6). A member who lives in this kind of accommodation is required to pay a contribution, depending on their personal circumstances.

7.6.2 Member this Part does not apply to

This Part does not apply to a member who is on any of the following.

a. A transition location (general) agreement.

b. A transition location (medical) agreement.

7.6.3 Definitions

In this Part the following apply.

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

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

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

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

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

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

a. No member who is eligible under section 7.6.28 requires the residence.

b. There is no plan for a member who is eligible under Section 7.6.28 to use the residence in the next 12 months.

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Division 2: Suitable Service residence

7.6.4 Suitable Service residence

1. A home is a suitable Service residence for a member if the CDF considers that it meets all of the following.

    a. It is available to the member within one of the following periods.

        i. Six weeks after they arrive at the housing benefit location or family benefit location.

        ii. A longer period that the CDF considers reasonable.

    b. It meets all of the following.

        i. It is at the member's housing benefit location or family benefit location.

        ii. It has the classification listed for the member's rank group in the table at section 7.6.13. or it is a rent band choice home that the member has accepted under Division 5.

        iii. It has the number of bedrooms a member and their resident family and recognised other persons need to live in.

2. In assessing whether a Service residence is suitable for a member, the CDF must take account of any other factor relevant to the member's accommodation requirements.

3. The CDF may decide that a smaller home is suitable in these cases.

    a. There are exceptional reasons.

    b. The member has chosen the smaller home.

7.6.6 Members with special needs resident family or recognised other persons

1. A member who has resident family, or recognised other persons, with special needs may need a Service residence to be modified.

2. The CDF may decide that a Service residence is not suitable and cannot be modified to meet the special needs of a member's resident family or recognised other persons. The CDF must consider all of the following.

    a. The nature of the special needs.

    b. The availability of suitable alternative accommodation.

    c. The cost of modifications to the Service residence.

    d. The cost to restore the Service residence to its original condition when the member vacates.

    e. Whether the modifications are permitted by the property owner and any relevant body corporate.

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7.6.7 Member with large number of accompanied resident family

1. A member with a large number of accompanied resident family and recognised other persons may be given 2 Service residences to house all of their accompanied resident family and recognised other persons.

2. The member only has to make their contribution.

7.6.8 Resident child carer

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

a. The day when the resident child carer moves in to the home.

b. The day when the resident child carer moves out of the home.

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

7.6.10 Market-rent-based classification

1. A Service residence is given a classification by Defence Housing Australia if it meets the minimum housing standard in section 7.6.12.

2. The CDF may give a Service residence a temporary classification for a fixed period if it has not been classified by Defence Housing Australia.

7.6.12 Standard of service residence

1. The minimum standard for a Service residence includes all of the following amenities.

   a. 3 bedrooms.

   b. Lounge.

   c. Dining area.

   d. Kitchen.

   e. Laundry.

   f. Bathroom.

   g. Toilet.

   h. Ensuite bathroom.

   i. One of the following.

      i. If the Service residences is in Darwin — a carport.

      ii. In all other places — a single lock-up garage.

   j. Storage.

   k. Security features, other than back-to-base security systems.

   l. Covered outdoor entertaining area.

   m. A yard that has a minimum size that meets one of the following.

      i. In the Greater Sydney area — 25 square metres.

      ii. All other locations — 35 square metres.

2. The following paragraphs do not apply to residences acquired by Defence Housing Australia before 1 July 2007.

   a. Paragraph 1.l.

   b. Paragraph 1.m.

7.6.13 Rent band for a member's rank group

1. A member who holds a rank in column A of the following table is eligible for a Service residence with the rent band in column B of the same item.

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Item	Column A Member's rank	Column B Rent band
1.	Corporal or lower Sergeant Staff Sergeant Second Lieutenant Lieutenant	1
2.	Warrant Officer Class 2 Warrant Officer Class 1 Captain	2
3.	Major Lieutenant Colonel	3
4.	Colonel Brigadier	4
5.	Major General or above	5

2. An offer of a Service residence in the rent band listed for the member's rank group is taken to be a reasonable offer of a suitable Service residence, provided that it meets the other conditions for suitability set out in section 7.6.4.

3. Despite subsection 1, if a Service residence is not available in the rent band listed for the member's rank group, the member may be allocated a Service residence in a rent band that is one rent band above or below the rent band listed for the member's rank group in the table in subsection 1.

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

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

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

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Division 5: Rent band choice homes

7.6.19 Rent band choice

1. Rent band choice is off-base accommodation made available by Defence Housing Australia that falls outside the minimum standard of a Service residence.

2. A rent band choice home is classified under the rent band that the home's rent falls into.

3. A member who holds a rank in column A of the following table is eligible for an available rent band choice home with the rent band in column B of the same item.

Item	Column A Member's rank	Column B Rent band
1.	Corporal or lower Sergeant Staff Sergeant Second Lieutenant Lieutenant	1
2.	Warrant Officer Class 2 Warrant Officer Class 1 Captain	2
3.	Major Lieutenant Colonel	3
4.	Colonel Brigadier	4

4. If a member accepts the offer of a rent band choice home, then that offer is taken to be a reasonable offer of a suitable Service residence, regardless of the rent band that the home is in.

5. A member who refuses a rent band choice home offered to them is taken not to have rejected a reasonable offer.

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

1. The CDF may offer a member a rent band choice home that is in a rent band above the one specified for the member's rank group in the table in section 7.6.19.

2. If the member accepts the offer of a home under this section, they must pay the following contribution.

   a. If any of the following apply — the rate that applies to them under Part 2 of Annex 7.A.

      i. If the member is not on a flexible service determination.

      ii. The member's pattern of service over each 4-week period is 2 weeks working and 2 weeks not working.

      iii. The member's pattern of service over each 4-week period is 3 weeks working and 1 week not working.

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b. If the member is on a flexible service determination and their pattern of service over each 4-week period is 1 week working, 3 weeks not working — 150% of the rate that applies to them under Part 2 of Annex 7.A.

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

1. The CDF may offer a member a rent band choice home that is below the rank group specified for the member in the table in section 7.6.19.

2. If the member accepts the offer of a home under this section, the member's contribution is one of the following.

   a. If the member is not on a flexible service determination — the contribution for the rent band that the rent band choice home is in, under Part 1 of Annex 7.A.

   b. If the member is on a flexible service determination — one of the following.

      i. If the member's pattern of service over each 4 week period is 1 week working, 3 weeks not working — 150% of the rate that applies to them under Annex 7.4.B.

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

      ii. If the member's pattern of service over each 4 week period is 2 weeks working, 2 weeks not working — 100% of the rate that applies to them under Annex 7.4.B.

      iii. If the member's pattern of service over each 4 week period is 3 weeks working, 1 week not working, — 100% of the rate that applies to them under Annex 7.4.B.

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Division 6: Appointment, tied and assigned residences

7.6.23 Appointment residences

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

   Exceptions: Canberra, Sydney.

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

3. This table sets out the representatives and their appointment residences.

Item	City	Appointment	Appointment residence
1.	Brisbane	General Officer Commanding 1st Division (GOC 1 DIV)	18 O'Connell Place, Enoggera
2.	Adelaide	Commander Air Warfare Centre (CDRAWC)	14 Gowland Street, Broadview
3.	Perth	Commander Fleet Base (COMFB)	Gun House, Fremantle
4.	Darwin	Commander Northern Command (COMNORCOM)	2 Elliot Point, Larrakeyah
5.	Hobart	Regional Manager, Corporate Support and Infrastructure, Tasmania (CSI-TAS)	Commandant's Residence, Anglesea Barracks

7.6.24 Tied residences

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

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

7.6.25 Assignment of other specific residences

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

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a. They attend outside normal hours to perform duty essential to the working of the establishment. The extra duty happens often and without notice. The member's duty roster is so frequent that it often disrupts their domestic life.

b. The member is responsible for the safety of lives or property at the establishment.

c. The member is responsible for important health or welfare matters at the establishment.

d. The location is remote and a Service residence is provided for a member posted there.

7.6.26 Service residence alternative to tied or appointment residence

1. This section applies to a member who is required to occupy an appointment or tied residence.

2. The CDF may decide that a member assigned to a specific Service residence may occupy an equivalent Service residence instead. The CDF must consider all of the following factors.

   a. Whether the residence is suitable for the member's representative duties.

   b. The location of the residence.

   c. The impact on any other members.

   d. Any additional cost to the Commonwealth.

7.6.27 Furniture rental for appointment, tied and assigned residences

1. This section applies to a member in any of the following categories.

   a. A member who has unaccompanied resident family and no accompanied resident family.

   b. A member who has no resident family but has recognised other persons.

2. The CDF may approve payment of the reasonable costs of furniture hire for a member who is required to live in a Service residence under this Division.

3. For subsection 2, the CDF must have regard to the costs that could be paid if the member required the furniture for a rented home under the table in subsection 7.8.25.2, and must not approve a payment for any of the following.

   a. An item that is already in the Service residence and available for the member's use.

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

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

7.6.28 Member eligible for a Service residence

1. A member is eligible for a Service residence at their housing benefit location if they meet all of the following.

    a. They meet one of the following.

        i. They have accompanied resident family and no unaccompanied resident family.

        ii. They have no resident family but have recognised other persons.

    b. They do not own a suitable home in their housing benefit location.

2. The Service residence provided under subsection 1 is a 3-bedroom Service residence unless one of these situations applies to them.

    a. They require a larger Service residence to house their accompanied resident family and recognised other persons, if any.

    b. They accept the offer of rent band choice accommodation.

4. A member who needs a Service residence in their housing benefit location must apply by completing the relevant section of the Commonwealth removalist's application for relocation form.

7.6.28A Member to become a member with accompanied resident family eligible for a Service residence

A member who has no resident family is eligible for a Service residence if any of the following apply.

a. They plan to marry within a month.

b. They expect to give birth within 3 months.

7.6.29 Member with unaccompanied resident family eligibility in two locations

1. A member with unaccompanied resident family and no accompanied resident family is eligible for a Service residence for their unaccompanied resident family to occupy if all of the following apply.

    a. The location where the unaccompanied resident family are is a family benefit location.

    b. The member does not own a suitable own home in the family benefit location.

2. A member with unaccompanied resident family and no accompanied resident family is not eligible for a Service residence for their unaccompanied resident family to occupy if any of the following apply.

    a. The member was not granted a removal for their unaccompanied resident family to a location under this Determination.

b. All of the following apply.

i. A deployed member's resident family are granted a removal to a family benefit location for family support.

ii. On the member's return from the deployment the member resident family elect to remain in the location which they were removed to under subparagraph i.

iii. The member has 6 months or more to serve in their primary service location after their return from the deployment.

c. All of the following apply.

i. A deployed member's resident family are granted a removal to a family benefit location for family support.

ii. The member had less than 6 months to serve in their primary service location on their return from the deployment.

iii. The member has a new primary service location.

iv. On the member's relocation to their new primary service location the member's resident family elect to remain in the location which they were removed to under subparagraph i.

d. All of the following apply.

i. A deployed member's resident family are granted a removal to a location for family support.

ii. The member keeps their Service residence in their pre-deployment housing benefit location.

e. Their partner was recognised under section 1.3.37.

3. A member who has unaccompanied resident family and no accompanied resident family who is eligible for rent allowance under Part 8 may choose to occupy a surplus Service residence in the housing benefit location.

4. Members who occupy a surplus Service residence can only share the residence with other members who are eligible under this section or section 7.6.30.

5. Despite subsection 4, a member who has a recognised live-in carer may occupy a surplus service residence under this section.

6. A member with unaccompanied resident family and no accompanied resident family may be eligible to live in an appointment, tied or assigned Service residence under Division 2, Appointment, tied and assigned residences.

7.6.30 Member with no resident family eligible for a Service residence

1. A member with no resident family or recognised other persons who is eligible for rent allowance under Part 8 may choose to live in a surplus Service residence.

2. A member who occupies a surplus Service residence can only share the residence with other members who are eligible under this section or section 7.6.29.

3. A member with no resident family or recognised other persons may be eligible to live in an appointment, tied or assigned Service residence under Division 2, Appointment, tied and assigned residences.

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7.6.33 Acceptance or rejection of reasonable offer

1. An offer of a Service residence by Defence Housing Australia is reasonable if the home meets one of the following.

    a. It is a suitable Service residence under section 7.6.4.

    b. It is at the rent band listed for the member's rank group in section 7.6.13.

        Note: This includes on-base Service residences which are taken to hold a market-rent-based classification.

    c. If no Service residence is available in the rent band for the member's rank group under section 7.6.13, it is a Service residence in the rent band above or below the member's rent band.

    d. It is rent band choice accommodation which the member accepts.

3. If a home at a lower rent band does not have enough rooms for the family's children to occupy using the table in section 7.6.4, it would not be considered a reasonable offer for the purpose of paragraph 1.b.

4. To continue to be eligible for housing assistance, the member must accept a reasonable offer or reject it in writing for a reason in section 7.6.34.

5. If a member rejects a reasonable offer for reasons not in section 7.6.34, all of the following apply.

    a. If the CDF does not consider the reasons to be sufficient grounds to reject the Service residence, and Defence Housing Australia cannot offer the Service residence to another member within 1 month — the member's name will be removed from the Service residence waiting list.

    b. The member will not be eligible for any of the following for the remainder of their posting.

        i. Temporary accommodation allowance.

        ii. Rent allowance.

        iii. Storage.

6. In this section, **waiting list** means a list of members who meet all of the following.

    a. They are eligible for a Service residence.

    b. They have been identified as needing a Service residence.

    c. They do not have a Service residence.

7.6.34 Reasons for rejecting a reasonable offer

1. This section applies to a member who rejects a reasonable offer of a Service residence.

2. An offer is not reasonable if the member rejects it for any of the following. This means that the member is still eligible for a Service residence.

    a. The home is at the classification that applies two or more groups below the member's rank group.

    b. The home has a swimming pool.

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c. The home and grounds are unsuitable for the member's pet and all of the following apply.

i. The member's pet is domestic and not owned for business or commercial purposes.

ii. The member's pet is able to be kept at the location without breaking any relevant laws or body corporate rules.

d. The home has 2 bedrooms.

e. The home is a rent band choice home and the member does not accept the offer.

f. The member is a flexible housing trial member under section 7.1.15 and the home is not suitable for the purpose for which their housing benefit location was extended.

7.6.35 Changing Service residences

1. The CDF may approve a member changing their Service residence for another Service residence in any of these cases.

a. The member's resident family and recognised other persons have increased in number and they need more bedrooms. These conditions apply.

i. If the member is expecting a child, the change can be approved up to 3 months before the birth.

ii. The change can only be approved if the member has at least 6 months more in their current posting.

b. The long-term lease on the Service residence is ending and will not be renewed.

c. The Service residence will no longer be available to the member due to sale or major renovation.

d. There are serious health, safety or security concerns if the member stays at the Service residence.

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

1A. A member whose change is approved under subsection 1 is eligible for a removal of furniture and effects under Chapter 6 Part 5 Division 2.

2. The CDF may approve the change of Service residence at the member's own expense. The CDF must consider all these circumstances.

a. The reasons outlined in the application.

b. Whether other Service residences are available.

c. The effect on any other member.

7.6.36 Pet ownership

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

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7.6.37 Ineligible member can apply for surplus Service residence

1. This section does not apply to a member who has no resident family or recognised other persons who has chosen to live in a Service residence under section 7.6.30.

2. A member who is not eligible for a Service residence may apply to Defence Housing Australia to live in a surplus Service residence.

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

4. The member must pay Defence Housing Australia rent for the residence, as set by one of the following.

    a. If the Service residence is leased on a yield basis, then the amount of rent payable is decided by the CDF based on Defence Housing Australia information on market rents at the location.

    b. If paragraph (a) does not apply, then the amount of rent payable is determined by Defence Housing Australia under section 59 of the *Defence Housing Australia Act 1987.*

7.6.38 Service residence for member on deployment

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

    a. The member is occupying a surplus Service residence.

    b. The member is one of the following.

        i. A member with no resident family or recognised other persons.

        ii. A member with unaccompanied resident family and no accompanied resident family.

    c. The member is deployed for 6 months or longer, or meets all of the following.

        i. They are deployed for a period of less than 6 months.

        ii. While on deployment, their deployment is extended.

        iii. The combined total period of deployment is 6 months or longer.

2. A member may choose between the following options.

    a. To keep the Service residence for the period of the member's deployment.

    b. To leave the Service residence.

3. The choice in subsection 2 must be in writing to the member's Defence Housing Australia Regional Operations Manager and made before the member is deployed.

4. A member who fails to make a choice under subsection 2 is taken to have chosen to keep their Service residence accommodation.

7.6.39 Service residence in family benefit location for member on deployment

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

    a. The member is deployed.

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b. The member's accompanied resident family and recognised other persons are approved to move to a family benefit location before the member's deployment for family support.

2. The member is eligible for a Service residence for their resident family and recognised other persons in the family benefit location.

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Division 8: Contributions

7.6.40 Service residence contribution

A contribution for a Service residence includes any of the following costs.

a. Sewerage or septic system charges.

b. Body corporate maintenance charges for units and townhouses.

c. Car parking charges.

d. Rubbish collection.

7.6.41 Contribution for Service residence or rent band choice home

1. A member under column A who meets a condition in column B must pay the fortnightly contribution as provided in column C of the same item of the following table.

Item	Column A Member	Column B Condition	Column C Contribution
1.	A member meets one of the following. a. The have accompanied resident family and no unaccompanied resident family. b. They have no resident family but have recognised other persons.	living in a Service residence	Annex 7.A Part 1 column C for their rank group the rent band the Service residence is classified in.
		living in a Service residence or rent band choice home above the rent band for their rank, by choice, not allocation	Annex 7.A Part 2 for their rank group and the rent band of the home.
2.	A member with no resident family or recognised other persons who is approved to occupy a surplus Service residence	living in a Service residence, but not sharing	Annex 7.A Part 3 column B for the Service residence is classified in.
		sharing with one other person	Annex 7.A Part 4 column B for their rank group and living arrangement.
		sharing with 2 or more people	Annex 7.A Part 4 column C for their rank group and living arrangement.
3.	A member with no resident family or recognised other persons in an appointment, tied or assigned residence	not sharing	Annex 7.A Part 3 column B for the Service residence is classified in.
		sharing with one other member	Annex 7.A Part 4 column B for their rank group.
		sharing with 2 or more members	Annex 7.A Part 4 column C for their rank group.
4.	A member who is living at Woomera.	in any living arrangement (and not a member with unaccompanied resident family).	$200 each fortnight.

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5.	A member who meets all of the following. a. They have unaccompanied resident family. b. They have no accompanied resident family.	living in the primary service location and their unaccompanied resident family are living in a Service residence or a rent band choice home.	Item 1 of this table for the Service residence or a rent band choice home occupied by the member's unaccompanied resident family. **Note:** The member does not pay a contribution if they occupy a surplus Service residence in the primary service location.
6.	A member who meets all of the following. a. They have unaccompanied resident family. b. They have no accompanied resident family. c. They are on a flexible service determination.	living in the primary service location and their unaccompanied resident family are living in a Service residence or a rent band choice home.	All of the following. a. Item 1 of this table for the Service residence or a rent band choice home occupied by the member's unaccompanied resident family. b. Section 7.6.55B, Member with unaccompanied resident family on a flexible service determination. **Note:** The member does not pay a contribution if they occupy a surplus Service residence in the primary service location.

2. A member's contribution under subsection 1 may be waived or reduced for a fixed period if the CDF is satisfied that all of the following are met.

   a. There is a significant loss of amenity or function in the Service residence.

   b. The member did not cause the loss of amenity or function.

3. If the member has a resident child carer the contribution the member pays for the Service residence does not change.

4. Despite subsection 1, a member whose eligibility at a rank group applicable to a previous non-commissioned rank is preserved under subsection 7.6.48.6 must contribute at the level that applies to their preserved rank group eligibility (if applicable).

7.6.41A Contribution for a Service residence under section 7.6.59

1. This section applies to a member to whom section 7.6.59 applies.

   Note: Section 7.6.59 applies if the member no longer has resident family and recognised other persons living with them in the Service residence.

2. The member must pay the fortnightly contribution that applied for their family circumstances had they not changed.

   Note: Contributions under this section are subject to routine yearly adjustments.

7.6.41B Contribution for a Service residence under section 7.6.59A

1. This section applies to a member to whom section 7.6.59A applies.

   Note: Section 7.6.59A applies to a member who requests to continue occupation of a Service residence past the date eligibility ends under section 7.6.59.

2. The member must pay one of the following fortnightly contributions for the period they have requested to remain in the Service residence under subsection 7.6.59A.1.

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a. If the CDF is satisfied that the member requested to remain in the home for medical or compassionate reasons or that, for the period the member has requested to remain in the home, it is not needed for a member who is eligible under section 7.6.28 — the lower of the following.

i. The fortnightly contribution that applied for their family circumstances had they not changed.

ii. The fortnightly contribution for the member's rank group and the rent band of the Service residence.

b. In any other circumstance — the fortnightly contribution that applied for their family circumstances had they not changed.

Note: Contributions under this section are subject to routine yearly adjustments.

7.6.41C Contribution on breakdown of relationship under section 7.6.59C

1. This section applies to a member who to whom section 7.6.59C applies.

2. The member must pay the following fortnightly contribution.

a. For the first month, starting on the day they stop having accompanied resident family and recognised other persons living at the Service residence — the fortnightly contribution that applied for their family circumstances had they not changed.

Note: Contributions under this paragraph are subject to routine yearly adjustments.

b. For the remainder of the period that has been approved under subsection 7.6.59C.2 — the amount of rent determined by Defence Housing Australia.

7.6.42 Suspended contributions for a member who has no resident family or recognised other persons

A member who has no resident family or recognised other persons and is occupying a surplus Service residence in a situation set out in an item in column A of the following table is not required to make a contribution towards the cost of the home from the day set out in column B of the same item until the day set out in column C of the same item.

Item	Column A Member situation	Column B Day contributions ceases	Column C Day contribution recommences
1.	The member is living under field conditions.	The twenty-second day of a continuous period in which the member was living under those conditions. This applies even if the period after that day is broken by any of the following. a. The member returns to their accommodation for up to 7 days. b. The member takes up to 7 days of leave.	The day after the period in which the member was living under those conditions is broken by more than 7 days, provided the member contributes for those 7 days.

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2.	The member is living on a seagoing ship.	The twenty-second day of a continuous period in which the member was living under those conditions. This applies even if the period after that day is broken by any of the following. a. The member returns to their accommodation for up to 7 days. b. The member takes up to 7 days of leave.	The day after the period in which the member was living under those conditions is broken by more than 7 days, provided the member contributes for those 7 days.
3.	The member is posted to a seagoing submarine.	The day the posting period starts.	The day the posting period ends.
4.	The member is on one of the following: a. a warlike deployment b. a non-warlike deployment.	the day they board a ship or aircraft for the journey from Australia to the operational area.	when they disembark in Australia at the cessation of their warlike or non-warlike deployment. **Note:** Contributions do not recommence for a member who returns part-way through their deployment. They only recommence at the cessation of their deployment.

7.6.43 Higher contribution scheme, above rank group

If the member chooses to accept a Service residence or rent band choice home with a rent band higher than the one specified for the member's rank group eligibility under section 7.6.13, the member must pay the contribution listed for their rank and the higher rent band under Part 2 of Annex 7.A for the period that they hold the home.

Note: This is called a 'higher contribution scheme' contribution.

7.6.44 Contribution for a home chosen at a lower rank group's rent band

1. This section applies to a member who chooses a Service residence or rent band choice home with a lower rent band than the member is eligible for at their rank group.

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

7.6.45 Member allocated a Service residence above their rank group

1. This section applies to a member who is allocated a Service residence in a rent band that is higher than the one specified for the member's rank group in subsection 7.6.13.1.

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

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7.6.46 Member allocated a Service residence below their rank group

1. This section applies to a member who is allocated a Service residence with a lower rent band than the member is eligible for at their rank group under 7.6.13.

2. The member must pay the contribution for the lower rank group listed against the rent band of the home in Annex 7.A.

7.6.48 Member promoted or commissioned

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

   a. They live in a Service residence that is above their rank group eligibility.

   b. They are promoted to a rank in the next higher rank group.

2. A member who has been promoted must notify Defence Housing Australia in writing. This allows Defence Housing Australia to assess whether the promotion has any effect on the member's contribution.

3. On the date of their promotion, the member's contribution for the Service residence is increased to the rate for their new rank group (relevant to the classification of the Service residence).

4. If a member's new rank group is the one specified for the classification of their Service residence or rent band choice home under subsection 7.6.13.1, all of the following apply.

   a. Any requirement for the member to pay a higher contribution scheme amount under Part 2 of Annex 7.A ceases.

   b. The member must pay the contribution worked out under Part 1 of Annex 7.A.

5. A member who is notified of a promotion to a higher rank group is able to be allocated a Service residence at the higher rank group before the posting commences. The member may continue to pay the contribution for their substantive rank group until the date the promotion commences. From the date of promotion the member must pay the contribution for their new rank.

6. If a member is appointed as an officer and their rank group is lowered, they remain eligible for the rank group they held before they were appointed as an officer until they are eligible for a higher rank group.

   Note: Rank groups are provided in subsection 7.6.13.1.

7.6.49 Member reduced in rank

1. This section applies to a member who meets all these conditions.

   a. They live in a Service residence that is at or above their rank group eligibility.

   b. They are reduced to a rank in a lower rank group.

2. On the date their rank is reduced, the member's contribution for an allocated Service residence is reduced to the rate for their new rank group (relevant to the classification of the Service residence).

3. If the member paid a contribution for their home under section 7.6.43 (the higher contribution scheme) immediately before they were reduced in rank, they must continue to pay the contribution that applies for their home and previous rank under Part 2 of Annex 7.A.

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4. A member who has been reduced in rank must notify Defence Housing Australia in writing. This allows Defence Housing Australia to assess whether the reduction in rank has any effect on the member's contribution.

5. On reduction of rank, a member who is paying a contribution under the higher contribution scheme may elect to move out of the home. The removal does not attract any assistance and is at the member's own expense.

7.6.50 Member on leave without pay

1. A member is not eligible to live in a Service residence while they are on leave without pay under Chapter 5 Part 10, Leave without pay.

2. This section does not apply to a member on any of the following types of leave.

   a. Maternity leave.

   b. Parental leave.

3. The CDF may decide that the member was granted the leave without pay for exceptional reasons. In this case, they may be eligible for a Service residence in the normal way. They pay their usual contribution.

4. A member who is not eligible for a Service residence under this section may apply to live in a Service residence under Division 7 section 7.6.37. They must pay the Defence Housing Australia rent under section 7.6.37.

7.6.52 Member undergoing training

The contribution for a Service residence for a member who has accompanied resident family or recognised other persons is not reduced for any period that the member is a member undergoing training.

7.6.53 Service residence reclassified

A change in the rent band of a Service residence under Division 3 or 5 does not apply until the end of any current occupancy agreement.

Note 1: This means that a change will not affect a member during the life of their tenancy.
Note 2: Subsection 7.6.41.2 allows CDF to reduce a contribution in some circumstances, without changing the classification of a Service residence.

7.6.54 Contribution for a partner who is also a member

1. This table sets out who pays the contribution, if a member's partner is also a member and both occupy a Service residence.

Item	If the members have…	the contribution is payable only by the member with the…
1.	different rank group eligibility	higher rank group eligibility.
2.	the same rank group eligibility	higher rank, increment or pay grade.

2. Only one contribution is payable by a member and their partner who is also a member jointly under subsection 1, if they meet all these conditions.

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a. They are both members.

b. One of them is a member who has unaccompanied resident family and no accompanied resident family.

c. The other is a member who has accompanied resident family and no unaccompanied resident family.

3. Despite subsection 2, no contribution is payable by either member if one of the members occupies a suitable own home.

4. If the senior member is on leave without pay, the member's contribution is the same rate the member was paying before started the leave without pay.

7.6.55A Contribution for member on a flexible service determination

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

a. The member is on a flexible service determination.

b. Any of the following applies.

i. The member lives in a Service residence or a rent band choice home.

ii. The member is a member who has unaccompanied resident family and no accompanied resident family and the member's unaccompanied resident family live in a Service residence or a rent band choice home.

c. The member is required to make a contribution for a Service residence or rent band choice home under this Division.

1A. Despite subsection 1, a member on a flexible service determination who has a partner who is resident family who is also a member and that person is not on a flexible service determination must pay the contribution rate provided under section 7.6.54.

2. Subject to subsection 3, a member pays the rate of contribution that applies to the member's circumstances under Annex 7.A for a Service residence or rent band choice home.

3. The rate of contribution is 150% of the rate that would have been payable by the member under subsection 2 for the following periods.

a. Unless paragraph b applies, the period commencing on the 29th day of a continuous nonworking period and ending on the last day of the same nonworking period.

Note: This applies to each nonworking period.

b. The whole period of the member's flexible service determination if the total number of days that are the member's pattern of service in the member's flexible service determination is one of the following.

i. If a period in the flexible service determination is 1 year — less than 130 days.

ii. If the period in the flexible service determination is part of a year – less than the number of days calculated using the following formula.

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

Where:

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FSD is the number days in the period of the member's flexible service determination that is less than 1 year.

4. For subsection 2, if the member is living in a Service residence or a rent band choice home that is above or below their rank group, the contribution rate in Annex 7.A is the relevant of the following.

   a. The Service residence or rent band choice home is above the member's rank group by choice — the contribution is under Annex 7.A Part 2.

   b. The Service residence or rent band choice home is below the member's rank group — the contribution rate is under Annex 7.A Part 1 and is the one listed for the lower rank group.

5. If the member's pattern of service changes for a reason specified in the flexible service determination and the member has an incomplete cycle, one of the following applies.

   a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.

      i. The contribution that the member has paid for the member's cycle.

      ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.

   b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.

6. If the member's flexible service determination is varied for Service reasons, the member will be reimbursed the difference between the following two amounts.

   a. The contribution that the member has paid during the period of the variation.

   b. The contribution that the member would have paid during the period of the variation.

7.6.55B Member who has unaccompanied resident family and no accompanied resident family on a flexible service determination

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

   a. The member has unaccompanied resident family.

   aa. The member has no accompanied resident family.

   b. The member is on a flexible service determination.

   c. The member lives in a surplus Service residence at the gaining location.

2. A member's may be required to pay a contribution if they meet one of the following conditions.

   a. The member has a nonworking period that exceeds 28 continuous days.

   b. The total number of days that are the member's pattern of service in the member's flexible service determination is one of the following.

      i. If a period in the flexible service determination is 1 year — less than 130 days.

      ii. If the period in the flexible service determination is part of a year – less than the number of days calculated using the following formula.

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

Where:

FSD is the number days in the period of the member's flexible service determination that is less than 1 year.

3. If subsection 2 applies, the member must make a contribution towards surplus Service residence at the gaining location for each weekday in the member's nonworking period. The member's contribution is calculated as follows.

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

Where:

NEF is the number of weekdays during the members nonworking period in the pay fortnight.

C is 50% of the fortnightly contribution rate set for the member's rank and circumstances in Annex 7.A that would apply to a member who has no resident family and not on a flexible service determination.

4. If the member's pattern of service changes for a reason specified in the flexible service determination, and the member has an incomplete cycle, one of the following applies.

   a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.

      i. The contribution that the member has paid for the member's cycle.

      ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.

   b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.

5. If the member's flexible service determination is varied for Service reasons, the member will be reimbursed the difference between the following two amounts.

   a. The contribution amount that the member has paid during the period of the variation.

   b. The contribution rate that the member would have paid under Annex 7.A during the period of the variation.

7.6.55C If a flexible service determination ends early

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

   a. The member pays a contribution for a Service residence under one of the following.

      i. Section 7.6.55A, for a member on a flexible service determination.

      ii. Section 7.6.55B, for a member who has unaccompanied resident family and no accompanied resident family on a flexible service determination.

   b. The member's flexible service determination ends before the end date specified in the flexible service determination.

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2. If the member has an incomplete cycle, the following table applies.

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

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

7.6.56 No Service residence available

A member may be eligible for rent allowance under Part 8 if there is no suitable Service residence available.

7.6.58 Member buys a suitable own home

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

   a. They live in a Service residence.

   b. They purchase a suitable own home.

2. A member who purchases a suitable own home ceases to be eligible to live in their Service residence from the earliest of these dates.

   a. Three months after the day they enter a contract to purchase the house.

   b. One week after settlement.

3. The CDF may approve a longer period for the purposes of subsection 2, if satisfied that the member is unable to be removed to the home within the time limits in paragraph 2.b, for reasons that are beyond the member's control.

7.6.59 Resident family or recognised other persons not at the Service residence

1. This section applies to a member who occupied a Service residence with accompanied resident family or recognised other persons and they become one of the following.

   a. A member with no resident family or recognised other persons.

   b. A member with unaccompanied resident family and no accompanied resident family.

      Note: The member may have recognised other persons living with their unaccompanied resident family.

2. This section does not apply to a member who stops being eligible to occupy the Service residence under section 7.6.59B.

3. The member is eligible to occupy the Service residence until the earlier of the following days.

   a. The day the member and the persons who were the member’s accompanied resident family or recognised other persons stopped occupying the Service residence.

   b. One of the following.

      i. If the change occurred due to a person’s death — the day that is 3 months after the member no longer has accompanied resident family or recognised other persons living at the Service residence.

      ii. In any other circumstance — the day that is one month after the member stops having accompanied resident family or recognised other persons living at the Service residence.

Note: Section 7.6.59A provides eligibility for a member to remain in the Service residence beyond the day set by this section.

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7.6.59A Member who request to remain in a Service residence

1. If a member requests to continue to occupy the Service residence beyond the day they stop being eligible under section 7.6.59, the member is eligible to continue to occupy the Service residence until the earlier of the following.

    a. The day the member has requested to stay in the Service residence until.

    b. The day that is the last day of their current posting.

    c. The day the member no longer lives at the Service residence.

    Note: Once eligibility under this section ends, the member may choose to live in the Service residence under section 7.6.29 or 7.6.30 if it is a surplus Service residence.

2. This section does not apply to a member who ceases to be eligible to occupy the Service residence under section 7.6.59B.

7.6.59B Dual serving couples on breakdown of relationship

1. This section applies to a dual serving couple if all of the following have been met.

    a. Both members occupy the same Service residence.

    b. The relationship between the members has broken down.

    c. Both members request to continue occupation of the Service residence.

2. Eligibility to occupy the Service residence ceases for the following member.

    a. If only one member will be residing with accompanied resident family or recognised other persons following the relationship breakdown, eligibility to occupy the Service residence ends for the other member.

    b. If any of the following apply as a result of the relationship breakdown, eligibility ends for the member who is not on the agreement with Defence Housing Australia.

        i. Both members will reside with accompanied resident family or recognised other persons.

        ii. Neither member will reside with accompanied resident family or recognised other persons.

    Note: Members have access to other forms of housing assistance if their eligibility to occupy the Service residence ends.

7.6.59C Continued occupation of Service residence for recognised family on breakdown of relationship

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

    a. The member and their partner's relationship breaks down.

    b. The member no longer occupies the Service residence.

    c. The member was occupying the Service residence with accompanied resident family or recognised other persons immediately before the breakdown of the relationship.

    d. The Service residence will continue to be occupied by at least one person who is the member's recognised family.

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2. The member's recognised family are eligible to occupy the Services residence beyond what is provided by subsection 7.6.59.3 for a period the CDF is satisfied is reasonable after considering all of the following.

   a. The time needed for the persons to acquire new housing.

   b. The availability of other forms of accommodation that are suitable for the needs of the recognised family.

   Note: Under Defence Housing Australia rules, carers or parents of children may occupy the property with the member's recognised family.

3. Despite subsection 2, eligibility under this section ends when the member's recognised family no longer occupies the Service residence.

7.6.60 Member dies

1. This section applies if a member dies while they, their resident family or recognised other persons occupy a Service residence.

2. The member's resident family or recognised other persons may continue to live in the Service residence and pay the fortnightly contribution that applied to the member until the later of the following dates.

   a. If they continue to live in the home — 15 months after the day the member died.

   b. A day that the CDF determines is reasonable after considering all of the following.

      i. The personal circumstances of the resident family or recognised other persons.

      ii. The accommodation needs of the resident family or recognised other persons.

      iii. The availability of other homes in the location.

      iv. Any other factor relevant to the resident family's or a recognised other person's continued stay in the home.

7.6.61 Member keeps a Service residence at a losing location

A member is eligible to remain a Service residence in the losing location until one of the following applies.

a. If the member is delaying removal to the new primary service location for Service reasons — until the Service reason ends.

b. If the member is delaying removal until they can get a door-to-door removal — until uplift and final inspection.

c. If the member has unaccompanied resident family and no accompanied resident family and the members unaccompanied resident family remain in the losing location — until the earlier of the following.

   i. The end of the posting period.

   ii. When the member's unaccompanied resident family live with the member at the members housing benefit location.

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7.6.62 Rejecting a Service residence – effect on temporary accommodation allowance

1. This section applies to a member if all these conditions are met.

    a. They are eligible for temporary accommodation allowance.

    b. They are made a reasonable offer of a Service residence.

    c. They reject the offer of the Service residence.

    d. Defence Housing Australia cannot offer the Service residence to another member as a suitable home within 1 month of the offer to the member.

2. The member's temporary accommodation allowance may be stopped. It will stop from the day that the CDF decides that they could have completed their removal to the residence, if they had accepted the offer.

7.6.63 Special conditions on separation – statutory appointees

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

    a. They hold one of the following appointments.

        i. Chief of the Defence Force.

        ii. Vice Chief of the Defence Force.

        iii. Chief of Navy.

        iv. Chief of Army.

        v. Chief of Air Force.

    b. The member occupies a tied residence.

    c. The member's statutory appointment ends on their ceasing to be a member of the Permanent Forces.

2. The member may continue to live in the Service residence and pay the rate of contribution that applied before the end of their appointment. They may do so until the latest of these dates.

    a. Seven days after the appointment ends.

    b. A day up to 28 days after the end of their appointment that the CDF determines is reasonable. The CDF must consider all of the following.

        i. The former member's personal circumstances.

        ii. The period between the announcement of statutory appointments and the member's day of separation.

        iii. Any effect on the new statutory appointee.

        iv. Any other factor relevant to the members' continued stay in the home.

3. For the purposes of subsection 2, decisions about the CDF may be made by the Minister.

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7.6.64 Resident family and other recognised persons at a family benefit location for a member on a seagoing posting

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

   a. The member was granted a removal for their resident family and other recognised persons to a family benefit location under section 6.5.21.

   b. The member's posting to a seagoing ship, seagoing submarine or seagoing flight has ended.

   c. The member's new posting is not a seagoing ship, seagoing submarine or seagoing flight.

   d. The new posting is for 6 months or more.

2. The member's eligibility for a Service residence at the family benefit location ceases on the date the member is no longer posted to a seagoing ship, seagoing submarine or seagoing flight.

3. Despite subsection 2, a member's eligibility for a Service residence at the family benefit location may be extended if all of the following apply.

   a. The member's resident family and other recognised persons have not vacated the Service residence.

   b. The CDF is satisfied that the resident family and other recognised persons have taken reasonable steps to vacate the property before the member commences duty under subsection 2.

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Part 7: Member choice accommodation

Division 1: General provisions

7.7.1 Simplified outline of Part 7

This Part provides Member Choice Accommodation, which is a type of accommodation provided as an alternative to living-in accommodation or rent allowance for members who have no resident family or only unaccompanied resident family.

To be able to access Member Choice Accommodation a member must be eligible for rent allowance. Members who have accompanied resident family or have been approved a transition location agreement cannot access this type of accommodation (see Division 1).

Members may share Member Choice Accommodation with other members who are also eligible for this type of accommodation. However, if a member's circumstances change (e.g. they gain a Defence recognised partner) they may be required to relocate to another form of accommodation (see Division 1).

Contributions towards Member Choice Accommodation (see Division 3) are based on a member's rank, living arrangements and rent ceiling (see Division 2).

7.7.3 Definitions

In this Part, the following apply.

Rent ceiling has the same meaning given in section 7.8.10.

7.7.4 Member who is eligible

The CDF may offer a member accommodation under this Part if the member meets all of the following.

a. The member is one of the following.

i. A member who has no resident family or recognised other persons.

ii. A member who has unaccompanied resident family and no accompanied resident family.

b. They are eligible for rent allowance under Part 8 Division 1.

Note: The member does not receive rent allowance while they occupy accommodation provided under this Part.

7.7.5 Member not eligible

1. A member is not eligible to be offered accommodation under this Part if they meet any of the following.

a. They are not eligible for rent allowance.

b. They are a member who has accompanied resident family and no unaccompanied resident family.

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c. They are on one of the following.

i. A transition location (general) agreement.

ii. A transition location (medical) agreement.

2. A member is not eligible for accommodation under this Part if it is reasonable to expect that the member intends to share the home with any of the following people when they are offered the accommodation.

a. A person who is not a member of the ADF.

b. A member who is not eligible for rent allowance.

7.7.6 Member ceases to be eligible

A member ceases to be eligible for accommodation under this Part in any of the following situations.

a. They cease to be eligible for rent allowance under section 7.8.30.

b. A person listed in subsection 7.7.5.2 moves in with the member, unless section 7.7.8 or 7.7.21 applies.

c. The member ceases continuous full-time service.

7.7.7 Members sharing accommodation

1. A member who is eligible for accommodation under this Part may share the accommodation with a maximum of one additional member if approved by the CDF.

2. No more than 2 eligible members may share accommodation provided under this Part.

7.7.8 Member gains accompanied resident family

1. If a member who lives in accommodation provided under this Part chooses to have a partner live with them for the purpose of having their relationship recognised, the member must take any of the following actions.

a. Apply to the CDF to allow the partner to live in the accommodation.

b. Relocate to a Service residence or rent allowance property at the member's own expense.

c. Apply to the Director Relocations and Housing to exchange the accommodation if the property is no longer suitable.

2. If the member gains accompanied resident family or recognised other persons in the housing benefit location and the accommodation is suitable, the member must do any of the following.

a. Apply to the CDF to allow the accompanied resident family or recognised other persons to live in the accommodation.

b. Relocate to a Service residence or rent allowance property at the member’s own expense.

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2A. If the member becomes a member who has accompanied resident family or recognised other persons at the housing benefit location, the member must relocate to suitable housing in the housing benefit location if any of the following applies.

a. The accommodation is not suitable for the member and any of the following.

i. Their accompanied resident family.

ii. Their recognised other persons.

b. The member's application under subparagraph 2.a. is refused.

Note: Removal to a suitable property is provided under section 6.5.72.

3. If the member remains in the property with their accompanied resident family the member must pay the contribution required under subsection 7.7.14.2 table item 3.

4. If a member is required to relocate to new accommodation under this section, the member has 28 days after their accompanied resident family commence living in the accommodation to relocate.

5. The CDF may approve a request from the member to remain in the accommodation past the 28 days in subsection 4 if the member is having difficulty in finding a suitable Service residence or rent allowance property.

7.7.9 Storage of furniture and effects

1. A member who lives in accommodation provided under this Part is eligible for the storage of furniture and effects that cannot be housed in the accommodation.

2. The storage provisions which apply to the member are provided in Chapter 6 Part 5 Division 7 section 6.5.53 or subsection 6.5.54.1.

7.7.10 Advances and repayments

1. A member who accepts an offer for accommodation under this Part is not eligible to be paid the benefits provided under Part 8 Division 6.

2. Despite subsection 1, section 7.8.47 applies to a member who accepts an offer for accommodation under this Part.

Note: Section 7.8.47 provides reimbursement of rent payable for a home before the home is occupied.

7.7.11 Effect on accommodation when a member is deployed

1. This section applies to a member who is deployed for 6 months or longer.

2. The member may choose between the following options.

a. To keep the accommodation provided under this Part for the period of the deployment.

b. To leave the accommodation provided under this Part.

3. The choice in subsection 2 must be in writing to the member's Defence Housing Australia Regional Operations Manager and made before the member is deployed.

4. A member who fails to make a choice under subsection 2 is taken to have chosen to keep their accommodation provided under this Part.

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Division 2: Offer of accommodation and rent ceilings

7.7.12 Accommodation offer

1. The CDF may offer a member accommodation that has a rent ceiling which corresponds to their rank group and location row in Annex 7.E Part 2.1.

2. If there is no accommodation available at the rent ceiling in subsection 1, the CDF may offer a member available accommodation that has a rent ceiling above or below the member's rank group and location row in Annex 7.E Part 2.1.

7.7.13 Rent ceilings

1. A member who occupies member's choice accommodation has one of the following fortnightly rent ceilings.

   a. If the member is living alone — the amount for their rank and location in Annex 7.E Part 2.1.

   b. If the member is sharing the accommodation with another member — the amount for their rank and location in Annex 7.E Part 2.2.

   c. If the member is sharing the accommodation with their accompanied resident family or recognised other persons under section 7.7.8 — the amount for their rank and location under one of the following.

      i. If they live in 2-bedroom accommodation — Annex 7.E Part 1.2.

      ii. If they live in 3-bedroom accommodation — Annex 7.E Part 1.1.

   d. If the member is in the Navy and subsection 1A applies to them — the rent ceiling amount that applied immediately before they were posted to 2 Commando Regiment.

1A. For the purpose of item 4 of the table in subsection 1, all of the following apply.

   a. The member is posted to 2 Commando Regiment.

   b. The member continues to live in the accommodation they occupied immediately before being posted to 2 Commando Regiment.

   c. Immediately before being posted to 2 Commando Regiment all of the following applied.

      i. The member's primary service location was in Sydney.

      ii. The member occupied accommodation provided under this Part.

   d. The member's housing benefits location includes the location where the member lived immediately before being posted to 2 Commando Regiment.

      Note: This paragraph modifies the definition of housing benefit location in section 1.3.10.

2. Conditions for rent ceilings set out under Part 8 Division 2, apply to members in accommodation under this Part.

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Division 3: Contributions

7.7.14 Contributions for accommodation

1. A member living in accommodation under this Part must make a rent contribution based on relevant rank group, living arrangement and rent allowance eligibility.

2. A member under column A of the following table who meets any of the following must pay the contribution in column B of the same item.

   a. They accept accommodation which is below their rent ceiling.

   b. They accept accommodation which corresponds with their rent ceiling.

Item	Column A The member	Column B Fortnightly rent contribution
1.	They live alone.	The amount that applies for their rank group in Annex 7.D Part 2 column B.
2.	They are sharing the accommodation with another member.	The amount that applies for their rank group in Annex 7.D Part 2 column C.
3.	They are sharing accommodation with their accompanied resident family or recognised other persons under section 7.7.8.	The amount that applies for their rank group in one of the following. a. If they live in 2-bedroom accommodation — Annex 7.D Part 1 column B. b. If they live in 3 or more-bedroom accommodation — Annex 7.D Part 1 column C.
4.	They meet all of the following. a. They have unaccompanied resident family. b. They have no accompanied resident family. c. They are not on a flexible service determination.	For the accommodation they occupy in the gaining location, one of the following. a. If the member accepts accommodation above their rent ceiling, under subsection 7.7.12.1, the difference between the contribution for their rank group under Annex 7.D Part 2 and the rent ceiling that applies to the member's circumstances. b. If the member accepts accommodation at or below their rent ceiling, under subsection 7.7.12.1, no contribution.
5.	They meet all of the following. a. They have unaccompanied resident family. b. They have no accompanied resident family. c. They are on a flexible service determination.	For the accommodation they occupy in the housing benefit location, the amount required under 7.7.14B.

3. The fortnightly rent contribution for a member who accepts an offer of accommodation above their rent ceiling, under subsection 7.7.12.1, is the sum of the following amounts.

   a. The contribution for their rank group under Annex 7.D Part 2.

   b. The difference between the applicable rent ceiling, under subsection 7.7.13.1 and the rent of the home.

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7.7.14A Contribution for member on a flexible service determination

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

   a. The member is on a flexible service determination.

   b. The member is required to make a contribution for rent under section 7.7.14.

   c. The member meets one of the following.

      i. They have no resident family or recognised other persons.

      ii. They have accompanied resident family and no unaccompanied resident family.

2. Subject to subsection 3, a member pays the rate of contribution that applies to the member's circumstances under Annex 7.D for rented accommodation.

3. The rate of contribution is 150% of the rate that would have been payable by the member under subsection 2 for the following periods.

   a. Unless subsection b applies, the period commencing on the 29th day of a continuous nonworking period and ending on the last day of the same nonworking period.

      Note: This applies to each nonworking period.

   b. The whole period of the member's flexible service determination if the total number of days that are the member's pattern of service in the member's flexible service determination is one of the following.

      i. If a period in the flexible service determination is 1 year — less than 130 days.

      ii. If a period in the flexible service determination is part of a year — less than the number of days calculated using the following formula.

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

      Where:

      FSD is the number days in the period of the member's flexible service determination that is less than 1 year.

4. If the member's pattern of service changes for a reason specified in the flexible service determination, and the member has an incomplete cycle, one of the following applies.

   a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.

      i. The contribution that the member has paid for the member's cycle.

      ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.

   b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.

5. If the member's flexible service determination is varied for Service reasons, the member will be reimbursed the difference between the following two amounts.

   a. The contribution amount that the member has paid during the period of the variation.

   b. The contribution rate that the member would have paid under Annex 7.D during the period of the variation.

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7.7.14B Member who has unaccompanied resident family on a flexible service determination

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

   a. The member has unaccompanied resident family and no accompanied resident family.

   b. The member is on a flexible service determination.

2. A member may be required to pay a contribution if they meet one of the following.

   a. The member has a nonworking period that exceeds 28 continuous days.

   b. The total number of days that are the member's pattern of service in the member's flexible service determination is one of the following.

      i. If a period in a flexible service determination is 1 year — less than 130 days.

      ii. If a period in a flexible service determination is part of a year — less than the number of days calculated using the following formula.

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

      Where:

      FSD is the number days in the period of the member's flexible service determination that is less than 1 year.

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

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

   Where:

   NWP is the number of weekdays during the members nonworking period in the pay fortnight.

   C is 50% of the fortnightly contribution rate set for the member's rank and circumstances in Annex 7.D that would apply to a member who has no resident family and not on a flexible service determination.

4. If the member's pattern of service changes for a reason specified in the flexible service determination, and the member has an incomplete cycle, one of the following applies.

   a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.

      i. The contribution that the member has paid for the member's cycle.

      ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.

   b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.

5. If the member's flexible service determination is varied for Service reasons, the member will be reimbursed the difference between the following two amounts.

   a. The contribution amount that the member has paid during the period of the variation.

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b. The contribution rate that the member would have paid under Annex 7.D during the period of the variation.

7.7.14C When a flexible service determination ends early

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

   a. The member pays a contribution for accommodation under one of the following.

      i. Section 7.7.14A, for a member on a flexible service determination.

      ii. Section 7.7.14B, for a member who has unaccompanied resident family and no accompanied resident family on a flexible service determination.

   b. The member's flexible service determination ends before the end date specified in the flexible service determination.

2. If the member has an incomplete cycle, the following table applies.

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

7.7.15 Change in classification of accommodation under this Part

1. Rent ceilings and member contributions for accommodation are generally reviewed annually.

2. If the CDF changes the member contribution rate, then the new rate of contribution the member must pay takes effect on the relevant date in the following table.

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Item	If a contribution rate changes...	the contribution rate change will take effect...
1.	during the first 12 months of the member's lease for the accommodation	on the first day after the first 12 months of occupation.
2.	after the first 12 months the member occupies the accommodation under this Part	on the date it is changed.

7.7.16 Member promoted

1. This section applies to a member who lives in accommodation provided under this Part and is promoted.

2. If the member stays in the same rank group, their contribution rate will not change.

3. If the member moves to a higher rank group, their contribution may increase.

4. The member may apply in writing to the CDF to have their contribution reviewed. The review must be based on whether the member's rent ceiling is affected by their change in rank group. The member can ask for the review before or after they are promoted. The CDF must notify the member of their decision in writing.

5. If the CDF determines that the amount of contribution should change, the new rates are payable from the later of these dates.

   a. The day the member is promoted.

   b. A day chosen by the member.

6. After the member moves out of the accommodation, the benefits for the member's next accommodation will be based on the member's new rank.

7.7.17 Member reduced in rank

1. This section applies to a member who lives in accommodation provided under this Part and is reduced in rank.

2. If the member stays in the same rank group, their contribution rate will not change.

3. If the member moves to a lower rank group, the contribution rate the member pays is reduced. The new contribution rate takes effect on the day the member's demotion takes effect.

4. Despite subsection 3, the member's rent ceiling is preserved until the member moves out of the accommodation.

5. After the member moves out of the accommodation, the rent ceiling for the member's next accommodation is the amount that applies to their new rank group. The reduced rent ceiling applies from the day after the member moves out of the accommodation provided under this Part.

6. A member who has been reduced in rank must notify the Defence Housing Australia Regional Operations Manager in writing. This allows Defence Housing Australia to assess whether the reduction in rank has any effect on the member's contribution.

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7.7.18 Exemptions from contributions

A member who has no resident family or recognised other persons is not required to make a contribution towards their rent for a period the member satisfies any the criteria of the table at section 7.8.18.

7.7.19 Contribution for member on leave without pay

1. A member is not eligible for accommodation under this Part while they are on leave without pay under Chapter 5 Part 10, Leave without pay.

2. This section does not apply to a member on the following types of leave.

   a. Maternity leave.

   b. Parental leave.

3. If the CDF is satisfied that the member was granted leave without pay because of exceptional reasons, all of the following apply.

   a. The member may keep the accommodation they have been provided under this Part.

   b. Unless section 7.7.18 applies, the member must pay Defence Housing Australia the full market rent for the accommodation.

7.7.21 How visiting members affect contributions

1. A member who is a visitor to the household may be required to contribute to the cost of the accommodation provided under this Part. The contribution for the visitor is worked out as follows.

   a. If the visit is for less than 4 weeks the visiting member is not required to pay a contribution towards the accommodation.

   b. If the visit is for 4 weeks or more then the visiting member's required contribution is shown in the following table.

Item	If the visitor has...	the visitor is...
1.	a permanent home at another location	**not** taken to be a resident. The visiting member is not required to pay a contribution towards the accommodation.
2.	no permanent home	taken to be a resident member. The visiting member is required to pay a contribution under the rate for shared accommodation in Annex 7.D Part 2 that applies for their rank group and accommodation.

2. If the visiting member is required to pay a contribution under subsection 1 the resident member pays a contribution rate for the shared accommodation in Annex 7.D Part 2 that applies for their rank group and accommodation.

3. After the day that the visiting member leaves the accommodation the resident member's contribution payment returns to the normal contribution worked out for the member under this Part.

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4. The member must apply in writing to the Defence Housing Australia Regional Operations Manager to obtain approval if the person will be living in their home for longer than 4 weeks.

7.7.22 Contribution when one member leaves a shared home

1. This section applies to a member who remains in shared accommodation provided under this Part after a housemate has left the accommodation for Service reasons.

2. The remaining member continues to contribute at the shared rate they paid, in accordance with subsection 7.7.14.2 table item 2, for up to 4 weeks after their housemate has left the home.

3. If the housemate is not replaced within the 4-week period, then at the end of that period the member must take one of the following actions.

    a. Contribute at the relevant rate in column B of Annex 7.D Part 2, for a member who lives alone.

    b. Vacate the choice accommodation at their own expense.

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Part 8: Rent allowance

Division 1A: General provisions

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Subdivision 1: Interpretation

7.8.1 Simplified outline of Part 8

This Part provides members with rent allowance which is a type of housing assistance that helps with the costs of renting in the private housing market and supports members who do not have a suitable own home in their housing benefit location or family benefit location. To access rent allowance, members must apply in writing through Defence Housing Australia (see Division 1).

The amount a member receives for rent allowance (see Division 4) is based on their accommodation needs, the location the housing is required, their family circumstances and their living arrangements. Rent allowance is calculated based on the lower of the actual rent paid or the approved rent ceiling (see Division 2 and Annex 7.E), with specific rules for members who are sharing homes, have house sitters, are subletting, or are employing resident child carers.

Members must report changes, such as new residents or subletting arrangements and change in rank or rank group, to Defence Housing Australia so their rent allowance can be adjusted (see Division 4).

Members eligible for rent allowance must contribute towards their rent based on their circumstances (see Division 3 and Annex 7.D). Factors like family circumstances, sharing arrangements, and specific conditions, such as flexible service determinations, postings to seagoing vessels or submarines may change the amount a member is required to contribute.

A member's eligibility for rent allowance ends when they move to other suitable accommodation, such as purchasing a suitable home, accepting a Service residence or moving into living-in accommodation (see Division 5).

Members who are eligible for rent allowance can also apply for assistance with other costs such as rental bonds, rent in advance, and utility deposits (see Division 6).

7.8.2 Definitions

In this Part, the following apply.

Boarding in a home has the meaning given in section 7.8.4.

Change affected trial member has the meaning given in section 7.8.2A.

Sharing a home has the meaning given in section 7.8.3.

Trial location means any of the following establishments.

a. Defence Plaza Sydney.

b. HMAS Kuttabul.

c. HMAS Penguin.

d. HMAS Waterhen.

e. HMAS Watson.

f. Randwick Barracks.

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g. Fleet Base East.

h. Victoria Barracks Sydney.

Trial member has the meaning given in section 7.8.4A.

7.8.2A Change affected trial member

Change affected trial member means a member who meets all of the following.

a. They were a trial member who was sharing with another trial member (the leaving member).

Note: Trial member is defined in section 7.8.4A.

b. The leaving member ceased being a trial member because they vacate the home for any of the following reasons.

i. They gained accompanied resident family.

ii. For a Service reason.

c. They remain in the home they were receiving rent allowance for immediately before the leaving member vacated the home.

7.8.3 Sharing a home

1A. In this Part, a member is **sharing a home** if all of the following are met.

a. All of the occupants of the home are leasing or subleasing the home from the owner of the home.

b. The owner of the home does not reside in the home.

1. In this Part, a member is not **sharing a home** with a person they live with if the person meets one of the following and the person is not a subtenant.

a. The person is resident family or a recognised other person.

b. A resident child carer.

Note: This definition does not affect the calculation of rent allowance for a member living with resident family or recognised other persons.

c. The person is less than 18 years old.

d. The person was living with the member before they turned 18 years old and any of the following apply.

i. They are not a lessee of the property.

ii. The member's lease on the property has not ended since the person turned 18 years old.

iii. The member has not had a removal under section 6.5.26 or section 6.5.27 since the person turned 18 years old.

Note: This definition does not affect the calculation of rent allowance for a member living with resident family or recognised other persons.

2. Paragraphs 1.c and 1.d only apply from one of the following days.

a. The day the member notifies Defence Housing Australia that the person meets the criteria of the relevant paragraph.

b. The day the person starts to live in the member's home if all of the following apply.

i. The member is deployed, on a seagoing ship, submarine or flight, or receiving field allowance at the time the person starts to live in the member's home.

ii. The member notifies Defence Housing Australia that the person meets the criteria of the relevant paragraph.

iii. The notification under subparagraph ii occurs within 30 days of the member ceasing to be deployed, on a seagoing ship, submarine or flight, or receiving field allowance, but not earlier than 5 August 2021.

Note: This section may apply to person visiting the member who is considered a resident under subsection 7.8.20.3.

7.8.4 Boarding in a home

In this Part, a member is **boarding in a home** if all of the following are met.

a. The member is paying the owner of the home rent to occupy a room.

b. An owner of the home resides in the home.

Note: To avoid doubt, this does not include a boarding house or commercial establishment.

7.8.4A Trial member

Trial member means a member to whom all of the following apply.

a. They have been approved to participate in the Sydney share-arrangement rental trial under section 7.8.4B.

b. They are living in a home for which rent allowance is payable.

c. The home is in the housing benefit location, which is not an extended housing benefit location, of a trial location.

d. They are sharing the home with up to 2 trial members.

e. They are not sharing a home with a person who is not a trial member.

f. They are not on a flexible service determination.

g. They enter a share-arrangement on or before 31 December 2027.

Note: The rent ceilings for a trial member are provided in section 7.8.11B.

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Subdivision 2: Sydney share-arrangement rental trial – key concepts

7.8.4B Approval to participate in the Sydney share-arrangement rental trial

1. A member is approved to participate in the Sydney share-arrangement rental trial if the decision maker is satisfied that the member meets all of the following.

    a. They are posted to a trial location.

        Note: A member is posted to an establishment once the posting order is issued, even if the member has not commenced the posting.

    b. They are posted to any of the establishments, including a combination of establishments, for at least 12 months from when the new sharing arrangements start.

    c. They do not have any of the following.

        i. Resident family.

        ii. Recognised other persons.

    d. The member is expected to start a new sharing arrangement in a home with any of the following when they start to share.

        i. A member approved to participate in the Sydney share-arrangement rental trial.

        ii. A trial member.

        Note: All trial members must be subject to a lease with either the property owner or a head tenant.

2. A member cannot be approved to participate in the Sydney share-arrangement rental trial after 31 December 2027.

3. For the purpose of this section, **decision maker** means any of the following.

    a. An employee of Defence Housing Australia who performs the any of the following duties.

        i. Team Leader in a Housing Contact Centre.

        ii. Housing Specialist in a Housing Contact Centre.

        iii. Housing Contact Centre Quality Assurance Manager.

        iv. Regional Operations Manager in a Regional Office.

        v. Complex Task Consultant in a Housing Contact Centre.

    b. Executive Director Relocations and Housing.

    c. Director Relocations and Housing.

    d. Assistant Director Relocations and Housing.

    e. A person not below an APS 6 working in the Directorate of Relocations and Housing.

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7.8.4C Ceasing to be a Sydney share-arrangement rental trial member

A member ceases to be a trial member if any of the following apply.

a. They cease to meet the requirements of a trial member.

b. They become a member with any of the following.

i. Resident family.

ii. Recognised other persons.

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Division 1: Member eligible for rent allowance

7.8.5 Member eligible and period of eligibility

1. A member who meets one of the following and is in a circumstance set out in column A of the following table is eligible for rent allowance starting on the day set out in column B and ending on the day set out in column C of the same item.

   Note: Division 5 provides events which may end or effect a member's eligibility to rent allowance.

   a. All of the following.

      i. They have accompanied resident family or recognised other persons.

      ii. They have no unaccompanied resident family.

   b. All of the following.

      i. They have no resident family.

      ii. They have recognised other persons.

Item	Column A Member circumstance	Column B Start date	Column C End date
1.	The member has an own home at their housing benefit location which is unsuitable under Part 2.	The first day of the member's posting.	The day the member gets vacant possession of the home.
2.	The member does not have a suitable own home in the housing benefit location.	The day the member and their resident family and recognised other persons, if any, cannot get suitable accommodation at the location, other than a rented home for which rent allowance is payable.	The earliest of these dates. a. The end of the member's posting. b. The day the member and their accompanied resident family and recognised other persons, if any, move into other suitable accommodation.

2. A member who meets one of the following and is in a circumstance set out in column A of the following table is eligible for rent allowance starting on the day set out in column B and ending on the day set out in column C of the same item.

   a. They have no resident family.

   b. They have no recognised other persons.

Item	Column A Member circumstance	Column B Start date	Column C End date
1.	The member has an own home at their housing benefit location which is only unsuitable under Part 2.	The first day of the member's posting.	The day the member gets vacant possession of their home.

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2.	The member does not have a suitable own home in the housing benefit location.	The first day in the housing benefit location if they are not required to occupy living-in accommodation.	The earliest of these dates. a. The end of the member's posting. b. The day the member moves into other suitable accommodation.

Note: Division 5 provides events which may end or effect a member's eligibility to rent allowance.

3. A member who meets one of the following and is in a circumstance set out in column A of the following table is eligible for rent allowance starting on the day set out in column B and ending on the day set out in column C of the same item.

   a. They have unaccompanied resident family.

   b. They have no accompanied resident family.

Item	Column A Member circumstance	Column B Start date	Column C End date
1.	The member meets all of the following. a. The member has an own home at their housing benefit location which is only unsuitable under Part 2. b. The member does not wish to occupy the home.	The first day of the member's posting	The earliest of these dates. a. The end of the member's posting. b. The day they move into other suitable accommodation.
2.	The member meets all of the following. a. The member has an own home at their housing benefit location which is only unsuitable under Part 2. b. The member occupies the home.	The first day of the member's posting	The day they get vacant possession of their home.
3.	The member does not have a suitable own home in the housing benefit location.	The first day in their housing benefit location if they are not required to occupy living-in accommodation.	The earliest of these dates. a. The end of the member's posting. b. The day they move into other suitable accommodation.
4.	The member has an own home in their family benefit location which is only unsuitable under Part 2.	The day the member's resident family and recognised other persons cannot get suitable accommodation at the location, other than a rented home for which rent allowance is payable.	The earliest of these dates. a. The end of the member's posting. b. The day they move into other suitable accommodation.

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5.	The member meets all of the following. a. The member was deployed for 6 months or more. b. The member's resident family and recognised other persons were approved to move to another location before the member's deployment for family support. b. When the member returns from deployment they will have less than 6 months to serve in the primary service location.	The day the member's resident family and recognised other persons cannot get suitable accommodation at the location, other than a rented home for which rent allowance is payable.	The earliest of these dates. a. The end of the member's posting. b. The day they move into other suitable accommodation.
6.	The member meets all of the following. a. The member is posted to a seagoing ship, seagoing submarine or seagoing flight. b. The member has been granted a removal for resident family and recognised other persons to a family benefit location under section 6.5.21.	The day the member's resident family and recognised other persons cannot get suitable accommodation at the family benefit location, other than a rented home for which rent allowance is payable.	The earliest of these dates. a. The day the resident family and recognised other persons move into other suitable accommodation. b. The day the member begins a new posting that meets all the following. i. It is for more than 6 months. ii. It is not to a seagoing ship, seagoing submarine or seagoing flight.

Note: Division 5 provides events which may end or effect a member's eligibility to rent allowance.

4. If a member's suitable accommodation becomes unsuitable during their posting, eligibility for rent allowance begins on the day it becomes unsuitable.

7.8.5AA Early Eligibility for Rent Allowance Trial

1. This section applies to a member who has received a posting order to a trial location if they meet all of the following.

   a. They have accompanied resident family or recognised other persons.

   b. They are eligible to occupy a Service residence in their next housing benefit location.

   c. Their posting order was issued between the following days.

      i. 1 July 2024.

      ii. 30 June 2027.

   d. Their posting order was issued as a part of the 2024-2025, 2025-2026 or 2026-2027 posting cycles.

   e. They are eligible for a removal to a new housing benefit location in connection with the posting order.

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2. Despite section 7.8.5, the member is eligible for rent allowance if all of the following apply.

   a. On or after 12 September 2024, the member has applied for early eligibility for rental allowance through the Defence Housing Australia (DHA) online services portal.

   b. The CDF is satisfied that providing access to rent allowance is reasonable having regard to the demand for Service residences for the member's next housing benefit location.

   Note: A member may revoke a request for early eligibility for rent allowance at any time before they start to receive rent allowance.

3. The member's period of eligibility for rent allowance is the eligibility period that would have applied under subsection 7.8.5.1.

5. In this section, **trial location** means any of the following.

Item	Trial location
1.	Australian Defence Force Academy, ACT
2.	Australian Defence College, Weston Creek, ACT
3.	Brindabella Park, ACT
4.	Campbell Park, ACT
5.	Fairbairn RAAF Base, ACT
6.	HMAS Harman, ACT
7.	Royal Military College Duntroon, ACT
8.	Russell Offices, ACT
9.	Defence Plaza Sydney, NSW
10.	Garden Island Defence Precinct, NSW
11.	Glenbrook, RAAF Base, NSW
12.	Headquarters Joint Operations Command, NSW
13.	HMAS Kuttabul, Potts Point, NSW
14.	HMAS Penguin, Balmoral, NSW
15.	HMAS Waterhen, NSW
16.	HMAS Watson, NSW
17.	Holsworthy Barracks, NSW
18.	Lancer Barracks Parramatta, NSW
19.	Orchard Hills, Defence Establishment, NSW
20.	Randwick Barracks, NSW
21.	Sydney Fleet Base East, NSW
22.	Victoria Barracks, NSW
23.	Amberley, RAAF Base, QLD
24.	Kokoda Barracks, QLD
25.	Lavarack Barracks, QLD
26.	Townsville RAAF Base, QLD
27.	Anglesea Barracks, TAS
28.	Derwent Barracks, TAS
29.	Campbell Barracks, WA
30.	Irwin Barracks, WA
31.	Palmer Barracks, WA

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7.8.5A Continued rent allowance if Service residence is rejected

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

   a. All of the following.

      i. They have accompanied resident family.

      ii. They have no unaccompanied resident family.

   b. All of the following.

      i. They have no resident family.

      ii. They have recognised other persons.

2. The member continues to be eligible to get rent allowance if all these conditions are met.

   a. They or their accompanied resident family or recognised other persons reject an offer of a Service residence that is a suitable home from Defence Housing Australia.

   b. Within 1 month of that offer, the rejected Service residence can be allocated to another member as a suitable home.

7.8.5B Rent allowance for a member who has accompanied resident family who is also member

1. This section applies if all of the following apply.

   a. A member has accompanied resident family who is also a member.

   b. The member and the accompanied resident family occupy the same home for which rent allowance would be payable.

2. All of the following apply.

   a. The member who has a higher rank or seniority is eligible for rent allowance.

   b. The member who has a lower rank or seniority is not eligible for rent allowance.

7.8.6 Member not eligible

1. A member is not eligible for rent allowance if they cannot find suitable accommodation because of their own action or failure to act.

2. A member is not eligible for rent allowance at their housing benefit location or family benefit location if all of the following apply.

   aa. The member is not on the early eligibility for rental allowance trial under section 7.8.5AA.

   a. Defence Housing Australia offers them a suitable Service residence. They reject it. The CDF does not consider the reasons to be acceptable under Part 6 Division 7 section 7.6.33 or 7.6.34.

   b. Defence Housing Australia cannot offer the Service residence to another member as a suitable home within 1 month of the offer to the member.

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3. A member covered by subsection 2 cannot get rent allowance while they stay in the same housing benefit location or family benefit location. This does not change even if they have repeat postings within the location.

4. A member is not eligible for rent allowance if they, their resident family or recognised other persons, if any, must live in a rental property if any of the following apply.

    a. They have voluntarily moved out of a Service residence.

    b. They must move out of a Service residence as a direct result of their own actions.

5. A member is not eligible for rent allowance for accommodation for their resident family in any of the following situations.

    a. All of the following apply.

        i. The member and their resident family and recognised other persons, if any, lived together.

        ii. The member's resident family and recognised other persons, if any, move to a location for which removal benefits are not provided.

    b. All of the following apply.

        i. A deployed member's resident family and recognised other persons, if any, are granted a removal to a family benefit location for family support.

        ii. On the member's return from the deployment the member's resident family and recognised other persons, if any, elect to remain in the location they were removed to under subparagraph i.

        iii. The member has 6 months or more to serve in their primary service location after their return from the deployment.

    c. All of the following apply.

        i. A deployed member's resident family and recognised other persons, if any, are granted a removal to a family benefit location for family support.

        ii. The member had less than 6 months to serve in their primary service location after their return from the deployment.

        iii. The member's housing benefit location will change on their next posting.

        iv. When the member moves to their new housing benefit location their resident family and recognised other persons, if any, elect to remain in the location they were removed to under subparagraph i.

    d. All of the following apply.

        i. A deployed member's resident family and recognised other persons, if any, are granted a removal to a family benefit location for family support.

        ii. The member keeps their rent allowance residence in their pre-deployment housing benefit location.

    e. The member has unaccompanied resident family under section 1.3.26.

7.8.7 How to apply for rent allowance

A member must apply in writing for rent allowance to the Defence Housing Australia.

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Division 2: Rent ceilings

7.8.9 Rent ceilings – living in rental accommodation

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

    a. They meet all of the following.

        i. They have accompanied resident family or recognised other persons.

        ii. They have no unaccompanied resident family.

        iii. They are occupying accommodation in their housing benefit location for which rent allowance is payable.

    b. They meet all of the following.

        i. They have unaccompanied resident family.

        ii. They have no accompanied resident family or recognised other persons.

        iii. Their resident family are occupying accommodation in their family benefit location for which rent allowance is payable.

2. For the purpose of this section, the number of bedrooms a member is eligible for is equal to the number of bedrooms they would be eligible for in a Service residence if Part 6 applied.

3. Subject to subsection 5, the member's rent ceiling is one of the following.

    a. If the member is eligible for 3 bedrooms their rent ceiling is the rate for their location in column A that corresponds with their rank in columns B to F of Annex 7.E Part 1.1.

    b. If the member is eligible for more than 3 bedrooms their rent ceiling is the rate under paragraph 3.a increased by 10 per cent for each additional bedroom after the third bedroom.

4. A member may choose in writing to have a reduced rent ceiling.

5. If a member has chosen a reduced rent ceiling under subsection 4 their rent ceiling is the rate for their location in column A that corresponds with their rank in columns B to F of Annex 7.E Part 1.2.

6. In this section, **location** means one of the following.

    a. If the member is a flexible housing trial member — the location in column A of the table in Annex 7.E in which they live.

    b. If the member has unaccompanied resident family and no accompanied resident family — the location in column A of the table in Annex 7.E where the member's unaccompanied resident family lives.

    c. If the member has had their housing benefit location extended under section 1.3.11 — the location with the lowest rent ceiling out of the following.

        i. The location in column A of the table in Annex 7.E where the member lives.

        ii. The location in column A of the table in Annex 7.E that would have applied to the member if they lived in their housing benefit location without the extension.

    d. For any other member — the location in column A of the table in Annex 7.E in which the member's primary service location is located.

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7.8.10 Rent ceiling – member living in accommodation with no resident family or recognised other persons

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

   a. They are a member who has no resident family or recognised other persons.

   b. They are a member who has unaccompanied resident family and no accompanied resident family.

2. The rent ceiling for a member whose living arrangement is in an item in column A of the following table is the amount specified by the reference that applies to the members rank and location in column B of the same item.

Item	Column A Member's living arrangement	Column B Rent ceiling
1.	The member lives alone.	The amount set out in Annex 7.E Part 2.1.
2.	The member shares, or boards in, a home with 1 other person.	The amount set out in Annex 7.E Part 2.2.
3.	The member shares, or boards in, a home with 2 other people.	The amount set out in Annex 7.E Part 2.3.
4.	The member shares, or boards in, a home with 3 other people.	The amount set out in Annex 7.E Part 2.4.
5.	The member shares, or boards in, a home with 4 or more people.	The amount calculated in subsection 2A.
6.	The member is a tenant in a boarding house.	The amount set out in Annex 7.E Part 2.3.

2A. For the purpose of subsection 2 table item 5, the member's rent ceiling is calculated using the following formula.

$$rent\ ceiling = \left(\frac{A}{10} \times B + A\right) \div C$$

Where:

A is the amount set out in Annex 7.E Part 1.1 for their location and rank.

B is the number of additional bedrooms after the third bedroom.

C is the number of residents.

3. In this section, **location,** in relation to a member, means one of the following.

   a. If the member has had their housing benefit location extended under section 1.3.11 — the location with the lowest rent ceiling out of the following.

      i. The location in column A of the table in Annex 7.E where the member lives.

      ii. The location in column A of the table in Annex 7.E that would have applied to the member if they lived in their housing benefit location without the extension.

   b. For any other member — the location in column A of the table in Annex 7.E in which the member's primary service location is located.

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7.8.10A Rent ceiling for overlapping housing benefit locations

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

    a. The member's housing benefit location overlaps with their previous housing benefit location.

    b. The member continues to occupy the same rental accommodation they occupied in the previous housing benefit location.

    c. The rental accommodation is in the overlapping area of the two housing benefit locations.

    d. The member’s housing benefit location has a lower rent ceiling than the previous housing benefit location.

2. The member's rent ceiling is the rent ceiling of their previous housing benefit location.

7.8.11 No rent ceiling set for location

1. This section applies to a member who lives in a location where a rent ceiling has not been determined.

1A. The member's rent ceiling is the same amount as their rent contribution.

2. A member who cannot rent a home in their housing benefit location for less than the rent ceiling in subsection 1 is eligible for a higher rent ceiling set by the CDF if the CDF approves it after considering all of the following.

    a. Market rents at the location.

    b. Whether there are suitable homes to rent in the location.

    c. The number, age, gender and circumstances of the member’s resident family.

7.8.11A Rent ceiling for certain members of the Navy

A member’s rent ceiling is the rent ceiling that applied immediately before their primary service location was 2 Commando Regiment if the member meets all of the following.

a. They are a member of the Navy.

b. Their primary service location is 2 Commando Regiment.

c. Immediately before their primary service location was 2 Commando Regiment, all of the following applied.

    i. Their housing benefit location was in Sydney.

    ii. They occupied accommodation for which rent allowance was provided under this Part.

d. They are granted an extension of their housing benefit location under section 1.3.11 to include the location where the member lived immediately before 2 Commando Regiment was their primary service location.

e. They continue to live in the accommodation they occupied immediately before 2 Commando Regiment was their primary service location.

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7.8.11B Rent ceiling – trial member

1. This section applies to a member who is a trial member.

2. The member's rent ceiling is one of the following.

   a. If the member is sharing with one other trial member — 80% of the amount specified in Annex 7.E Part 2.1.

   b. If the member is sharing with 2 other trial members — 65% of the amount specified in Annex 7.E Part 2.1.

   Note: The member's contribution used to calculate rent allowance is the same as if the member was not a trial member.

7.8.11C Rent ceiling – trial member – change in share arrangement

1. This section applies to a change affected trial member (the remaining member) and all the following apply.

   a. The remaining member was sharing with another trial member (the leaving member).

   b. The leaving member ceased being a trial member because they vacate the home for any of the following reasons.

      i. They gained accompanied resident family.

      ii. They were required to vacate the home they were sharing with the remaining member for a Service reason.

   c. The remaining member remains in the property for which the remaining and the leaving member were receiving rent allowance.

2. The remaining member's rent ceiling is the amount in subsection 3 and is payable for the shorter of the following.

   a. The period until the leaving member is replaced by another trial member.

   b. The longer of the following from the day after the leaving member stopped being a trial member.

      i. 28 days.

      ii. A longer period set by the decision maker after considering the circumstances of the remaining member that is not more than 90 days.

3. The member's rent ceiling is one of the following.

   a. If the member is no longer sharing with other trial member — 160% of the amount specified in Annex 7.E Part 2.1.

   b. If the member is sharing with 1 other trial member — 97.5% of the amount specified in Annex 7.E Part 2.1.

   Note: The member's contribution used to calculate rent allowance is the same as if the member was not a trial member.

4. In this section, **decision maker** means any of the following.

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a. An employee of Defence Housing Australia who performs the any of the following duties.

i. Team Leader in a Housing Contact Centre.

ii. Housing Specialist in a Housing Contact Centre.

iii. Housing Contact Centre Quality Assurance Manager.

iv. Regional Operations Manager in a Regional Office.

v. Complex Task Consultant in a Housing Contact Centre.

b. Executive Director Relocations and Housing.

c. Director Relocations and Housing.

d. Assistant Director Relocations and Housing.

e. A person not below an APS 6 working in the Directorate of Relocations and Housing.

7.8.12 CDF may increase rent ceiling

1. A member may have their rent ceiling increased if the CDF is satisfied that the member cannot rent a home at their housing benefit location for less than their rent ceiling for one of these reasons.

a. Market rent at the location has increased unusually or suddenly.

b. The member's resident family or recognised other persons have particular housing needs and the member cannot find a suitable rental home that meets those needs within their rent ceiling.

c. The member is a member who has unaccompanied resident family and no accompanied resident family and cannot rent a home and sufficient furniture for it within the rent ceiling.

d. The member has specific housing needs during rehabilitation or as a result of an acquired disability, which can include, but are not limited to, any of the following.

i. Location of the rental home in relation to rehabilitation facilities.

ii. Additional room for a live-in carer.

iii. Accessibility of the accommodation.

2. For paragraph 1.b, the CDF must consider all these criteria.

a. The number, age, and gender of the member’s resident family.

b. Any disability of the member's resident family.

c. Any other factor relevant to the resident family’s housing needs.

7.8.13 Applications for a rent allowance ceiling increase

A member may apply in writing for an increased rent ceiling, but only for the reasons given in subsection 7.8.12.1.

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7.8.14 Member who cannot apply for increased rent ceiling

1. These members cannot apply for an increase in their rent ceiling.

    a. A member who chooses a reduced rent ceiling under subsection 7.8.9.4.

    b. A member who holds the rank of Lieutenant General or higher.

    c. A member who holds the rank of Major General and chooses a rent ceiling under column F of Part 1 or Part 2.1 of Annex 7.E.

    d. A change affect trial member as defined in section 7.8.2A.

    e. A trial member as defined in section 7.8.4A.

2. A member cannot apply for a rent ceiling increase to house a resident child carer or a pet.

3. A member who has no resident family or recognised other persons cannot apply for a rent ceiling increase to hire items in the table in subsection 7.8.25.2.

7.8.15 Increased rent ceiling – effect on rent allowance

1. A member's rent ceiling may be increased under this Part or by a change to Annex 7.E.

2. The increased rent ceiling applies to the member from whichever of these dates applies.

    a. The day the decision to increase it was made.

    b. The day a change to Annex 7.E takes effect.

7.8.16 Reduction in rent ceiling – effect on rent allowance

1. A reduction in the rent ceiling for a member's housing benefit location does not apply to the member until the earlier of the following dates.

    a. The day the lease ends.

    b. The day the member, their resident family and recognised other persons, if any, move out of the home.

2. Despite subsection 1, a reduction in rent ceiling that occurs during a member's lease applies from the day specified for a member in one of the following circumstances.

    a. For a member who ceases to have resident family or recognised other persons — the day the member ceases to have any resident family or recognised other persons.

    b. For a member whose primary service location is in a housing benefit location which is adjacent to their previous housing benefit location and the home the member rents remains unchanged — the day the member's posting to the adjacent location commences.

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Division 3: Contributions

7.8.17 Contribution for rented home

1. Subject to subsection 1A and section 7.8.18, a member who gets rent allowance must pay a contribution toward the cost of the rent.

1A. A member who has unaccompanied resident family and no accompanied resident family must pay a contribution towards the cost of their rent for the following.

a. A home for which rent allowance is payable that the member's resident family live in.

b. If the member is on a flexible service determination, for the rented home that the member lives in at their housing benefit location.

2. The contribution for a member whose categorisation is in an item in column A of the following table and the circumstance in column B of the same item is provided in the annex in column C for the same item.

Item	Column A Member categorisation	Column B Member circumstance	Column C Contribution
1.	One of the following. a. Member who has accompanied resident family and no unaccompanied resident family. b. Member who has unaccompanied resident family and no accompanied resident family. c. Member has no resident family but has recognised other persons.	The member has chosen a reduced rent ceiling under subsection 7.8.9.4.	Annex 7.D Part 1 column B.
		Subsection 7.8.9.4 does not apply.	Annex 7.D Part 1 column C.
2.	A member who has no resident family and no recognised other persons	Member is not sharing a rented home.	Annex 7.D Part 2 column B.
		Member meets one of the following. a. They are sharing a rented home with 1 person. b. They are boarding in a private home with 1 other person.	Annex 7.D Part 2 column C.

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		Member meets one of the following. a. They are sharing a rented home with 2 or more people. b. They are boarding in a private home with 2 or more people. c. They are boarding in a commercial establishment.	Annex 7.D Part 2 column D.

7.8.17A Contributions for a member who has unaccompanied resident family who is also a member

1. This section applies to a member who has unaccompanied resident family who is also a member.

2. One of the following applies.

   a. If both members occupy a home for which rent allowance is payable — all of the following apply.

      i. The rent allowance of the member with a higher rank or seniority is calculated using the contribution applicable to the member under Division 3.

      ii. The rent allowance of the member with a lower rank or seniority is calculated using a contribution of $0.

   b. If one member occupies a home for which rent allowance is payable and the other member occupies an own home — rent allowance is calculated using a contribution of $0.

7.8.18 When rent contribution ceases for a member who has no resident family or recognised other persons

A member who has no resident family or recognised other persons and is usually required to contribute to their rent in a situation set out in an item in column A of the following table is not required to make a contribution towards their rent from the day set out in column B of the same item until the day set out in column C of the same item.

Item	Column A Member's situation	Column B Day contributions ceases	Column C Day contribution recommences
1.	The member is living under field conditions.	The twenty-second day of a continuous period in which the member was living under those conditions. This applies even if the period after that day is broken by any of the following. a. The member returns to their accommodation for up to 7 days. b. The member takes up to 7 days of leave.	The day after the period in which the member was living under those conditions is broken by more than 7 days, provided the member contributes for those 7 days.

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2.	The member is living on a seagoing ship.	The twenty-second day of a continuous period in which the member was living under those conditions. This applies even if the period after that day is broken by any of the following. a. The member returns to their accommodation for up to 7 days. b. The member takes up to 7 days of leave.	The day after the period in which the member was living under those conditions is broken by more than 7 days, provided the member contributes for those 7 days.
3.	The member is posted to a seagoing submarine.	The day the posting period starts.	The day the posting period ends.
4.	The member is on one of the following: a. a warlike deployment b. a non-warlike deployment.	The day they board a ship or aircraft for the journey from Australia to the operational area.	When they disembark in Australia at the cessation of their warlike or non-warlike deployment. **Note:** Contributions do not recommence for a member who returns part-way through their deployment. They only recommence at the cessation of their deployment.

7.8.18A Rent contribution for member on a flexible service determination

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

   a. The member is on a flexible service determination.

   b. The member is required to make a contribution for rent under section 7.8.17.

1A. Despite subsection 1, this section does not apply to a member on a flexible service determination if all of the following apply.

   a. The member has resident family who is an adult.

   b. The adult under paragraph a meets all of the following.

      i. They are also a member.

      ii. They are not on a flexible service determination.

2. Subject to subsection 3, a member pays the rate of contribution that applies to the member's circumstances under Annex 7.D for rented accommodation.

3. The rate of contribution is 150% of the rate that would have been payable by the member under subsection 2 for the following periods.

   a. Unless subsection b applies, the period commencing on the 29th day of a continuous nonworking period and ending on the last day of the same nonworking period.

      Note: This applies to each nonworking period.

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b. The whole period of the member's flexible service determination if the total number of days that are the member's pattern of service in the member's flexible service determination is one of the following.

i. If a period in a flexible service determination is 1 year — less than 130 days.

ii. If a period in a flexible service determination is part of a year — less than the number of days calculated using the following formula.

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

Where:

FSD is the number days in the period of the member's flexible service determination that is less than 1 year.

4. If the member's pattern of service changes for a reason specified in the flexible service determination and the member has an incomplete cycle, one of the following applies.

a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.

i. The contribution that the member has paid for the member's cycle.

ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.

b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.

5. If the member's flexible service determination is varied for Service reasons, the member will be reimbursed the difference between the following two amounts.

a. The contribution amount that the member has paid during the period of the variation.

b. The contribution rate that the member would have paid under Annex 7.D during the period of the variation.

7.8.18B Rent contribution for member with who has unaccompanied resident family and no accompanied resident family on a flexible service determination

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

a. The member meets all of the following.

i. They have unaccompanied resident family.

ii. They have no accompanied resident family.

b. The member is on a flexible service determination.

c. The member lives in a rented home at the gaining location.

2. A member's may be required to pay a contribution if they meet one of the following conditions.

a. The member has a nonworking period that exceeds 28 continuous days.

b. The total number of days that are the member's pattern of service in the member's flexible service determination is one of the following.

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i. If a period in a flexible service determination is 1 year — less than 130 days.

ii. If a period in a flexible service determination is part of a year — less than the number of days calculated using the following formula.

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

Where:

FSD is the number days in the period of the member's flexible service determination that is less than 1 year.

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

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

Where:

NWP is the number of weekdays during the members nonworking period in the pay fortnight.

C is 50% of the fortnightly contribution rate set for the member's rank and circumstances in Annex 7.D that would apply to the member if they were a member with no resident family or recognised other persons and not on a flexible service determination.

4. If the member's pattern of service changes for a reason specified in the flexible service determination and the member has an incomplete cycle, one of the following applies.

a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.

i. The contribution that the member has paid for the member's cycle.

ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.

b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.

5. If the member's flexible service determination is varied for Service reasons, the member will be reimbursed the difference between the following two amounts.

a. The contribution amount that the member has paid during the period of the variation.

b. The contribution rate that the member would have paid under Annex 7.D during the period of the variation.

7.8.18C If a flexible service determination ends early

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

a. The member pays a contribution for rented accommodation under one of the following.

i. Section 7.8.18A, for a member on a flexible service determination.

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ii. Section 7.8.18B, for a member who has unaccompanied resident family and no accompanied resident family on a flexible service determination.

b. The member's flexible service determination ends before the end date specified in the flexible service determination.

2. If the member has an incomplete cycle, the following table applies.

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

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Division 4: How rent allowance is worked out

7.8.19 Rent allowance – General

1. In this section, **rent** means the lower of the following amounts.

   a. The fortnightly rent paid by the member for a property.

   b. The approved rent ceiling for the property.

2. The rate of rent allowance is worked out using this formula.

$$rent\ allowance = rent - A$$

Where:

A is the member's contribution set out in Division 3.

7.8.20 Rent allowance – sharing a home

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

   a. They are eligible for rent allowance.

   b. Their contribution is set by table item 2 of subsection 7.8.17.2.

   c. They are sharing a home.

2. In this section, **rent** means the lower of the following.

   a. The amount calculated using the following formula.

$$rent = \frac{A}{B}$$

Where:

A is the fortnightly rate of rent for the property.

Note: This the rate of rent payable for the property, not the member's portion.

B is the number of people, including the member, sharing the home.

   b. The member's rent ceiling set out in Annex 7.E Part 2.

2A. The fortnightly rate of rent allowance for the member is calculated using the following formula.

$$fortnightly\ rate\ of\ rent\ allowance = A - B$$

Where:

A is the fortnightly rate of rent.

B is the fortnightly contribution set by table item 2 of subsection 7.8.17.2.

3. If a visitor to the house who is 18 years or older stays in the home for 4 weeks or more, the following apply.

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a. If the visitor has no permanent home, the member's rent allowance must be recalculated based on the visitor living in the home from the first day of the visitor's stay.

Note 1: Rent allowance is based on the contribution a member is required to make under section 7.8.17 and their rent ceiling under section 7.8.10.
Note 2: If the visitor has a permanent home at another location, the visitor is not taken to be living in the home and therefore will not affect the member's rent allowance.

b. The member must inform the Defence Housing Australia Contact Centre in writing that the person will be living in the home for longer than 4 weeks.

4. If subsection 3 applies, after considering all of the circumstances in which the person is living in the home, the CDF can decide that the person is not sharing the home for the purpose of calculating the members rent allowance under subsection 2.

7.8.20A Rent allowance – boarding

1. This section applies to a member who meets both these conditions.

a. They are eligible for rent allowance.

b. Their contribution is set by table item 2 of subsection 7.8.17.2.

c. They are boarding.

2. This section does not apply to a member who has no resident family but has recognised other persons.

3. The fortnightly rate of rent allowance is calculated using the following formula.

$$rent\ allowance = A - B$$

Where:

A is the lower of the following.

a. The fortnightly boarding fee paid by the member.

b. The rent ceiling under section 7.8.10.

B is the member's contribution set out in Division 3.

Note: If the outcome is zero or less, the rate of rent allowance payable is $0.

4. If a visitor to the house who is 18 years or older stays in the home for 4 weeks or more, the following apply.

a. If the visitor has no permanent home, the member's rent allowance must be recalculated based on the visitor living in the home from the first day of the visitors stay.

Note 1: Rent allowance is based on the contribution a member is required to make under section 7.8.17 and their rent ceiling under section 7.8.10.
Note 2: If the visitor has a permanent home at another location, the visitor is not taken to be living in the home and therefore will not affect the member's rent allowance.

b. The member must inform the Defence Housing Australia Contact Centre in writing that the person will be living in the home for longer than 4 weeks.

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7.8.21 House-sitter for absent member

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

    a. The member meets one of the following.

        i. They have no resident family or recognised other persons.

        ii. They have unaccompanied resident family and no accompanied resident family.

    b. The member is absent from rental accommodation on deployment or temporary duty.

    c. The member has arranged for a house-sitter to occupy their rent allowance accommodation.

2. If all the following conditions are met, the house-sitter will not affect the amount of a member's rent allowance.

    a. The house-sitter pays no rent to the member for the rent allowance accommodation.

    b. The house-sitter leaves when the member returns from the deployment or temporary duty.

    c. The house-sitter does not normally share with the member.

3. The member must inform the Defence Housing Australia Regional Operations Manager in writing if a person will be living in their home.

4. If a house-sitter pays rent to the member for the rent allowance accommodation the member is taken to have sublet the property.

7.8.22 Resident child carer

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

2. The member must inform their unit administrator in writing when any of the following occurs.

    a. A resident child carer moves into their rented home. The member is to provide a date when the arrangement is expected to end, if known.

    b. A resident child carer moves out of their home.

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

    Note: The disclosure in this section is necessary to ensure that a member's housing benefits are not reduced. It also helps to clarify that the person living in the house is not intended by the member to become recognised family.

4. The resident child carer will not affect the amount of the member's rent allowance.

7.8.23 Rent allowance – sublet home

1. This section applies to a member in any of the following situations.

    a. The member meets all of the following.

        i. They have accompanied resident family and no unaccompanied resident family

        ii. They have sublet part of the home that they get rent allowance for.

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b. The member meets all of the following.

i. They have no resident family or recognised other persons or they have unaccompanied resident family and no accompanied resident family.

ii. They are on deployment for more than 6 months.

iii. They have sublet the home, or part of the home, that they get rent allowance for.

2. The rate of rent allowance is a fortnightly rate worked out using this formula.

$$rent - (contribution + fortnightly\ rate\ of\ sublease\ rent)$$

3. The member must inform the Defence Housing Australia Regional Operations Manager in writing if a person will be living in their home for longer than 4 weeks. The CDF will then decide if the member is subletting their home. The CDF must consider all the circumstances in which the person is living in the home.

7.8.25 Furniture rental

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

a. They have no resident family or recognised other persons.

b. They have unaccompanied resident family and no accompanied resident family.

2. Subject to subsection 2A, a member may include the cost of hiring items in the cost of rent up to their rent ceiling.

2A. Costs that may or may not be include in the cost of rent are set out in the following table.

a. Column A sets out costs that can be included.

b. Column B sets out costs that cannot be included, unless the member meets all of the following.

i. They are a member who has unaccompanied resident family and no accompanied resident family.

ii. They own similar items used in their resident family's home.

Item	Column A Items that can be included	Column B Items that cannot be included
1.	Dining table and 4 chairs	Television
2.	Lounge suite or chairs	DVD player
3.	Bed and bedside table	Stereo
4.	Refrigerator	Piece of office furniture
5.	Microwave	Computer or laptop
6.	Washing machine	Video game console
7.	Vacuum cleaner	Kitchen and linen pack
8.	Clothes dryer	Bedside or desk lamp
9.	Coffee table	
10.	Outdoor setting	

3. A member must not be paid an amount for any of the following costs under this section.

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a. Hire costs that assist the member to buy furniture.

b. The cost of an item that is already in the home and available for the member's use.

c. The cost of an item that the member already owns and that it is reasonable for them to use in the rented home.

4. The rules about rent ceiling increases apply to a member this section applies to.

7.8.26 Major General – reduced rent allowance

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

   a. They hold the rank of Major General.

   b. They rent a home of the same standard as a class D Service residence.

2. The member's rent allowance is worked out as if the member was a Brigadier.

7.8.27 Member promoted

1. This section applies to a member who is eligible for rent allowance and is promoted.

2. If the member stays in the same rank group, their eligibility for rent allowance will not change.

3. If the member does not stay in the same rank group, their benefit may change. The amount they must contribute toward rent costs may also increase.

4. The member may apply in writing to the CDF to have their benefit reviewed. The review must be based on whether the member's rent ceiling is affected by their change in rank group. The member can ask for the review before or after they are promoted. The CDF must notify the member of their decision in writing.

5. If the CDF determines that the amounts of rent allowance and contribution should change, the new rates are payable from the latest of these dates.

   a. The day the member is promoted.

   b. A day chosen by the member.

6. When the member moves out of the home, all later benefits will be assessed at the higher rank.

7.8.28 Member reduced in rank

1. This section applies to a member who is eligible for rent allowance and is reduced in rank.

2. If the member's rank group changes, their eligibility for rent allowance would normally change. This is because the contribution rates that apply to the member would be the ones for the lower rank group. However, the rent ceiling would remain at the higher rank group rate.

3. The contribution the member must make toward the cost of rent is reduced if they belong to a lower rank group after demotion.

4. The reduced contribution under subsection 3 starts on the day the member's demotion takes effect.

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5. Despite subsection 2, the member does not get a lower rent ceiling from the day that their rank is reduced.

6. The member may move into another home that they get rent allowance for. In this case, the rent ceiling for the member is reduced to the amount that applies to their new rank group. The reduced rent ceiling applies from the day the member moves out of the home they were living in at the time they were demoted.

7. A member who has been reduced in rank must notify the Defence Housing Australia in writing. This allows the Defence Housing Australia to assess whether the reduction in rank has any effect on the member's contribution.

7.8.29 Changing homes at the housing benefit location or family benefit location

1. A member must re-apply for rent allowance if they move to another rented home at their housing benefit location or family benefit location.

2. A rent ceiling increase approved for a previous home cannot be kept for the new home.

3. The member can seek a rent ceiling increase for the new home under section 7.8.12. They must include any evidence that section requires.

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Division 5: Events that will end or limit eligibility

7.8.30 Member moves to other suitable accommodation

1. A member who has accompanied resident family and no unaccompanied family and meets the criteria in column A of the following table ceases to be eligible for rent allowance on earlier of the dates set out in column B of the same item.

Item	Column A Criteria	Column B Date eligibility ends
1.	The member has a suitable own home in their housing benefit location.	Eligibility ends on the earlier of the following. a. Three months after the date they buy the house. b. One week after settlement. c. A later date that the CDF considers reasonable, if satisfied that the member is unable to be removed to the home within 1 week after settlement, for reasons that are beyond the member's control.
2.	The member accepts a suitable Service residence in their housing benefit location.	Eligibility ends on the earlier of the following. a. One month after the day the member accepted the Service residence. b. The day the member moves into the Service residence. c. A later date that the CDF considers reasonable after considering the facts in subsection 4.

2. A member who meet all of the following when they reach their housing benefit location and meets the criteria in column A of the following table ceases to be eligible for rent allowance on earlier of the dates set out in column B of the same item.

   a. They have unaccompanied resident family.

   b. They have no accompanied resident family.

Item	Column A Criteria	Column B Date eligibility ends
1.	The member has a suitable own home at their new housing benefit location.	The earlier of the following. a. Three months after the date they buy the house. b. One week after settlement. c. A later date that the CDF considers reasonable, if satisfied that the member is unable to be removed to the home within 1 week after settlement, for reasons that are beyond the member's control.

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2.	The member accepts a surplus Service residence at their new housing benefit location.	The earlier of the following. a. One month after the day the member accepted the Service residence. b. The day the member moves into the Service residence. c. A later date that the CDF considers reasonable after considering the facts in subsection 4. **Note**: Rent allowance continues for the member's family benefit location.
3.	The member accepts suitable living-in accommodation at their new housing benefit location.	The earlier of the following. a. One month after the day the member accepted the living-in accommodation. b. The day the member moves into the living-in accommodation. c. A later date that the CDF considers reasonable after considering the facts in subsection 4. **Note:** Rent allowance continues for the member's family benefit location.
4.	The member has a suitable own home in their family benefit location.	The earlier of the following. a. Three months after the date they buy the house. b. One week after settlement. c. A later date that the CDF considers reasonable, if satisfied that the member's resident family are unable to be removed to the home within 1 week of settlement, for reasons that are beyond the member's control.
5.	The member gets a Service residence in their family benefit location.	The earlier of the following. a. One month after the day the member accepted the Service residence. b. The day the resident family move into the Service residence. c. A later date that the CDF considers reasonable after considering the facts in subsection 4.

3. A member who meet all of the following and meets the criteria in column A of the following table ceases to be eligible for rent allowance on earlier of the dates set out in column B of the same item.

   a. They have no resident family.

   b. They have no recognised other persons.

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Item	Column A Criteria	Column B Date eligibility ends
1.	The member has a suitable own home in their housing benefit location.	The earlier of the following. a. Three months after the date they buy the house. b. One week after settlement. c. A later date that the CDF considers reasonable, if satisfied that the member is unable to be removed to the home within 1 week of settlement, for reasons that are beyond the member's control.
2.	The member accepts a surplus Services residence in their housing benefit location.	The earlier of the following. a. One month after the day the member accepted the Service residence. b. The day the member moves into the Service residence. c. A later date that the CDF considers reasonable after considering the facts in subsection 4.
3.	The member accepts suitable living-in accommodation in the housing benefit location.	The earlier of the following. a. One month after the day the member accepted the living-in accommodation. b. The day the member moves into the living-in accommodation.

4. Before making a decision under this section, the CDF must consider all of the following.

   a. The amount of time the member has left in their posting to that location.

   b. The cost of a removal to the new accommodation.

   c. The amount of time the member will need to move out of the rented home, including any notice period needed under their lease.

   d. Whether the member has included a release section in the lease that allows them to end it with 1 month's notice.

   e. Any other fact relevant to the member’s accommodation.

7.8.31 Rent allowance on deployment

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

   a. They are receiving rent allowance.

   b. They meet one of the following.

      i. They have no resident family or recognised other persons.

      ii. They have unaccompanied resident family and no accompanied resident family.

   c. They meet one of the following.

      i. They are deployed for 6 months or longer.

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ii. Their deployment of less than 6 months was extended during the deployment, and the total period of deployment is 6 months or longer.

2. A member may choose between the following options.

a. To keep the rental accommodation for the period of the member's deployment.

b. To leave the rental accommodation.

3. The choice in subsection 2 must be in writing to the member's Defence Housing Australia Regional Operations Manager and made before the member is deployed.

4. A member who fails to make a choice under subsection 2 is taken to have chosen to keep their rental accommodation.

5. A member who chooses to leave rental accommodation is eligible for the reimbursement of reasonable costs associated with breaking the lease.

7.8.32 Member with less than 12 months until ceasing continuous full-time service

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

a. They have accompanied resident family and no unaccompanied resident family.

b. They are eligible for rent allowance.

c. They move to a new housing benefit location and there is less than 12 months until they cease continuous full-time service.

d. One of the following occurs.

i. They are granted a removal of their resident family to the new location.

ii. They choose to leave their resident family at their previous housing benefit location.

2. The member is eligible for rent allowance for the home their resident family live in until the earlier of the following.

a. The day the resident family move out of the rented home.

b. The day the member ceases continuous full-time service.

7.8.33 Resident family or recognised other persons removed before member ceases full-time service

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

a. They have accompanied resident family or recognised other persons and no unaccompanied resident family.

b. They will cease continuous full-time service within the next 12 months.

c. They are given a removal for their resident family before they cease continuous full-time service.

d. The removal under paragraph c is to the location where the member and their resident family will live after the member ceases continuous full-time service.

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2. The member is eligible for rent allowance for the home their resident family or recognised other persons live in until the earlier of the following.

   a. The day the member buys a home in that location.

   b. The day the resident family move out of the rented home.

   c. The day the member ceases continuous full-time service.

7.8.34 Member on leave without pay

1. A member is not eligible for rent allowance while they are on leave granted under Chapter 5 Part 10, Leave without pay.

2. This section does not apply to a member on one of the following types of leave.

   a. Maternity leave.

   b. Parental leave.

3. The CDF may decide that the member was granted the leave without pay for exceptional reasons. In this case, they may be eligible for rent allowance in the normal way.

7.8.35A Contribution for member on a flexible service determination

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

   a. The member is on a flexible service determination (weeks per month pattern of service).

   b. The member is required to make a contribution for rent allowance under section 7.8.17.

2. The member's rate of contribution is set out in the following table.

Item	If the member's pattern of service over each 4-week period is…	the member's contribution is...
1.	1 week working, 3 weeks not working,	150% of the rate that applies to them under Annex 7.D.
2.	2 weeks working, 2 weeks not working,	100% of the rate that applies to them under Annex 7.D.
3.	3 weeks working, 2 week not working,	

Note: Each working day in the week is based on a normal full-time work day.

7.8.36 Resident family not at a rented home

1. This section applies to a member if their accompanied resident family and recognised other persons cease living with the member in the rented home the member lives in.

2. The member is eligible for rent allowance until the earlier of the following dates.

   a. The day the member, their resident family and recognised other persons move out of the home.

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b. One month after the day the member's resident family and recognised other persons stop living at the home.

3. If a person in the member's resident family, or a recognised other person, dies and the member ceases to have any resident family or recognised other persons, the member's eligibility for rent allowance as a member who has accompanied resident family for that home continues until the earlier of these dates.

   a. The day the member moves out of the home.

   b. Three months after the day the requirement to house accompanied resident family or recognised other persons ends.

4. If subsection 2 or 3 applies, the member may become eligible for rent allowance for that rented home, or another one, as a member who has no resident family or recognised other persons.

7.8.37 Member dies

1. This section applies if a member dies while they are eligible for rent allowance for the home that they or their resident family and recognised other persons occupy.

2. If the member's resident family and recognised other persons were living in the home, rent allowance continues to be payable in relation to the rented home until the latest of these dates.

   a. The day they move out of the home.

   b. If they continue to live in the home — 15 months after the day the member died.

   c. A day more than 15 months after the member's death that the CDF is satisfied is reasonable after considering all of the following.

      i. The personal circumstances of the resident family and recognised other persons.

      ii. The accommodation needs of the resident family and recognised other persons.

      iii. Availability of other rental homes in the location.

      iv. Any other factor relevant to the resident family and recognised other persons' accommodation.

3. If the member has no resident family or recognised other persons, or unaccompanied resident family and no accompanied resident family, rent allowance will be paid to the person who is to pay the member's rent until one of the following.

   a. The earlier of the following.

      i. 28 days after the member's death

      ii. The date the lease ends.

   b. A later date set by the CDF that the CDF considers reasonable.

4. The rent allowance is at the rate that applied to the member.

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7.8.38 Rent allowance audit

1. Each member’s rent allowance may be audited one or more times in each posting cycle.

2. The purpose of the audit is to check that the member is getting the amount of rent allowance they are eligible for. It checks facts including the address in the housing benefit location or family benefit location and the number of resident family or recognised other persons or other residents.

3. To start an audit, the Defence Housing Australia Regional Operations Manager must do all of the following.

    a. Write to the member to seek confirmation of information the Manager needs to make the checks.

    b. If the member does not respond, give written notice to the member's unit that the member is to be audited.

4. The member must respond within 14 days of receiving the Defence Housing Australia Regional Operations Manager's letter. The response must be in writing.

5. The member may be absent from the location at the time of the audit. The audit must then be suspended until the member returns.

6. This suspension lasts until the Defence Housing Australia Regional Operations Manager gets written notice that the member is in the housing benefit location.

7.8.39 Member who fails to respond to audit

1. The member's eligibility for rent allowance will cease if they fail to comply with all of the requirements under subsection 7.8.38.2, unless subsection 7.8.38.4 applies.

2. If the member’s eligibility for rent allowance has ceased under subsection 1, the member’s eligibility for rent allowance recommences when all of the following have been met.

    a. The member complies with the request under paragraph 7.8.38.2.a.

    b. The Defence Housing Australia Regional Operations Manager is satisfied that the member has reasonable grounds for not responding within the time provided under paragraph 7.8.38.2.b.

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Division 6: Advances and repayments

7.8.40 Purpose

A member might be unable to pay the bond or other fees for securing a rental property. The member may be eligible for an advance.

7.8.40A Member this Division does not apply to

A member who accepts an offer of accommodation under Chapter 7 Part 7 of this Determination is not eligible for benefits under this Division.

7.8.41 Assistance with payments for rental home

1. This section applies to a member who intends to enter into a lease on a rental home for which they will be eligible for rent allowance.

2. The member may apply for assistance for some of the costs of entering into a rental lease.

3. A member who must pay the costs in column A of the table is eligible for the assistance in column B of the same table item.

Item	Column A Cost	Column B Assistance
1.	A rental bond	An advance payment of up to a maximum of twice the member's fortnightly rent ceiling. **Note:** The member may apply for less than the full amount.
2.	Rent in advance	An advance payment of up to a maximum of twice the member's fortnightly rent ceiling. **Note:** The member may apply for less than the full amount.
3.	A utility connection deposit	An advance payment of the cost of the deposit.
4.	Commonwealth, State or Territory stamp duty of the lease	Reimbursement of the amount that was paid. **Note:** This amount is not repayable.
5.	Fees to a lawyer for preparing a lease	Reimbursement of up to $1,000. **Note:** This amount is not repayable.

Note: The member may apply for assistance for the costs under both table items 1 and 2.

4. A member who received an advance under table items 1, 2 or 3 must repay the amount they received.

7.8.42 Advance payment of bond when sharing

1. This section applies to a member who shares a rented home with another person and gets rent allowance.

2. The member can apply for an advance of the money they would be eligible for under section 7.8.41. They can apply for an advance of all or part of the amount.

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7.8.44 Member to give evidence of payment

1. A member who receives an advance payment under this Division 6 must provide the Defence Housing Australia Regional Operations Manager documents to demonstrate that it was spent for the intended purpose.

2. The documents under subsection 1 must be provided within 14 days of entering into a lease.

7.8.45 Unused advances to be repaid

1. If any part of an advance is not used for its intended purposes, the member must repay it immediately.

2. The CDF may decide that a member who received an advance has not paid or lodged it. The member must repay the advance immediately.

3. The CDF may decide that a member who received an advance for rent has not entered a lease and paid rent within a reasonable period. The member must repay the advanced amount back immediately.

4. In making a decision under subsection 3, the CDF must consider all these factors.

    a. Where the housing benefit location or family benefit location is.

    b. The time of year.

    c. Whether there is suitable accommodation available for the member's rank, status and resident family or recognised other persons' circumstances.

7.8.46 Method of repayment

1. If a member receives any advances under subsection 7.8.41.3, table items 1, 2 and 3, they must comply with all of the following conditions.

    a. They must repay any advances made to them.

    b. Repayments must be made in one of the following fortnightly instalments.

        i. If the member is on an alternate located work agreement, a transition location (medical) agreement or a transition location (general) agreement — in fortnightly instalments over the period of the agreement up to a maximum of 26 fortnightly instalments.

        ii. For all other members — 26 fortnightly instalments.

2. The member may choose to repay the balance of any advances as a single payment before the end of the period in subparagraph 1.b.

3. If the member does not repay the full advance within the first 12 months of the lease commencing, the balance is to be recovered in accordance with the *Public Governance, Performance and Accountability Act 2013*.

4. On termination of a lease the member may get a refund of a rental bond or utility connection deposit. The following table shows the amount that a member must repay in this situation.

Item	If a member has...	they...
1.	fully repaid the Commonwealth within the first 12 months of the lease commencing	are able to keep the refund.

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2.	a lease of less than 12 months	must repay any outstanding amounts to the Commonwealth when the member gets a refund through the State or Territory rental board or utility provider.
3.	broken the lease within the first 12 months of the lease commencing	
4.	a lease of 12 months or less and does not receive a refund	must repay any outstanding amount of the advance to the Commonwealth within 12 months of the lease commencing.

5. If the member gets any interest on bond money refunded to them, they must make a payment to the Commonwealth. The amount of the payment is the portion of interest corresponding to the period and amount of the advance.

7.8.47 Rent paid before member moves in

1. A member is eligible to be reimbursed an amount towards the rent payable for a home before they move into it if all of the following apply.

   a. They will be eligible for rent allowance in the location of the home.

   b. They and their resident family or recognised other persons cannot move into the home immediately for reasons related to their service or removal.

   d. Rent has been paid to secure the home.

2. The amount to be reimbursed is the lesser of the actual rent paid or the member's rent ceiling for the location of the home for any of the following periods.

   a. If the member's furniture or effects are in transit or delivery is delayed for a reason not caused by the member's own actions — 6 weeks.

   b. In any other circumstance — 3 weeks.

7.8.48 Rent paid after member moves out

1. This section applies to a member who is eligible for rent allowance and must move out of their home for any of these reasons.

   a. The lease is terminated for Service reasons.

   b. They must move into a Service residence.

   c. The CDF decides the home is unsuitable because the number or needs of the member's resident family or recognised other persons have changed.

   d. The CDF decides that there are serious health, safety or security concerns if the member or their resident family or recognised other persons stay at the home.

   e. The member is moving to a new location because they are on one of the following.

      i. Transition location (medical) agreement.

      ii. Transition location (general) agreement.

2. The member is eligible for the reimbursement of the lesser of these amounts.

   a. The rent for the home.

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b. The member's rent ceiling for the home.

3. The payment in subsection 2 is made for this period.

a. The period starts the day the member moves out of the home.

b. The period ends the day their obligation to pay rent for it ends.

4. If the member forfeits all or part of the bond for other costs, they are eligible for the reimbursement of the amount forfeited.

5. This section does not apply if a member buys a home.

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Part 9: Meals

Division 1A: General Provisions

7.9.1 Simplified outline of Part 9

This Part provides when a member is required to pay for a meal if they eat in a mess and the circumstances in which a member is able to receive food allowance.

When a member eats a meal in a mess, they are generally required to make a contribution towards the cost of that meal. In some circumstances, members may be able to receive meals at no cost (see Division 1).

If a member eats in a mess, they are generally required to pay the casual meal charge unless:

- They are paying a fortnightly meal charge.
- They have unaccompanied resident family.
- They are living under field conditions.

The rates for casual meals are provided under Division 1, with specific rates provided for breakfast, lunch, and dinner.

Members who have unaccompanied resident family and are not paying the fortnightly meal charge may be eligible to receive food allowance to cover food costs (see Division 2).

Rates for food allowance will depend on whether the member is under a flexible service determination or not. Members become ineligible for food allowance during periods when meals are provided as well as during specific types of leave (see Division 2).

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Division 1: Contribution for meals

7.9.4 Provision of meals

A member who eats in a mess may be provided a meal at no cost to themselves.

7.9.5 Casual meal charges

1. Subject to subsection 2, a member must pay the casual meal charge if they eat a meal in a mess.

2. A member does not pay the casual meal charge if any of the following circumstances apply.

   a. They are paying the fortnightly meal charge.

   b. They meet all of the following.

      i. They have unaccompanied resident family.

      ii. They have no accompanied resident family.

      iii. They are not receiving food allowance.

      iv. They are not on a flexible service determination.

   c. They meet all of the following.

      i. They occupy living-in accommodation.

      ii. They are not required to pay a contribution for the living-in accommodation.

   d. They are eligible for travelling allowance or meals provided by Defence.

   e. They are living under field conditions or on a seagoing ship for any part of a day.

      Note: If the meal ordinarily provided by the ship is not available, any meal provided in a mess is free of charge.

   f. They meet all of the following.

      i. They have no resident family or recognised other persons.

      ii. They are posted to a seagoing submarine.

      iii. The meal ordinarily provided by the submarine's galley is not available.

2A. Despite subsection 2, a member who meets any of the following must pay the casual meal charge if they eat a meal in a mess.

   a. They meet all of the following.

      i. They have no resident family or recognised other persons.

      ii. They do not have to pay a contribution for living-in accommodation because they are in a room with 4 or more beds.

      iii. Meals ordinarily provided by the submarine's galley are available.

   b. They occupy temporary living-in accommodation below the level 1 standard.

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c. They meet all of the following.

i. They have no resident family or recognised other persons.

ii. They are posted to a seagoing submarine.

d. They are eligible for part-day travelling allowance.

3. The casual meal rate for the member's situation in column A is the rate for the meal in column B, C or D of the same item.

Item	Column A Situation	Column B Rate for breakfast ($)	Column C Rate for lunch ($)	Column D Rate for dinner ($)
1.	The member is not on leave without pay.	6.75	9.25	8.15
2.	The member is on a nonworking period or leave without pay.	11.00	16.00	23.00

7.9.6 Fortnightly meal charges

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

a. They are a member on Reserve service.

b. They are occupying living-in accommodation and are not required to pay a contribution for the living-in accommodation unless subsection 1A applies

c. They are on leave without pay.

1A. Paragraph 1.a does not apply to a member who meets any of the following.

a. They meet all of the following.

i. They have no resident family or recognised other persons.

ii. They do not have to pay a contribution for living-in accommodation because they are in a room with 4 or more beds.

b. They occupy temporary living-in accommodation below the level 1 standard.

c. They have no resident family or other persons and their primary service location is a seagoing submarine.

2. A member must pay the fortnightly meal charge for eating meals in a mess if any of the following conditions apply.

a. The member has elected to pay the fortnightly meal charge.

b. The member is a normal entry recruit during basic recruit training.

3. Subject to subsection 4, the fortnightly meal charge for a member who elects to pay the fortnightly meal charge is payable for the following period.

a. From the first day of the period that the member elects to pay the fortnightly meal charge.

b. Until the end of the last day of the period that the member elected.

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4. The fortnightly meal charge must not start on a day that is less than 4 days after the last day for which the member paid the fortnightly meal charge if all of the following apply.

   a. The member's election to pay the fortnightly meal charge has ended.

   b. The member makes a new election to pay the fortnightly meal charge.

   Note: This section does not prevent a member from extending their election to pay the fortnightly meal charge before their election has expired.

5. The fortnightly meal charge for a member who is a normal entry recruit during basic recruit training is payable for the following period.

   a. From the first day they begin basic recruit training.

   b. Until the last day of basic recruit training.

7.9.7 Fortnightly meal charge rate

1. The rate of the fortnightly meal charge is $241.50.

2. The fortnightly meal charge is reduced by $17.25 for every day within one of the following periods.

   a. A period the member is absent on leave for more than 72 hours.

   b. A period the member is eligible for travelling allowance other than part-day travel allowance.

   c. A period the member is living under field conditions or on a seagoing ship.

7.9.8 Member on leave without pay

1. This section applies to a member to whom all the following apply.

   a. The member is granted leave without pay.

   b. The grant of leave was made for exceptional circumstances.

   c. The member's contribution for meals will change when the member starts leave without pay.

2. The CDF may decide that the member pays the rate of the contribution for meals they were paying before they started leave without pay.

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Division 2: Food allowance

7.9.10 Food allowance

1. A member who meets all of the following is eligible for food allowance.

    a. They have unaccompanied resident family.

    b. They have no accompanied resident family.

    c. They are not paying the fortnightly meal charge.

    d. One of the following.

        i. They are living out.

        ii. They are occupying a Navy accommodation complex at Homebush, New South Wales or North Strathfield, New South Wales.

2. The rate of food allowance is one of the following.

    a. $214.79 a fortnight.

    b. If they are on a flexible service determination — $21.48 for each day in the member's pattern of service up to the rate specified in paragraph a.

7.9.11 When a member is not eligible for food allowance

A member is not eligible for food allowance during any of the following periods.

a. A day on which the member is provided 3 meals, and any of the following apply to each of those meals.

    i. The meal is provided by the Commonwealth.

    ii. An amount, however described, is provided to the member under this Determination for the purchase of a meal, other than food allowance provided under this Division.

b. A period of leave that exceeds 1 week, other than any of the following.

    i. Medical absence granted under Chapter 5 Part 3 during which the member remains in their housing benefit location.

    ii. Short absence from duty granted under section 5.11.14 for a member who has unaccompanied resident family and no accompanied resident family who is isolating in their residence within their housing benefit location.

c. A period the member is eligible for temporary accommodation allowance and has not occupied a serviced apartment for more than 1 week.

d. A period the member is on a long-term posting overseas.

e. Any period between the following days.

    i. The 15th day after the member returned to their family's location.

    ii. The day the member returns to their housing benefit location.

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Part 10: Utilities

Division 1: General provisions

7.10.1 Simplified outline of Part 10

This Part provides utilities assistance to members to help manage the costs of maintaining two households due to the nature of their service.

Depending on who a member lives with and the type of accommodation they occupy, some members are able to claim a portion of their utility costs back each fortnight (see Division 1).

If a member is living in a tied residence or in living-in accommodation, they are required to contribute towards energy costs each fortnight (see Division 2). There are some exceptions to this.

Members occupying Service residences are eligible for advances on utility connection deposits, this includes members who are sharing (see Division 3). Evidence is required to verify the use of advances, and any unused funds must be repaid.

7.10.3 Members this Division applies to

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

a. They have unaccompanied resident family and no accompanied resident family and lives in one of the following types of accommodation in their housing benefit location.

   i. A Service residence.

   ii. A home for which they get rent allowance.

   iii. Their own home and they would otherwise be eligible for rent allowance.

   iv. Member choice accommodation.

b. They have member with no resident family or recognised other persons and they are posted to a seagoing submarine and live in one of these homes in their housing benefit location.

   i. A Service residence.

   ii. A home for which they get rent allowance.

   iii. Their own home and they would otherwise be eligible for rent allowance.

   iv. Member choice accommodation.

7.10.4 Eligible member – reimbursement for utilities

1. A member eligible for assistance under section 7.10.3 is eligible for the reimbursement of any of the following costs.

   a. The part of the local government rates charged for the home that relate directly to utilities.

   b. Utilities, up to one of the following amounts.

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i. If the member is not on a flexible service determination — the member may be reimbursed up to a maximum of $80.06 a fortnight.

ii. If the member is on a flexible service determination — the member may be reimbursed an amount calculated as follows.

$$\textbf{\textit{utilities reimbursement}} = \boldsymbol{U - NWP \times \left(\frac{U}{14}\right)}$$

Where:

NWP is the number of days in the nonworking period in the pay fortnight.

U is the fortnightly utilities reimbursement amount specified in subparagraph 7.10.4.1.b.i.

2. A member may pay more for utilities than the amounts set out in subsection 1. In this case, the CDF may decide to reimburse them an additional amount. The CDF must consider all these matters.

a. The kind of home the member lives in, its condition and the rent paid for it.

b. The climate at the home's location.

c. Utility consumption by other members at the location.

d. Any special facts that mean the member consumes more utilities.

3. This section does not apply to an eligible member who lives in a Service residence listed in section 7.10.8.

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Division 2: Contributions for utilities

7.10.5 Member temporarily away from home

1. A member is eligible to be reimbursed utility costs if they are away from their home for up to 1 month and they meet one of the following conditions.

    a. The member is away on paid leave or temporary duty.

    b. The member is away because they are in one of the following places.

        i. Hospital.

        ii. Prison, or the member is detained another way under the *Defence Force Discipline Act 1982*.

        iii. Living in temporarily for Service reasons.

    Note: Section 7.10.3 limits the application of this section.

2. The CDF may approve the member being reimbursed for longer than 1 month. The CDF must consider all these facts.

    a. The reasons the member is away from home.

    b. When they are expected to return.

    c. The time the member will need to move out of the home, if they have to.

    d. Any other factor relevant to the absence.

7.10.6 Member who must contribute to the cost of utilities

1. Sections 7.10.7 to 7.10.9 require some members to pay toward the cost of the utilities in their accommodation.

2. These sections only apply to utilities that the Defence Housing Australia or the Commonwealth have paid for.

7.10.7 Contribution for water – Service residence

1. A member who lives in a Service residence must pay a contribution towards the cost of the water they use unless they meet all of the following.

    a. They have unaccompanied resident family.

    b. They have no accompanied resident family.

    c. They are living in a surplus Service residence.

2. The fortnightly rate of contribution is worked out using this formula.

$$\$21.66 \div number\ of\ members\ who\ live\ in\ the\ residence$$

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7.10.8 Contribution for energy costs – tied or Service residences

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

    a. They meet one of the following.

        i. They have accompanied resident family and no unaccompanied resident family.

        ii. They have no resident family or recognised other persons.

    b. They live in any of the following Service residences.

        i. 1 Parnell Road, Royal Military College, Duntroon.

        ii. 2 Parnell Road, Royal Military College, Duntroon.

        iii. 3 Parnell Road, Royal Military College, Duntroon.

        iv. 4 Parnell Road, Royal Military College, Duntroon.

        v. 6 Robert Campbell Road (Bridges House), Royal Military College, Duntroon.

        vi. The Commander's Residence, Davey Street, Anglesea Barracks, Hobart.

2. The member must pay $153.62 a fortnight towards the cost of energy for the residence.

7.10.9 Contribution for utilities – member occupying living-in accommodation

1. Subject to section 7.10.9A, a member who occupies living-in accommodation must pay a contribution of $49.58 a fortnight toward the cost of utilities.

2. Despite subsection 1, a member is not required to pay a contribution for utilities under this section for any full day or part day they meet one of the following.

    a. They are living under field conditions.

    b. They are on a seagoing ship or seagoing submarine.

3. A member who occupies living-in accommodation and does not pay a contribution for the living-in accommodation is not required to pay any contribution for utilities, unless they meet any of the following.

    a. They are a normal entry recruit during basic recruit training.

    b. They have no resident family or recognised other persons and live in a room with 4 or more beds.

    c. They are temporarily living in accommodation below the standard that would be classified as level 1 accommodation.

    d. The member is temporarily living in accommodation below the standard that would be classified as level 1 accommodation.

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7.10.9A Contribution for utilities – member occupying living-in accommodation on a flexible service determination

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

   a. The member has unaccompanied resident family and no accompanied resident family.

   b. The member is on a flexible service determination.

   c. The member occupies living-in accommodation.

2. The member must pay a fortnightly utilities contribution for their nonworking period. The contribution is calculated as follows.

$$\boldsymbol{utilities\ contribution = NWP \times \left(\frac{C}{10}\right)}$$

Where:

NWP is the number of days in the nonworking period in the pay fortnight.

C is the fortnightly utilities contribution amount specified in section 7.10.9.1.

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Division 3: Assistance with utilities connections and bonds

7.10.10 Assistance with utility connection deposits

1. A member is eligible for an advance for a utility connection deposit when they occupy a Service residence.

2. The advance is the full amount of the payment.

3. The member may ask for assistance for only a part of the utility connection deposit.

4. If the member receives a refund for the utility connection deposit under subsection 1, the advance must be repaid at one of the following times.

    a. If the member no longer occupies the Service residence — immediately after it is refunded.

    b. If the member is still occupying the Service residence —the day their eligibility for the Service residence ends.

5. If the member gets any interest on money the utility company refunds to them, they must pay the interest to the Commonwealth.

7.10.11 Advance payment of utility connection deposit when sharing

1. This section applies to member who shares a Service residence with another person.

2. The member can apply for an advance of the money they would be eligible for under section 7.10.10. They can apply for an advance of all or part of the amount.

7.10.12 Member to give evidence of payment

1. A member who has been given an advance under section 7.10.10 must give Defence Housing Australia's Regional Operations Manager documents to show that they have used it for the intended purpose.

2. The documents must be provided within 14 days of occupying the Service residence.

7.10.13 Unused advances to be repaid

A member must immediately repay any part of an advance that meets any of the following.

a. It is not used for its intended purposes.

b. It has not been paid or lodged.

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

Part 1: Contribution for a Service residence – member with accompanied resident family and no unaccompanied resident family

The contribution for a member holding a rank in column A of the following table who is occupying a Service residence with a classification in column B is the amount in column C of the same item

Item	Column A Rank	Column B Service residence classification	Column C Contribution ($)
1.	Lieutenant, Second Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, or Corporal or lower	Rent band 1 or 2	647.60
2.	Captain, Regimental Sergeant Major of the Army, Warrant Officer Class 1 or Warrant Officer Class 2	Rent band 1	647.60
		Rent band 2 or 3	804.94
3.	Lieutenant Colonel or Major	Rent band 2	804.94
		Rent band 3 or 4	929.31
4.	Brigadier or Colonel	Rent band 3	929.31
		Rent band 4 or 5	1,342.72
5.	Major General or higher	Rent band 4	1,342.72
		Rent band 5	2,101.40

Part 2: Higher contribution scheme – contribution for a Service residence where a member chooses a property above their benefit

The fortnightly contribution for a member who meets one of the following and holds a rank in column A of the following table is the amount for their rent band in columns B to E of the same item.

a. They are a member who has accompanied resident family and no unaccompanied resident family.

b. They are a member who has no resident family but has recognised other persons.

Item	Column A Rank	Column B Contribution rent band 1 ($)	Column C Contribution rent band 2 ($)	Column D Contribution rent band 3 ($)	Column E Contribution rent band 4 ($)
1.	Lieutenant, Second Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, or Corporal or lower		962.27	1,211.01	2,037.83

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2.	Captain, Regimental Sergeant Major of the Army, Warrant Officer Class 1 or Warrant Officer Class 2			1,053.68	1,880.50
3.	Lieutenant Colonel or Major				1,756.13

Part 3: Contribution for member with no resident family or recognised other persons and is not sharing

The fortnightly contribution for a member occupying a rent band classified Service residence with a rent band level in column A of the following table is the amount in column B of the same item.

Item	Column A Rent band	Column B Contribution ($)
1.	5	2,101.40
2.	4	1,342.72
3.	3	929.31
4.	2	804.94
5.	1	647.60

Part 4: Contribution for member with no resident family or recognised other persons and is sharing

The fortnightly contribution for a member with no resident family or recognised other persons sharing a Service residence is one of the following.

a. For a member sharing with one person who holds a rank in column A the amount in column B of the same item.

b. For a member sharing with 2 or more people who holds a rank in column A the amount in column C of the same item.

Item	Column A Rank group	Column B Member sharing with 1 other person ($)	Column C Member sharing with 2 or more people ($)
1.	Major General or higher	945.64	700.47
2.	Brigadier or Colonel	604.23	447.58
3.	Lieutenant Colonel or Major	418.20	309.78
4.	Captain, Regimental Sergeant Major of the Army, Warrant Officer Class 1 or Warrant Officer Class 2	362.23	268.31
5.	Lieutenant, Second Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant or Corporal or lower	291.42	215.87

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Annex 7.D: Contributions for rent allowance

Part 1: Contribution for rent allowance – member with resident family and recognised other persons live in rental accommodation

The fortnightly rent allowance contribution for a member holding a rank in an item in column A of the following table is either of the following.

a. For a member whose rent ceiling is set by subsection 7.8.9.5, column B of the same item.

b. For a member whose rent ceiling is set by subsection 7.8.9.3.a, column C of the same item.

Item	Column A Rank	Column B 2 Bedrooms ($)	Column C 3 Bedrooms or more ($)
1.	Major General or higher	1,891.27	2,101.40
2.	Brigadier or Colonel	1,208.45	1,342.72
3.	Lieutenant Colonel or Major	836.39	929.31
4.	Captain, Regimental Sergeant Major of the Army, Warrant Officer Class 1 or Warrant Officer Class 2	724.46	804.94
5.	Lieutenant, Second Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a Trainee	582.84	647.60

Part 2: Contribution for rent allowance – members in rental accommodation without resident family and recognised other persons

The fortnightly rent allowance contribution for a member holding a rank in an item in column A of the following table is either of the following.

a. For a member whose rent ceiling is set by subsection 7.8.10.2 table item 1, column B of the same item.

b. For a member whose rent ceiling is set by 7.8.10.2 table item 2, column C of the same item.

c. For a member whose rent ceiling is set by 7.8.10.2 table item 3 or item 4, column D of the same item.

Item	Column A Rank	Column B Living alone ($)	Column C Sharing with 1 other person ($)	Column D Sharing with 2 or 3 other people ($)
1.	Major General or higher	1,891.27	945.64	700.47
2.	Brigadier or Colonel	1,208.45	604.23	447.58
3.	Lieutenant Colonel or Major	836.39	418.20	309.78
4.	Captain, Regimental Sergeant Major of the Army, Warrant Officer Class 1, or Warrant Officer Class 2	724.46	362.23	268.31

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5.	Lieutenant, Second Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a Trainee	582.84	291.42	215.87

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Annex 7.E: Rent ceilings

Part 1 Rent ceilings – member's resident family and recognised other persons live in rental accommodation

Part 1.1 Rent ceiling for member who has accompanied resident family and no unaccompanied resident family – 3–bedrooms

Column A Location	Column B Lieutenant, 2nd Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a trainee	Column C Warrant Officer Class 1 and 2, Regimental Sergeant Major of the Army, or Captain	Column D Major or Lieutenant Colonel	Column E Colonel or Brigadier	Column F Major General or higher
	$ each fortnight				
ACT and Queanbeyan	1,396	1,562	1,740	2,340	3,856
Adelaide	1,184	1,428	1,756	2,062	
Albury and Wodonga	1,080	1,204	1,284	1,428	
Alice Springs	1,284	1,528	1,816	2,616	
Armidale	1,056				
Ballarat, Delacombe and Alfredton	830	876	906		
Brisbane	1,468	1,760	2,118	2,680	
Broome	1,920	2,552	2,938		
Cairns	1,524	1,710	2,138		
Carnarvon	1,868				
Darwin	1,568	1,756	1,948	2,078	
Evans Head	1,492	1,668			
Exmouth	1,734	1,948	2,484		
Frankston and Mornington	1,204	1,450	1,658	2,004	
Geraldton	1,024	1,416	1,764	1,934	
Glenbrook	1,964	2,598	3,140	4,010	
Gold Coast	1,608	1,830	2,012	2,170	
Hobart	1,296	1,486	1,664	1,812	
Ipswich	1,196	1,394	1,580	1,948	
Karratha	2,476	3,236	4,288		
Katherine	1,604	1,896	2,526		
Lismore and Junction Hill	1,436	1,624	1,722		
Liverpool	1,964	2,598	3,140	4,010	
Melbourne	1,164	1,370	1,688	2,272	3,617
Mission Beach	1,044	1,224	1,448		
Mount Isa	1,412				
Newcastle and Raymond Terrace	1,324	1,598	1,904	2,250	

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Newman	2,060				
Nowra	1,280	1,438	1,684	1,932	
Orange	1,100	1,302			
Perth and Pearce	1,716	2,072	2,472	2,912	
Port Augusta, Port Lincoln and Port Wakefield	1,008				
Port Hedland	3,260	3,700	4,600		
Port Macquarie	1,140	1,392	1,488		
Queenscliff, Leopold, Ocean Grove and Point Lonsdale	1,466				
Richmond	1,964	2,598	3,140	4,010	
Rockingham	1,408	1,794	2,130	2,712	
Sale	972	1,084	1,220	1,338	
Seymour	1,040				
Singleton	1,332	1,528	1,760	1,978	
Sydney	1,964	2,598	3,140	4,010	4,680
Tamworth	1,140	1,600	1,780		
Thursday Island	2,880				
Tom Price	3,400				
Toowoomba and Oakey	1,288	1,520	1,630	1,706	
Townsville	1,140	1,344	1,618	1,800	
Tully	1,044	1,224	1,448		
Wagga Wagga	1,188	1,324	1,500	1,740	
Weipa	1,680	1,996	2,140		
Wollongong, Tarrawanna and Woonona	1,744	1,922	1,976	2,072	

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Part 1.2 Member who has accompanied resident family and no unaccompanied resident family and chooses a 2–bedroom rent ceiling

Column A Location	Column B Lieutenant, 2nd Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a trainee	Column C Warrant Officer Class 1 and 2, Regimental Sergeant Major of the Army or Captain	Column D Major or Lieutenant Colonel	Column E Colonel or Brigadier	Column F Major General or higher
	$ each fortnight				
ACT and Queanbeyan	1,256	1,406	1,566	2,106	3,470
Adelaide	1,066	1,285	1,580	1,856	
Albury and Wodonga	972	1,084	1,156	1,285	
Alice Springs	1,156	1,375	1,634	2,354	
Armidale	950				
Ballarat, Delacombe and Alfredton	747	788	815		
Brisbane	1,321	1,584	1,906	2,412	
Broome	1,728	2,297	2,644		
Cairns	1,372	1,539	1,924		
Carnarvon	1,681				
Darwin	1,411	1,580	1,753	1,870	
Evans Head	1,343	1,501			
Exmouth	1,561	1,753	2,236		
Frankston and Mornington	1,084	1,305	1,492	1,804	
Geraldton	922	1,274	1,588	1,741	
Glenbrook	1,768	2,338	2,826	3,609	
Gold Coast	1,447	1,647	1,811	1,953	
Hobart	1,166	1,337	1,498	1,631	
Ipswich	1,076	1,255	1,422	1,753	
Karratha	2,228	2,912	3,859		
Katherine	1,444	1,706	2,273		
Lismore and Junction Hill	1,292	1,462	1,550		
Liverpool	1,768	2,338	2,826	3,609	
Melbourne	1,048	1,233	1,519	2,045	3,255
Mission Beach	940	1,102	1,303		
Mount Isa	1,271				
Newcastle and Raymond Terrace	1,192	1,438	1,714	2,025	
Newman	1,854				
Nowra	1,152	1,294	1,516	1,739	
Orange	990	1,172			
Perth and Pearce	1,544	1,865	2,225	2,621	

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Port Augusta, Port Lincoln and Port Wakefield	907				
Port Hedland	2,934	3,330	4,140		
Port Macquarie	1,026	1,253	1,339		
Queenscliff, Leopold, Ocean Grove and Point Lonsdale	1,319				
Richmond	1,768	2,338	2,826	3,609	
Rockingham	1,267	1,615	1,917	2,441	
Sale	875	976	1,098	1,204	
Seymour	936				
Singleton	1,199	1,375	1,584	1,780	
Sydney	1,768	2,338	2,826	3,609	4,212
Tamworth	1,026	1,440	1,602		
Thursday Island	2,592				
Tom Price	3,060				
Toowoomba and Oakey	1,159	1,368	1,467	1,535	
Townsville	1,026	1,210	1,456	1,620	
Tully	940	1,102	1,303		
Wagga Wagga	1,069	1,192	1,350	1,566	
Weipa	1,512	1,796	1,926		
Wollongong, Tarrawanna and Woonona	1,570	1,730	1,778	1,865	

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Part 2 Rent ceilings – members live in rental accommodation without resident family or recognised other persons

Part 2.1 Member who lives alone

The rent ceiling for a member who meets one of the following is the rate for their location in column A that corresponds with their rank in columns B to F of the following table.

a. They are a member with no resident family or recognised other persons.

b. They meet all of the following.

i. They have unaccompanied resident family.

ii. They have no accompanied resident family.

iii. They live alone in rental accommodation in their housing benefit location.

Column A Location	Column B Lieutenant, 2nd Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a trainee	Column C Warrant Officer Class 1 and 2, Regimental Sergeant Major of the Army, or Captain	Column D Major or Lieutenant Colonel	Column E Colonel or Brigadier	Column F Major General or higher
	$ each fortnight				
ACT and Queanbeyan	1,256	1,406	1,566	2,106	3,470
Adelaide	1,066	1,285	1,580	1,856	
Albury and Wodonga	972	1,084	1,156	1,285	
Alice Springs	1,156	1,375	1,634	2,354	
Armidale	950				
Ballarat, Delacombe and Alfredton	747	788	815		
Brisbane	1,321	1,584	1,906	2,412	
Broome	1,728	2,297	2,644		
Cairns	1,372	1,539	1,924		
Carnarvon	1,681				
Darwin	1,411	1,580	1,753	1,870	
Evans Head	1,343	1,501			
Exmouth	1,561	1,753	2,236		
Frankston and Mornington	1,084	1,305	1,492	1,804	
Geraldton	922	1,274	1,588	1,741	
Glenbrook	1,768	2,338	2,826	3,609	
Gold Coast	1,447	1,647	1,811	1,953	
Hobart	1,166	1,337	1,498	1,631	
Ipswich	1,076	1,255	1,422	1,753	
Karratha	2,228	2,912	3,859		

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Katherine	1,444	1,706	2,273		
Lismore and Junction Hill	1,292	1,462	1,550		
Liverpool	1,768	2,338	2,826	3,609	
Melbourne	1,048	1,233	1,519	2,045	3,255
Mission Beach	940	1,102	1,303		
Mount Isa	1,271				
Newcastle and Raymond Terrace	1,192	1,438	1,714	2,025	
Newman	1,854				
Nowra	1,152	1,294	1,516	1,739	
Orange	990	1,172			
Perth and Pearce	1,544	1,865	2,225	2,621	
Port Augusta, Port Lincoln and Port Wakefield	907				
Port Hedland	2,934	3,330	4,140		
Port Macquarie	1,026	1,253	1,339		
Queenscliff, Leopold, Ocean Grove and Point Lonsdale	1,319				
Richmond	1,768	2,338	2,826	3,609	
Rockingham	1,267	1,615	1,917	2,441	
Sale	875	976	1,098	1,204	
Seymour	936				
Singleton	1,199	1,375	1,584	1,780	
Sydney	1,768	2,338	2,826	3,609	4,212
Tamworth	1,026	1,440	1,602		
Thursday Island	2,592				
Tom Price	3,060				
Toowoomba and Oakey	1,159	1,368	1,467	1,535	
Townsville	1,026	1,210	1,456	1,620	
Tully	940	1,102	1,303		
Wagga Wagga	1,069	1,192	1,350	1,566	
Weipa	1,512	1,796	1,926		
Wollongong, Tarrawanna and Woonona	1,570	1,730	1,778	1,865	

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Part 2.2 Member who shares with one other person

The rent ceiling for a member who meets one of the following is the rate for their location in column A that corresponds with their rank in columns B to F of the following table.

a. They are a member with no resident family or recognised other persons.

b. They meet all of the following.

i. They have unaccompanied resident family.

ii. They have no accompanied resident family.

iii. They share rental accommodation in their housing benefit location with one other person who is not resident family.

Column A Location	Column B Lieutenant, 2nd Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a trainee	Column C Warrant Officer Class 1 and 2, Regimental Sergeant Major of the Army, or Captain	Column D Major or Lieutenant Colonel	Column E Colonel or Brigadier	Column F Major General or higher
	$ each fortnight				
ACT and Queanbeyan	628	703	783	1,053	1,735
Adelaide	533	643	790	928	
Albury and Wodonga	486	542	578	643	
Alice Springs	578	688	817	1,177	
Armidale	475				
Ballarat, Delacombe and Alfredton	374	394	408		
Brisbane	661	792	953	1,206	
Broome	864	1,148	1,322		
Cairns	686	770	962		
Carnarvon	841				
Darwin	706	790	877	935	
Evans Head	671	751			
Exmouth	780	877	1,118		
Frankston and Mornington	542	653	746	902	
Geraldton	461	637	794	870	
Glenbrook	884	1,169	1,413	1,805	
Gold Coast	724	824	905	977	
Hobart	583	669	749	815	
Ipswich	538	627	711	877	
Karratha	1,114	1,456	1,930		
Katherine	722	853	1,137		

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Lismore and Junction Hill	646	731	775		
Liverpool	884	1,169	1,413	1,805	
Melbourne	524	617	760	1,022	1,628
Mission Beach	470	551	652		
Mount Isa	635				
Newcastle and Raymond Terrace	596	719	857	1,013	
Newman	927				
Nowra	576	647	758	869	
Orange	495	586			
Perth and Pearce	772	932	1,112	1,310	
Port Augusta, Port Lincoln and Port Wakefield	454				
Port Hedland	1,467	1,665	2,070		
Port Macquarie	513	626	670		
Queenscliff, Leopold, Ocean Grove and Point Lonsdale	660				
Richmond	884	1,169	1,413	1,805	
Rockingham	634	807	959	1,220	
Sale	437	488	549	602	
Seymour	468				
Singleton	599	688	792	890	
Sydney	884	1,169	1,413	1,805	2,106
Tamworth	513	720	801		
Thursday Island	1,296				
Tom Price	1,530				
Toowoomba and Oakey	580	684	734	768	
Townsville	513	605	728	810	
Tully	470	551	652		
Wagga Wagga	535	596	675	783	
Weipa	756	898	963		
Wollongong, Tarrawanna and Woonona	785	865	889	932	

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Part 2.3 Member who is sharing with 2 other people

The rent ceiling for a member who meets one of the following is the rate for their location in column A that corresponds with their rank in columns B to F of the following table.

a. They are a member with no resident family or recognised other persons.

b. They meet all of the following.

i. They have unaccompanied resident family.

ii. They have no accompanied resident family.

iii. They share rental accommodation in their housing benefit location with 2 other people who are not resident family or recognised other persons.

Column A Location	Column B Lieutenant, 2nd Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a trainee	Column C Warrant Officer Class 1 and 2, Regimental Sergeant Major of the Army or Captain	Column D Major or Lieutenant Colonel	Column E Colonel or Brigadier	Column F Major General or higher
	$ each fortnight				
ACT and Queanbeyan	461	515	574	772	1,272
Adelaide	391	471	579	680	
Albury and Wodonga	356	397	424	471	
Alice Springs	424	504	599	863	
Armidale	348				
Ballarat, Delacombe and Alfredton	274	289	299		
Brisbane	484	581	699	884	
Broome	634	842	970		
Cairns	503	564	706		
Carnarvon	616				
Darwin	517	579	643	686	
Evans Head	492	550			
Exmouth	572	643	820		
Frankston and Mornington	397	479	547	661	
Geraldton	338	467	582	638	
Glenbrook	648	857	1,036	1,323	
Gold Coast	531	604	664	716	
Hobart	428	490	549	598	
Ipswich	395	460	521	643	
Karratha	817	1,068	1,415		
Katherine	529	626	834		

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Lismore and Junction Hill	474	536	568		
Liverpool	648	857	1,036	1,323	
Melbourne	384	452	557	750	1,194
Mission Beach	345	404	478		
Mount Isa	466				
Newcastle and Raymond Terrace	437	527	628	743	
Newman	680				
Nowra	422	475	556	638	
Orange	363	430			
Perth and Pearce	566	684	816	961	
Port Augusta, Port Lincoln and Port Wakefield	333				
Port Hedland	1,076	1,221	1,518		
Port Macquarie	376	459	491		
Queenscliff, Leopold, Ocean Grove and Point Lonsdale	484				
Richmond	648	857	1,036	1,323	
Rockingham	465	592	703	895	
Sale	321	358	403	442	
Seymour	343				
Singleton	440	504	581	653	
Sydney	648	857	1,036	1,323	1,544
Tamworth	376	528	587		
Thursday Island	950				
Tom Price	1,122				
Toowoomba and Oakey	425	502	538	563	
Townsville	376	444	534	594	
Tully	345	404	478		
Wagga Wagga	392	437	495	574	
Weipa	554	659	706		
Wollongong, Tarrawanna and Woonona	576	634	652	684	

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Part 2.4 Member who is sharing with 3 other people

The rent ceiling for a member who meets one of the following is the rate for their location in column A that corresponds with their rank in columns B to F of the following table.

a. They are a member with no resident family or recognised other persons.

b. They meet all of the following.

i. They have unaccompanied resident family.

ii. They have no accompanied resident family.

iii. They share rental accommodation in their housing benefit location with 3 other people who are not resident family or recognised other persons.

Column A Location	Column B Lieutenant, 2nd Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a trainee	Column C Warrant Officer Class 1 and 2, Regimental Sergeant Major of the Army or Captain	Column D Major or Lieutenant Colonel	Column E Colonel or Brigadier	Column F Major General or higher
	$ each fortnight				
ACT and Queanbeyan	384	430	479	644	1,060
Adelaide	326	393	483	567	
Albury and Wodonga	297	331	353	393	
Alice Springs	353	420	499	719	
Armidale	290				
Ballarat, Delacombe and Alfredton	228	241	249		
Brisbane	404	484	582	737	
Broome	528	702	808		
Cairns	419	470	588		
Carnarvon	514				
Darwin	431	483	536	571	
Evans Head	410	459			
Exmouth	477	536	683		
Frankston and Mornington	331	399	456	551	
Geraldton	282	389	485	532	
Glenbrook	540	714	864	1,103	
Gold Coast	442	503	553	597	
Hobart	356	409	458	498	
Ipswich	329	383	435	536	
Karratha	681	890	1,179		
Katherine	441	521	695		

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Lismore and Junction Hill	395	447	474		
Liverpool	540	714	864	1,103	
Melbourne	320	377	464	625	995
Mission Beach	287	337	398		
Mount Isa	388				
Newcastle and Raymond Terrace	364	439	524	619	
Newman	567				
Nowra	352	395	463	531	
Orange	303	358			
Perth and Pearce	472	570	680	801	
Port Augusta, Port Lincoln and Port Wakefield	277				
Port Hedland	897	1,018	1,265		
Port Macquarie	314	383	409		
Queenscliff, Leopold, Ocean Grove and Point Lonsdale	403				
Richmond	540	714	864	1,103	
Rockingham	387	493	586	746	
Sale	262	293	329	361	
Seymour	286				
Singleton	366	420	484	544	
Sydney	540	714	864	1,103	1,287
Tamworth	314	440	490		
Thursday Island	792				
Tom Price	935				
Toowoomba and Oakey	354	418	448	469	
Townsville	314	370	445	495	
Tully	287	337	398		
Wagga Wagga	327	364	413	479	
Weipa	462	549	589		
Wollongong, Tarrawanna and Woonona	480	529	543	570	

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Annex 7.F: Contributions for food – temporary accommodation allowance

Column A Member's salary $ a year	Column B Amount for member, resident family who is not a child, or recognised other persons (per person)	Column C Amount for first resident family child	Column D Amount for each subsequent resident family child
	Contribution ($ each fortnight)		
Below 50,000	338.85	67.78	50.82
50,000 – 51,999	346.74	69.35	52.02
52,000 – 53,999	354.43	70.88	53.17
54,000 – 55,999	362.34	72.48	54.36
56,000 – 57,999	370.19	74.05	55.53
58,000 – 59,999	377.90	75.58	56.69
60,000 – 61,999	385.75	77.17	57.87
62,000 – 63,999	393.61	78.72	59.05
64,000 – 65,999	401.49	80.31	60.22
66,000 – 67,999	409.20	81.84	61.38
68,000 – 69,999	417.07	83.43	62.56
70,000 – 71,999	424.92	85.00	63.75
72,000 – 73,999	432.65	86.54	64.90
74,000 – 75,999	440.51	88.10	66.08
76,000 – 77,999	448.38	89.69	67.27
78,000 – 79,999	456.10	91.22	68.42
80,000 – 81,999	463.97	92.79	69.61
82,000 – 83,999	471.83	94.36	70.78
84,000 – 85,999	479.69	95.93	71.97
86,000 – 87,999	487.40	97.47	73.13
88,000 – 89,999	495.28	99.06	74.29
90,000 – 91,999	503.14	100.65	75.46
92,000 – 93,999	510.86	102.18	76.64
94,000 – 95,999	518.73	103.75	77.82
96,000 – 97,999	526.59	105.32	78.99
98,000 – 99,999	534.31	106.86	80.15
100,000 – 101,999	542.19	108.44	81.33
102,000 – 103,999	550.04	110.00	82.52
104,000 – 105,999	557.76	111.55	83.66
106,000 – 107,999	565.63	113.12	84.86
108,000 – 109,999	573.48	114.69	86.03
110,000 – 111,999	581.34	116.26	87.21
112,000 – 113,999	589.07	117.82	88.37
114,000 – 115,999	596.94	119.38	89.54
116,000 – 117,999	604.78	120.96	90.72
118,000 – 119,999	612.51	122.50	91.89
120,000 and above	620.39	124.08	93.06

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Part 11: Evacuation assistance

7.11.1 Simplified outline of Part 11

This Part provides evacuation assistance for members and their families who occupy service accommodation on a Defence establishment if the establishment is evacuated due to an actual or imminent emergency.

Evacuation assistance includes:

- If the member occupies a Service residence — the reasonable costs of accommodation for the member and any family that also occupied the accommodation with the member prior to evacuation.
- If the member occupies living-in accommodation — temporary accommodation at another Defence establishment or the reasonable costs of other accommodation.
- Reimbursement of meal costs during the evacuation period. If the member has resident family, these costs are based on the location and age of the family members.
- Vehicle allowance if the member is required to travel more than 50 km to the other accommodation.
- Reimbursement of reasonable additional costs associated with the need to evacuate.

7.11.2 Members this part applies to

This Part applies to a member who occupies one of the following on a Defence establishment immediately before an evacuation order is issued.

a. A Service residence.

b. Living-in accommodation.

7.11.3 Period of evacuation assistance

1. A member is eligible for evacuation assistance from one of the following times.

   a. If the evacuation order included a start time, that time.

   b. If no start time was included in the evacuation order, the time the evacuation order was issued.

2. A member ceases to be eligible for evacuation assistance at one of the following times.

   a. If the evacuation order included an end time, that time.

   b. If no end time was included in the evacuation order, a time set by the Senior ADF Officer at the establishment.

   c. If the member was occupying a Service residence immediately before an evacuation order is issued, the day all of the following apply.

      i. The member is eligible for temporary accommodation allowance under Chapter 7 Part 5.

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ii. The member is able to occupy the accommodation provided under Chapter 7 Part 5.

7.11.4 Accommodation assistance

1. A member is not eligible for a benefit under this section if an evacuation centre has been established for the member to evacuate to, unless one of the following apply.

   a. The evacuation centre is full.

   b. The member was occupying living-in accommodation immediately before the evacuation order was issued and other living-in accommodation is made available for them to occupy.

   c. The Senior ADF Officer at the establishment is satisfied that there are special circumstances for the member, their accompanied resident family or recognised other persons not to go to the evacuation centre.

   Note: An evacuation centre includes a centre established by civilian authorities or Defence.

2. A member occupying a Service residence immediately before an evacuation order is issued is eligible for the reasonable costs of accommodation for all of the following persons.

   a. The member.

   b. Each of their resident family and recognised other person who was occupying the Service residence with the member immediately before the evacuation order was issued.

3. A member who was occupying living-in accommodation immediately before the evacuation order was issued is eligible for one the following.

   a. Living-in accommodation at another Defence establishment within 50 km of the establishment from which the member was evacuated.

   b. If living–in accommodation under paragraph a. is not available — the reasonable costs of other forms of accommodation.

   Note: The *Acts Interpretation Act 1901* applies to the measurement of distance in this section.

4. In this section, accommodation means the following.

   a. If the member was occupying living-in accommodation — accommodation that is suitable for the member on a short term basis having regard to the nature of the emergency and the availability of accommodation, including shared accommodation.

   b. If the person was occupying a Service residence — accommodation that is suitable for the occupants to occupy on a short term basis having regard to the nature of the emergency and the availability of accommodation.

5. A benefit provided under this section may be paid to the member by way of reimbursement or to the service provider.

7.11.5 Meals assistance

1. Subsection 2 applies to a member eligible to receive the reasonable costs of accommodation under section 7.11.4.

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2. For each occurrence of a meal in an item in column A of the table in section 7.5.24 during the evacuation period, the member is eligible for the costs of meals up to the following amount.

   a. If the member is in a Capital city or high-cost country centre, the sum of the following.

      i. For the member and any resident family and recognised other persons who are 10 years old or older and occupying the accommodation with the member — the amount specified in column B of the same item for each person.

      ii. For any resident family who are less than 10 years old and occupying the accommodation with the member — 50% of the amount specified in column B of the same item.

   b. If the member is in another location, the sum of the following.

      i. For the member and any resident family and recognised other persons who are 10 years old or older and occupying the accommodation with the member — the amount specified in column C of the same item for each person.

      ii. For any resident family who are less than 10 years old and occupying the accommodation with the member — 50% of the amount specified in column C of the same item.

7.11.6 Transport assistance

A member who is required to drive more than 50 km to occupy accommodation under section 7.11.4 is eligible for vehicle allowance at the rate provided in section 9.6.25.

Note: The *Acts Interpretation Act 1901* applies to the measurement of distance in this section.

7.11.7 Additional funds

1. Subject to subsection 2, a member is eligible for a reimbursement of up to $500.00 for additional costs if the Senior ADF Officer is satisfied that there are exceptional circumstances for making the payment that arose in connection with the evacuation.

2. A reimbursement cannot be made under this section for costs relating to accommodation, meals or vehicle allowance.

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Chapter 8: Assistance for recognised family

Part 4: Education assistance

Division 1: General information on education assistance

8.4.4 Purpose

Education assistance helps members pay for additional education costs for their children caused by a posting to a location within Australia.

8.4.5 Definitions

In this Part, the following apply.

Compulsory tuition fees means compulsory amounts levied by a child's school for educating the child, including compulsory sports levies.

Note: Boarding fees are not included.

8.4.6 Changes to eligibility periods

The CDF may bring forward or extend periods of eligibility outlined in this Part. Before approving, the CDF must consider all these factors.

a. The child's age, school history, educational needs, family circumstances and general welfare.

b. Facilities offered by schools and educational institutions in the former and gaining locations.

c. The nature of the education system in the gaining location.

d. Staff advice from schools and educational institutions in the former and gaining locations.

e. The circumstances of the member's posting and the likely location of future postings.

f. Any other assistance available from Defence Member and Family Support to support resident family with special needs.

g. Any other disabilities of the child.

h. The interests of Defence.

i. Any other factor relevant to the child's educational progress.

8.4.7 Assistance in special circumstances

1. A member is eligible for education assistance if they have not received a benefit for education assistance under this Part for the child and the CDF is satisfied of all of the following.

a. The reasons for the member not being eligible for education assistance are beyond the member's control.

b. There are special reasons for providing education assistance.

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2. Before approving, the CDF must consider both these factors.

   a. The special circumstances are reasonable and consistent with the purposes of education assistance.

   b. The member cannot be provided with any other type of education assistance outlined in this Part.

      Note: The amount of assistance approved must not exceed the amount outlined in this Part for eligible members in similar circumstances.

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Division 2: School students at the gaining location

8.4.8 Purpose

1. If a member's child changes schools due to posting in Australia, their education may be disrupted. This Division assists with the cost of additional educational services. These services help the child meet and maintain their academic standards at the new school so that they don't fall behind academically due to posting.

3. Education assistance in this Division is designed to overcome immediate difficulties as a result of posting. Assistance is limited. If the child continues to experience education difficulties beyond the limits, any further costs are the member's responsibility.

8.4.8A School changes that apply to this Division

This Division applies to a child who moves between the following schools.

a. The first year of compulsory schooling — primary school.

b. Primary school — primary school.

c. Primary school — secondary school.

d. Secondary school — secondary school.

8.4.9 Member this Division applies to

For this Division, all these conditions must be met.

a. The member is granted a removal to a new housing benefit location.

b. The member's child meets all of the following.

   i. They are the member's resident family.

   ii. They are changing school to the new housing benefit location or family benefit location.

   iii. They are enrolled full-time in a registered primary or secondary school.

c. The principal or the child's teacher at the new school provides evidence on the approved form of at least one of the following.

   i. The child has not reached, or is unlikely to maintain, a sufficient standard in a subject. They require additional tuition that the school cannot provide.

   ii. The school cannot provide a subject. This must be critical to the child's educational progress or career-choice.

   iii. The school cannot provide a therapy service. This must be critical to the child's educational progress.

   iv. The child needs to have a special need assessed to develop a suitable educational program. A government agency is not able to do this within 6 months of the child's arrival at the new housing benefit location or family benefit location.

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v. A child with a special need critically needs a program or service. A government school at the location cannot provide it. A non-government school at the location can provide it, or another directly related program or service.

vi. The child is academically gifted and needs a special education program. A government school at the location cannot provide it.

Note: Section 1.6.1 applies to this section and may affect the reimbursement provided if a member and their partner, who is also a member, are both eligible for education costs for the same child.

8.4.10 One-on-one tutoring

1. This section applies to a member whose child is resident family and receives tutoring that is conducted in person between the child and the tutor.

2. A member who has a child who meets a condition in column A of the following table is eligible for assistance with tuition up to the number of hours under column B of the same item.

Item	Column A Conditions	Column B Maximum hours
1.	The child has studied the subject before and the subject is offered at the new school.	14 hours
2.	The child has not studied the subject before and the subject is offered at the new school.	26 hours
3.	The child meets both of the following and the subject is not offered at the new school. a. The child is in Year 10, 11 or 12. b. The child needs to study the subject, as it is essential to their career aims.	40 hours

3. For the purpose of subsection 2, the maximum amount a member can be reimbursed is $131 an hour for each subject.

4. The benefit under this section may be paid directly to the tutor if the CDF is satisfied that the member is unavailable due to service requirements.

8.4.11 Web-based tutoring

1. Subject to subsection 3, a member is eligible to be reimbursed the cost of a subscription to a web-based tutoring service if the child's teacher or school principal recommends that a child receive tutoring.

2. A member may not be reimbursed any of the following costs.

   a. Computer software costs.

   b. Computer hardware costs.

   c. Internet access costs.

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3. A reimbursement under this section is calculated using the following formula.

$$reimbursement\ amount = (A \times B) - C$$

Where:

A for a condition in an item in column A of the following table — the amount in column B of the same item.

Item	Column A Condition	Column B Maximum limit
1.	The child has studied the subject before and the subject is offered at the new school.	$1,834
2.	The child has not studied the subject before and the subject is offered at the new school.	$3,404
3.	The child meets both of the following and the subject is not offered at the new school. a. The child is in Year 10, 11 or 12. b. The child needs to study the subject, as it is essential to their career aims.	$6,807

B is the number of subjects that meet all of the following.

i. The subject was referred to in evidence provided by the child's new school under paragraph 8.4.9.c.

ii. The child is provided with online tuition on the subject.

C is the amount reimbursed to the member for any one-on-one tutoring under section 8.4.10.

8.4.12 Conditions for reimbursement to member

For a member to be reimbursed their costs, the educational services must meet both these conditions.

a. They must be provided within 18 months of the child starting study at the new school.

b. They must be provided by a qualified person or accredited organisation.

8.4.13 Payments to tutor

A member who meets both the following conditions may elect to have payments made directly to the body that supplied the tutoring, instead of by reimbursement.

a. The member is away for Service reasons.

b. It is not practical for the member to apply for a reimbursement.

8.4.14 Children with special needs

1. Education assistance also covers members' children with special needs. It supports access to programs or services not available in the new school or other Government agencies.

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2. A member who has a child with special needs is eligible for up to 14 hours of a therapy service if all of the following apply.

   a. The therapy service is not provided by the school.

   b. The therapy service is critical to the educational progress of the child.

   c. The therapy service was provided to the child at the previous location.

   d. The therapy service is provided within 18 months of the child starting at the new school.

   e. The therapy service is provided by a qualified person or accredited organisation.

3. If subsection 2 applies, the maximum benefit payable for a therapy service is $131 an hour for each service.

4. A member who has a child with special needs is eligible for the reimbursement of up to $964 for the cost of an assessment of their needs if all of the following apply.

   a. The assessment is critical to the development of an educational program for the child.

   b. The assessment is undertaken by a non-government service provider.

5. A member is eligible for the cost of compulsory tuition fees up to $39,039 a year for a child with special needs to attend a private school with access to a special program if the CDF decides it is reasonable.

5A. A member who receives a benefit under subsection 5 must pay a contribution of $470 a year.

6. For approval under subsection 5, all these conditions must be met.

   a. The program or service must have been provided to the child by a government school at the losing location.

   b. The program or service cannot be provided by an accessible government school at the gaining location.

   c. The program or service can be provided by a private school.

   d. It is critical that the child attends the private school for educational progress.

7. For subsection 5, the CDF must also consider all these factors.

   a. The child's age, school history, educational needs, family circumstances and general welfare.

   b. Facilities offered by schools and educational institutions in the former and gaining locations.

   c. The nature of the education system in the gaining location.

   d. Staff advice from schools and educational institutions in the former and gaining locations.

   e. The circumstances of the member's posting and the likely location of future postings.

   f. Any other assistance available from Defence Member and Family Support to support resident family with special needs.

   g. Any other disabilities of the child.

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h. The interests of Defence.

i. Any other factor relevant to the child's educational progress.

8.4.15 Education assistance extension

The maximum number of hours of education assistance benefits can be extended by up to 14 hours for each subject or therapy service if the CDF is satisfied of all of the following.

a. The child requires further tuition or therapy to sustain academic performance.

b. The principal of, or the child’s teacher at, the new school has provided evidence that an extension is required because the child has not reached their academic standards.

c. The benefit to be extended was provided under one of the following.

i. Subsection 8.4.10.2 table item 1.

ii. Subsection 8.4.14.2.

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Division 3: Loss of scholarship

8.4.16 Purpose

Education assistance in this Division assists a member with educational costs that would have been covered by a scholarship that their child can no longer access as a result of changing schools due to the member's posting.

8.4.17 Member this Division applies to

For this Division, the member must meet all these conditions.

a. The member is posted to another location.

b. The member's child meets all of the following.

i. They are the member's resident family.

ii. They held a scholarship for education at a school in the losing location.

iii. They could not use the scholarship because they changed schools to the gaining location.

c. The member is not eligible for any other education assistance outlined in this Part.

Note: Section 1.6.1 applies to this section and may affect the reimbursement provided if a member and their partner, who is also a member, are both eligible for reimbursement for loss of a scholarship for the same child.

8.4.18 Loss of scholarship

1. The member is eligible for reimbursement of any of the following educational costs incurred at the gaining location.

a. Compulsory tuition fees.

b. Textbooks.

2. The costs incurred by the member under subsection 1 must be for education of a kind that the child would have received under the scholarship.

3. The total amount of reimbursement must not exceed any of the following.

a. The unused part of the scholarship.

b. If a sublimit applies to a specified type of expense — the maximum for that sublimit.

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Division 4: School students not at a housing benefit location or family benefit location

8.4.19 Purpose

Sometimes a member's child does not accompany them to the gaining location. This Division assists the member with compulsory tuition fees and accommodation costs in some circumstances.

8.4.20 Member this Division applies to

1. For this Division, the member must meet all the following conditions.

    a. Any of the following applies.

        i. The member is granted a removal to a housing benefit location within Australia.

        ii. If the member is posted to a new location, the member is granted a removal for their resident family to a family benefit location within Australia.

    b. The member has a child who meets all the following conditions.

        i. They are the member’s resident family.

        iii. They are in an Australian school in Year 9, 10, 11 or 12, or an earlier year that the CDF decides is critical to the child's education.

        iv. They are not repeating a school year to improve results.

    c. The member elects for the child to attend school at one of these locations in Australia.

        i. The losing location.

        ii. A location where benefits are not provided which has been approved by the CDF.

2. For subparagraphs 1.b.iii and 1.c.ii, the CDF must consider all these factors.

    a. The child's age, school history, educational needs, family circumstances and general welfare.

    b. Facilities offered by schools and educational institutions in the former and gaining locations.

    c. The nature of the education system in the gaining location.

    d. Staff advice from schools and educational institutions in the former and gaining locations.

    e. The circumstances of the member's posting and the likely location of future postings.

    f. Any other assistance available from Defence Member and Family Support to support resident family who has special needs.

    g. Any other disabilities of the child.

    h. The interests of Defence.

    i. Any other factor relevant to the child's educational progress.

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3. For subparagraph 1.c.ii, the CDF must additionally consider any family support available to the child in the location.

8.4.21 Tuition and accommodation costs

1. Subject to subsection 3 and section 8.4.22, a member who incurs a cost for a purpose in column A in a year is eligible for a reimbursement of the cost incurred up to the amount specified in column B and must pay the contribution specified in column C of the following table.

Item	Column A Purpose	Column B Maximum reimbursement	Column C Contribution
1.	Compulsory tuition fees.	$39,039	The higher of the following. a. $470. b. The amount equal to the contribution they would normally have incurred for their child's continued attendance at that school.
2.	If in boarding school or a commercial establishment, the cost of board.	$34,844	One of the following. a. For the first year of boarding — $3,421. b. For every other year of boarding — $3,844.
3.	If accommodated privately, the cost of board.	$19,241	One of the following. a. For the first year of boarding — $3,421. b. For every other year of boarding — $3,844.

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

a. Boarding arrangements do not include supervision of the child in a member's home.

b. Private accommodation does not include a home owned by the member or their resident family.

2. The school may be paid directly the amount the member would otherwise be reimbursed under column B of the table in subsection 1 if the CDF is satisfied that the member is experiencing financial hardship.

Note: The member will still be responsible for the contribution under column C of the table in subsection 1.

3. If the member receives other assistance for school tuition and accommodation, the reimbursement or payment under this section must be reduced by the following.

a. If other government assistance is being provided to the member for the cost of attendance at school — the total value of the assistance.

b. If assistance for the purchase of textbooks and equipment is being provided to the member — half the value of the assistance.

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8.4.22 Period of reimbursement

1. For this Division, the period of reimbursement to a member begins on the later of these days.

    a. The first day of the child's next school term, after the member is notified of posting.

    b. The day the child begins to board at the other location.

2. The reimbursement period ends on the earlier of these days.

    a. The last day of the child's attendance at the school.

    b. The day the member ceases continuous full-time service.

3. If a child is absent from school for 12 weeks or more, the member is not eligible for education assistance for the period.

4. In certain cases, a child may stop attending the school for reasons beyond the control of the child or member. This includes Service, medical or other compassionate reasons. If the member has paid school fees or accommodation in advance, the member will be reimbursed for the period they have paid for.

    Note: This subsection only applies to a member who cannot be refunded costs by the school.

5. A member receiving education assistance may become ineligible during the reimbursement period.

6. A member is not eligible to be reimbursed boarding costs if any of the following apply unless the CDF is satisfied special circumstances apply.

    a. While the child is on school holidays.

    b. While the member or an adult who is resident family of the member lives within the child’s location.

7. For the purpose of deciding whether there are special circumstances in subsection 6, the CDF must consider all of the following.

    a. If there is any family support available to the child in the location where the child will attend school.

    b. The child's age, school history, educational needs, family circumstances and general welfare.

    c. Staff advice from schools and educational institutions in the former and gaining locations.

    d. The circumstances of the member's posting and the likely location of future postings.

    e. Any other assistance available from Defence Member and Family Support to support resident family who has special needs.

    f. Any other disabilities of the child.

    g. Where it is in the interest of Defence.

    h. Any other factor relevant to the child's educational progress.

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Division 5: Tertiary students not at the housing benefit location or the family benefit location

8.4.23 Purpose

This Division assists members with the accommodation costs of a child or adult child in tertiary education when they are living away from home.

8.4.24 Member this Division applies to

1. This Division applies to a member who meets all these conditions.

    a. The member has a child or adult child who meets all these conditions.

        i. They are the member's resident family or a recognised other person of the member.

        ii. They are doing a full-time undergraduate course at a tertiary institution within Australia.

        iii. Their selected course is not offered at an institution within the housing benefit location or the family benefit location.

        iv. They are not eligible for Youth Allowance as an independent full-time student living away from home.

    b. The member incurs costs for the child's or adult child's accommodation and the member does not own the accommodation.

2. Despite subsection 1, a member is eligible for benefits under this Division if all the following apply.

    a. The member's child or adult child can attend an equivalent course in the housing benefit location or the family benefit location but needs to study elsewhere.

    b. The CDF is satisfied that it is reasonable in the circumstances.

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

    a. If family members can provide support to the student.

    b. Factors relevant to the course of study or research, including the availability of specialist academic staff.

    c. The age of the child or adult child, school history, educational needs, family circumstances and general welfare.

    d. The circumstances of the member's posting and the likely location of future postings.

    e. Any other assistance available from the Defence Member and Family Support to support resident family who has special needs.

    f. Any other disabilities of the child or adult child.

    g. The interests of Defence.

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h. Any other factor relevant to the child's or adult child’s educational progress.

i. If the need has arisen as a consequence of the member being posted to a new location — all of the following.

i. The facilities offered by educational institutions in the former and gaining locations.

ii. Staff advice from educational institutions in the former and gaining locations.

iii. The nature of the education system in the gaining location.

8.4.25 Rate and period of assistance

1. The member is eligible to be reimbursed up to $551 a fortnight for accommodation costs.

2. The period for reimbursement of these costs begins on the day the child or adult child begins tertiary education. The period ends on the earliest of these events.

a. The day the child or adult child fulfils the minimum requirements to complete the course.

b. After a total of 3 years' assistance.

c. If any change in circumstances make the child or adult child ineligible for assistance under this Division.

d. The day the member ceases to be eligible under this Division, for any other reason.

3. A member cannot be reimbursed for any of the following during the period of eligibility in subsection 2.

a. Accommodation costs during course breaks that occur at the end of a semester or academic year, unless the student has a fixed term lease arrangement that requires the student to pay rent during such course breaks.

b. Accommodation costs while the member or resident family lives in the student's location.

c. Forgone rent.

d. Rates.

e. Mortgage payments.

4. The CDF may approve accommodation costs in special circumstances. The CDF must consider any relevant factors in the following list.

a. The age of the child or adult child, school history, educational needs, family circumstances and general welfare.

b. Staff advice from educational institutions in the former and gaining locations.

c. The circumstances of the member's posting and the likely location of future postings.

d. Any other assistance available from Defence Member and Family Support to support resident family who has special needs.

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e. Any other disabilities of the child or adult child.

f. The interests of Defence.

g. Any other factor relevant to the child's or adult child’s educational progress.

h. The student's accommodation lease arrangements.

Part 5: Emergency Support for Families Scheme

8.5.1 Purpose

The purpose of this section is to support the well-being of a member's resident family while the member is absent on duty and during an emergency situation.

8.5.2 Definitions

1. **Emergency situation** means an event meets any of the following.

    a. It is unforeseen.

    b. It is sudden.

    c. It exceeds the coping mechanisms of the member's resident family.

2. An emergency situation is not an event that occurs due to a member's ordinary work situation.

8.5.3 Emergency support

A member is eligible for emergency support for their resident family in an emergency situation if all of the following apply.

a. The member is in one of the following situations.

    i. They are absent from home for Service reasons.

    ii. They are required to perform duty outside their working hours with less than 48 hours' notice.

    iii. They are in hospital or unable to provide care to their resident family for a medical reason.

b. An application for emergency support has been made through one of the following.

    i. The Defence Member and Family Helpline.

    ii. The member's local Defence Member and Family Support office.

c. The CDF is satisfied that the grant of emergency support is appropriate, having regard to the following.

    i. Whether the member's resident family have insufficient immediate family or local support.

    ii. The recommendations made by a Defence Member and Family Support social worker.

    iii. The needs of the member's resident family.

    iv. Whether the member's resident family have experienced an emergency situation.

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8.5.4 Emergency support

For the purpose of section 8.5.3, any of the following persons may apply for emergency support.

a. The member.

b. The member’s resident family.

c. The member’s recognised other persons.

d. The unit commander if any of the following agree to receive the support.

i. The member.

ii. The member’s resident family.

iii. The resident family’s authorised representative.

8.5.5 When emergency support has been approved

Emergency support includes the following.

a. Organisation of professional care and emotional support for the family.

b. Case management services to the family throughout the emergency, with regular feedback to the people who have been agreed upon in the support plan.

c. Other support measures as required in consultation with the affected family.

d. Development of a longer term strategy to promote the well-being of the family for the remainder of the member's period of absence.

e. A service provided under section 8.5.6.

8.5.6 Types of services available

1. A member is eligible for the following emergency services for their resident family up to a combined maximum cost of $3,000 for each emergency.

a. The following service provided by professional providers.

i. Care of the member’s resident family.

ii. Specialist care of the member’s resident family.

iii. Housekeeping.

iv. Child care.

v. Respite care.

b. Travel for immediate family to provide support to the member's resident family.

2. Despite subsection 1, if a service under subsection 1 is not available in the resident family's location, the CDF may approve payment of travel and associated costs to a provider sourced from another location.

Note: The service providers' travel and associated costs are taken into account as part of the cap on assistance payments under subsection 1.

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3. Assistance under this section is only provided to a member's resident family for emergency services recommended in the social worker's support plan.

4. The assistance under this section can be paid by the following means, up to the maximum cost for the emergency.

    a. If the service is paid by the member or their resident family — by reimbursement of the cost of the services on presentation of receipts to Defence Member and Family Support.

    b. If the service is provided and an invoice is issued by the service provider — by payment to the service provider on presentation of the invoice.

Part 6: Resident family who have special needs

Division 1: Assistance on removal

8.6.1 Purpose

The purpose of this Division is to provide assistance to a member who has resident family or recognised other persons with special needs on posting.

8.6.2 Member this Division applies to

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

a. They have any of the following who has special needs.

i. Resident family.

ii. Recognised other persons.

b. They have been granted a removal under Chapter 6 Part 5.

8.6.3 Limitations on assistance

A member is not eligible for assistance under this Part for services that are provided to them by any other Commonwealth body, State or Territory Government department, or Government funded agencies.

8.6.4 Payment

Assistance under section 8.6.6 and 8.6.7 is paid in one of the following ways.

a. If services were paid for by the member — by reimbursement to the member.

b. If an invoice was issued by the service provider to the member — by payment to the service provider.

8.6.5 Special needs pre-posting visits

1. A member is eligible for travel and accommodation for a pre-posting visit to the new housing benefit location or family benefit location if all the following apply.

a. The visit is supported by the member's Commanding Officer at the losing location.

b. The CDF is satisfied all of the following apply.

i. The person who has special needs requires direct contact with the relevant departments or institutions in the new housing benefit location or family benefit location.

ii. The proposed travel is reasonable in the circumstances.

c. The member applies using the approved form.

Note: Meals and incidentals are not included under subsection 1.

2. The benefit under subsection 1 may be provided for any of the following.

a. The person who has special needs who is travelling under subsection 1.

b. The member or their partner if they travel with the person family who has special needs.

c. Any other person whom the CDF is satisfied it is necessary to have accompany the person who has special needs.

Note: Special needs pre-posting visits are in addition to approved house-hunting trips under Chapter 7 Part 1 Division 4.

3. Despite section 9.1.3, travel under this section can be by a means that is not the most economical if the CDF is satisfied it is appropriate after considering the needs of the person who has special needs.

4. Despite section 9.5.16, accommodation under this section can be by a means that is not the most economical if the CDF is satisfied it is appropriate after considering the needs of the person who has special needs.

8.6.6 Assistance with respite, personal care or therapy services

1. Subject to subsection 2, a member is eligible for assistance with care or therapy services for the person who has special needs if all the following apply.

a. There is evidence that the assistance applied for was provided in the former posting location, or that the family was on a waiting list in that location.

b. The person is on a government waiting list for the therapy and respite services in the new location.

c. State or Territory assistance is not available or has a waiting period.

d. The member applies using the approved form.

2. Respite care will only be provided if no other forms of care are available.

3. In this section the following apply.

Care or therapy services means any of the following.

a. Respite care.

b. Personal care.

c. Therapy services.

d. An Early Intervention Program.

Early Intervention Program means a program run by a government organisation, accredited non-government organisation or accredited private provider that provides assistance to promote the development of preschool aged children with special needs.

8.6.7 Assistance with equipment hire

1. Subject to subsection 2, a member is eligible for financial assistance to hire specialist equipment in their housing benefit location or family benefit location if all the following apply.

a. One of the following applies.

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i. The equipment used at their former housing or family benefit location was provided by a local Government funded service and cannot be transported to their housing or family benefit location.

ii. The person with special needs was on a waiting list for the equipment at the former housing or family benefit location.

b. The person with special needs is on a waiting list for the equipment at the housing or family benefit location.

c. The member has provided the following to Defence Member and Family Support.

i. Evidence of an approved application for placement on waiting lists for Government funded services at the housing or family benefit location.

ii. Evidence that the type of equipment applied for was provided at the former housing or family benefit location or that the person was on a waiting list in that location.

iii. Evidence that equipment is not transportable or was provided by local Government funded services at the former housing or family benefit location.

d. The member applies using the approved form.

2. The amount of assistance in subsection 1 cannot exceed the cost of hiring the equipment that the member had in the former housing or family benefit location.

8.6.8 Special housing needs

1. A member is eligible for the following at their housing or family benefit location.

a. Subject to subsection 2, any of the following housing modifications.

i. Modifications that are similar to those at the member's residence in the former housing or family benefit location.

ii. If there is not a split-system air conditioner — installation or removal of window mounted air conditioners and heaters that are portable and have been purchased by the member.

iii. If carpet is a trigger for a severe allergic reaction in the resident family with special needs, as confirmed by specialist medical advice based on appropriate allergy testing — removal of carpets.

iv. Modifications that improve accessibility for the resident family with special needs.

b. A Service residence in a higher rent band if the CDF is satisfied it is reasonable after considering the needs of the resident family with special needs.

c. Housing located close to the school of the person with special needs.

2. The CDF must be satisfied that house modifications under paragraph 1.a are appropriate and will not significantly alter the structure of the house.

8.6.9 Unpacking assistance during removal

1. Subject to subsection 2, a member is eligible for unpacking assistance at their new housing benefit location or family benefit location if all the following apply.

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a. The member requires assistance with unpacking for either of the following reasons.

i. The member is absent due to Service reasons.

ii. The member has a medical condition that limits their ability to unpack.

b. The CDF is satisfied of one the following after considering any medical evidence provided.

i. If the person with special needs is an adult — that the person has a severe medical issue that will limit their ability to assist with unpacking.

ii. If the person with special needs is not an adult — that the person has a severe medical issue that will limit the member or their partner's ability to assist with unpacking.

c. The member is eligible for a removal under Chapter 6 Part 5.

2. In this section **unpacking assistance** means assistance that meets all the following.

a. It is limited to 2 Commonwealth removalists assisting for 4 hours in duration.

b. It is provided at the time the home contents are delivered.

Division 2: Assistance when there is no removal to a new housing benefit location or family benefit location

8.6.10 Purpose

The purpose of this Division is to provide assistance to a member who has resident family or recognised other persons with special needs who has not been granted a removal to a new housing benefit location or family benefit location.

8.6.11 Member this Division applies to

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

a. They have any of the following who has special needs.

   i. Accompanied resident family.

   ii. Recognised other persons who reside in the members housing benefit location.

b. They are not eligible for assistance under Division 1.

8.6.12 Additional assistance

1. Subject to subsection 2, a member is eligible to the following if the CDF is satisfied it is reasonable.

   a. After considering the needs of the person with special needs, a Service residence in a higher rent band than their rank group is eligible for under subsection 7.6.13.1.

   b. Unpacking assistance under section 8.6.9.

2. The member must apply in writing for assistance using the approved form.

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Part 7: Family assistance for attendance at a Court of Inquiry

8.7.1 Purpose

1. A Court of Inquiry provides a benefit to members as it determines the facts and circumstances surrounding an incident or situation they may have been involved in.

2. The purpose of this Part is to provide assistance to a member's family for their attendance at a Court of Inquiry involving an injured or deceased member.

3. This assistance is provided on the basis that a person does not gain or lose financially when attending a Court of Inquiry.

8.7.2 Definitions used in this Part

In this Part ***Court of Inquiry*** has the same meaning as in regulation 3 of the *Defence (Inquiry) Regulations 1985*.

8.7.3 Persons who this Part applies to

1. This Part applies to the following people.

   a. The partner of the member.

   b. A child of the member.

   c. A parent of the member.

   d. A parent of the member's partner.

   e. Resident family of the member.

2. The CDF may approve assistance under this Part for people other than those listed subsection 1 having regard to the following.

   a. Any recommendation made by the Director General Defence Member and Family Support.

   b. Whether the person has been authorised to appear under regulation 33 or regulation 121 of the *Defence (Inquiry) Regulations 1985*.

   c. Whether the person's presence is necessary to provide support to a person under paragraph b.

8.7.4 Persons this Part does not apply to

This Part does not apply to a person who is not covered by either subsection 8.7.3.1 or subsection 8.7.3.2 even if they have an interest in a Court of Inquiry for any period.

8.7.5 When assistance under this Part ceases

The assistance under this Part ceases on the day after the close of the Court of Inquiry hearings.

8.7.5A Assistance for attendance at a briefing

A person is eligible for assistance under this Part after the close of the Court of Inquiry hearings if the CDF considers it reasonable for the person to attend a briefing before the public release of the report.

8.7.6 Assistance with domestic travel

1. This section does not apply to a person who lives within 30 kilometres of the location of the Court of Inquiry.

2. The CDF may approve payment of vehicle allowance to a person if the CDF considers it reasonable to assist the person to travel to attend the Court of Inquiry on a daily basis.

3. If a person is eligible for vehicle allowance, they are eligible to be reimbursed any of the following which are incurred for the purpose of attending a Court of Inquiry if an official receipt for the expense is provided.

    a. Parking fees.

        Note: To avoid doubt, parking fees does not include parking or traffic fines.

    b. Road tolls.

4. If the CDF considers it unreasonable for a person to travel to attend the Court of Inquiry on a daily basis, the CDF may approve a return economy class trip within Australia.

5. Approval to travel under subsection 4 may include travel on the day before the Inquiry starts and the day after the Inquiry finishes.

6. A person is eligible for a maximum of 3 return journeys home in any 2-month period if there is a break of more than 5 days between sitting days.

7. The Director General Defence Member and Family Support may approve additional return trips in extenuating circumstances. The Director General Defence Member and Family Support must consider the following circumstances.

    a. The number of times the Court sits.

    b. The nature of the evidence being presented.

    c. Family emergency.

8. A person is to be provided with cab charges for the trip from their home to the airport or station and to their accommodation.

9. A person who makes their own arrangements for travel cannot apply for reimbursement under this section.

8.7.7 Assistance with accommodation

1. A person is eligible for accommodation costs if the CDF is satisfied, after considering advice from Defence Member and Family Support, that it is unreasonable for the person to travel to attend the Court of Inquiry on a daily basis.

2. If the CDF considers it unreasonable for the person to walk from the accommodation under subsection 1 to attend the Court of Inquiry the person may be provided with assistance.

3. A person who makes their own arrangements for accommodation or travel to the Court of Inquiry venue cannot apply for reimbursement under this section.

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8.7.8 Assistance with meals

1. Subject to subsection 1A, a person receiving accommodation assistance under section 8.7.7 is eligible for the following payments for breakfast, lunch and dinner.

    a. If the person is less than 10 years old — half the rate set out in section 9.5.35 for the rank of colonel or lower.

    b. If the person is 10 years or older — the rate set out in section 9.5.35 for the rank of colonel or lower.

1A. The person is not eligible for assistance for a meal if the meal is provided at no cost to the person.

2. If a child under 18 years of age is eligible for meal allowance under this section, the payment will be made to the parent, adult relative or legal guardian they are travelling with. If the child is travelling alone, the meal allowance will be paid to them.

8.7.9 Assistance with incidental expenses

1. Each family unit of people eligible for accommodation under section 8.7.7 may also be provided with a weekly allowance for incidental expenses. This allowance is to assist in covering incidental expenses such as phone calls and laundry expenses.

2. For the purposes of this Part, one family unit includes all of the following people.

    a. The partner and children of the member.

    b. Parents of the member.

    c. A parent of the member's partner.

3. A person nominated by the family unit is eligible for the weekly amount of incidentals allowance payable under paragraph 9.5.41.3.c.

4. The CDF may approve a higher rate of payment for incidental expenses if it is reasonable, on a case by case basis.

8.7.10 Assistance with resident family or child care

1. A member is eligible for the reasonable cost of assistance to care for their resident family if the CDF is satisfied it is reasonable.

2. Assistance under subsection 1 includes any of the following.

    a. Defence arranged travel for extended family to provide support to the member's resident family.

    b. Any of the following provided by family members or professional providers.

        i. Care for the member’s resident family.

        ii. Specialist care for the member’s resident family.

        iii. Child minding.

        iv. Respite care.

3. Travel for extended family arranged under paragraph 1.a may be to either the home of the member's resident family or the location of the Court of Inquiry.

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4. If it is not reasonably practicable for the extended family to travel to the home location of the member's resident family or the location of the Court of Inquiry, travel may be provided for the member's resident family to travel to the home location of the extended family.

8.7.12 Accountability

A person must sign the attendance diary maintained by the Court of Inquiry for each day that they receive benefits under this Part.

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Part 7A: Assistance for attendance at a Royal Commission

8.7A.1 Purpose

The purpose of this Part is to provide assistance to a member's nominated support person so they can provide support to a member who attends a Royal Commission hearing as a witness.

8.7A.2 Definitions

In this Part the following apply.

Member includes the following.

a. A member of the Reserves.

b. A former member.

Royal Commission has the same meaning as in section 1B of the *Royal Commissions Act 1902*.

8.7A.3 Persons who this Part applies to

This Part applies to a person nominated by a member, who is summoned as a witness at a Royal Commission hearing, to provide support to the member at the Royal Commission hearing.

8.7A.4 When assistance under this Part ceases

The assistance under this Part ceases on the day after the conclusion of the Royal Commission hearing.

8.7A.5 Assistance with transport

1. This section does not apply to a person who lives within 30 kilometres of the location of the Royal Commission hearing.

2. A person is eligible for any of the following if the CDF is satisfied it is reasonable to assist the person to travel to attend a Royal Commission hearing attended by the member.

    a. If the person travels by private vehicle — all of the following.

        i. Vehicle allowance under Chapter 9 Part 6 Division 5 for the journey to and from the location of the Royal Commission hearing.

        ii. Reimbursement of any parking fees and road tolls incurred in connection with attending the Royal Commission hearing, if they provide receipts.

    b. If the person travels by air — all of the following.

        i. A return economy class flight within Australia to and from the location of the Royal Commission hearing.

        ii. The cost of transport for the journey to and from the airport where the flight arrives or departs.

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c. If the person travels by any other means of transport within Australia — the cost of the transport.

8.7A.6 Assistance with accommodation

1. A person is eligible for accommodation costs if the CDF is satisfied it is unreasonable for the person to attend the Royal Commission hearing without the accommodation being provided.

2. The person is eligible for reasonable transport costs between the accommodation and the location of the Royal Commission hearing if the CDF is satisfied it is unreasonable for the person to walk to and from the accommodation.

8.7A.7 Assistance with meals

1. Subject to subsection 2, a person is eligible for an allowance for a meal at one of the following rates if the CDF is satisfied it is reasonable.

   a. If the person is less than 10 years old — half the rate set out in Annex 9.5.A Part 4 table item 1 for the relevant meal.

   b. If the person is 10 years or older — the rate set out in Annex 9.5.A Part 4 table item 1 for the relevant meal.

2. The person is not eligible for assistance for a meal if the meal is provided at no cost to the person.

3. If a person under 18 years of age is eligible for assistance under this section the payment is made to the following.

   a. If they are travelling with a parent, adult relative or legal guardian — to the parent, adult relative or legal guardian.

   b. If they are travelling alone — to the child.

8.7A.8 Assistance with incidental expenses

1. A person is eligible for incidentals allowance if the CDF is satisfied it is reasonable.

2. The rate of incidentals allowance is one of the following.

   a. The amount payable to a member under paragraph 9.5.41.3.c.

   b. If subsection 3 applies, the rate set by the CDF.

3. The rate of allowance may exceed the limit in paragraph 2.a. if the CDF is satisfied that the maximum amount payable under paragraph 2.a. is not sufficient in the circumstances.

8.7A.9 Assistance with dependant or child care

1. A person is eligible for assistance with caring responsibilities for a dependant if the CDF is satisfied it is reasonable having regard to the support being provided to the member attending Royal Commission hearing.

2. Assistance under subsection 1 includes any of the following.

   a. Transport to and from any of the following for the person’s dependant.

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i. The home of the dependant.

ii. The home of the person who will care for the dependant.

b. Transport to and from any of the following for the person who will care for the dependant.

i. The home of the person who will care for the dependant.

ii. The location of the Royal Commission hearing.

c. Any of the following services.

i. Dependent care.

ii. Specialist dependent care.

iii. Child minding.

iv. Respite care.

3. In this section, a person's **dependant** means someone the CDF is satisfied is dependent on the person.

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Part 8: Partner Employment Assistance Program

Division 1: General provisions

8.8.1 Purpose

The Partner Employment Assistance Program provides reimbursement of certain costs associated with professional employment and training services to support the employability of partners.

8.8.2 Definitions

In this Part, the following apply.

Decision maker means any of the following.

a. Director General Defence Member and Family Support.

b. Director working in Defence Member and Family Support.

c. A person holding a rank not below Captain or a Defence APS employee with an APS classification level not below APS 5 working in Defence Member and Family Support.

Eligible partner means a member's partner who meets all of the following.

a. They are the member's resident family.

b. They reside in Australia.

c. One of the following applies.

i. They are a non-Service partner.

ii. They are a member of the Reserves not on continuous full-time service.

8.8.3 Member this Part applies to

This Part applies to a member on continuous full-time service.

8.8.4 Registering for the Partner Employment Assistance Program

1. The eligible person must register for the Partner Employment Assistance Program before they access services under this Part.

2. The approved form must be used to apply for the Partner Employment Assistance Program.

8.8.5 Reimbursement of Partner Employment Assistance

1. The member or the eligible partner is eligible to be reimbursed up to $1,500 in a financial year for professional employment and training services under Division 2 provided to the eligible partner.

Note 1: Any costs above the reimbursement amount for the financial year must be paid by the member or eligible partner.
Note 2: Any benefit not used in a financial year lapses and cannot be used in the following financial year.

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2. Reimbursement must be applied for within 3 months of the services being paid for using the approved form.

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Division 2: Professional employment and training services

8.8.6 Career support and coaching

Costs for career support and coaching that relate to any of the following services by a provider with a registered Australian Business Number.

a. The creation and maintenance of a personalised resume or cover letter.

b. Job search, placement and matching services.

c. The development of an online employment profile.

d. Career coaching.

8.8.7 Industry licensing, suitability employment checks and registration fees

1. Costs for industry licensing, suitability employment checks and registration fees that the CDF or decision maker is satisfied meets all of the following.

   a. The service is by a provider with a registered Australian Business Number.

   b. The costs are for any of the following.

      i. Industry required licences.

         Note: Only the licence fee is reimbursable, it does not include any training costs to obtain the licence.

      ii. Suitability employment checks.

      iii. Registration fees incurred through obtaining recognition to legally practice in a profession, as required under relevant Commonwealth, State or Territory legislation.

2. Any of the following costs that are mandated by a registration board, employer, contract or industry, are not reimbursable under this Part.

   a. Registration fees for obtaining recognition to practice in a profession that are not required under relevant Commonwealth, State or Territory legislation.

   b. Indemnity insurance.

   c. Membership fees.

   d. Employment medical examinations.

   e. Employment exams.

8.8.8 Employment related training

Costs for employment related training provided to the eligible partner that the CDF or decision maker is satisfied the training meets all of the following.

a. Any of the following apply.

   i. It is delivered by a registered training organisation or TAFE.

   ii. It is delivered or endorsed by a professional governing body.

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b. Any of the following apply.

i. It is vocational training for qualifications recognised up to Australian Qualification Framework Level 6 (Advanced Diploma or Associate Degree).

Note: Training classified at Australian Qualification Framework Level 7 or above, including but not limited to Bachelor's, Graduate or Master's degree, is not reimbursable under this Part.

ii. It is a short course that is designed to deliver specific skills that are relevant to the eligible partner's current or future employment prospects.

Part 9: ADF family health program

8.9.1 Purpose

This Part provides reimbursement for health costs incurred within Australia by resident family and certain recognised other persons registered under the ADF family health program.

8.9.2 Definitions

In this Part the following apply.

Allied health service has the same meaning given under section 4 of the *Health Insurance (Section 3C General Medical Services – Allied Health Services) Determination 2024.*

Claimant means any of the following.

a. The member.

b. The member's eligible dependant.

c. A legal personal representative of the member or an eligible dependant.

Eligible dependant has the meaning given by section 8.9.2A.

Family health program means the ADF family health program.

Medicare benefit means an item for which a rebate is payable under the *Health Insurance Act 1973.*

Out-of-pocket expense means the difference between the amount that is charged for a service or a product for which a reimbursement may be made under this Part and the amount of Medicare or private health insurance rebate that may be paid for that item.

Specialist means a person who meets the definition of specialist under section 3 of the *Health Insurance Act 1973.*

Specialist services means services which are provided by a specialist in consulting rooms, or in a hospital or institutional setting.

8.9.2A Eligible dependant

In relation to a member, **eligible dependant** means a person who meets all of the following.

a. They are one of the following.

   i. Resident family of the member.

   ii. Recognised other person under paragraph 1.3.37.1.d of the member.

   Note: Paragraph 1.3.37.1.d applies to a person who has an interdependent relationship with the member.

b. All of the following apply.

   i. They are listed on PMKeyS as resident family or as a recognised other person of the member.

   ii. They are registered for the family health program.

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iii. They are not a member.

8.9.3 Members this Part applies to

This Part applies to any of the following members and their eligible dependant.

a. A member of the Permanent Forces.

b. A member of the Reserves on continuous full-time service.

8.9.4 Registration of newborns

The registration day of a newborn in the family health program is their date of birth if they are registered in the family health program within 3 months of their date of birth.

8.9.5 Application for reimbursement

A claimant must apply for reimbursement under this Part within 12 months of the services or products being provided.

8.9.6 Reimbursement – General practice setting

1. Subject to subsection 2, a claimant is eligible to be reimbursed out-of-pocket expense incurred in relation to medical services that meet all of the following.

   a. The service is provided to an eligible dependant.

   b. The service is provided by, or on behalf of, a general practitioner within their general practice setting.

2. A medical service in subsection 1 must meet one of the following.

   a. If the claimant is eligible for Medicare — the service has a Medicare benefit item number.

   b. If the claimant is not eligible for Medicare — it is reasonable to expect a Medicare rebate for the service would be payable if they were eligible for Medicare.

8.9.6A Reimbursement benefit

1. A claimant is eligible to be reimbursed up to $800 in a financial year for each of their eligible dependants for services or products provided under any of the following.

   a. Section 8.9.7, Reimbursable items – Specialists, allied health services and related products.

   b. Section 8.9.7A, Reimbursable items – Nicotine dependency reduction.

   c. Section 8.9.7B, Reimbursable items – Ambulance cover.

   d. Section 8.9.7C, Reimbursable items – Healthy eating programs.

   e. Section 8.9.7D, Reimbursable items – Physical activity.

   f. Section 8.9.7E, Reimbursable items – Cancer screening and prevention.

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2. A benefit under this section may be transferred to another eligible dependant of the member.

3. Costs incurred for admissions, stays and accommodation in hospitals or institutional settings are not reimbursable.

8.9.7 Reimbursable items – Specialists, allied health services and related products

1. For the purpose of section 8.9.6A, out-of-pocket expenses relating to the following services or products provided to an eligible dependant are reimbursable.

   a. Consultation with a specialist if the service provided has a Medicare benefit item number.

   b. Medically prescribed appliances.

   c. Remedial massage services by a provider registered with the Australian Regional Health Group.

   d. An allied health service.

   e. Any vaccinations provided by a chemist or other non-general practice provider.

   f. Pharmaceuticals that are not subsidised under the Pharmaceutical Benefits Scheme.

   g. Counselling and psychotherapy services provided by a provider registered with any of the following.

      i. Australian Counselling Association with a membership of Level 3 or 4.

      ii. Psychotherapy and Counselling Federation of Australia as a Registered Clinical Counsellor or Registered Clinical Psychotherapist.

   h. Services provided by an International Board Certified Lactation Consultant.

2. Despite subsection 1, a reimbursement cannot be made for a service that is cosmetic.

8.9.7A Reimbursable items – Nicotine dependency reduction

For the purpose of section 8.9.6A, out-of-pocket expenses relating to the following services or products provided to an eligible dependant are reimbursable.

a. Nicotine replacement therapy.

b. Any of the following community based programs to reduce tobacco use and nicotine addiction.

   i. Smokenders.

   ii. Allan Carr's Easyway.

8.9.7B Reimbursable items – Ambulance cover

For the purpose of section 8.9.6A, the cost of ambulance cover that is not a part of a private health insurance hospital or extras policy for an eligible dependant is reimbursable.

Note: Any expenses for an ambulance service that are not provided under the ambulance cover are not reimbursable under this Part.

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8.9.7C Reimbursable items – Healthy eating programs

1. For the purpose of section 8.9.6A, out-of-pocket expenses relating to the following services provided to an eligible dependant are reimbursable.

    a. Dietitian-led program subscriptions.

    b. National Healthy Eating Activity and Lifestyle Program.

    c. CSIRO program lead by a total wellbeing health coach.

    d. Option 3 of the self-funded healthy weight for life solutions program provided by Healthy Weight for Life.

2. Out-of-pocket expenses in this section do not include the cost of food.

8.9.7D Reimbursable items – Memberships and fitness classes

For the purpose of section 8.9.6A, out-of-pocket expenses relating to the following services provided to an eligible dependant by a provider with a registered Australian Business Number are reimbursable.

a. Gym membership.

b. Fitness Passport membership.

c. Swimming pool membership.

d. Any of the following classes.

    i. Aqua fitness classes.

    ii. Personal training.

    iii. Pilates.

    iv. Yoga.

    v. Zumba.

8.9.7E Reimbursable items – Cancer screening and prevention

For the purpose of section 8.9.6A, out-of-pocket expenses relating to the following services provided to an eligible dependant that are not covered under section 8.9.7 are reimbursable.

a. Skin cancer checks at a skin cancer clinic with a registered Australian Business Number.

b. Mole mapping at a skin cancer clinic with a registered Australian Business Number.

c. Bowel screening kit.

8.9.8 Continuation of benefits following the death of a member

A claimant continues to be eligible for a reimbursement under this Part for 12 months after the death of the member of the eligible dependant.

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Part 10: Reserve Assistance Program

8.10.1 Overview

The Reserve Assistance Program provides members of the Reserves and families with professional counselling advice through a contracted service provider.

8.10.2 Person this Part applies to

This Part applies to the following persons.

a. A member who is not on continuous full-time service and meets one of the following.

   i. A member who has provided Reserve service in the financial year in which the session is to be provided.

   ii. A member who has committed to perform Reserve service in the financial year in which the session is to be provided.

b. A person who would be recognised as a member's resident family if the member was on continuous full-time service.

c. A member of the household of a member described in paragraph a.

8.10.3 Counselling sessions

1. Persons this Part applies to are eligible for counselling sessions with a Defence contracted service provider.

2. No more than four sessions may be claimed for each issue the person wishes to address.

3. The CDF may grant the person up to four additional sessions for an issue. The CDF must consider the contracted service provider's recommendation about whether more sessions are needed to resolve the issue.

4. The CDF may make the decision in subsection 3 without knowing the identity of the person.

5. If more than one person attends the same session, that session is still only counted once. It is counted against the limit of the person who requested the session.

8.10.4 Multiple benefits

A person's number of sessions under this Part is reduced by any Employee Assistance Program benefit that they are provided with because they are an APS employee employed in the Department of Defence.

8.10.5 Benefits

The only other benefit a member may get under this Determination for attendance at the session is set out in section 3.2.15.

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Chapter 9: ADF travel in Australia

Part 1A: General provisions

9.1A.1 Definitions

In this Chapter, the following definitions apply.

Air travel for travel on duty means air travel booked under the Department of Defence travel contract.

Allowable travel time has the meaning given by section 9.1A.2.

Contracted service provider refers to the AOT Group (ABN No. 23 106 495 498), the service provider contracted to provide the Commonwealth with accommodation services for its employees and members of the ADF.

Most economical means of travel refers to the means of travel the Commonwealth considers most efficient, practical or appropriate in terms of a range of factors which include, but are not limited to, the following.

a. Cost to the Commonwealth.

b. Availability of transport.

c. Time taken to travel.

Normal departmental liability has the same meaning given by subsection 9.1.7.1.

Travel document means a ticket (including a Miscellaneous Charges Order, travel warrant, movement requisition or other document) that gives a person who holds it travel at Commonwealth expense.

9.1A.2 Allowable travel time

Allowable travel time is worked out on the basis of the actual distance in kilometres for the shortest practicable route, divided by one of the following.

a. If a member is towing a towable item — 360.

b. If a member, resident family or recognised other person has a special need — the number of kilometres the CDF believes the person with special needs can travel in a day.

c. In all other cases — 480.

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Part 1: Basic travel benefits

9.1.1 Purpose

This Part provides a member's basic benefits for the following aspects of travel.

a. The means of travel.

b. The class of travel.

c. Travel by own means.

d. Baggage allowance.

9.1.3 Most economical means of travel

1. The member is eligible for travel by the most economical means of public transport.

2. The CDF will determine the most economical means of travel after considering all these criteria.

   a. The availability of various means of travel.

   b. The fares and allowances for the member, their resident family and recognised other persons.

   c. The estimated value of the member's salary and DFRT allowances for the travel time.

3. This value is worked out in this way.

$$\frac{Fortnightly\ salary + allowances}{80}$$

   where 80 is the number of hours worked in a fortnight (8 hours a day x 10 days). This formula applies whether travel occurs in or out of working hours.

4. A member is not eligible for the costs of coach travel for themselves, their resident family or recognised other persons if air or rail travel is available unless the CDF is satisfied of all the following.

   a. The cost is the same or less.

   b. The time taken would not involve extra short absence for travel.

5. If the travel is leave travel, salary and DFRT allowances means all salary and allowances payable for recreation leave. These allowances are not included.

   a. Rent allowance.

   b. Hardship allowance.

   c. Overseas living allowances.

9.1.4 Air as the most economical means of travel

1. Air travel is the most economical means for any of these journeys.

   a. To or from Darwin (except RAAF Base Tindal to or from Darwin).

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b. To or from Tasmania.

c. Between a remote location and the nearest capital city.

d. To or from Canberra when travelling on temporary duty other than between Canberra and Nowra or Jervis Bay.

Note: Section 9.1.4A provides the most economical means of travel between Canberra and Nowra or Jervis Bay.

e. Between a place in an external territory and a place in Australia.

f. If surface transport would involve an overnight journey and resident family or recognised other persons include either of the following.

i. A child under 3 years old.

ii. Two children under 7 years old.

g. If surface transport would involve a journey of at least 2 nights and resident family or recognised other persons include either of the following.

i. A child under 7 years old.

ii. Two children under 10 years old.

2. The CDF may decide that air travel is the most economical means of travel if any of these criteria are met.

a. The difference in the cost of travel is small and there is a saving in travelling time.

b. Air travel is justified given the official duties and expenses of the member travelling.

c. Medical or compassionate reasons mean that travel by surface transport would be inefficient.

9.1.4A Most economical means between Canberra and Nowra or Jervis Bay

Self-drive hire car is the most economical means of travel for travel between Canberra and Nowra or Jervis Bay.

9.1.5 Lowest practical fare

1. Lowest practical fare is the lowest fare for the day of travel when the travel is booked, having regard to whether all of the following conditions are met.

a. It meets the business needs of the member.

b. It is for a regular scheduled flight.

c. It is for travel that is scheduled to leave within 45 minutes of either of the following times.

Note: The times do not include travel time to and from the airports, check-in times or security checks.

i. The latest possible departure flight time for departure flights.

ii. The earliest possible return flight time for return flights.

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2. A person who travels by air must travel using the lowest practical fare at the class of travel for which they are eligible.

3. Flexible fares may only be used when either of the following could occur.

   a. The scheduled meeting or event may not go ahead.

   b. The meeting or event times are likely to change.

4. The following may not be considered when looking for the lowest practical fare.

   a. The airline.

   b. Type of aircraft.

   c. The provision of in-flight meals.

   d. Access to airline flight lounges.

   e. Airline reward, frequent flyer or loyalty points.

5. A member who travels by a fare that is not the lowest practical fare must provide their reasons in writing.

9.1.6 Travel by own means

1. If a member has been approved to travel by their own means, the member is eligible for the lesser of the following amounts.

   a. The normal departmental liability.

   b. The actual cost of travel.

2. For paragraph 1.b, if a part of the travel is by a vehicle, the actual cost of travel for that part of the travel is calculated in accordance with Chapter 9 Part 6 Division 5, Vehicle allowance amounts and limits.

3. If a member is directed to travel by a specified route in conjunction with the approval to travel by their own means, the member ceases to be eligible for the amount payable under subsection 1 if they do not follow the specified route unless the CDF is satisfied there are exceptional circumstances for not following the route.

9.1.7 Normal departmental liability

1. Normal departmental liability is what the Commonwealth would pay for a journey made by a member, their resident family and recognised other persons authorised to travel to a place at Commonwealth expense. It includes these costs.

   a. The cost of travel to the place by the most economical means.

   b. The costs of travel to and from the relevant airports, railway stations and coach terminals.

   c. Any taxes or levies on the travel.

2. If a member travels by means that are not the most economical then the member is eligible for one of the following.

   a. For travel by means that are cheaper than the most economical means — the actual cost of their journey.

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b. For travel by means that are more expensive than the most economical means — up to the amount of the normal departmental liability.

3. A member may travel as a passenger in a private vehicle or non-commercial aircraft when they are eligible for travel at Commonwealth expense. In this case, they are only eligible for meal and travel allowance up to what the Commonwealth would have paid for a journey by the most economical means.

Note: The passenger may be travelling in a private vehicle belonging to another member. In this case, the member may have the rate of vehicle allowance increased for the distance they carry the passenger.

4. A member who travels on personal frequent flyer points will not be reimbursed the cost of their fare.

5. The Commonwealth will not pay any amount based on normal departmental liability for a child under 2 years old who is transported by private vehicle.

6. A member might choose to travel by a less direct route than the most direct route available. In this case, they must pay any excess costs to the Collector of Relevant Money in the Department of Defence.

7. The following conditions apply to travel documents.

a. The Commonwealth may give a travel document to a specific person and permit them to use it for travel.

b. If a travel document is used by a person who has not been permitted to use it under paragraph a, the person must repay the Commonwealth for any travel they have taken using the travel document.

c. The Commonwealth may seek to recover the cost of any travel taken without its permission under paragraph b.

8. The Commonwealth will not pay for a chaperone that a carrier requires to accompany a member's child.

9.1.8 Cost of air travel for working out normal departmental liability

1. The cost of air travel for the purpose of normal departmental liability is the rate in the Whole of Australian Government travel arrangements for the class of travel the persons travelling are eligible to travel, for the journey between the following.

a. For Scheme A remote location leave travel — the nearest airport and the nearest capital city.

b. For all other types of travel — the nearest airport and the travel destination.

2. For the purpose of subsection 1, **rate** means one of the following.

a. If the travel is remote location leave travel — the rate that applies on the day the application is received.

b. If the travel is in connection with a posting— the rate that applies on the day the travel starts.

c. If the travel is own means travel by vehicle — the rate that applies on the day the travel starts.

3. For a child under 2 years old, normal departmental liability does not apply unless the child is required to occupy an individual airline seat.

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9.1.9 Class of travel

1. If a member is approved to travel by air, the class of travel is economy class air travel unless one of the following applies.

Item	If the member...	the class of travel is business class when...
1.	holds the rank of Brigadier or higher	a. they are accompanying a Minister, senior Government official or foreign delegation and collaborative work is required during the flight. b. the flight is part of a connecting flight for a longer domestic journey. c. they have a recognised medical condition which precludes them from travelling in economy class. d. the scheduled flight time is for longer than 90 minutes at the time of booking.
2.	holds the rank of Regimental Sergeant Major of the Army	a. they are travelling on Defence business and accompanying a Minister, senior Government official or foreign delegation and collaborative work is required during the flight. b. they are travelling on Defence business and the flight is part of a connecting flight for a longer domestic journey. c. they have a recognised medical condition which precludes them from travelling in economy class. d. they are travelling on Defence business and the scheduled flight time for longer than 90 minutes at the time of booking.
3.	is a staff officer	they are required to travel with a member who holds the rank of Lieutenant General or higher who is travelling business class.

1A. If resident family or recognised other persons are approved to travel by air, the class of travel is the same as the member.

2. If a member, their resident family or recognised other persons travel by coach or rail, they are eligible for travel at one of the following class.

   a. If the travel is by coach — the highest class available.

   b. If the travel is by rail — the highest available class.

   c. If the travel is by rail and continues after midnight — a sleeping berth, if available.

3. A member who travels at a lower class than one listed in the table above is not eligible for any difference in cost between the fares.

4. A member's resident family or recognised other persons who is eligible for travel within Australia under this Determination is eligible for travel by the same means and at the same class as the member.

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9.1.10 Baggage – general

1. A member travelling by the most economical means may take baggage up to a maximum weight. This table shows the baggage limits.

Item	If a member travels on…	and their rank is…	then their maximum baggage limit is…
1.	temporary duty of less than 6 weeks	any rank	78 kg.
2.	a. temporary duty of more than 6 weeks, or b. posting, or c. ceasing continuous full-time service	officer or warrant officer	260 kg.
		any other rank	156 kg.

2. The maximum limit includes the baggage the carrier lets the member take on board as part of the fare.

3. If only part of the baggage limit is carried free of charge by the carrier the member is eligible to have the rest of the baggage sent by one of the following methods.

   a. If the member does not need access to the baggage during the journey or immediately after it — the most economical of the following.

      i. With the member's furniture and effects.

      ii. As unaccompanied baggage.

   b. If the member needs access to the baggage during the journey or immediately after it — as excess accompanied baggage.

4. If the member chooses to travel by means that are not the most economical, the overall baggage limits in the table above will apply. The Commonwealth will pay no more for baggage than it would have paid for the most economical means and class of travel. The cost of any approved excess baggage will be included in working out the cost of travel by the most economical means.

5. A member is not eligible for the cost of insuring baggage.

6. If a member's partner is also a member, the family unit has only one benefit each time they are posted.

9.1.11 Extra baggage

1. Extra baggage may be taken on removal and posting journeys as set out in this Chapter at the following.

   a. Part 2 Division 2, Travel on temporary duty.

   b. Part 2 Division 4, Travel on posting.

2. The member is eligible for the cost of transporting Service property or other documents the member is required to carry during travel.

3. Extra baggage does not include transportation of a pet.

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9.1.12 Door-to-door travel

1. Door-to-door travel includes the reasonable cost of transport to and from airports, railway stations and coach terminals.

2. To avoid doubt, door-to-door travel does not apply to remote location leave travel.

9.1.13 Travel costs not otherwise payable under this Chapter

1. The CDF may approve payment of the reasonable costs of travel and related expenses, of the kind provided for in Parts 1 to 4 of this Chapter, for a person in any of these classes who would not otherwise be eligible for those benefits.

   a. A member, including a member of the Reserves and a former member.

   b. An applicant for appointment or engagement as a member, in respect of attendance at an enlistment centre or attendance for interview or examination.

   c. A close relative of a member.

2. For subsection 1, the CDF must consider these matters.

   a. Any relevant *Accountable Authority Instructions* made under the *Public Governance, Performance and Accountability Act 2013*.

   b. Any other relevant matter.

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Part 2: Travel in specific circumstances

Division 2: Travel on temporary duty

9.2.5 Purpose

This Division sets out benefits for a member travelling on temporary duty. Benefits vary with the member's chosen means of travel.

9.2.6 Travel by the most economical means

1. A member who travels by the most economical means may have these benefits.

   a. Travel under Part 1 section 9.1.9, Class of travel.

   b. Baggage under Part 1 section 9.1.10, Baggage – general.

   c. Travelling allowance and meal allowance.

   d. Door-to-door travel under Part 1 section 9.1.12, Door-to-door travel.

2. Despite subsection 1, a member is not eligible for excess baggage if the member is travelling by coach or self-drive car.

9.2.7 Travel by means that are not the most economical

1. A member may apply to travel by means that are not the most economical.

2. The CDF may allow the member to travel by the less economical means. The CDF should consider the member's wishes and the needs of the ADF.

3. This table sets out benefits and conditions when the member travels by the alternative means.

Item	If the member chooses to travel by…	then…
1.	air rather than rail	a. they must pay any additional cost of travelling by the method they choose before approval is given. b. travel may be approved for all or part of the journey. c. the benefit is to the lesser of allowances and travelling time when the two means of travel are compared. d. they may be eligible for travelling allowance and meal allowance under Part 5, Payment of travel costs.
2.	rail rather than air	a. they must pay any additional cost of travelling by the method they choose before approval is given. b. travel may be approved for all or part of the journey. c. travelling time will be as if the journey was by air. If it is on a working day, any excess travelling time should be taken as leave. d. they may be eligible for travelling allowance and meal allowance under Part 5, Payment of travel costs.

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3.	a private vehicle rather than any other form of transport.	a. they may be eligible for vehicle allowance up to the cost of the most economical means of travel. b. travelling time will be as if the journey was by the most economical means of travel. If it is on a working day, any excess Travelling time must be taken as recreation leave. c. they may be eligible for to travelling allowance and meal allowance under Part 5, Payment of travel costs.

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Division 3: Travel for removal purposes in Australia

9.2.8 Purpose

This Division sets out a member's eligibility for travel for these purposes.

a. To supervise packing or unpacking of their furniture and effects on removal.

b. To accompany their resident family and recognised other persons, if any, to a new location.

9.2.8A Members this Division does not apply to

This Division does not apply to a member who is eligible for a removal under Chapter 6 Part 5 Division 10.

9.2.9 Travel for first removal after entry into Service

A member is eligible for travel on their first removal after they enter the Service if all the following are met.

a. They have completed initial recruit and employment training after enlistment, appointment or re-entry.

b. They become eligible for the first removal after entry.

c. They have been granted short absence for removal purposes under section 5.11.9.

9.2.10 Subsequent eligibility for removal travel

1. Subject to subsection 2, a member is eligible for travel if the CDF is satisfied that the member meets all of the following.

   a. They are eligible for a removal.

   b. They have moved on posting before their resident family or recognised other persons.

   c. They have been granted short absence for removal purposes under section 5.11.9 to return to where their resident family are.

2. The member must make the journey for one of these purposes.

   a. To supervise the packing of furniture or effects.

   b. To travel with their resident family or recognised other persons to the new location because it would be unreasonable for the resident family or recognised other person to move the family by themselves.

9.2.11 Resident family or recognised other persons move before member's posting date

1. Subject to subsection 2, a member is eligible for travel if the CDF is satisfied that the member meets all of the following,

   a. They are eligible for a removal.

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b. They have approval to move their resident family or recognised other persons before the effective date of their posting order.

c. They have been granted short absence for removal purposes under section 5.11.9.

2. The member must make the journey for one of these purposes.

a. To arrange accommodation and unpacking of furniture.

b. Due to the health or age of their resident family or recognised other persons, it is unreasonable to expect them to move the family to the new location by themselves.

9.2.12 Members who has no resident family or recognised other persons – away from their primary service location

1. Subject to subsection 2, a member is eligible for travel if the CDF is satisfied that the member meets all of the following.

a. They are posted to another location while on attachment or temporary duty away from their primary service location.

b. They are eligible for a removal.

c. They have no resident family and no recognised other persons.

d. They have been granted short absence for removal purposes under section 5.11.9.

2. The journey must be to the member's primary service location to supervise the packing of their furniture or effects.

3. The CDF must consider operational commitments before making a decision under subsection 1 and if operational reasons delay leave and travel, the member may choose to appoint an agent to act on their behalf.

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Division 4: Travel on posting

9.2.13 Purpose

This Division sets out a member's eligibility for travel, baggage and accommodation expenses on their removal on posting.

9.2.14 Rail as the most economical means of travel

This table sets out benefits and conditions when a member travels on posting and rail is the most economical means of travel.

Item	If the member...	the member...
1.	travels by rail as the most economical means	a. is expected to transfer baggage with their furniture and effects. If the baggage is carried by rail, the restrictions in section 9.1.10 apply. b. is eligible for reasonable costs for accommodation and meals for themselves, their resident family and recognised other persons. c. is eligible for reasonable door-to-door travel costs. d. will not be reimbursed costs of accommodation and meals if travelling allowance is paid.
2.	chooses to travel by air rather than rail	a. may be approved air travel for all or part of the journey. b. will not be approved air travel until the member has paid any additional cost of travelling by air rather than by rail. c. must pay any excess baggage costs.
3.	chooses to travel by private vehicle rather than rail	and their resident family and recognised other persons may be authorised to travel and may be eligible for vehicle allowance up to the cost of first class rail travel. Both of the following conditions apply. a. The member's rank does not matter. b. Any cost of sleeping berth accommodation is used in working out the cost of rail travel. This applies whether it is included in the fare or available as an additional cost. **Note:** If the travel is on a working day, any time greater than the time it takes to travel by rail should be taken as leave.

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9.2.15 Air as the most economical means of travel

This table sets out benefits and conditions when a member travels on posting and air is the most economical means of travel.

Item	If the member...	the member...
1.	travels by air as the most economical means with their resident family and recognised other persons	a. may have their baggage limit increased by: i. one piece for each adult who is resident family or as a recognised other person, and ii. up to 2 pieces for children. b. is eligible for reasonable costs, for accommodation and meals for themselves and their resident family and recognised other persons. c. is eligible for reasonable door-to-door travel costs.
2.	travels alone by air as the most economical means	a. may have their baggage limit increased by: i. up to 3 pieces for journeys to or from Darwin; between a remote location and the nearest capital city; or between a place in an external territory and a place in Australia. ii. 1 piece for any other journey. b. is eligible for reasonable costs for accommodation and meals. c. is eligible for reasonable door-to-door travel costs.
3.	chooses to travel by private vehicle rather than air	a. and their resident family and recognised other persons may be authorised to travel. b. The member may be eligible for vehicle allowance up to the cost of air travel. **Note:** If the travel is on a working day, any time greater than the allowable travelling time should be taken as leave.

9.2.16 Coach as the most economical means of travel

This table sets out benefits and conditions when a member travels on posting and coach is the most economical means of travel.

Item	If the member...	the member...
1.	travels by coach as the most economical means	a. may be eligible for travelling allowance and meal allowance. b. is eligible for reasonable costs, for accommodation and meals for themselves and their resident family and recognised other persons. c. is eligible for reasonable door-to-door travel costs. d. must pay any additional baggage costs over the eligible maximum baggage limit under section 9.1.10.

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2.	chooses to travel by private vehicle rather than coach	a. and their resident family and recognised other persons may be authorised to travel. b. may be eligible for vehicle allowance up to the cost of coach travel. **Note:** If the travel is on a working day, any time greater than the time it takes to travel by coach should be taken as leave.

9.2.17 Reimbursement of personal expenditure on travel

1. This section applies to a member eligible for travel under this Division who elects to travel at their own expense.

2. The member is eligible to be reimbursed the actual travel costs of their travel up to the value of the travel based on the most direct route the member could have taken.

3. If the member does not travel by the most direct route, the reimbursement is limited to the amount they would have received under subsection 2, unless the CDF is satisfied there are exceptional circumstances for not following the most direct route.

9.2.18 Members travelling without resident family or recognised other persons

A member who has resident family or recognised other persons but travels on posting without them has the same benefits as a member on temporary duty under Division 2.

9.2.19 Delayed or interrupted travel

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

   a. They are travelling to their next housing benefit location by vehicle.

   b. Their journey is delayed or interrupted by one of the following.

      i. The road is closed.

      ii. A State or Territory border that the member must cross is closed.

2. The member is eligible for the following payments for the duration of a delay for themselves, their resident family and recognised other persons who travel with them under subsection 1 if the CDF is satisfied it is reasonable.

   a. Meal allowance paid at the rate specified in Annex 9.5.A Part 4 columns B, C and D.

   b. The reasonable cost of accommodation in the most practicable location before the road or border closure.

3. A benefit under subsection 2 may be paid by reimbursement.

9.2.19A Rerouted travel

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

   a. They are travelling to their next housing benefit location by vehicle.

   b. The member is required to travel by a specified route.

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c. The member is unable to travel by the route because the State or Territory border that the member must cross is closed.

d. Either of the following applies.

i. The specified route is changed.

ii. The member flies.

2. If the member's specified route is changed, the allowances paid, or payable, to the member for the journey will be recalculated based on the member's changed specified route.

Note: If a member's recalculated allowances are less than what the member has been paid, the member will be required to repay the difference.

3. If the member flies, the member is eligible for the following for themselves, their resident family and recognised other persons travelling with them.

a. Flights from the most practicable airport near the member's location to their next housing benefit location.

b. The removal of a vehicle and towable item from the most practicable location near the member's location to their next housing benefit location.

c. Travel allowances, including accommodation, that would ordinarily be payable under Part 5 Division 3 for the following.

i. The flight.

ii. The time period between the day the member was not able to travel on the specified route and their arrival at the member's next housing benefit location.

d. If the member is travelling with items that cannot be removed under Chapter 6 Part 5 Division 2, the reimbursement for the removal of those items that would be payable under section 6.5.10A.

4. If the member flies, the allowances paid, or payable, to the member for the journey will be recalculated based on the member's change travel plans.

Note: If a member's recalculated allowances are less than what the member has been paid, the member will be required to repay the difference.

9.2.20 Dual benefit

If a member's partner is also a member, the family unit has only one benefit on each occasion of a posting.

9.2.21 Cost limits on travel on posting and removal to certain destinations

1. Assistance may be limited when a member travels on removal to either of the following destinations.

a. A seagoing ship or a seagoing submarine.

b. A family benefit location.

2. If removal costs are limited, then related travel costs are limited in the same way.

3. The removal and travel costs will be combined in assessing any excess costs.

4. The member must pay for any excess costs.

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Division 5: Travel in particular situations

9.2.22 Purpose

This Division sets out conditions and benefits for travel in these situations.

a. Rejoining a ship that has sailed.

b. On recall for emergency duty.

c. On convalescence.

d. Getting specialist medical or dental treatment.

9.2.23 Rejoining a ship that has sailed

1. A member is eligible for travel to rejoin a seagoing ship they have missed on sailing. There must be a need for the member to travel to rejoin the ship at another port.

2. The member may apply to the Commanding Officer of the nearest ADF establishment for a duty travel warrant to enable them to rejoin the ship.

3. If the member cannot get a duty travel warrant, they are eligible for a reimbursement of the actual amount they had to spend on fares to rejoin the ship.

4. Travel under this section is limited to the cost of the member's transport from the port the ship sailed from to the port where they are to re-join their ship.

9.2.24 Recall for emergency duty

1. A member who has left their primary service location after working a normal day may be reimbursed the cost of their travel if they are later recalled to duty.

2. The CDF may approve reimbursement of costs if satisfied on both these criteria.

   a. The member has paid for travel fares or use of a private vehicle that they would not normally have to pay for.

   b. The member could not reasonably have used an alternative means to go back to the place of duty.

3. The amount of reimbursement is limited to whichever of these costs is relevant.

   a. For travel by public transport, including taxi — the cost of the fares beyond what the member would usually pay to attend work.

   b. For travel by private vehicle — vehicle allowance worked out for the journey under Part 6 of this Chapter.

9.2.25 Travel during a medical absence

1. The member is eligible for travel if the CDF is satisfied the travel is for any of the following purposes.

   a. To assist the member to leave hospital to recover.

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b. To assist the member to reach a location where they are able to wait to go back to hospital.

c. To assist the member to reach a location that the senior medical advisor recommends to assist the member's recovery.

2. In making a decision under subsection 1, the CDF must be satisfied that the following conditions are met.

a. The travel is to the member's home or, if care is not available at their home, an alternative location. The CDF must have regard to any senior medical advisor recommendation about whether the care at the location is adequate for the member's needs.

b. The senior medical advisor for the location has recommended both the following.

i. That the member should undertake the travel.

ii. That the means of travel is safest for the member.

3. The CDF may approve the travel at a higher class or by means that are not the most economical, if satisfied it is necessary for the member's safety and consistent with the recommendation under subsection 2.

4. A member may apply to travel at Commonwealth expense, including travel costs for meals, incidentals and accommodation on the journey. The member can be provided assistance up to the amount that would be payable if they were eligible for travel costs on Defence business for the same period.

5. The member may be approved to travel at Commonwealth expense but pay for it themself. In this case, the CDF may reimburse up to a maximum of what the Commonwealth would have paid under subsections 3 and 4.

9.2.26 Specialist medical or dental treatment for resident family in remote locations

1. This section applies when the member's housing benefit location is a remote location.

1A. A member is eligible for travel for their accompanied resident family from their housing benefit location to the location of a registered specialist medical or dental practitioner if one of the following are met.

a. If the member is in a grade C, D or E remote location — one of the following.

i. For a member who has access to a doctor or dentist in the remote location — the doctor or dentist has certified that specialist treatment is necessary and cannot be provided in the housing benefit location.

ii. For any other member — the member's Commanding Officer has certified that travel to access specialist medical or dental treatment is necessary.

b. If a member is in any other grade remote location — a doctor or dentist has certified all of the following.

i. Specialist treatment is necessary.

ii. The necessary treatment cannot be provided in the housing benefit location.

2. The travel benefit is limited to travel by the most economical means as defined in section 9.1A.1.

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3. A member's resident family may be approved to travel by private vehicle, unless a doctor has provided a certificate to state that they are not fit for travel by this means.

4. For the purpose of subsection 3, vehicle allowance may be payable up to the cost of travel by the most economical means.

9.2.26A Travel for a member's children or a support person

1. This section applies to a member who is eligible for travel under one of the following

   a. For themselves under section 9.2.25.

   b. For their resident family under section 9.2.26.

2. The member is eligible for travel for all of the following people to accompany them during a medical absence or their resident family during travel for specialist medical or dental treatment.

   a. One support person if the CDF is satisfied that the member needs to be accompanied during the travel for support.

   b. A child who is accompanied resident family of the member if the CDF is satisfied that reasonable care for the child during the member's or their resident family's absence cannot be arranged.

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

   a. Travel is to be by the same means as the person who travels under section 9.2.25 or 9.2.26.

   b. If travel is by private vehicle all of the following.

      ii. Vehicle allowance is payable up to the amount that would be payable had the travel been by the most economical means.

      iii. Vehicle allowance is only payable once for the journey.

4. Subject to subsection 5, if the member or the resident family are required to stay overnight in the location they travel to under 9.2.25 or 9.2.26, the member is eligible for the following.

   a. All of the following.

      i. If a support person is travelling — accommodation for the support person.

      ii. If a child is travelling — accommodation for the child that the CDF is satisfied is reasonable after considering the age and number of children that are travelling.

   b. Meals for the support person and child.

5. All of the following apply to accommodation and meals provided under this section.

   a. The maximum amount payable is what would be payable for the location the person travels to if the person were eligible for travelling allowance for the journey under Part 5.

   b. Meal costs are to be paid by reimbursement.

   c. Accommodation costs may be paid in one of the following ways.

      i. By Defence prior to travel.

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ii. By reimbursement.

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Division 6: Travel on ceasing continuous full-time service – general

9.2.27 Purpose

This Division sets out a member's travel, baggage and accommodation benefits when they travel in Australia on ceasing continuous full-time service.

9.2.28 Members this Division applies to

A member, their resident family and recognised other persons may be eligible for travel to a location they are removed to in any of these circumstances.

a. On ceasing continuous full-time service for any reason.

Note: Eligibility is limited for a member whose service is terminated or ended through their own fault and who is not eligible for a removal.

b. In advance of ceasing continuous full-time service.

c. In anticipation of ceasing continuous full-time service for compassionate reasons.

9.2.29 Members this Division does not apply to

This Division does not apply to members, their resident family or recognised other persons if they are eligible for any of the following benefits.

a. Travel for candidates for election.

b. Travel on death of a member under Part 3 Division 10.

9.2.30 Additional baggage for travel on ceasing continuous full-time service

1. If a member's resident family or recognised other persons travel by rail, they must take no more baggage than the railway authority carries for free.

2. If the member, their resident family and recognised other persons travel by air as the most economical means, they may take additional baggage up to these limits.

   a. For these journeys, up to 3 more pieces of baggage for the member and 2 more for each adult who is resident family or as a recognised other person.

      i. To or from Darwin.

      ii. To or from Tasmania.

      iii. To or from a remote location and the nearest capital city.

      iv. Between a place in an external territory and a place in Australia.

   b. For journeys to other places, one more piece of luggage for the member and one more piece for each adult who is resident family or as a recognised other person.

3. The member is not eligible for insurance costs relating to additional baggage under this section.

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9.2.31 Meals and accommodation

1. A member, their resident family and recognised other persons will be reimbursed the cost of their meals and accommodation during their journey up to the maximum amount that they would have received if they were eligible for travel costs under Annex 9.5.A.

2. For the purpose of section 1, if the journey includes an isolation period the member, their resident family or recognised other persons are required to complete before they arrive at the location where they receive a removal to.

3. If the member, their resident family and recognised other persons choose not to travel by the most economical means, they will be reimbursed only up to the amount payable under subsection 1 for travel by the most economical means.

4. If the member, their resident family or recognised other persons are required to isolate in a place that is not their residence, subsection 3 does not apply to the isolation period.

5. If the member, their resident family or recognised other persons are eligible for travelling allowance for the journey, they are not eligible for the reimbursement of their costs.

9.2.32 Travel by private vehicle

1. This section applies to a member who chooses to travel by private vehicle from a. to b. below.

   a. From one of the following.

      i. Their housing benefit location.

      ii. Their family benefit location.

      iii. Their transition centre.

   b. To the location they are removed to on ceasing continuous full-time service.

2. The member is eligible for the sum of the following amounts (up to the limit in subsection 3). It is worked out as if they were travelling on posting from one location to the other.

   a. Vehicle allowance.

   b. If the vehicle is transported for part of the travel, the cost of transport for all the following.

      i. The vehicle.

      ii. Any trailer towed by the vehicle.

      iii. The member and any resident family and recognised other persons.

   c. Travelling allowance for the member as if the travel were a relevant journey for Part 5 of this Chapter.

   d. Accommodation and meal costs of any resident family and recognised other persons to the amount worked out under Part 5 Division 3.

3. The amount of the benefit cannot exceed what the member would have been paid under paragraphs a. to d. if the member and any resident family and recognised other persons travelled by the most economical means.

3A. If the member, their resident family or recognised other persons are required to isolate in a place that is not their residence, subsection 3 does not apply to the isolation period.

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4. The CDF may grant the member an additional amount. Approval may only be given if the CDF is satisfied that the member reasonably spent more than they were eligible for under this Part. The CDF must consider all these criteria.

    a. The distance the member, their resident family or recognised other persons had to travel.

    b. The actual cost of accommodation and meals.

    c. The available standard of accommodation in relation to the member's status.

    d. The amount of unavoidable incidental costs the travel made necessary.

    e. Any other factor relevant to what was spent.

5. If the member has died, their benefit under this section is payable to the person recognised as resident family or as a recognised other person who pays the travel costs. They will be paid as if the member had completed the journey.

9.2.33 Dual benefit

If a member's partner is also a member, the family unit has only one benefit on each occasion of a posting.

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Division 7: Travel on ceasing continuous full-time service – specific circumstances

9.2.34 Travel in advance of ceasing continuous full-time service

1. A member may take up their travel benefit up to 12 months before they cease continuous full-time service.

2. The member must sign an undertaking to refund the cost of the travel if they do not complete their service within the 12 months. This is unless the travel corresponds with a posting during the final 12 months of service.

9.2.35 Limits to travel on leaving a family benefit location

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

   a. The member was granted a removal for their resident family or recognised other persons under Chapter 6 Part 5 Division 3.

   b. The member is ceasing continuous full-time service.

2. If there are cost limits on the removal to the family benefit location, the travel benefit for travel from the family benefit location is also limited.

3. The member is eligible to receive an amount up to the cost of their travel between the following locations.

   a. The current housing benefit location or ship's home port (whichever is applicable).

   b. The location to which the member is eligible for a removal to on ceasing continuous full-time service under section 6.5.46.

9.2.36 Service ends through member's fault

1. This section applies to a member who ceased continuous full-time service for one of the following reasons and is not eligible for a removal.

   a. Medical unfitness through their own fault.

   b. Disciplinary reasons.

2. The member is eligible for travel to one of the following locations.

   a. For a member who is a member who has accompanied resident family and no unaccompanied resident family — the place where their resident family live in Australia.

   b. For a member who has no resident family — the location where they were last provided a permanent home.

3. The member is not eligible for assistance for travel by private vehicle.

9.2.37 Recruit who chooses free discharge

A recruit who takes up their option to a free discharge is eligible for travel under the basic benefit in Part 1 for one of the following periods.

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a. Within 6 months of the date they entered as an apprentice.

b. Within 12 weeks of the date they entered as an adult recruit.

9.2.38 Deferral of travel benefit

1. This section applies to a member who has deferred their removal on ceasing continuous full-time service.

2. The member and their resident family's eligibility for travel on ceasing continuous full-time service is deferred for the same period as the removal.

9.2.39 Failure to complete service

1. A member travelling for ceasing continuous full-time service under this Division who does not complete their service must repay the cost of any assistance they received for the travel.

2. The member does not have to repay the costs if they meet all these conditions.

   a. They took the travel in advance of ceasing continuous full-time service.

   b. They were then posted to another location:

      i. after they travelled, but

      ii. before the date that their discharge order took effect.

   c. They completed service in accordance with the discharge order.

3. The member and any resident family have a limited travel benefit for their next posting. The limit is the cost of travel to the new posting from where they were before they took the travel on ceasing continuous full-time service. That may be any one of these places.

   a. The place they were posted to.

   b. A personal location the member was granted a removal to under section 6.5.21.

   c. Their naval air squadron base.

4. This limit does not apply to a member who had been granted a removal to a personal location where benefits are provided under Chapter 6 Part 5 Division 3.

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Division 8: Members of the Reserves – duty travel

9.2.40 Purpose

This Division sets out the benefits for a member of the Reserves travelling on duty.

9.2.41 Benefits under this Division

1. A member on Reserve service who must travel for duty purposes has the basic benefits set out in Part 1 of this Chapter.

2. The CDF may approve a member's travel by means that are not the most economical. The CDF must consider the interests of the ADF and the member.

9.2.42 Limit on Commonwealth expense

1. A member of the Reserves who is eligible for travel may choose to pay for the travel themselves. In this case, they may be reimbursed the cost of any part of the journey they take by public transport. They can be reimbursed an amount up to what the Commonwealth would have paid for the journey.

2. The member is not eligible for the reimbursement of their costs if they are eligible for vehicle allowance or any other form of allowance or reimbursement.

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Part 3: Travel and resident family

Division 1: Travel on recognition of a relationship

9.3.3 Purpose

This Division sets out a member's travel benefits when they have a partner recognised under section 1.3.36, while serving on a long-term posting in Australia.

9.3.4 Overview

1. Having a relationship recognised does not create a travel benefit for the member personally.

2. The member may be eligible for assistance for the member's partner and any other resident family to travel within Australia, subject to these limits.

   a. The benefit arises on recognition of a relationship.

   b. The travel is for the journey from where they normally lived at the time the relationship is recognised, to the member's housing benefit location.

3. If a member's resident family travel, their travel benefit is one of the following.

   a. If travel is by the most economical means — a one-way ticket.

   b. If travel is by private vehicle — vehicle allowance for the trip up to the amount of the normal departmental liability.

      Note: The increased rate for passengers is not payable under Part 6 Division 5 section 9.6.26.

Note: Any allowances for the resident family's travel are paid to the member.

9.3.5 Basic benefits

1. Members and their resident family travelling under this Division are eligible for the basic travel benefits set out in Part 1 of this Chapter other than the baggage benefits provided under section 9.1.10 and 9.1.11.

   Note: Baggage over the transport operator's free limit must be included in personal effects as part of the removal benefit provided under.

2. If a member chooses a means of travel for their resident family that is not the most economical means, the member is only eligible for the costs up to the cost of travel by the most economical means.

3. The member may travel by a means that is not the most economical If the CDF approves

4. If subsection 3 applies, the member must pay the difference between the amount they would have been paid under subsection 2 and the cost of the travel under subsection 3 before commencing the travel.

9.3.6 When a member travels at their own expense

1. This section applies to a member who is eligible to travel on recognition of a relationship and they choose to pay for the travel themselves.

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2. The member will be reimbursed in line with the basic benefits in Part 1 of this Chapter if they meet both of the following conditions.

   a. The means of travel under subsection 1 is authorised.

   b. They have no eligibility for vehicle allowance or other forms of reimbursement for the travel.

3. A member and their resident family who are authorised to travel in a private vehicle may be eligible for vehicle allowance up to the cost of travel by the most economical means.

9.3.7 Member's partner also a member

When a member's partner is also a member, the family unit has one benefit only.

9.3.8 Marriage planned or common household started before posting

1. A member is eligible for travel for their partner if they provide documentation under subsection 2 and either of these circumstances applies to them.

   a. They have planned to be married but are posted before their planned marriage happens.

   b. They have planned to apply to have their relationship with a person recognised but are posted before the application is granted.

2. To qualify, the member must provide documentary evidence that they had completed arrangements for the marriage or had started maintaining a common household before they received the posting authority.

3. The travel is for the journey from the place of the marriage or common household to the new housing benefit location.

9.3.9 Travel from other location in Australia

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

   a. The person became the member's partner in Australia.

   b. At the time the event in paragraph a. occurs, one of the following applies.

      i. They are away from their housing benefit location.

      ii. Their primary service location was a seagoing ship or seagoing submarine.

   c. The marriage or the application for recognition or registration of the partner was not arranged before the start of the member's posting period.

   d. They have at least 12 months left to serve on continuous full-time service when the benefit under this section is approved.

   e. They would have been eligible for travel benefits if they had a partner before they commenced their posting period.

2. The member is eligible for their resident family to travel from the place where the partner lived when they became the member's resident family to the member's housing benefit location.

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3. For the purpose of this section a town includes a city, suburb or other distinct residential area.

9.3.10 Travel from outside Australia

1. If a member serving in Australia marries or has an ADF recognised partnership in a location outside Australia, section 9.3.9 applies. This includes a member serving in a seagoing ship or seagoing submarine deployed outside Australia.

2. For the purpose of subsection 9.3.9.2, the place where the partner lived when they became the member's resident family is taken to be the person's point of entry into Australia.

3. In this section, a person's **point of entry into Australia** means the international terminal in Australia that is closest to the member's housing benefit location that has flights available from the person's normal country of residence, either direct or indirect.

9.3.11 Change of family status in special circumstances

A member may change their family status in circumstances other than those in the sections above. In this case, the CDF may approve travel benefits and reimbursements for them or their resident family. The CDF must consider these factors.

a. Any compassionate grounds.

b. The nature of the person's relationship to the member.

c. Whether it is practical for the member to make private arrangements for the travel.

9.3.12 Travel for a child

If the member's partner has a child at the time the relationship is recognised, and the child is resident family for travel purposes, the member is eligible for the cost of a fare for the child.

9.3.14 Travel on next posting

1. This section applies to a member who becomes a member who has resident family before commencing a new posting period.

2. On their next posting, the member is eligible for their resident family to travel from a location in paragraph a to the location in paragraph b.

   a. A location from which the member is eligible for a removal under section 6.5.71.

   b. The member's new housing benefit location.

3. If a member is removed from a location under section 6.5.71 table item 1.f or table item 2.b, the benefit is limited to the lesser of the following amounts.

   a. The cost of the travel.

   b. The cost of a travel from the member's housing benefit location or ship's home port at the time the person was recognised as resident family.

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Division 2: Travel on breakdown of relationship

9.3.15 Purpose

This Division provides travel benefits for a non-Service partner following the breakdown of their relationship with a member posted to a location within Australia.

9.3.17 Members this Division does not apply to

1. A member is not eligible for travel under this Division when they cease to have any resident family or recognised other persons.

2. This Division does not apply to travel benefits for resident family or recognised other persons on death of a member.

9.3.18 Travel on breakdown of relationship

1. On breakdown of a relationship, a non-Service partner and their resident family are eligible for travel to the same location for which they are eligible for a removal under Chapter 6 Part 5 Division 10.

1A. A recognised other person is eligible for travel to the same location for which they are eligible for a removal under Chapter 6 Part 5 Division 10 if the CDF approves it after considering the individual circumstances of the recognised other person.

2. The cost of travel is limited to the cost of travel by the most economical means determined by the CDF under the basic benefit in Part 1 of this Chapter.

3. The non-Service partner is eligible only once to travel assistance on the breakdown of a relationship.

4. The non-Service partner is eligible for travel costs if they travel by air for reasons other than those provided in section 9.1.4 if all the following apply.

   a. The CDF approves the travel by air.

   b. Both the following apply.

      i. The non-Service partner pays any additional costs of travelling by air rather than rail.

      ii. The non-Service partner pays any excess baggage costs.

5. The non-Service partner may require a child to travel by themselves. If the carrier requires the child to be chaperoned, the non-Service partner must pay for an adult to accompany them.

9.3.19 Accommodation during travel

This table sets out how much a non-Service partner may be reimbursed for reasonable overnight accommodation costs.

Item	If the person is…	then the most they will be reimbursed is…
1.	the non-Service partner	the amount payable for accommodation at the location to a Colonel or lower under Annex 9.5.A.

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2.	resident family or a recognised other person of a non-Service partner who is: a. more than 5 years old, and b. occupies a separate room	the amount payable for accommodation at the location to a Colonel or lower under Annex 9.5.A.
3.	resident family or a recognised other person of a non-Service partner who is less than 5 years old	10% of the amount worked out under item 1.
4.	other resident family or recognised other persons of the non-Service partner who share a separate room with a person described in item 2	20% of the amount worked out under item 1.

9.3.20 Meals during travel

1. A non-Service partner who is recognised family of a member is eligible to be reimbursed the cost of meals for themselves and the member's resident family or recognised other persons travelling with them during travel up to the following amounts.

    a. If the person is aged 10 or more — the amount payable for meals under Part 5, Payment of travel costs.

    b. If the person is aged under 10 — 50% of the amount payable for meals under Part 5, Payment of travel costs.

2. In all cases, the person will be paid at the rate payable for the relevant location below.

    a. Where they began the journey, if it takes less than a day.

    b. Where they stay overnight, if the journey takes more than a day.

3. The non-Service partner may be reimbursed for each meal period that begins at these times during the journey.

    a. Breakfast: 0700 hours

    b. Lunch: 1300 hours

    c. Dinner: 1900 hours.

4. If the journey begins after the start of a meal period, the non-Service partner is not eligible for reimbursement for that meal period.

9.3.21 Travel by private vehicle

1. A non-Service partner, resident family and recognised other persons who are authorised to travel by private vehicle may be reimbursed the cost of travel. This also applies if they tow a towable item.

2. The amount they may be reimbursed is the lesser of the two amounts at a. and b.

    a. The sum of these three amounts (if they apply).

        i. Vehicle allowance worked out under Part 6 of this Chapter as if the non-Service partner were an eligible member for the purposes of that Part.

        ii. Accommodation and meal costs worked out under sections 9.3.19 and 9.3.20.

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iii. If it has been approved that the vehicle can be transported for a part of the journey:

A. the cost of transporting the vehicle and towable item (if that applies), plus

B. the fares for the non-Service partner, resident family and recognised other persons for that part of the journey.

b. The sum of these three amounts (if they apply).

i. The fares of the non-Service partner, resident family and recognised other persons for travel by the most economical means.

ii. The cost of removing the vehicle and a towable item if the removal has been approved under Chapter 6 Part 5 Division 5.

iii. Accommodation and meal costs for travel by the most economical means, worked out under sections 9.3.19 and 9.3.20.

3. It is expected that a person will complete the journey at a daily driving rate of:

a. 480 km, or

b. 360 km if towing a towable item under a removal benefit.

9.3.22 Baggage

1. A non-Service partner is eligible for the cost of carrying up to 156 kilograms of baggage that cannot be removed with furniture and effects.

1A. Baggage benefits under this section are subject to the same conditions that apply under sections 9.1.10 and 9.1.11.

2. The baggage must be transported by the most economical means. However, the non-Service partner can carry some baggage with them as accompanied baggage. In this case, it does not matter if it is excess accompanied baggage or included in the fare. This table sets out the amount of baggage they can carry in this way.

Item	If the person travels by…	then the amount of baggage they can carry is…
1.	rail	a. one piece of baggage per family unit, and b. one additional piece of baggage each for the non-Service partner and any adults who are recognised as resident family or as a recognised other person.
2.	air	a. up to 2 pieces of baggage per family unit, and b. one additional piece of baggage each for the non-Service partner and any adults who are recognised as resident family or as a recognised other person.

Division 3: Travel on maternity leave

9.3.24 Purpose

This Division provides a travel benefit for a member who travels to access extended family support during a period of maternity leave.

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9.3.25 Member this Division applies to

1. This Division applies to a member who has no resident family who is pregnant.

2. For the purpose of the return trip, this Division continues to apply to the member after the pregnancy ends.

9.3.26 Travel on maternity leave

1. A member this Division applies to is eligible for a return trip to a location in Australia. The trip must be in connection with the member's maternity leave.

2. Maternity leave travel is limited to both the following amounts.

   a. The cost of travel by the most economical means.

   b. Door-to-door travel costs.

9.3.27 Transfer of benefit

1. The pregnant member may choose to transfer their benefit to their nominated family. This is to allow one or more of the nominated family to travel from their home to the member’s housing benefit location, and back again.

2. The maximum benefit under this section is the value of the benefit that the member is eligible for under section 9.3.26.

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Division 4: Reunion travel

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Subdivision 1: General provisions

9.3.28 Purpose

The purpose of reunion travel is to reunite a member with resident family or non-resident family who do not reside in the member's housing benefit location.

Note: The travel may be used for the member to visit their family, or for the family to visit the member.

9.3.29 Limits on reunion travel within a 12-month period

The combined maximum number of reunion travel credits a member can use under this Division within a 12-month period is one of the following.

a. If the member has unaccompanied resident family only — 6 credits.

b. If the member has unaccompanied resident family and non-resident family — 6 credits.

c. If the member has accompanied resident family only and is posted to a seagoing ship, seagoing submarine or seagoing flight.— 6 credits.

d. If the member has accompanied resident family and non-resident family and is posted to a seagoing ship, seagoing submarine or seagoing flight — 6 credits.

e. If the member has accompanied resident family and non-resident family — 2 credits.

f. If the member has non-resident family only — 1 credit.

Note: Recreation leave travel is also provided to members who have no resident family.

Note: The number of reunion travel credits a member is eligible for is provided under the following:
a. For reunion travel to see resident family, one of the following.
i. For a member on a flexible service determination — section 9.3.33E.
ii. For any other member — section 9.3.33D.
b. For reunion travel to see non-resident family, section 9.3.39J.

9.3.31 Using reunion travel credits

1. A member's reunion travel credits may be used by the member or one of the following.

   a. If using a reunion travel credit under subdivision 2 — the member's resident family.

   b. If using a reunion travel credit under subdivision 3 — any of the following.

      i. The member's resident family.

      ii. The member's non-resident family.

2. A reunion travel credit cannot be used for a member's resident family or non-resident family to travel if all of the following apply.

   a. The resident family or non-resident family will travel to or from a location that will result in them being required to isolate.

   b. The requirement to isolate is known before the travel commences.

3. If the member is to be absent from duty on the days they travel using a reunion travel credit, the member must be on one of the following to use a reunion travel credit.

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a. A type of leave.

b. A type of short absence.

c. A nonworking period.

9.3.32 How reunion travel credits are reduced

1. A member's reunion travel credits are reduced by all the following.

   a. If the benefit is taken using subsection 9.3.33.1 — one credit for each person who travels using the member's reunion travel credits.

   b. If the benefit is taken using subsection 9.3.33.3 — the number of credits used.

   c. If all of the following apply — one credit.

      i. The member serves on temporary duty in the same location as their resident family.

      ii. The member is not required for duty for 2 or more days in a row.

2. For the purpose of paragraph 1.c, **location** means the location that would be the member's housing benefit location if the temporary duty location was the member's primary service location.

9.3.33 Benefit for each reunion travel credit

1. If the travel is booked by Defence, the reunion travel credit is all the following between the locations specified in subsection 2.

   a. Door-to-door travel.

   b. A return economy class airfare.

2. Travel under subsection 1 or 3 is to be between a location in paragraph a. and a location in paragraph b.

   a. One of the following.

      i. The location the member is performing duty.

      ii. If the member's primary service location is a seagoing ship, seagoing submarine or seagoing flight — the port in Australia where the member is.

   b. One of the following.

      i. If the resident family or non-resident family live in Australia, the location of their home.

      ii. If the resident family or non-resident family do not live in Australia, the nearest international terminal in Australia to the member's primary service location that has flights to or from the country where the resident family or non-resident family live.

3. If travel is not booked by Defence, a reunion travel credit is the lesser of the following.

   a. The value of the benefit provided is one of the following.

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i. If the travel includes air travel — the value of the benefit provided under subsection 1 and calculated under section 9.1.8.

ii. If the travel does not include air travel — an amount up to the normal departmental liability under section 9.1.7 that would have been payable.

b. The actual total cost of door-to-door travel and airfares for the person travelling on the reunion travel credit.

Note 1: A member may use one reunion travel credit under this subsection for multiple people to travel if it does not exceed the value of the benefit that would be provided for one person to travel under section 9.1.8.

Note 2: The benefit under this subsection is paid by reimbursement.

9.3.33A Using multiple reunion travel credits

A member may use more than one reunion travel credit under this Division at the same time if all the following apply.

a. The CDF is satisfied that the use of more than one reunion travel credit at a time is reasonable.

b. Two or more of the member's resident or non-resident family are travelling to the member's duty location.

c. The member has the required number of reunion travel credits.

9.3.33B Additional benefits for each reunion travel credit – COVID-19

1. This section applies to a member if they use a reunion travel credit under this Division and are required to isolate as a consequence of being in a place that is in connection with the reunion travel.

   Note: This section does not apply to resident family or non-resident family travelling on a member's reunion travel credit.

2. A member is eligible for additional benefits if they have not used a reunion travel credit under section 9.3.31 in the lesser of the following periods.

   a. The period 6 months before the reunion travel credit is to be used.

   b. If the CDF is satisfied there are exceptional circumstances — a period less than 6 months before the reunion travel credit is to be used.

3. A member cannot receive additional benefits under this section more than twice within a 12-month period.

4. The member is not eligible for a payment for a meal that has been provided to the person at no cost.

5. In this section, **additional benefits** means any of the following.

   a. If the place of isolation is directed by State or Territory authorities and is not the member's usual residence — the cost of the accommodation in which the member is required to isolate.

   b. If the place of isolation is not directed by State or Territory authorities and it is not practical for the person to complete the isolation period at their usual residence, one of the following.

      i. If available — access to a quarantine residence.

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ii. If a quarantine residence is not available — travelling allowance payable under section 9.5.35.

c. Subject to subsection 5, if a member is occupying a quarantine residence, the sum of the amounts for the following meals that corresponds with the location of the member in column A of the table in Annex 9.5.A Part 4 that the member is eligible to receive meal supplement allowance for.

i. For breakfast — the amount in column B.

ii. For lunch — the amount in column C.

iii. For dinner — the amount in column D.

b. If a member is required to isolate in a place that is not their usual place of residence, the amount for incidentals for the location of the member in column A of the table in Annex 9.5.A Part 4 that is specified in column E.

Note 1: There is no benefit under subsection 2 for a member who is required to isolate in their usual residence.
Note 2: Additional benefits under subsection 2 may be reimbursed to the member or paid to the service provider.

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Subdivision 2: Reunion travel — reuniting with resident family

9.3.33C Member this Subdivision applies to

This subdivision applies to a member performing duty in Australia who meets one of the following.

a. They have unaccompanied resident family and no accompanied resident family.

b. They meet all of the following.

i. They have accompanied resident family and no unaccompanied resident family.

ii. They are posted to a seagoing ship, seagoing submarine or seagoing flight that is not in its home port.

Note 1: Subdivision 3 provides reunion travel for members to reunite with their non-resident family.
Note 2: Section 1.3.1 defines resident family as meaning a member's accompanied and unaccompanied resident family.

9.3.33D Reunion travel credits — general

1. This section applies to a member who is not the subject of a flexible service determination.

2. A member is eligible for the following number of reunion travel credits under this subdivision.

a. If they are expected to be separated from their resident family for 12 months — 6 credits.

b. If they are expected to be separated from their resident family for less than 12 months — 1 credit for every 2 months they expect to be separated from their resident family.

3. A member who is separated from their resident family for less than 2 months is not eligible for a reunion travel credit under this subdivision.

9.3.33E Reunion travel credits — member on a flexible service determination

1. This section applies to a member who is the subject of a flexible service determination.

2. A member who has a percentage of full time duty set out in column A of the following table is eligible for the percentage of a reunion travel credit set out in set out in column B of the same item for every 2 months of separation from their resident family.

Item	Column A Percentage of full time duty	Column B Percentage of a reunion travel credit
1.	Less than 25%	33%
2.	25% to 50%	50%
3.	More than 50% and less than 75%	66%
4.	75% to less than 100%	83%

3. A member's percentage of full time duty is calculated using the following formula.

$$percentage\ of\ full\ time\ duty = \frac{A + B}{C} \times 100$$

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Where:

A is the number of full days of duty in the member's pattern of service over the duration of the flexible service determination.

B is the number of part days of duty in a fortnight that when combined add up to 8 hours, over the duration of the flexible service determination.

C is the total number of days over the duration of the flexible service determination.

4. The number of reunion travel credits a member is eligible for under this section is calculated using the following formula, rounded to the nearest whole number.

$$number\ of\ credits\ under\ this\ section = A \times B$$

Where:

A The percentage of a reunion travel credit the member is eligible to receive for each 2-month period of separation under subsection 2 column B.

B The number of 2-month periods the member will be separated from their resident family within a 12-month period.

9.3.33F Reunion travel credits — when flexible service determination is varied

1. If a member's pattern of service is varied for more than 28 days continuous days, the number of reunion travel credits is to be recalculated in accordance with section 9.3.33E.

2. A member's reunion travel credits are increased to 6 if they meet one of the following.

   a. All of the following.

      i. The member's flexible service determination is ended for Service reasons.

      ii. When the member last received a reunion travel credit they were expected to be separated from their resident family for at least 12 months.

      iii. There is at least 3 months remaining in the period of separation under subparagraph ii.

   b. All of the following.

      i. The member ends their flexible service determination.

      ii. When the member last received a reunion travel credit they were expected to be separated from their resident family for at least 12 months.

      iii. There is at least 6 months remaining in the period of separation under subparagraph ii.

9.3.33G Crediting of reunion travel credits

Reunion travel credits under this subdivision are credited to the member on one of the following days.

a. If the separation period occurs immediately after the member was living with their resident family — the day the separation period commences.

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b. If the separation period is expected to continue for more than 2 months immediately after the member's reunion travel credits have expired under subsection 2 — the day after the reunion travel credits expire.

9.3.33H Expiry of reunion travel credits

1. Reunion travel credits under this subdivision expire on one of the following days.

   a. If the expected period of separation is 12 months or more at the time of giving the credits — the day that is 12 months after they were credited.

   b. If the expected period of separation is less than 12 months at the time of giving the credits — the day that is the last day of the expected period of separation.

   c. The day the member is no longer separated from their resident family.

   Note: There is no requirement for a member to repay any used credits.

2. The period under subsection 1 may be extended if the following apply.

   a. The CDF is satisfied the member could not use the credits due to Service reasons.

   b. The member continues to be separated from their resident family after their reunion credits would have expired.

Note: Credits may be used at any time during the period of separation, subject to section 9.3.31.

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Subdivision 3: Reunion travel — reuniting with non-resident family

9.3.33I Member this subdivision applies to

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

a. They are performing duty in Australia.

b. They have non-resident family who live outside of the member's housing benefit location.

9.3.33J Reunion travel credits

1. Subject to subsection 2, a member is eligible for the following number of reunion travel credits under this subdivision.

   a. If the CDF is satisfied that at least one of the member's non-resident family is expected to live outside of the member's housing benefit location for 12 months — 2 credits in that period.

   b. If the CDF is satisfied that at least one of the member's non-resident family is expected to live outside of the member's housing benefit location for more than 6 months, but less than 12 months — 1 credit in that period.

2. The number of reunion travel credits a member is eligible for under subsection 1 is reduced by one if the member is eligible for recreation leave travel under Chapter 9 Part 4 Division 1.

   Note: Recreation leave travel is provided to members who have no resident family.

3. If a member's partner is also a member, only one member is eligible for reunion travel credits under this subdivision with respect to the person who is non-resident family.

9.3.33K Crediting of reunion travel credits

1. An initial grant of reunion travel credits under this subdivision occurs on the earlier of the following days.

   a. If the member has non-resident family not living in their housing benefit location — the day a person is recognised as non-resident family of the member.

   b. The day the member's non-resident family cease to live in the member's housing benefit location.

2. A grant of reunion travel under this subdivision that is consecutive with a grant of travel leave credits under this section occurs on one of the following.

   a. If paragraph 9.3.33J.1.a applied to the previous grant — 12 months after they last received reunion travel credits.

   b. If paragraph 9.3.33J.1.b applied to the previous grant — 6 months after they last received reunion travel credits.

   Note: If a member has a break in eligibility for reunion travel credits, upon becoming eligible for reunion travel credits again they would receive their next reunion travel credits under subsection 1.

9.3.33L Expiry of reunion travel credits

1. Reunion travel credits under this subdivision expire on one of the following days.

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a. If the expected period that the member will have non-resident family that live in a location that is not the member's housing benefit location is 12 months or more — the day that is 12 months after they were received the credit.

b. If the expected period that the member will have non-resident family that live in a location that is not the member's housing benefit location is less than 12 months — the day that is the last day of the expected period.

c. If the member ceases to have non-resident family living outside of their housing benefit location — the last day the member has non-resident family living outside of their housing benefit location.

2. The period under paragraphs 1.a or 1.b may be extended by up to 12 months if the CDF is satisfied all of the following apply.

a. The member could not use the credits due to Service reasons.

b. The member continues to be eligible for reunion travel under this subdivision.

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Division 5: Reunion travel for school students

9.3.34 Purpose

This Division assists a school student to be reunited with their parents. This is because the child did not accompany the member to the new housing benefit location, and continues their education at another location.

9.3.35 Member this Division applies to

This Division applies to a member who is receiving education assistance for a child. The child must be studying away from the member's housing benefit location.

9.3.36 Benefit

1. The member is eligible for one return journey for the child in each calendar year. The journey is provided on a door-to-door basis from where the child lives in the school location to the parent’s home in the housing benefit location.
2. The benefit cannot be carried forward from one calendar year to the next.
3. The CDF may approve 3 additional return journeys for the child in that calendar year.
4. For subsection 3, the CDF must consider all these factors.
    a. The age of the child and year of education.
    b. Any relevant school reports on the child's progress.
    c. The availability of board and lodging at the child's school.
    d. The availability and cost of suitable childcare arrangements for the child.
    e. The period of separation between reunion visits.
    f. The period of reunion.
    g. The number of official term breaks operating at the child's school.
    h. Any other relevant factor, including the continued well-being of the child.
5. If a child's eligibility for education assistance ends, the child's journey home to the parents' location counts as one of 3 additional journeys.

9.3.37 Mode of travel

Travel must be by the most economical means, using student concession fares whenever possible.

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Division 6: Student reunion travel to members in remote locations

9.3.38 Purpose

The purpose of this Division is to enable children to be reunited with their parents who are living in a remote location.

9.3.39 Member this Division applies to

This Division applies to a member who meets both these conditions.

a. They are serving in a remote location.

b. They have a child receiving primary or secondary education outside the remote location. The child must be living away from their parents.

9.3.40 Benefit

1. The member is eligible for 2 return journeys for the child each calendar year. The journey is provided on a door-to-door basis from where the child lives in the school location to the parent’s home in the remote location.

2. If the child commences school outside the remote location on or after 1 July, only one benefit may be used before 30 November in that school year.

3. If the member is also eligible for reunion travel for the child as set out in Division 5, the combined number of reunion benefits is limited to 4 a year.

4. The benefit cannot be carried forward from one calendar year to the next.

5. Children may travel to a destination other than the remote location to join a member or the member's partner. The cost cannot exceed the cost of travel to the member's remote location.

6. If the child turns 18 during the last year of secondary school, at the end of the school year the member is eligible for a journey for the child to the member's remote location. Travel is to the remote location at the completion of the school year.

7. ADF reunion travel does not apply if travel is already provided by a community-based scheme.

9.3.41 Period of eligibility

Eligibility for a benefit under this Division commences on one of the following.

a. If the student departs the remote location to attend school — the date of departure from the remote location.

b. If the student does not accompany the member to the remote location — the later of the following.

   i. The day the member departs for the remote location.

   ii. The day the member’s resident family depart for the remote location.

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9.3.42 Additional travel beyond benefit

1. If the child has already used the benefit for the calendar year, the CDF may approve one additional journey. This would be for special circumstances only.

2. The child must be attending a school with four term breaks in the school year.

3. Before approving an additional journey, the CDF must consider all these factors.

    a. The age of the child and year of education.

    b. Any relevant school reports on the child's progress.

    c. The availability of board and lodging at the child's school.

    d. The availability and cost of suitable childcare arrangements for the child.

    e. The period of separation if this additional reunion visit did not occur.

    f. The period of reunion.

    g. Whether severe detriment to the child would result if not allowed this visit.

    h. Any other relevant factor.

9.3.43 Mode of travel

Travel must be by the most economical means, using student concession fares whenever possible.

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Division 7: Reunion travel for tertiary students

9.3.44 Purpose

This Division assists a tertiary student to be reunited with their parents in some cases.

9.3.45 Member this Division applies to

This Division applies to a member who meets either of these conditions.

a. They are eligible for education assistance under Chapter 8 Part 4 Division 5 for a child or adult child who is a tertiary student.

b. They would have been eligible for education assistance, but is not incurring costs for the student's accommodation.

9.3.46 Benefit

1. The member is eligible for 2 return journeys for the tertiary student each calendar year. The journey is provided on a door-to-door basis from where the student lives in the location of their educational institution to the parent’s home in the housing benefit location.

2. If the member has a removal to the new location on or after 1 July, only one journey may be taken in that calendar year.

3. The benefit cannot be carried forward from one calendar year to the next.

4. ADF reunion travel does not apply if travel is already provided by a community-based scheme.

5. The benefit ends when the member ceases to be eligible for education assistance for the student.

9.3.47 Mode of travel

Travel must be by the most economical means, using student concession fares whenever possible.

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Division 8: Compassionate travel

9.3.48 Purpose

This Division provides for the cost of the journey to visit a person with a serious or very serious illness, or who has died.

9.3.49 Overview

1. Compassionate travel may be made available for the death, serious illness or very serious illness of a person described in section 9.3.52.

2. Compassionate travel may also be available in other exceptional circumstances.

3. Personal leave for a compassionate reason may not attract a compassionate travel benefit. Compassionate travel can be taken with other types of leave.

4. A partner may be eligible for compassionate travel in their own right. Special conditions apply.

9.3.50 Who this Division does not apply to

This Division does not apply to these members.

a. A member who has claimed a benefit for a journey under the Australians dangerously ill scheme.

b. A member on leave without pay.

c. A member posted overseas.

9.3.52 Who may be visited

1. A member is eligible for compassionate travel to visit a person in an item in column A of the following table subject to the conditions in column B of the same item if the CDF approves the travel.

Note: The person in column A is not required to normally live with the member.

Item	Column A Person	Column B Condition
1.	A person who is recognised family.	The person is seriously ill.
2.	A person who is any of the following. a. The member's brother or sister. b. The member's parent or guardian. c. Resident family. d. A recognised other person.	Both the following are met. a. The person is seriously ill. b. The member has to be there because no-one else in the family is available and able to help.
3.	A person who is any of the following. a. Recognised family. b. The member's brother or sister. c. The member's parent or guardian. d. Resident family. e. A recognised other person.	One of the following is met. a. The person is very seriously ill. b. The person has recently died.

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2. A member's partner is eligible for compassionate travel to visit a person in an item in column A of the following table subject to the conditions in column B of the same item if the CDF approves the travel.

Note: The person in column A is not required to normally live with the member.

Item	Column A Person	Column B Condition
1.	A person who is any of the following. a. The member. b. The member's child. c. The child of the member's partner.	The person is seriously ill.
2.	A person who is any of the following. a. The parent or guardian of the member's partner. b. The brother or sister of the member's partner. c. A dependant of the member's partner.	Both the following conditions are met. a. The person is seriously ill. b. The partner has to be there because no-one else in the family is available and able to help.
3.	A person who is any of the following. a. The member. b. The child of the member's partner. c. The parent or guardian of the member's partner. d. The brother or sister of the member's partner. e. A dependant of the member's partner.	The person is very seriously ill.
4.	A person who is any of the following. a. The member. b. The child of the member's partner. c. The parent or guardian of the member's partner. d. A dependant of the member's partner. e. The brother or sister of the member's partner.	The person has recently died.

3. If the member and their partner both qualify for travel for the same event, both may be granted travel.

4. There is no travel benefit if the person applying to travel is already at the location of the person to be visited.

9.3.52A Attendance at memorial services – COVID-19

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

   a. They are eligible for compassionate travel under section 9.3.52 to visit a person who recently died ("the deceased person").

   b. They were unable to visit the deceased person due to COVID-19 restrictions that prevented the person from attending a funeral or memorial service for the deceased person.

2. Subject to subsection 3, the person is eligible for compassionate travel to attend a memorial service for the deceased person if approved by the CDF.

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3. Compassionate travel in subsection 2 must be taken between the following days.

   a. The day the COVID-19 restrictions ceased to prevent the person from travelling to a location where the memorial service is to be held.

   b. The day 12 months after the day in paragraph a.

4. For the purpose of this section, **COVID-19 restrictions** include restrictions that apply in the person's location and in the location of the funeral or memorial service.

9.3.53 Exceptional reasons

The CDF may grant travel for the member or partner if satisfied that other exceptional reasons make their presence essential.

Note: A relationship with a person who is not listed under section 9.3.52 is not considered to be an exceptional reason.

9.3.54 Eligibility of member's partner – extra conditions

These additional conditions apply to compassionate travel for a partner.

a. The cost of their travel is limited if they are temporarily absent from their normal place of residence. It must be no more than the cost of return travel from their normal place of residence to the compassionate destination.

b. The CDF is satisfied that the travel would be approved if the member were to travel in the same circumstances.

9.3.55 Travel overseas

1. A member or their partner may apply for assistance with compassionate travel to an overseas location.

2. The CDF may approve return travel to and from the nearest appropriate international terminal in Australia.

Note: The member or their resident family are not eligible for assistance for the overseas portion of the journey.

9.3.56 Compassionate travel and leave

1. Compassionate travel may be approved for absence or leave other than personal leave for a compassionate reason.

3. A member is eligible for personal leave for a compassionate reason each time compassionate leave is granted if they meet all these conditions.

   a. The member is in their first year of service.

   b. The member was under 17 years old at the start of training.

   c. The member needs to travel to visit a person in respect of whom leave has been granted under section 9.3.52.

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9.3.57 Means of travel

1. A member and any resident family are eligible to use these means of transport for compassionate travel.

   a. For the forward journey – the fastest available public transport.

   b. For the return journey – the most economical means of transport.

1A. Compassionate travel is provided on a door-to-door basis.

2. The CDF may authorise the member to use their own means of transport if that is more suitable than the means of transport in subsection 1. The CDF must consider all these criteria.

   a. The member's ability to travel safely.

   b. The time involved.

   c. The urgency of the situation.

   Note: Short absence for travel is not available for travel by private vehicle.

9.3.58 Reimbursement of member's costs

A member may be reimbursed their costs of using private transport for compassionate travel. They will be reimbursed whichever is the lesser of these two amounts.

a. The cost of the most economical means of travel for the journey.

b. Vehicle allowance for the journey.

9.3.59 Transfer of benefit

1. A member may transfer a benefit for compassionate travel to their partner if Service reasons prevent the member from travelling.

   Note: A member cannot transfer their benefit unless the CDF has approved one for them to transfer.

2. Service reasons may prevent a member from being present when their partner is seriously ill, very seriously ill or otherwise needs support. The CDF may transfer the member's compassionate travel benefits to another family member. The CDF must consider both these factors.

   a. The needs of the member's partner.

   b. The ability of the other person to provide care and support.

9.3.60 Children accompanying the member or partner

The member is eligible for compassionate travel for their children if the CDF is satisfied of all the following.

a. The child cannot be cared for and supervised while their parent or parents are away.

b. The child will travel with the member, or with the member's partner.

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9.3.60A Additional benefits for compassionate travel – COVID-19

1. This section applies to a member or their partner who is eligible for compassionate travel under section 9.3.52 and they are required to isolate as a consequence of being in a place in connection with the compassionate travel.

2. In addition to section 9.3.53, a member is eligible for the following for each person required to isolate.

   a. If the place of isolation is directed by State or Territory authorities is not the person's usual residence — the cost of the accommodation in which the person is required to isolate.

   b. If the place of isolation is not directed by State or Territory authorities and it is not practical for the person to complete the isolation period at their usual residence, one of the following.

      i. If available — access to a quarantine residence.

      ii. If a quarantine residence is not available — travelling allowance payable under section 9.5.35 for the accommodation.

   c. Subject to subsection 2A, if a person is occupying a quarantine residence, the sum of the amounts for the following meals that corresponds with the location of the member in column A of the table in Annex 9.5.A Part 4 that the member is eligible to receive meal supplement allowance for.

      i. For breakfast — the amount in column B.

      ii. For lunch — the amount in column C.

      iii. For dinner — the amount in column D.

   d. If a member is required to isolate in a place that is not their usual place of residence, the amount for incidentals for the location of the member in column A of the table in Annex 9.5.A Part 4 that is specified in column E.

      Note: No incidentals are payable for a person who is not a member.

2A. All of the following apply.

   a. A person is not eligible for a payment for a meal that has been provided to the person at no cost.

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

3. A benefit provided under subsection 2 may be reimbursed to the member or paid to the service provider.

9.3.61 Other travel costs

A member granted compassionate travel is not eligible for travel costs beyond those provided for under this Division.

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Division 9: Australians dangerously ill scheme – within Australia

9.3.63 Purpose

The purpose of this Division is to provide the support of an approved visitor to a member who is hospitalised in Australia with a very serious or serious illness. The visit from an approved visitor is for the benefit of the member.

9.3.64 Definitions

The following terms are defined for the purposes of this Division.

Approved period has the meaning given in section 9.3.68.

Approved visitor has the meaning given in section 9.3.67.

9.3.65 Member this Division applies to

The CDF may approve a member as eligible for support under this Division when they meet both of the following conditions.

a. The member is one of the following.

   i. A member of the Permanent Forces.

   ii. A member of the Reserves on continuous full-time service.

   iii. A member of the Reserves who falls ill or is injured while on duty or in uniform.

b. The medical authority has recommended that a visit will benefit the member in any of the following circumstances.

   i. The member has been classified as very seriously ill and is likely to remain so, or may not recover.

   ii. The member has been classified as seriously ill.

   iii. The member has been classified as suffering a serious medical condition and is hospitalised outside of the housing benefit location to receive specialist treatment.

9.3.66 Members who this Division does not apply to

This Division does not apply if the member's visitor normally lives in the location where the member is in hospital.

9.3.67 People who may be an approved visitor

1. The CDF may approve one of the following persons as the approved visitor to visit the member.

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

   b. Recognised family of the member.

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c. Resident family of the member.

d. A parent of the member, if the member has no resident family.

2. The approved visitor must meet both of the following conditions.

a. They must live in Australia.

b. They must be fit to travel.

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

3. If the approved visitor is incapable or unable to travel and provide support to the member, the approved visitor may nominate another person from one of the classes in subsection 1 to be considered.

4. In exceptional circumstances, the CDF may approve any of the following people to accompany the approved visitor.

a. A second parent of the member.

b. One or more children of the member.

c. A chaperone for the member's child.

d. A carer of the approved visitor.

9.3.68 Approved period for visit

1. The member may have a visit at Commonwealth expense from an approved visitor for a period of up to 7 consecutive days.

Note: The 7 consecutive days is inclusive of the return travel time.

2. The CDF may approve additional benefits in relation to a visit when both of the following apply.

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

b. One of the circumstances in the following table applies.

Item	Length of recommended visit...	when...
1.	up to 21 consecutive days	the member has had major surgery and the post-operative recovery is to last longer than 7 consecutive days.
		the member is undergoing specialist treatment in hospital that will last longer than 7 consecutive days.
2.	21 or more consecutive days	the member has been assessed by the medical authority as likely to remain very seriously ill or seriously ill for longer than 21 consecutive days.

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9.3.69 Long term illness

A member ceases to be eligible for assistance under this Division from the day they are provided a sustainable welfare management plan. This does not affect the return travel benefit for any approved visitor.

9.3.71 Assistance with domestic travel

1. The CDF may approve return economy class air travel within Australia for the approved visitor.

2. If air travel is not available to the location where the member is hospitalised, assistance with the cost of other modes of transport, such as rail or road, is provided to the approved visitor.

3. Costs incurred by the approved visitor for public transport, including taxi fares, between any of the following locations may be reimbursed on the production of receipts.

    a. The member's hospital.

    b. The approved visitor's accommodation.

    c. The airport, bus or train terminal.

    d. The approved visitor's home.

4. The CDF may approve the reimbursement of the lower of the following costs if the approved visitor arranged their own travel prior to the benefit being approved.

    a. The amount incurred by the approved visitor. The approved visitor must produce receipts for the travel to allow for reimbursement.

    b. The amount that would have been incurred if the travel had been taken by a member and the travel had been arranged by Defence Member and Family Support.

5. A member is not eligible for the travel costs for more than one trip by the approved visitor during the approved period unless all of the following apply.

    a. The approved visitor is required to return to their home location during the approved period.

    b. The CDF is satisfied there are exceptional circumstances to approve more than one trip.

6. The approved visitor may choose to stay beyond the approved period. The costs that may be reimbursed for travel after the approved period are limited. The CDF may only approve the lesser of the following costs.

    a. The cost of the return journey incurred by the approved visitor. The approved visitor must produce receipts for the travel to allow for reimbursement.

    b. The cost that would have been incurred if the travel had been taken by a member and if the return journey had been arranged by Defence Member and Family Support.

9.3.72 Travel by private vehicle

1. The CDF may approve travel by private vehicle when both the following conditions are met.

    a. The approved visitor wishes to travel by private vehicle.

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b. The duration of the journey is considered reasonable. To determine if the journey is reasonable the CDF must consider the following factors.

i. The distance to be travelled.

ii. The time it would take to travel the distance.

2. The CDF may approve the reimbursement of the lesser of the following costs when the approved visitor travels by private vehicle approved under subsection 1.

a. The amount for fuel incurred by the approved visitor during the approved period. The approved visitor must produce receipts for the fuel to allow for reimbursement.

b. The vehicle allowance payable under section 9.6.25 for the distance travelled.

Note: This does not include the cost of tolls, parking fees, traffic fines or parking tickets.

9.3.73 Assistance with accommodation

1. The CDF may approve commercial accommodation up to the relevant rate in Annex 9.5.A Part 1 column C.

2. The accommodation must be within a reasonable distance from the hospital where the eligible person is located, having regard to the circumstances.

3. The CDF may approve accommodation at a higher rate than set under subsection 1 when both the following criteria are met.

a. The accommodation is located near the member's hospital.

b. The cost of travel to and from the closest hotel within the allowable cost would exceed the savings of staying in that hotel.

4. If the approved visitor arranges their own accommodation prior to the visit being approved, the CDF may approve the reimbursement of the lesser of the following costs.

a. The cost of the accommodation incurred by the approved visitor. The approved visitor must produce receipts for the accommodation to allow for reimbursement.

b. The cost of the accommodation that would have been incurred if the visit has been arranged by Defence Member and Family Support.

9.3.74 Assistance with meals

1. The CDF may approve the reimbursement of the lesser of the following meal costs.

a. The cost of meals incurred by the approved visitor. The approved visitor must produce receipts for the meals to allow for reimbursement.

b. The meal costs that would have been paid under Annex 9.5.A Part 4.

2. The cost of an alcoholic beverage is not reimbursable.

9.3.75 When the member's condition changes

1. If the member's condition improves and their condition is no longer classified by a medical authority as very seriously ill or seriously ill, the benefits provided under this Division ceases 24 hours after the approved person is informed of the member's reclassification.

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2. The CDF may approve an extension of the period for which benefits provided under this Division when both of the following conditions are met.

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

   b. Return travel is unavailable due to circumstances beyond the approved visitor's control.

3. The CDF may approve another visit for the member. The member must meet both of the following conditions.

   a. The member was previously classified by medical authority as no longer very seriously ill or seriously ill.

   b. The member is reclassified as very seriously or seriously ill.

Division 10: Travel for resident family on death of a member

9.3.76 Purpose

This Division describes travel, baggage and accommodation benefit for resident family of a member who dies while serving in Australia. This includes a member who dies while serving in a seagoing ship or seagoing submarine.

9.3.77 Basic benefit

If a member dies while serving in Australia, their resident family may be granted travel from their location to one of the locations in this table.

Item	The resident family may be granted travel to…	with the condition that…
Member of the Permanent Forces at the time of death		
1.	the location of the last permanent residence of the member and their resident family at the time of enlistment or appointment	travel is limited if appointment or enlistment was from outside Australia. a. If the member was appointed or enlisted from Norfolk Island, travel is to Sydney. b. If the member was appointed or enlisted from any other external territory of Australia, travel is to the capital city nominated by the resident family. c. If the member was appointed or enlisted from another country, travel is to the port at which the member first entered Australia.
2.	any other location in Australia	One of the following: a. If the CDF is satisfied that the resident family have established or intend to establish a permanent home there — there are no conditions imposed on the travel. b. In all other cases — the payment will be no more than the cost of the travel benefit in item 1.
Member of the Reserves on continuous full-time service at the time of death		
3.	the location where the member lived immediately before starting full-time service	–
4.	any other location in Australia	the cost of the travel is no more than the benefit in item 1.

9.3.77A Recognised other persons

A recognised other person is eligible for the travel benefits under this Division that would apply if they were resident family if the CDF approves it after considering the individual circumstances of the recognised other person.

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9.3.78 Member not living with their resident family at time of death

If a member is not living with their resident family at the time of death, the basic travel benefits in Part 1 of this Chapter apply to the resident family.

9.3.79 Deceased member's partner also a member

The travel benefits in this Division apply when the deceased member’s partner is a member.

9.3.80 Means of travel

1. Resident family travelling on the death of a member are eligible for travel by the most economical and practical means.

2. If the member’s resident family travel by means that are not the most economical both the following apply.

    a. The maximum benefit is the cost of travel by the most economical means.

    b. The member must pay any costs in excess of the amount in paragraph a. before the travel is undertaken.

9.3.81 Travel by coach

1. Travel by coach may only be approved as the most economical means for one of these reasons.

    a. It is the only means available.

    b. The resident family request it as the most appropriate.

2. In all other instances travel by coach should be limited. It can be used if it is the only way resident family can be taken to or from the transport used for the major part of the journey.

9.3.83 Baggage

If baggage is included with furniture and effects, the insurance provisions for removal on death of a member under Chapter 6 Part 5 Division 11 will apply.

9.3.84 Deferral of a resident family's travel

Resident family may defer travel for no more than 12 months from the date of the member’s death.

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Division 11: Travel for representational purposes

9.3.85 Member accompanied on business travel within Australia

1. A member is not eligible to have their partner accompany them on Defence business travel within Australia using a benefit provided under this Determination unless the CDF is satisfied that, considering the purpose of the travel, it is demonstrably in the interests of the Commonwealth.

2. If the CDF approves accompanied travel on Defence business within Australia, the member is eligible for all the following, as applicable.

    a. The reasonable additional cost of accommodation.

    b. The 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 eligibility for meals under Annex 9.5.A Part 4 for travel on Defence business within Australia.

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Part 4: Leave travel

Division 1A: General provisions

9.4.1 Overview

This Part details the travel benefits that a member can use with their leave.

9.4.3 Nominated family

2. This table shows who a member's nominated family is.

Item	If the member...	then...
1.	has no partner and no children	their nominated family is their parents, or another person the CDF approves under section 9.4.4, as their closest relative.
2.	has no partner but has children who are resident family living with them	the member is not eligible for recreation leave travel.
3.	has no partner, and has children not living with them	their nominated family is their children, or another person the CDF approves under section 9.4.4 as their closest relative.
4.	has a partner, but has no resident family because the couple do not live together	their nominated family is their partner.

3. If the member's nominated family normally live at separate locations, the member may alternate between those locations.

4. The member must notify any relevant change in family circumstances. A relevant change is one which could affect their eligibility for recreation leave travel.

9.4.4 CDF approval of closest relative

1. This section applies to a member whose nominated family would be a parent or child under table item 1 or 3 of the table in subsection 9.4.3.2. It applies only if the CDF is satisfied on either of these two grounds.

   a. It is not practical for the member to visit the relative, or the member is estranged from the relative.

   b. The member has closer ties to a person other than the relative.

2. The CDF may approve a person as the member's closest relative. The CDF must consider the nature and length of their relationship. Any of these relationships could apply.

   a. Blood.

   b. Law.

   c. Traditional kinship.

   Note: An approval under this section is expected to apply long-term. The member should only seek a new approval after a significant change in family circumstances.

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9.4.4A Interaction with other travel and reunion benefits

The combined total number of the following types of travel must not exceed 7 in the same 12-month period.

a. Recreation leave travel under Division 1.

b. Remote location leave travel under Division 4.

c. Reunion travel for members under Part 3 Division 4.

Note: For the purpose of counting the number of trips, one reunion travel credit is equal to one trip.

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Division 1: Recreation leave travel

9.4.5 Purpose

This Division enables a member who has no resident family, including a trainee, to travel away from their housing benefit location while on leave or during course breaks to visit their nominated family, or in limited circumstances, another location.

9.4.5A Members this Division applies to

This Division applies to a member who meets the following.

a. They are a member who has no resident family.

b. They are on recreation leave or a course break.

c. They are not on one of the following.

i. A long-term posting overseas.

ii. Short-term duty overseas.

9.4.6 Eligibility for recreation leave travel within Australia

1. Subject to subsection 2, a member is eligible for recreation leave travel if the CDF is satisfied of any of the following.

a. All of the following apply.

i. The member's nominated family is in Australia.

ii. The member's nominated family is not at the member's housing benefit location.

iii. The member is going to visit their nominated family during the period of leave.

b. The member has no nominated family.

2. A member must not knowingly use recreation leave travel to travel to a place that would require them to isolate on their return to their housing benefit location.

9.4.7 Recreation leave travel benefit

1. Recreation leave travel is the return travel for a member from the location they are performing duty to one of the following.

a. If the member's nominated family is in Australia — the location where their nominated family live.

b. If the member has no nominated family — one of the following.

i. The nearest capital city.

ii. If the member is performing duty in a capital city — the next nearest capital city.

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2. Despite subsection 1, a member who takes their recreation leave travel in connection with a removal under Division 4 of Part 5 to Chapter 6 can use their return travel to travel to one of the following.

   a. The location they took the travel from.

   b. Their new housing benefit location.

3. Recreation leave travel is limited to the following costs.

   a. The cost of travel by the most economical means.

   b. Door-to-door travel costs.

9.4.8 Number of recreation leave travel trips

1. A trainee may be provided with up to 3 return trips in a financial year, including any graduation trip.

2. Any other eligible member, including a member undergoing training, may be provided with one return trip in a financial year.

3. If a member cannot be granted their recreation leave travel benefit for Service reasons, they may apply for the CDF to defer it once only, into the following financial year. They must still meet all the conditions for eligibility in that following year.

4. A member may be recalled from leave for Service reasons while using a recreation leave travel benefit. In this case, they are taken not to have used their travel benefit.

9.4.9 Travel in advance of eligibility

1. A member who is expected to be eligible for recreation leave travel trips in the next year is eligible to use that recreation leave travel in advance of becoming eligible for it, if the CDF approves it.

2. If a member uses a recreation leave travel benefit under subsection 1, the number of recreation leave travel trips the member is eligible for in the next year is reduced by 1 for each trip taken in advance.

9.4.10 Excess travel costs

A member who chooses to travel by means that are not the most economical must do both the following.

a. Pay any travel costs above the normal departmental liability.

b. Pay those excess costs before the booking is finalised. They pay them to the Collector of Relevant Money.

9.4.11 Offset of benefit for travel to alternative destination

1. A member can put the value of their benefit towards the cost of travel to meet their nominated family in a destination alternative to the place where the nominated family normally lives in Australia. One of these conditions must be met.

   a. The CDF is satisfied that their nominated family is located at the alternative destination.

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b. The member's benefit under section 9.4.3 is to the capital city nearest their housing benefit location, and they wish to go somewhere else.

2. The maximum benefit is the lesser of the following.

a. The cost of the actual travel.

b. The cost of Defence travel to where the nominated family normally live, by the most economical means.

9.4.12 Vehicle allowance for trip to transport terminal

1. A member is eligible for vehicle allowance for the trip their vehicle makes from their residence to a transport terminal and back again. They do not have to be present for the whole of that journey. They could have been dropped off at the terminal to continue their journey on recreation leave travel at Commonwealth expense.

2. Payment of vehicle allowance under subsection 1 must not be more than the normal departmental liability.

9.4.13 Transfer of benefit

1. Subject to subsection 2, a member may transfer their benefit to their nominated family to provide for one or more of their nominated family with return travel between their home and the member's service location.

2. The following conditions apply to the transfer of a benefit under subsection 1.

a. The cost of the travel is limited to what the member would have been eligible for under section 9.4.7.

b. The member cannot transfer their benefit if the nominated family would be required to isolate on entering the service location.

9.4.14 Member with family overseas

1. The CDF may grant recreation leave travel under this Division to a member whose nominated family is living overseas.

2. The member is eligible for return travel to an international terminal in Australia. The terminal must be the one nearest their housing benefit location from which a flight goes to where the nominated family lives. The travel must be by the most economical means.

9.4.15 Recreation leave travel – trainees

The CDF may approve recreation leave travel under this Division for a trainee on all the following conditions, in addition to relevant conditions in this Division.

a. The travel is during a course break, or on graduation.

b. Approval is subject to Service requirements and course structures.

c. Travel may be refused for disciplinary reasons, or because of unsatisfactory academic progress, or for any other reason related to the member's training.

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Division 2: Pre-deployment leave travel

9.4.16 Purpose

This Division allows a member to travel when a short absence – pre-deployment has been granted.

9.4.17 Benefit

1. A member is eligible for pre-deployment leave travel if all of the following apply.

   a. The member has been granted a short absence – pre-deployment.

   b. If the member has nominated family — the nominated family is not at the member's housing benefit location.

   c. The member will not be going to a place that would require the member to isolate on their return to their housing benefit location.

1A. Pre-deployment leave travel is the cost of travel from the member's location in Australia to one of the following.

   a. If the member's nominated family is in Australia — to the location of their nominated family.

   b. If the member has no nominated family — to the nearest capital city.

2. Pre-deployment leave travel is provided on a door-to-door basis.

9.4.18 Member not eligible

If a member has a recreation leave travel benefit, it must be used instead of a pre-deployment leave travel benefit.

9.4.19 Offset of benefit

A member can put the cost of their benefit towards the cost of travel to somewhere other than their housing benefit location or family benefit location. Both these conditions must be met.

a. The member pays any excess costs involved.

b. The authorised person is satisfied on both these counts.

   i. Special circumstances exist.

   ii. The member's need for travel is consistent with purpose of a short absence – pre-deployment

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Division 3: Post-deployment leave travel

9.4.20 Purpose

This Division provides a member with travel within Australia when leave has been granted on return from a deployment.

9.4.21 Benefit

1. A member is eligible for post-deployment leave travel if all of the following apply.

   a. The member has returned to Australia from an area that attracted a short absence – pre-deployment.

   b. If the member has nominated family — the nominated family is not at the member's housing benefit location.

   c. The member will not be going to a place that would require the member to isolate on their return to their housing benefit location.

1A. Post-deployment leave travel is the cost of travel from the member's location in Australia to one of the following.

   a. If the member's nominated family is in Australia — to the location of their nominated family.

   b. If the member has no nominated family — to the nearest capital city.

2. Post-deployment leave travel is provided on a door-to-door basis.

9.4.22 Member must use recreation leave travel if available

For travel to be granted under section 9.4.21, the member must have no recreation leave travel benefit left. If a member has a recreation leave travel benefit, they must use it instead of post-deployment travel.

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Division 4: Remote location leave travel

9.4.23 Purpose

Remote location leave travel enables all of the following.

a. Members and their resident family the opportunity to seek relief from living in the remote location.

b. Close family members to visit the member or their resident family at the remote location.

9.4.25 Definitions

The following terms are defined for the purposes of this Division.

Close family member means any of the following.

a. The member's child, parent, grandparent, grandchild, brother or sister.

b. The child, parent, grandparent, grandchild, brother or sister of a member's partner.

c. The member's partner who lives outside the remote location.

Transfer, in relation to the transfer of a benefit, includes the transfer of any of the following.

a. Eligibility for transportation benefits.

b. Eligibility for the member to be paid vehicle allowance for travel by another specified person in a private vehicle.

9.4.25A Conditions on using remote location leave travel benefits

All of the following apply to a remote location leave travel benefit.

a. A member can only use a benefit during a period they are not required for duty.

Note: To avoid doubt, this does not prevent a transferred benefit from being used during a period the member is required for duty.

b. A person can only use one benefit for each journey.

9.4.25B Value of remote location leave travel benefit

The value of remote location leave travel benefit is one of the following.

a. If the travel is booked by Defence — the best fare of the day.

b. If the travel is not booked by Defence — the lesser of the following.

i. The actual cost incurred by the member.

ii. The normal departmental liability as described under section 9.1.8.

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9.4.26 Scheme A – member who has no resident family

1. This section applies to a member who has no resident family who is posted to a remote location.

2. Remote location leave travel benefit is one of the following between the locations specified in subsection 2A and subject to subsection 2B.

   a. If the member flies — return flights.

   b. If the member drives — vehicle allowance up to the value of the flights had the member flown.

2A. Remote location leave travel is between the following locations.

   a. From one of the following locations.

      i. The member's housing benefit location.

      ii. The location that has an airport that provides commercial passenger air travel that is closest by travel time to the member's housing benefit location.

   b. To one of the following locations.

      i. The nearest capital city.

      ii. If the member's housing benefit location is in the Northern Territory — Adelaide.

2B. If paragraph 2.b applies and more than 1 person who is eligible for remote location leave travel travels in the same vehicle, all of the following apply.

   a. Vehicle allowance is payable to 1 person.

   b. The travel benefit is reduced by 1 benefit.

4. A member who has no resident family accrues remote location leave travel at the following rate if the CDF is satisfied the member is reasonably likely to serve in the remote location for 12 months.

   a. If the member is serving in a location that attracts ADF District allowance at the Grade A rate — one travel benefit at the start of every 12-month period.

   b. If the member is serving in any other remote location — 2 travel benefits at the start of every 12-month period.

5. Remote location leave travel may only be taken in the following period.

   a. The period begins on the day the remote location becomes the member's primary service location.

   b. The period ends on the day immediately before the remote location ceases to be the member's primary service location.

6. The member can transfer the value of their remote location leave travel benefit to any of the following.

   a. To one or more close family members if the close family member is to visit the member at their housing benefit location.

   b. To another member of their family or household if the CDF is satisfied that exceptional circumstances apply.

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7. A transfer of a remote location leave travel benefit must be made in writing.

9.4.27 Scheme A – member who has unaccompanied resident family

1. This section applies to a member who has unaccompanied resident family and no accompanied resident family

2. Remote location leave travel benefit is one of the following between the locations specified in subsection 2A and subject to subsection 2B.

   a. If the member flies — return flights.

   b. If the member drives — vehicle allowance up to the value of the flights had the member flown.

2A. Remote location leave travel is between the following locations.

   a. From one of the following locations.

      i. The member's housing benefit location.

      ii. The location that has an airport that provides commercial passenger air travel that is closest by travel time to the member's housing benefit location.

   b. To one of the following locations.

      i. The nearest capital city.

      ii. If the member's housing benefit location is in the Northern Territory — Adelaide.

2B. If paragraph 2.b applies and more than 1 person who is eligible for remote location leave travel travels in the same vehicle, all of the following apply.

   a. Vehicle allowance is payable to 1 person.

   b. The travel benefit is reduced by 1 benefit.

4. A member who has unaccompanied resident family and no accompanied resident family accrues remote location leave travel at the following rate if the CDF is satisfied the member is reasonably likely to serve in the remote location for 12 months.

   a. If the member is serving in a location that attracts ADF District allowance at the Grade A rate — one travel benefit at the start of every 12-month period.

   b. If the member is serving in any other remote location — 2 travel benefits at the start of every 12-month period.

5. Remote location leave travel may only be taken in the following period.

   a. The period begins on the day the remote location becomes the member's primary service location.

   b. The period ends on the day immediately before the remote location ceases to be the member's primary service location.

6. The member can transfer the value of their remote location leave travel benefit to any of the following.

   a. To one or more close family members if the close family member is to visit the member at their housing benefit location.

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b. To another member of their family or household if the CDF or decision maker is satisfied that exceptional circumstances apply.

7. A transfer of a remote location leave travel benefit must be made in writing.

8. In this section **decision maker** means any of the following in the member's direct chain of command or supervision.

a. For a Navy member — any of the following.

i. A Commanding Officer holding a rank not below Major.

ii. A supervisor who is a Defence APS employee with an APS classification level not below APS 6.

b. For an Army or Air Force member — a Commanding Officer, Director or Unit Executive (Air Force only) holding a rank not below Major or a Defence APS employee with an APS classification level not below APS 6.

9.4.28 Scheme A – travel for unaccompanied resident family

1. This section applies if the following conditions are met.

a. A member's primary service location was a remote location, but they left because relocated to another remote location or a non-remote location.

b. The member is a member who has unaccompanied resident family and no accompanied resident family.

c. The member's resident family stay in the remote location.

2. Remote location leave travel benefit is one of the following between the locations specified in subsection 2A and subject to subsection 2B.

a. If the member flies — return flights.

b. If the member drives — vehicle allowance up to the value of the flights had the member flown.

2A. Remote location leave travel is between the following locations.

a. From one of the following locations.

i. The member's family benefit location.

ii. The location that has an airport that provides commercial passenger air travel that is closest by travel time to the member's family benefit location.

b. To one of the following locations.

i. The nearest capital city.

ii. If the member is posted to a location in the Northern Territory — Adelaide.

2B. If paragraph 2.b applies and more than 1 person who is eligible for remote location leave travel travels in the same vehicle, all of the following apply.

a. Vehicle allowance is payable to 1 person.

b. The travel benefit is reduced by 1 benefit.

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3. A member who meets one of the following accrues remote location leave travel benefits for their unaccompanied resident family at the rate that would apply if the member had accompanied resident family and no unaccompanied resident family at the resident family's remote location.

    a. The member is in a remote location and their unaccompanied resident family are in another remote location.

    b. The member is in a non-remote location and their unaccompanied family are in a remote location.

4. Remote location leave travel may only be taken while the unaccompanied resident family live in the remote location.

    Note: Section 9.4.25A applies to the use of travel benefits under this section.

5. The unaccompanied resident family's remote location leave travel benefits do not lapse until they leave the remote location.

6. An unaccompanied resident family member can transfer the value of their remote location leave travel benefit to any of the following.

    a. If the member is to visit their unaccompanied resident family at the remote location — to the member.

    b. If a close family member is to visit the member at their housing benefit location — to the close family member.

    c. To another member of the member's family or household if the CDF or decision maker is satisfied that exceptional circumstances apply.

7. A transfer of a remote location leave travel benefit must be made in writing.

8. In this section **decision maker** means any of the following in the member's direct chain of command or supervision.

    a. For a Navy member — any of the following.

        i. A Commanding Officer holding a rank not below Major.

        ii. A supervisor who is a Defence APS employee with an APS classification level not below APS 6.

    b. For an Army or Air Force member — a Commanding Officer, Director or Unit Executive (Air Force only) holding a rank not below Major or a Defence APS employee with an APS classification level not below APS 6.

9.4.29 Basic benefit – accompanied resident family

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

    a. They have accompanied resident family and no unaccompanied resident family.

    b. Their primary service location is in a remote location.

2. A member is eligible for remote location leave travel benefits for themselves and their accompanied resident family if the CDF is satisfied that the member is reasonably likely to serve in the location for 12 months.

    a. If the member is serving in a location that attracts ADF District allowance at the Grade A rate — Scheme A benefits.

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b. If the member is serving in a location that attracts ADF District allowance at the Grade B, C, D or E rate — Scheme A and B benefits.

3. The member accrues remote location leave travel at the start of every 12-month period at the following rate.

a. If the member or their resident family have a Scheme A remote location leave travel benefit — one of the following.

i. If the member is serving in a location that attracts ADF District allowance at the Grade A rate — one travel benefit per person.

ii. If the member is serving in any other remote location — 2 travel benefits per person.

b. If the member or their resident family have a Scheme B remote location leave travel benefit — one travel benefit per person.

4. For a person who is resident family of two members, all the following apply.

a. The person can only claim remote location leave travel benefits in respect to one member.

b. The members may choose which member the resident family's eligibility is to be calculated in relation to.

c. The choice must be made in writing.

9.4.30 Scheme A – member accompanied resident family and no unaccompanied resident family

1. If a member or their accompanied resident family have a Scheme A remote location leave travel benefit, the conditions in this section apply to the travel benefit.

2. Remote location leave travel benefit is one of the following between the locations specified in subsection 2A and subject to subsection 2B.

a. If the member flies — return flights.

b. If the member drives — vehicle allowance up to the value of the flights had the member flown.

2A. Remote location leave travel is between the following locations.

a. From one of the following locations.

i. The member’s housing benefit location.

ii. The location that has an airport that provides commercial passenger air travel that is closest by travel time to the member’s housing benefit location.

b. To one of the following locations.

i. The nearest capital city.

ii. If the member’s primary service location is in the Northern Territory — Adelaide.

2B. If paragraph 2.b applies and more than 1 person who is eligible for remote location leave travel travels in the same vehicle, all of the following apply.

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a. Vehicle allowance is payable to 1 person.

b. The travel benefit is reduced by 1 benefit.

3. The member's accompanied resident family may take the travel benefit separately from the member, at economy class.

4. Remote location leave travel may only be taken in the following period.

a. The period begins on the day the remote location becomes the member's primary service location.

b. The period ends on the day immediately before the remote location ceases to be the member's primary service location.

5. The value of a remote location leave travel benefit can be transferred from a member or an accompanied resident family to any of the following.

a. To a close family member if the close family member is to visit them at the remote location.

b. To another member of the member's family or household if the CDF or decision maker is satisfied that there are exceptional circumstances.

6. A transfer of a remote location leave travel benefit must be made in writing.

7. A member and all eligible accompanied resident family may travel at different times and to different locations.

8. In this section decision maker means any of the following in the member's direct chain of command or supervision.

a. For a Navy member — any of the following.

i. A Commanding Officer holding a rank not below Major.

ii. A supervisor who is a Defence APS employee with an APS classification level not below APS 6.

b. For an Army or Air Force member — a Commanding Officer, Director or Unit Executive (Air Force only) holding a rank not below Major or a Defence APS employee with an APS classification level not below APS 6.

9.4.31 Scheme B – accompanied resident family

1. If a member or their accompanied resident family have a Scheme B remote location leave travel benefit, the conditions in this section apply.

2. Remote location leave travel benefit is one of the following between the locations specified in subsection 2A.

a. If the member flies — return flights.

b. If the member's primary service location is in Woomera — one of the following.

i. Return flights.

ii. Vehicle allowance from Woomera to Adelaide and return, and return flights from Adelaide to another capital city.

2A. Remote location leave travel is between the following locations.

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a. From one of the following locations.

i. The member's housing benefit location.

ii. The location closest to the member's housing benefit location that has an airport with commercial air travel.

b. To a capital city.

3. The CDF may approve vehicle allowance up to the cost of the travel benefit if any of the following apply to the member's resident family.

a. They have a disability that prohibits flying and they have been classified under one of the following.

i. *Social Security Act 1991*.

ii. This Determination as having a special need.

b. They have a medical condition that prohibits flying and a medical certificate has been provided.

4. A member and all eligible resident family may travel at different times and to different locations, according to the member's choice under subsection 2.

5. Remote location leave travel may only be taken in the following period.

a. The period begins on the day the remote location becomes the member's primary service location.

b. The period ends on the day immediately before the remote location ceases to be the member's primary service location.

6. A member or an accompanied resident family member can transfer a remote location leave travel benefit to any of the following.

Note: The eligibility for a journey is transferred, not the amount of a fare.

a. To a close family member if the close family member is to visit them at the remote location.

b. To another member of the member's family or household if the CDF or decision maker is satisfied that there are exceptional circumstances.

7. All of the following apply to a benefit transferred under subsection 6.

a. A transfer of a remote location leave travel benefit must be made in writing.

b. The travel is limited to travel to and from the family member's nearest capital city.

8. All of the member's resident family are taken to have used one Scheme B remote location leave travel benefit when both these conditions apply.

a. A member transfers their own remote location leave travel benefit.

b. The member's partner transfers their remote location leave travel benefits.

9. In this section **decision maker** means any of the following in the member's direct chain of command or supervision.

a. For a Navy member — any of the following.

i. A Commanding Officer holding a rank not below Major.

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ii. A supervisor who is a Defence APS employee with an APS classification level not below APS 6.

b. For an Army or Air Force member — a Commanding Officer, Director or Unit Executive (Air Force only) holding a rank not below Major or a Defence APS employee with an APS classification level not below APS 6.

9.4.32 Scheme A – offset of benefit to another destination

1. A member or their resident family member can use their Scheme A remote location leave travel benefit to do any of the following.

   a. Travel to another destination.

      Note: The person taking the benefit must leave the member's housing benefit location to be eligible to offset their Scheme A remote location leave travel benefit.

   b. Purchase a holiday package that meets all of the following.

      i. It contains commercially provided travel to the destination.

      ii. It has been purchased from or through a travel agent or tour operator accredited by the Australian Travel Industry Association or the International Air Transport Association.

2. The maximum amount payable under this section is the lesser of the following.

   a. Subject to subsection 3, the cost of the return air fare for travel between the housing benefit location and one of the following.

      i. The nearest capital city.

      ii. If the remote location is in the Northern Territory — Adelaide.

   b. One of the following.

      i. If the member has purchased a holiday package — the cost of the holiday package.

      ii. The cost of the travel to the other destination.

3. For the purpose of paragraph 2.a, if the member's primary service location is one of the following locations, the maximum amount payable under subsection 2 is the amount relevant for the location.

   a. Tindal, the amount that may be paid includes.

      i. The lesser of either vehicle allowance or the cost of motor vehicle hire for return travel between Tindal and Darwin.

      ii. The cost of return air fare for travel between Darwin and Adelaide.

   b. Woomera, the amount that may be paid includes.

      i. The cost of vehicle allowance for return travel between Woomera and the airport at Olympic Dam.

      ii. The cost of return air fare for travel between Olympic Dam and Adelaide.

   c. A remote location that does not have a commercial airport, the amount that may be paid includes.

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i. The lesser of either vehicle allowance or the cost of public transport for return travel between the housing benefit location and the closest airport.

Note: The closest airport is the one closest by travel time to the remote location.

ii. The cost of return air fare for travel between the closest airport and the nearest capital city.

Note: For remote locations in the Northern Territory, the nearest capital city is taken to be Adelaide.

4. A remote location leave travel benefit that is used to fund an offset is taken to have been used by the member or their resident family who the benefit originally accrued for.

9.4.33 Schemes A and B – advances of benefit

1. This section applies to a member who has a remote location leave travel benefit that Scheme A or Scheme B conditions apply to.

2. A member or their resident family may be granted an advance of one remote location leave travel benefit if the CDF approves having regard to all of the following.

   a. The operational requirements relevant to the member.

   b. The likelihood that the benefit will accrue.

3. A member or their resident family who advance a remote location leave travel benefit do not have to repay the value of that travel, should the benefit not accrue.

9.4.34 Schemes A and B – lapsing of benefit

1. This section applies to a member who has a remote location leave travel benefit. The remote location leave travel benefit may have Scheme A or Scheme B conditions.

2. Remote location leave travel benefits lapse on the following days.

   a. If the benefit a member has accrued is for themselves — the earlier of the following.

      i. The day before the member accrues the next remote location leave travel benefit for themselves.

      ii. The last day of the remote location is the member's primary service location.

   b. If the benefit a member has accrued is for their resident family — the earlier of the following.

      i. The day before the member accrues the next remote location leave travel benefit for their resident family.

      ii. The day before the person recognised as resident family leaves the remote location.

      iii. The day the person ceases to be recognised as resident family of the member.

3. Despite subsection 2, a benefit that has been deferred under section 9.4.35 does not lapse during the period of deferral.

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9.4.35 Schemes A and B – deferral of benefit

1. A member may apply to defer a remote location leave travel benefit that Scheme A or Scheme B conditions apply to.

2. The CDF may defer the lapsing of a benefit under subsection 9.4.34.2 for 1 year, having regard to operational requirements relevant to the member.

9.4.36 Schemes A and B – change in family circumstance

Changes to a member's resident family has the following effects on remote location leave travel benefits.

a. On the date of the change, all outstanding remote location leave travel benefits for the member and their resident family lapse.

b. On the date of the change, the member and resident family (if any) do not have to repay any advances of remote location leave travel benefits.

c. The member and resident family, if any, accrue new remote location leave travel benefits on the date of the change, as provided for under sections 9.4.26, 9.4.27 or 9.4.29.

d. The member's and resident family's (if any) next accrual of remote location leave travel is on the anniversary of the member's commencement in the remote location, unless section 9.4.37 applies.

9.4.37 Schemes A and B – partner is a member

1. This section applies to a member who has a remote location leave travel benefit that either Scheme A or Scheme B conditions apply to, in the following circumstances.

   a. The member has a partner.

   b. The member's partner is a member of the ADF.

   c. The member and their partner are posted to the same remote location on different dates.

2. Despite subsection 9.4.29.3, the member who arrives in the remote location second accrues remote location leave travel benefits at the following times.

   a. The member's first benefit accrues on the day they arrive in the remote location.

   b. The member's second and subsequent benefits accrue on the same day as the member who arrived in the remote location first.

3. The member accrues remote location leave travel benefits at the following rate.

   a. If the member or their resident family have a Scheme A remote location leave travel benefit — one of the following.

      i. If the member is serving in a location that attracts ADF District allowance at the Grade A rate — one travel benefit per person.

      ii. If the member is serving in any other remote location — 2 travel benefits per person.

   b. If the member or their resident family have a Scheme B remote location leave travel benefit — one travel benefit per person.

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9.4.38 Schemes A and B – partner is a Defence APS employee

1. This section applies to a member whose resident family meets all of the following.

   b. They have a remote location leave travel benefit that either Scheme A or Scheme B conditions apply to.

   c. They are an APS employee of the Department of Defence, who performs duty in the remote location.

   d. They are eligible for assisted leave fares allowance, as an APS employed by the Department of Defence.

2. A member accrues one less remote location leave travel for their partner than is provided for in section 9.4.29.

9.4.40 Schemes A and B – Tindal travel arrangements

1. This section applies to a member if they or their resident family need to travel to or from Tindal as part of remote location leave travel.

2. The member may be paid whichever of these costs is less.

   a. Vehicle allowance, for the journey between Tindal and Darwin.

   b. Motor vehicle hire costs, as provided for under subsection 3.

3. For the purpose of paragraph 2.b, motor vehicle hire costs comprise these costs.

   a. The cost of motor vehicle hire for the journey between Tindal and Darwin.

   b. Reasonable insurance costs associated with the hire of the motor vehicle.

   c. Fuel costs for the journey between Tindal and Darwin.

   d. Reasonable additional compulsory charges.

9.4.40A Schemes A and B – additional travel arrangements

1. This section applies to a member if they or their resident family need to travel outside of their housing benefit location to access commercial air travel as a part of their remote location leave travel.

2. The member is eligible for vehicle allowance for return travel by private vehicle between Woomera and the airport at Olympic Dam if all of the following apply.

   a. The member's primary service location is in Woomera.

   b. The member does not drive to Adelaide.

3. If the member's primary service location is a location other than Woomera or Tindal — the member is eligible for the lesser of the following for return travel between the housing benefit location and the closest airport.

   a. Vehicle allowance, if the member or their resident family travel by private vehicle.

   b. The cost of travel by public transport for each eligible person travelling.

   Note: The closest airport is the one closest by travel time to the remote location.

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9.4.41 Schemes A and B – resident family under the age of 18

1. Resident family under the age of 18 may not make choices under this Division.

2. A choice in relation to a remote location leave travel benefit for a person under the age of 18 must be made by the member.

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Part 5: Payment of travel costs

Division 1: Members eligible and definitions

9.5.3 Purpose

This Division has two purposes.

a. It explains special terms used in this Part.

b. It sets out who may be eligible for assistance with the cost of travelling.

9.5.4 Member this Part applies to

1. This Part applies to a member who is required to travel in one of these situations.

   a. On Defence business and one of the following applies.

      i. They are away overnight.

      ii. They are away from their housing benefit location for more than 10 hours on a day.

   b. Subject to subsection 2, when travelling to their new housing benefit location.

   c. In preparation or immediately following the end of their continuous full-time service.

2. This Part only applies to a member who has been approved an alternate located work agreement if, under the agreement, travel would be provided to their new housing benefit location.

9.5.5 Member this Part does not apply to

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

a. They are undertaking official travel and are eligible for travel benefits under a determination made by the Remuneration Tribunal for that travel.

b. They are travelling for any of the following purposes.

   i. Compassionate travel.

   ii. Pre-deployment leave travel.

   iii. Post-deployment leave travel.

   iv. Recreation leave travel.

   v. Remote location leave travel.

   vi. Reunion travel.

9.5.8 Definitions

In this Part, the following apply.

High-cost country centre means a location mentioned in Annex 9.5.A Part 2.

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Meal period means a one-hour period that meets both of the following.

a. It starts during a travel period.

b. It starts at one of the following times.

i. Breakfast – 0700.

ii. Lunch – 1300.

iii. Dinner – 1900.

Medium-cost country centre means a location specified in Annex 9.5.A Part 3.

Other country centre means a location in Australia that is not one of the following locations.

a. A capital city.

b. A high-cost country centre.

c. A medium-cost country centre.

Private vehicle means one of the following.

a. For travel on removal by a member, their resident family or recognised other person — a motor vehicle owned by the member, their resident family or recognised other person that is to be removed.

b. For other travel by a member — a motor vehicle they own, hire or borrow.

Rank means the rank a member was promoted to under paragraph 13(1)(a) of the Defence Regulation and does not include any of the following.

a. The rank the member is directed to act in under paragraph 13(1)(b) of the Defence Regulation.

b. The rank of a position in which a member is performing higher duties.

9.5.9 Travel period – business travel

1. For this Part, a travel period for a member on business travel is the period when all these conditions apply to the member.

a. The member has been directed to travel to a location in Australia to perform duty.

b. The location for duty is not the member's primary service location.

c. The member is absent overnight from their normal place of residence to do the duty.

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2. The travel period for a member in a situation set out in an item in column A of the following table starts from the day in column B of the same item and ends on the day in column C of the same item.

Item	Column A Member situation	Column B Start day	Column C End day
1.	The member travels direct to the duty location by the most economical means.	The day the member leaves their housing benefit location	The day the member returns to their housing benefit location
2.	The member travels by another means that takes longer than the most economical means for a Service reason.		The day the member returns to their housing benefit location
3.	The member travels by another means that takes longer than the most economical means for a non-Service reason.	The day the member would have left their housing benefit location if they had travelled by the most economical means	The day the member would have returned to their housing benefit location, if they had travelled by the most economical means.
4.	The member takes a break unnecessarily or for private reasons during the period.	The day the member leaves their housing benefit location. The day the member resumes the travel for Service reasons.	The day the member returns to their housing benefit location.

Note: A member may be required to isolate before they return to their housing benefit location. Their travel period includes the isolation period.

9.5.10 Part-day travel period

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

   a. The member is required to travel outside their housing benefit location on Defence business.

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

   c. The member is absent from their housing benefit location for 10 hours or more.

   d. The member is not absent from their housing benefit location overnight.

1A. Despite subsection 1, a member who is eligible for part-day travelling allowance under section 13.3.15 for travel overseas is not eligible for payment under this section.

2. The rate of allowance is $63.60 a day.

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

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9.5.11 Travel period – in connection with change in primary service location

1. In this Part, a **travel period** for a member travelling in connection with a change in their primary service location is the period when all of the following apply to the member.

   a. The member changes from one primary service location in Australia to another.

   b. The member must travel to get to their new housing benefit location.

   c. The travel extends overnight.

2. The travel period for a member in a situation set out in an item in column A of the following table starts from the day in column B of the same item and ends on the day in column C of the same item.

Item	Column A Member situation	Column B Start day	Column C End day
1.	The member travels direct to the duty location by the most economical means.	The day the member leaves their housing benefit location at the losing location.	The day the member arrives at the new housing benefit location.
2.	The member travels by another means that takes longer than the most economical means, for a Service reason.		The day the member arrives at the new housing benefit location.
3.	The member travels by another means that takes longer than the most economical means, for a non-Service reason.		The day the member would have arrived at the new housing benefit location, if they had travelled by the normal means.
4.	The member takes a break unnecessarily or for private reasons during the period.	The day the member leaves their housing benefit location at the losing location.	The day the member returns to their housing benefit location.
		The day the member resumes the travel for Service reasons.	The day the member arrives at the new housing benefit location.
5.	The member travels by another means that takes longer than the normal means, because they go on leave between the former housing benefit location (the "losing location") and the gaining location.	The day the member leaves their housing benefit location at the losing location.	The day the member returns to their housing benefit location.
		The day the member resumes the travel to the new housing benefit location.	The day the member arrives at the new housing benefit location.

3. If a member is required to isolate on arrival in their housing benefit location in a place other than their residence, the member's travel period does not end until the isolation period has ended.

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9.5.12 Travel period – ceasing continuous full-time service

1. This section applies to a member who meets all these conditions.

   a. They are preparing to cease, or have just ceased, a period of continuous full-time service.

   b. They are not ceasing the continuous full-time service on disciplinary grounds.

   c. They are not ceasing the continuous full-time service because they have caused themselves to be medically unfit for duty.

2. In this section, a member's travel period is the period when all these conditions apply to the member.

   a. The member is travelling from their last primary service location, or the location where their service ended to another location in Australia. In this section, the destination is called the final location.

   b. The member is not travelling in a vehicle that they own or hire.

   c. The travel extends overnight.

3. The travel period for a member in a situation set out in an item in column A of the following table starts from the day in column B of the same item and ends on the day in column C of the same item.

Item	Column A Member situation	Column B Start day	Column C End day
1.	The member travels direct to their final location by the most economical means.	The member leaves one of these places. a. Their last housing benefit location. b. The location where their duty ended.	The day the member arrives at their final location.
2.	The member takes a break unnecessarily or for private reasons during the period.	The member leaves one of these places. a. Their last housing benefit location. b. The location where their duty ended.	The day the member returns to their housing benefit location.
		The member resumes the travel for Service reasons	The day the member arrives at the final location.
3.	is required to isolate in their final location in a place that is not their residence	when the member leaves one of these places. a. Their last housing benefit location. b. The location where their duty ended.	when the member has finished their isolation period.
4.	is required to isolate in a place that is not in their final location	when the member leaves one of these places. a. Their last housing benefit location. b. The location where their duty ended.	when the member arrives in their final location.

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Division 2: Travel on Defence business

9.5.13 Purpose

This Division sets out basic benefits and limitations on use of the travel card.

9.5.14 Member this Division applies to

1. This Division applies to a member (including a member on Reserve service) who has a Defence travel card and is required to travel on Defence business.

2. A member who uses a travel card under this Division has no eligibility under Division 3 for travel on Defence business, except as provided by this Division.

9.5.15 Meaning of normal accommodation stock

Normal accommodation stock means any of the following.

a. Accommodation that is made available through the contracted service provider for the period required.

b. If the member is required to isolate and it is available — a quarantine residence.

9.5.16 Accommodation while living out on a journey

1. A member who lives out for up to 21 days during a travel period must use normal accommodation stock unless any of the following apply.

   a. They occupy temporary accommodation under section 9.5.18.

   b. They are eligible for payments under Division 3.

1A. For the purpose of calculating the number of days in the travel period in subsection 1, a day on which the member is required to isolate in a place that is not their residence is not counted.

Note: A day a member is required to isolate may be included in the travel period under section 9.5.9 but not included for this purpose.

2. The CDF may approve use of accommodation provided by the contracted service provider that is not normal accommodation stock. The CDF must consider the following criteria.

   a. Whether normal accommodation stock is available.

   b. Whether normal accommodation stock is suitable.

3. The CDF may approve the use of accommodation that is not provided by the contracted service provider. The CDF must consider the following criteria.

   a. Whether the contracted service provider is able to supply accommodation at the location.

   b. The attempts made by the member to source accommodation from the contracted service provider.

   c. Whether it is possible to cancel or defer the travel.

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d. Whether the decision is consistent with the Whole-of-Australian Government (WoAG) travel services arrangements and the Commonwealth procurement rules.

Note: The Commonwealth has a contract with the contracted service provider to provide accommodation services to the whole of Government. Under that contract the contracted service provider is the sole provider of those services. Defence has promised to use accommodation from the contracted service provider.

4. A member who uses accommodation under this section must use the travel card to pay for it.

5. This section ceases to apply to a member from midnight on the 21st day of their travel period.

Note: Travel costs for travel after the 21st day are provided in section 9.5.22.

9.5.17 Meals and incidentals while living out on a journey

1. This section applies to the following members.

a. A member who lives out for up to 21 days with accommodation supplied under section 9.5.16.

b. A member who lives out for up to 21 days in non-commercial accommodation.

1A. For the purpose of calculating the number of days in the travel period in subsection 1, a day on which the member is required to isolate in a place that is not their residence is not counted.

Note: A day a member is required to isolate may be included in the travel period under section 9.5.9 but not included for this purpose.

2. The maximum daily limits for meals and incidentals are the following.

a. For meals — the sum of rates for each meal period specified for the location in Annex 9.5.A Part 4, columns B, C and D for each day.

b. For incidentals — the rate in Annex 9.5.A Part 4, column E for each 24 hours of the travel period and for any part-day at the end of the journey.

4. If a member is entitled to receive an amount of field allowance determined by the DFRT in the travel period they are not eligible to be paid incidentals for the period the allowance relates to.

5. This section ceases to apply to a member from midnight on the 21st day of their travel period.

Note: Travel costs for travel after the 21st day are provided in section 9.5.22.

9.5.18 Limits on payment for meals and accommodation

1. A member must not use their travel card to pay for any of the following.

a. If a meal has been provided to the member at no cost during the meal period — a meal.

Note 1: An in-flight meal provided by a commercial carrier is not considered a meal for the purposes of this paragraph.
Note 2: A member who resides privately with family or friends is still eligible to use their travel card for meals.

b. If any of the following apply — accommodation.

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i. Accommodation is provided to the member at no cost, not including accommodation supplied under section 9.5.16.

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

iii. The member is ranked Major or lower, and living-in accommodation is available to them.

Note: If living-in accommodation is available but the member chooses to stay off-base, they are not eligible to use their travel card for meals or accommodation.

2. Despite subparagraph 1.b.iii, a member may use their travel card to pay for accommodation if the CDF considers that occupying living-in accommodation would make the member less efficient in the performance of their duties.

3. For the purposes of accommodation, a member is not eligible for any of the following accommodation costs.

a. The difference between what the member actually paid and the maximum allowable amount if they stay in accommodation that is commercially provided.

b. Any amount if they stay in accommodation that is provided on a non-commercial basis.

4. For the purposes of meals, if a member visits more than one location in a day, the location for working out the amount they are eligible for is one of the following.

a. For a meal that is on the last day of their journey — the location they are at the beginning of the day.

b. For any other meal — the location they are at the end of the day.

9.5.19 When there is no eligibility for incidentals

1. A member is not eligible for incidentals for any part of a travel period when they meet any of these conditions.

a. They are in hospital in a location that is not the location where they have been performing duty.

b. They are serving in a seagoing ship on temporary duty and performing duty necessary to the proper working of the ship.

c. They are serving in the field as a member of a force on exercise.

Note: Subsection 2 may make the member eligible for incidentals.

d. They are serving in the field as a member of a survey party and using camping accommodation, but they are not entitled to field allowance.

i. They are part of a survey party but are not on exercise.

ii. They are part of a survey party and are not camping out, but are housed at a Service establishment.

e. They are doing a period of recruit training in the Reserves and are not entitled to field allowance.

f. They are on a journey related to discharge or dismissal for any of these reasons.

i. Misconduct.

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ii. Disciplinary reasons.

iii. Medical unfitness they caused.

g. They are attending a live-in training course in the member's housing benefit location, unless the member is eligible for Incidentals under section 9.5.25.

Note: Subsection 2 may make the member eligible for incidentals.

2. Despite subsection 1, the following apply.

a. If the member is serving in the field as a member of a force on exercise and housed at a Service establishment that is not a camp set up for the exercise, the member is eligible for incidentals.

b. If the member is on a live-in training course that is longer than 21 consecutive days, the member is eligible for incidentals from the 21st day.

9.5.20 Member occupying living-in accommodation

1. This section applies to a member who occupies living-in accommodation during a travel period at a location that is not their housing benefit location.

2. The member is eligible for the following.

a. Compulsory mess charges.

b. Living-in accommodation charges.

c. Meals provided in the living-in accommodation.

d. The following for incidentals.

i. For each day of the travel period up to the end of the 21st day — the rate specified in Annex 9.5.A Part 4 column E.

ii. For each 24 hours of the travel period after the first 21 days and for any part-day at the end of the journey — $12.25 per day.

Note: If the last day of the member's journey is for a part day, the full rate of incidentals applies for that day.

3. For the purpose of calculating the number of days in the travel period in subsection 2, a day on which the member is required to isolate in a place that is not their residence is not counted.

Note: A day a member is required to isolate under section 9.5.9.

9.5.21 Keeping accommodation while occupying living-in accommodation on temporary duty

1. This section applies to a member who has no resident family who meets all of these conditions.

a. They live out at their housing benefit location.

b. For Service reasons, they must occupy living-in accommodation during the travel period at a location that is not their housing benefit location.

c. They occupy living-in accommodation for a continuous period of more than 21 days.

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2. The member is eligible for the reimbursement of the reasonable cost of keeping their accommodation at their housing benefit location for the period beyond 21 days.

9.5.22 Travel for more than 21 days

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

   a. They live continuously in a location for 21 days or more in one of the following circumstances.

      i. During a travel period.

         Note: The member can occupy living-in accommodation or stay off-base in another type of accommodation, during the travel period.

      ii. They normally live out and are required to occupy living-in accommodation in their housing benefit location.

   b. They continue to live at the location for a further travel period after the 21st day.

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

   a. Accommodation on each night in the travel period at the rate set out in Annex 9.5.B Part 1.

   b. Meals for each meal period at the rate set out in Annex 9.5.B Part 2.

   c. Incidentals for the travel period at the rate of $12.25 per day.

      Note: This item also applies to a member who lives out, if they are required to occupy living-in accommodation beyond 21 days during a course of training at their primary service location.

3. For the purpose of subsection 1, none of the following are counted as days in the travel period.

   a. A day on which the member is eligible for field allowance.

   b. A day on which the member is required to isolate.

   Note: A day a member is required to isolate may be included in the travel period under section 9.5.9, but not included for this purpose.

4. If the member leaves the location to return to their housing benefit location on one of the following days, their eligibility under this section ends at one of the following times.

   a. The 22nd day – midnight on that day.

   b. Any later day – midday on the day they leave the location.

5. If a member is required to isolate on return to their housing benefit location in a place that is not their residence, they are eligible for the following benefits for their isolation period.

   a. Accommodation under section 9.5.16.

   b. Meals and incidentals under section 9.5.17.

9.5.23 Limits on travel costs for journey longer than 21 days

1. A member's eligibility under section 9.5.22 ends if they do any of the following.

   a. Leave the location to perform duty somewhere else.

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b. Take recreation leave.

c. Undertake reunion travel.

1A. For the purpose of paragraph 1.a, a member performing duty somewhere else, does not include an isolation period.

2. This table sets out the eligibility of the member when they return to the location after losing their benefit under subsection 1.

Item	If the member…	then they are eligible for the amount that applies to them under…
1.	a. leaves the location to perform duty somewhere else, and b. returns to the location after more than 7 days	either of the following. a. For a member living out – sections 9.5.16 and 9.5.17. b. For a member occupying living-in accommodation – section 9.5.20.
2.	returns to the location under any other circumstance	section 9.5.22 starting at midnight on the day they restart duty at the location.

3. A member to whom subsection 1 applies is eligible to use the travel card to pay to keep accommodation at the location for up to 1 week while they are absent from it.

4. The CDF may approve the member's use of the travel card to keep the accommodation for longer than 1 week, after considering all of these factors.

a. The reason for and the length of the absence.

b. The expected period the member will stay at the location after their return.

c. The cost of keeping the accommodation during the absence.

d. If there is alternative accommodation at the location.

e. Any other factor relevant to the absence.

9.5.24 Accommodation and meals for resident family

1. This section applies to a member who has been directed to take resident family with them on a journey for representational purposes.

2. The member is eligible for the following for their resident family during the travel period.

a. For accommodation — one of the following.

i. If the member’s resident family occupies a room as the sole or first occupant — normal accommodation stock.

ii. If the member’s resident family occupies a room on a shared basis — the member not eligible for an additional payment for the resident family’s accommodation.

b. For meals — the sum of rates for each meal period specified for the location in Annex 9.5.A Part 4, columns B, C and D for each day.

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9.5.25 Incidentals for a member on a course

A member who is occupying living-in accommodation and doing a course at any of the following institutions is eligible for incidentals at the rate set out in Annex 9.5.A Part 4 column E.

a. The Monash Mount Eliza Business School in Victoria.

b. The Australian Graduate School of Management at the University of New South Wales.

c. The Melbourne Graduate School of Management at the University of Melbourne.

d. Macquarie University.

9.5.26 Overnight stay following a period of Reserve service

A member on Reserve service is eligible for travel benefits under the following sections if CDF is satisfied that the member should stay overnight on work health and safety grounds after completing a period of Reserve service.

a. Section 9.5.16

b. Section 9.5.17

c. Section 9.5.20

9.5.27 Eligibility for incidentals at annual Reserve camp

A member is eligible for incidentals under the table in section 9.5.17 if they are on Reserve service in either of these circumstances.

a. During the period of a bivouac or camp of continuous training with their unit or sub-unit.

b. During a Reserves activity comparable to those described in paragraph a.

9.5.28 Recall from recreation leave or long service leave

1. If a member on recreation or long service leave is recalled to duty, they are taken to be on duty from the time they start travel to return to duty.

2. If the member travels by private vehicle or private aircraft, their eligibility under sections 9.5.16 and 9.5.17 will be limited to the amount of allowance that would be payable if they returned to duty by the most efficient and economical means of travel.

9.5.29 Additional payment toward travelling costs

1. The member is eligible for an additional amount for the following costs if the CDF is satisfied it is reasonable.

   a. Meal costs.

   b. Incidental costs.

2. In making the decision in subsection 1, the CDF must consider all the following.

   a. The places the journey is made through or to.

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b. The availability of suitable meals at those places.

3. In making the decision in subsection 2, the CDF must consider all the following criteria.

a. The places the journey is made through or to.

b. The availability of suitable meals at those places.

c. Whether the extra cost is reasonable.

9.5.30 End of eligibility

A member ceases to be eligible for any unused amount provided for meal and incidentals in connection with travel at the end of their travel period.

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Division 3: Travelling allowance

9.5.32 Purpose

The purpose of this Division is to provide an allowance for accommodation, meals and incidentals for member in certain circumstances when undertaking Defence approved travel within Australia.

9.5.33 Member this Division applies to

This Division applies to a member, including a member on Reserve service, who meets any of the following.

a. They are travelling on Defence business and any of the following apply.

i. They have not been issued a Defence Travel Card.

ii. They are eligible for part-day travelling allowance under section 9.5.10.

b. They are travelling in connection with a change in their primary service location.

d. They are travelling on ceasing continuous full-time service.

9.5.34 Members this Division does not apply to

1. This Division does not apply to a member who is travelling on Defence business and who has a travel card.

2. This Division does not apply to travel for which a member is eligible for vehicle allowance or aircraft allowance under Part 6 or 7 of this Chapter, except to the extent allowed for under those Parts.

9.5.35 Travel costs while living out on a journey

A member who lives out for up to 21 days during a travel period is eligible for travelling allowance for accommodation, meals and incidentals. This table sets out their benefits.

Item	If the member's rank is…	then they are eligible for travelling allowance for…	at this rate…
1.	Brigadier or higher	accommodation on each night in the travel period	the rate specified in Annex 9.5.A Part 1 column B for the location.
		meals for each meal period	the sum of relevant rates specified in Annex 9.5.A Part 4 columns B, C and D.
		incidentals for each 24 hour period of the journey, and for any part-day at the end	the rate specified in Annex 9.5.A Part 4 column E.

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2.	Colonel or lower	accommodation on each night in the travel period	the rate specified in Annex 9.5.A Part 1 column C for the location.
		meals for each meal period	the sum of relevant rates specified in Annex 9.5.A Part 4 columns B, C and D.
		incidentals for each 24 hour period of the journey, and for any part-day at the end	the rate specified in Annex 9.5.A Part 4 column E.

9.5.35A Quarantine residence while living out on a journey

A member who is required to isolate is eligible to occupy a quarantine residence for the isolation period if one is available.

9.5.36 Limits on travelling allowance for meals and accommodation

1. A member is not eligible for travelling allowance when any of the following conditions are met.

   a. For the purpose of meals — if any of the following apply.

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

      Note 1: An in-flight meal provided by a commercial carrier is not considered a meal for the purposes of this paragraph.
      Note 2: A member who resides privately with family or friends is still eligible for meal allowance.

      ii. The meal period begins before the member's journey.

      iii. The meal period begins after the member's journey.

   b. For the purpose of accommodation — if any of the following apply.

      i. Accommodation is provided to the member at no cost, not including accommodation supplied under section 9.5.16.

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

      iii. The member is ranked Major or lower, and living-in accommodation is available to them.

   Note: If living-in accommodation is available but the member chooses to stay off-base, they are not eligible for travelling allowance for meals or accommodation.

2. Despite subparagraph 1.b.iii, a member may receive travelling allowance for accommodation if the CDF considers that occupying living–in accommodation would make the member less efficient in the performance of their duties.

3. For the purposes of meals, if a member visits more than one location in a day, the location for working out the amount they are eligible for is one of the following.

   a. For a meal that is on the last day of their journey — the location they are at, at the beginning of the day.

   b. For any other meal — the location they are at, at the end of the day.

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9.5.37 When there is no eligibility for incidentals

1. A member is not eligible for incidentals for any part of a travel period when they meet any of these conditions.

   a. They are in hospital in a location that is not the location where they have been performing duty.

   b. They are serving in a seagoing ship on temporary duty and performing duty necessary to the proper working of the ship.

   c. On a day they are eligible for a Field Allowance under DFRT Determination No. 6 of 2024.

   e. They are doing a period of recruit training in the Reserves and are not entitled to field allowance.

   f. They are on a journey related to discharge or dismissal for any of these reasons.

      i. Misconduct.

      ii. Disciplinary reasons.

      iii. Medical unfitness they caused.

   g. They are attending a live-in training course at the member's primary service location, unless the member is eligible for incidentals under section 9.5.38.

      Note: Subsection 2 may make the member eligible for incidentals.

2. Despite paragraph 1.g, if the member is on a live-in training course that is longer than 21 consecutive days, the member is eligible for incidentals from the 21st day.

9.5.38 Incidentals for a member on a course

A member who is occupying living-in accommodation and doing a course at any of the following institutions is eligible for incidentals up to the maximum amount set out in Annex 9.5.A Part 4 column E.

a. The Monash Mount Eliza Business School in Victoria.

b. The Australian Graduate School of Management at the University of New South Wales.

c. The Melbourne Graduate School of Management at the University of Melbourne.

d. Macquarie University.

9.5.39 Member occupying living-in accommodation

1. This section applies to a member who occupies living-in accommodation during a travel period at a location that is not their housing benefit location.

2. This table sets out the rates of travelling allowance that the member is eligible for accommodation, meals and incidentals in the travel period.

Item	The member is eligible for travelling allowance for…	up to a maximum amount of…
1.	compulsory mess charges	the charges.

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2.	living-in accommodation	
3.	meals provided in the living-in accommodation	
4.	incidentals for each 24 hours of the travel period, up to the end of 21 days	The rate specified in Annex 9.5.A Part 4 column E.
5.	incidentals for 24 hours of the travel period after the first 21 days and for any part-day at the end of the journey **Note:** If the last day of the member's journey is for a part day, they are eligible for the full rate of incidentals for that day.	$85.75 a week.

3. For the purpose of calculating the 21 days in table items 4 and 5 of the table in subsection 2, a day on which the member is required to isolate in a place that is not their residence is not counted.

Note: A day a member is required to isolate may be included in the travel period under section 9.5.9 but not included for this purpose.

9.5.40 Keeping accommodation while occupying living-in accommodation on temporary duty

1. This section applies to a member who has no resident family and meets all of the following.

   a. They live out at their housing benefit location.

   b. For Service reasons, they must occupy living-in accommodation during the travel period at a location that is not their housing benefit location.

   c. They occupy living-in accommodation for a continuous period of more than 21 days.

2. The member is eligible for the reimbursement of the reasonable cost of keeping their accommodation in their housing benefit location for the period beyond 21 days.

Note: This includes the reasonable cost of caretaking or maintenance of any grounds.

9.5.41 Travel for more than 21 days

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

   a. They live continuously in a location for 21 days during a travel period.

      Note: To avoid doubt, this applies to a member whether they are occupying living-in accommodation or living out.

   b. They continue to live at the location for a further travel period after the 21st day.

2. For the purpose of calculating the number of days in the member's travel period, all of the following apply.

   a. A day on which the member meets any of the following is not counted towards the travel period.

      i. They are required to isolate in a place that is not their residence.

         Note: A day a member is required to isolate may be included in the travel period under section 9.5.9, but not included for this purpose.

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ii. They are eligible for field allowance.

b. If paragraph a applies, section 9.5.35 does not apply to the member after midnight on the 21st day, regardless of rank.

3. The member is eligible for travelling allowance at the following rate for the travel period.

a. For accommodation on each night in the travel period — the applicable rate in Annex 9.5.B Part 1.

b. For meals for each meal period — the applicable rate in Annex 9.5.B Part 2.

c. For incidentals for the travel period — $12.25 per day.

Note: This also applies to a member who lives out, if they are required to occupy living-in accommodation beyond 21 days during a course of training, in their housing benefit location.

4. If the member leaves the location to return to their housing benefit location their eligibility under this section ends at one of the following times.

a. If they leave the location on the 22nd day — midnight on that day.

b. If they leave the location on any later day — midday on the day they leave the location.

9.5.42 Limits on travel costs for journey longer than 21 days

1. A member's eligibility under section 9.5.41 ends if they do any of the following.

a. Leave the location to perform duty somewhere else.

b. Take recreation leave.

c. Undertake reunion travel.

2. This table sets out the eligibility of the member when they return to the location after losing their eligibility under subsection 1.

Item	If the member…	then they are eligible for to the rate of travelling allowance that applies to them under…
1.	a. leaves the location to perform duty somewhere else, and b. returns to the location after more than 7 days	section 9.5.35 or section 9.5.39.
2.	returns to the location under any other circumstance	section 9.5.41 starting at midnight on the day they restart duty at the location.

3. A member to whom subsection 1 applies is eligible for an additional amount of allowance to pay to keep accommodation at the location for up to 1 week while they are absent from it.

4. The CDF may approve an additional amount of allowance to assist the member to keep the accommodation for longer than 1 week, after considering all of these factors.

a. The reason for and the length of the absence.

b. The expected period the member will stay at the location after their return.

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c. The cost of keeping the accommodation during the absence.

d. If there is alternative accommodation at the location.

e. Any other factor relevant to the absence.

9.5.43 Accommodation and meals for resident family

1. This section applies to a member who has been directed to take resident family with them on a journey for representational purposes.

2. The member is eligible for the following for their resident family during the travel period.

   a. For accommodation — one of the following.

      i. If the member's resident family occupies a room as the sole or first occupant — travelling allowance at the rate that applies to the member under section 9.5.35.

      ii. If the member's resident family occupies a room on a shared basis — travelling allowance at 20% of the rate that applies to the member under section 9.5.35.

      iii. If the member's resident family is a child under 6 years old — travelling allowance at 10% of the rate that applies to the member under section 9.5.35 for accommodation.

   b. For meals during the travel period — one of the following.

      i. For resident family under 10 years old — travelling allowance at half the rate that applies to the member under section 9.5.35 for the meals.

      ii. For any other resident family — travelling allowance at the rate that applies to the member under section 9.5.35 for the meals.

9.5.44 Overnight stay following a period of Reserve service

A member on Reserve service is eligible for travelling allowance under sections 9.5.35 or 9.5.39 for an overnight stay after a period of Reserve service if CDF is satisfied that the member should stay overnight on work health and safety grounds.

9.5.45 Eligibility for incidentals at annual Reserve camp

A member is eligible for incidentals under the table in section 9.5.35 if they are on Reserve service in either of these circumstances.

a. During the period of a bivouac or camp of continuous training with their unit or sub-unit.

b. During a Reserves activity comparable to those described in paragraph a.

9.5.46 Recall from recreation leave or long service leave

1. If a member on recreation or long service leave is recalled to duty, they are taken to be on duty from the time they start travel to return to duty.

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2. If the member travels by private vehicle or private aircraft, their eligibility under this Division will be limited to the amount of travelling allowance that would be payable if they returned to duty by the most efficient and economical means of travel.

9.5.47 Additional travelling allowance

1. A member's maximum eligibility for travelling allowance may be less than they actually spend on accommodation, meals or incidentals during the travel period.

2. The CDF may approve an additional amount of travelling allowance for the member. The CDF must consider all of these criteria.

   a. The places the journey is made through or to.

   b. The availability of suitable meals and accommodation at those places.

   c. Whether the extra cost is reasonable.

   d. Any special needs due to the age or medical needs of the member's resident family or recognised other persons.

9.5.48 Confirming actual travel costs

1. A member must confirm whether any travel period for which they have received travelling allowance has been taken, using the Defence travel management system. They must do this within 28 days after they end their travel.

2. If the member has received more travelling allowance than they were eligible for (including any extra amount approved by CDF), they must repay the difference.

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Division 4: Travel allowance on removal

9.5.49 Member this Division applies to

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

9.5.50 Definitions

In this Division, the following apply.

Person means the member, their resident family or recognised other persons.

Travel allowance has the meaning given in section 9.5.51

9.5.51 Travel allowance on removal

Travel allowance means the sum of any of the following components that the member is eligible for.

a. Accommodation.

b. Meals on removal.

c. Incidentals on removal.

d. Door-to-door costs on removal.

Note: The total travel allowance on removal may be reduced by section 6.5A.12.

9.5.52 Measurement of distances

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

9.5.53 Accommodation on removal

1. A member is eligible for the accommodation component of travel allowance for a person for each night requiring an overnight stay in the allowable travel time if all the following apply.

   a. The person is travelling in connection with the member's removal.

   b. The person is travelling in a vehicle for which vehicle allowance is payable.

   c. If the member were to drive a vehicle, the distance to be driven is equal to or greater than one of the following.

      i. If the vehicle is towing an item — 360 km.

      ii. If the vehicle is not towing an item — 480 km.

2. The rate of travel allowance for accommodation is the sum of the following.

   a. For the member and every third person thereafter, one of the following rates.

      i. If the member holds a rank of Brigadier or higher — the rate in column B of item 12 of the table in Part 1 of Annex 9.5.A.

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ii. If the member holds a rank of Colonel or lower — the rate in column C of item 12 of the table in Part 1 of Annex 9.5.A.

b. For every other person who is 6 years old or older — 20 % of the rate payable for the member under paragraph a.

c. For every other person who is younger than 6 years old — 10 % of the rate payable for the member under paragraph a.

Note: A person is not generally expected to occupy a room with more than 2 other people.

9.5.54 Meals on removal

1. A member is eligible for the meals component of travel allowance if all of the following apply.

   a. The person is travelling in connection with the member's removal.

   b. A person is travelling over a meal period.

   c. One of the following applies.

      i. The person does not drive or is not a passenger in a vehicle and the meal is being provided by a carrier at an additional cost.

      ii. The person drives a vehicle not towing an item and the distance to be driven is 480 km or greater.

      iii. If the person drives a vehicle towing an item and, the distance to be driven is 360 km or greater.

2. A member is not eligible for the meals component of travel allowance for a meal which they have received another benefit for under this Determination.

3. The rate of travel allowance for meals is the sum of the following.

   a. For every person who is 10 years old or older — the following rate specified in item 2 of the table in Part 4 of Annex 9.5.A.

      i. For breakfast the amount in column B.

      ii. For lunch the amount in column C.

      iii. For dinner the amount in column D.

   b. For every person who is less than 10 years old — 50% of the rate payable in paragraph a.

9.5.55 Incidentals on removal

1. A member is eligible for the incidentals component of travel allowance for each day of allowable travel time in connection with their removal under Chapter 6 Part 5 if the member were to drive a vehicle and the distance to be driven is equal to or greater than one of the following.

   a. If the vehicle is towing an item — 360 km.

   b. If the vehicle is not towing an item — 480 km.

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2. The rate of the travel allowance for incidentals is the rate specified in column C of item 2 of the table in Part 4 of Annex 9.5.A.

9.5.56 Door-to-door travel on removal

A member is eligible for the door-to-door travel component of travel allowance for a person if all of the following apply.

a. The person is travelling in connection with the member's removal.

b. A person is flying.

Note: Door-to-door travel is defined in section 9.1.12.

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Annex 9.5.A: Amounts for accommodation, meals and incidentals

Part 1: Accommodation rates

The maximum rate for a member who is in a location specified in column A is either of the following.

a. If the member holds a rank of Brigadier or higher, the rate in column B.

b. If the member holds a rank of Colonel or lower, the rate in column C.

Item	Column A Location	Column B Brigadier or higher ($)	Column C Colonel or lower ($)
1.	Adelaide	199.00	149.00
2.	Brisbane	241.00	181.00
3.	Canberra	221.00	166.00
4.	Darwin (April to November)	296.00	222.00
5.	Darwin (December to March)	229.00	172.00
6.	Hobart	195.00	146.00
7.	Melbourne	224.00	168.00
8.	Perth	216.00	162.00
9.	Sydney	297.00	223.00
10.	High-cost country centres	See Part 2	See Part 2
11.	Medium-cost country centres (see Part 3)	169.00	141.00
12.	Other country centres	155.00	129.00

Part 2: High-cost country centres – accommodation

The maximum rate payable for a location specified in column A is the rate in column B of the following table.

Column A Location	Column B Rate ($)
New South Wales	
Albury	155.00
Armidale	158.00
Bathurst	162.00
Bourke	182.00
Broken Hill	162.00
Cobar	146.00
Coffs Harbour	181.00
Cooma	170.50
Cowra	155.50
Deniliquin	158.50
Dubbo	166.50

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Gosford	148.00
Goulburn	156.00
Grafton	172.00
Griffith	159.50
Gunnedah	179.50
Leeton	163.00
Lismore	183.00
Maitland	180.50
Mudgee	205.50
Muswellbrook	160.00
Narrabri	147.00
Newcastle	177.50
Nowra	154.00
Orange	214.50
Port Macquarie	178.50
Tamworth	160.00
Taree	153.00
Tumut	147.00
Wagga Wagga	171.50
Wollongong	181.50
Northern Territory	
Alice Springs (April to November)	192.00
Alice Springs (December to March)	187.00
Katherine (April to November)	219.00
Katherine (December to March)	218.00
Jabiru (April to November)	422.50
Jabiru (December to March)	170.50
Nhulunbuy (April to November)	321.50
Nhulunbuy (December to March)	264.00
Tennant Creek (April to November)	176.50
Tennant Creek (December to March)	149.00
Yulara (April to November)	611.50
Yulara (December to March)	507.50
Queensland	
Bundaberg	171.50
Cairns	162.50

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Charters Towers	156.00
Dalby	188.50
Emerald	175.50
Gladstone	164.00
Gold Coast	225.00
Hervey Bay	161.50
Innisfail	155.50
Kingaroy	160.00
Mackay	154.50
Maryborough	150.00
Mount Isa	181.50
Nambour	162.00
Rockhampton	166.50
Roma	181.00
Thursday Island	305.00
Toowoomba	154.00
Townsville	161.00
Warwick	154.00
Weipa	208.50
South Australia	
Bordertown	159.50
Mount Gambier	156.50
Naracoorte	161.00
Port Lincoln	160.00
Port Pirie	161.00
Whyalla	164.00
Wilpena Pound	272.00
Tasmania	
Burnie	171.50
Devonport	161.50
Launceston	158.00
Victoria	
Ararat	150.00
Bairnsdale	175.50
Ballarat	164.50
Benalla	147.50
Bendigo	169.50
Bright	171.00
Castlemaine	152.50
Colac	152.50
Echuca	163.00
Geelong	158.50
Horsham	166.00
Mildura	170.00
Portland	163.00

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Seymour	164.00
Shepparton	165.00
Swan Hill	160.00
Wangaratta	179.00
Warrnambool	174.50
Wodonga	154.00
Wonthaggi	162.50
Western Australia	
Albany	180.00
Broome	255.00
Bunbury	174.00
Carnarvon	173.50
Dampier	198.50
Derby	148.50
Esperance	173.00
Exmouth	234.50
Geraldton	190.00
Halls Creek	203.50
Kalgoorlie	193.00
Karratha	287.50
Katanning	323.50
Kununurra	221.50
Newman	262.00
Northam	219.50
Port Hedland	265.50
External Australian Territory	
Christmas Island (WA)	212.50
Horn Island (QLD)	294.00
Norfolk Island	255.50

Part 3: Medium-cost country centres

A medium-cost country centre is a location in the following table.

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Medium-cost country centres
New South Wales
Inverell
Moree
South Australia
Port Augusta
Tasmania
Queenstown
Victoria
Hamilton
Sale

Part 4: Meals and incidentals

The rate of allowance for a location in column A is the rate for relevant meal in columns B, C and D and incidentals column E in the following table.

Item	Column A Location	Column B Breakfast ($)	Column C Lunch ($)	Column D Dinner ($)	Column E Incidentals ($)
1.	Capital cities and high-cost country centres	34.75	39.10	66.65	24.50
2.	Medium-cost country centres and other country centres	31.15	35.55	61.30	24.50

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Annex 9.5.B: Amounts for travel after 21 days

Part 1: Amounts for travel after 21 days – accommodation

This table outlines the maximum accommodation rates after 21 days.

Item	If, at their primary service location, the member has…	and during the travel period they are…	
		boarding (in a boarding house /hotel/motel with all-inclusive tariff), then their maximum benefit is…	renting, then their maximum benefit is…
1.	accompanied resident family and no unaccompanied resident family and living in an own home, receiving housing assistance or living-in accommodation and paying no contribution for accommodation and meals	the cost of board	rent plus any additional charge for utilities.
2.	accompanied resident family and no unaccompanied resident family and boarding	the cost of board less any reduction in boarding costs at the service location	rent plus any additional charge for utilities less any reduction in boarding costs at the service location.
3.	no resident family or has accompanied resident family and no unaccompanied resident family and occupying living-in accommodation (contribution for accommodation and meals)	the cost of board less amount equal to appropriate contribution for accommodation and meals under Chapter 7 Parts 4 and 9.	rent plus any additional charge for utilities less amount equal to appropriate contribution for rent and meals under Chapter 7 Parts 8 and 9.

Part 2: Amounts for travel after 21 days – meals

The daily maximum rate for a member who occupies a type of accommodation in column A that meets the condition in column B is the rate in column C of the following table.

Item	Column A Accommodation	Column B Condition	Column C Rate ($)
1.	A boarding house, hotel or motel where the tariff is not all inclusive	Cooking facilities are not provided	140.50
		Cooking facilities are provided	78.67
2.	Rental accommodation	-	78.67

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Part 6: Vehicle allowance

Division 1: General

9.6.4 Purpose

Vehicle allowance assists a member with reasonable costs when they are authorised to use a private vehicle in Australia.

9.6.5 Member this Part applies to

This Part applies to a member, including a member on Reserve service.

9.6.6 Member this Part does not apply to

This Part does not apply to a member if they meet any of the following.

a. They are eligible for travel on ceasing continuous full-time service.

b. They hold a rank of Brigadier or higher, unless the CDF has approved private vehicle as the most economical means of travel for the member under section 9.1.3.

9.6.7 Definitions

In this Part, the following apply.

Additional costs means any of the following costs, excluding parking or traffic fines.

a. Registration or insurance fees levied as a result of eligibility for vehicle allowance.

b. Bridge, road and ferry tolls.

c. Parking fees in a restricted parking area, if they are reasonable because of the distance from the place of duty to the nearest unrestricted parking area.

Authorised means authorised for an allowance under this Part by the CDF.

Greater efficiency means the use of a private vehicle results in greater efficiency if any of the following are met.

a. Using the vehicle allows the member to perform duties more efficiently than the use of the normal means of travel.

b. Using the vehicle enables the most effective use of Defence personnel and vehicle resources.

c. The CDF is satisfied that the member's personal interests would be harmed if they used the normal means of travel.

Private vehicle means one of the following.

a. For travel on removal by a member, their resident family or recognised other person — a motor vehicle owned by the member, their resident family or recognised other person that is to be removed.

b. For other travel by a member — a motor vehicle they own, hire or borrow.

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Saving to Defence means that Defence would pay less for a member to use a private vehicle than the normal means of travel.

9.6.8 Insurance

1. The Commonwealth will not pay for any financial liability or loss if a private vehicle on an authorised journey is involved in an accident.

2. The member is responsible for checking how their insurance company classifies a vehicle used to travel on duty. If they classify it as a business vehicle and charge an additional premium, the member must arrange insurance as necessary.

3. The member may be reimbursed any additional premium if they are eligible for additional costs under Division 5 section 9.6.27, Additional vehicle allowance.

4. If the Commonwealth is found liable for damage from an accident involving the private vehicle, it may claim against the member to recover any damages awarded against it.

9.6.9 Journey varied or not made

This table sets out what happens when a member's journey is varied or not made.

Item	If a member's authorised journey is…	then they…
1.	shortened	must repay any vehicle allowance they received that covered the part of the journey they did not make.
2.	extended	are eligible for an additional amount to cover the costs of the extended journey.
3.	not made	must repay all the vehicle allowance they received.

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Division 2: Authorised travel on duty and recall to duty from paid leave

9.6.10 Purpose

This Division sets out a member's benefits when they travel by private vehicle.

a. On duty.

b. On recall to duty from recreation or long service leave.

9.6.11 Authorised travel – on duty

1. A member's travel on duty in a private vehicle may be authorised by the CDF if the use of the vehicle has any of these results.

   a. Greater efficiency.

   b. A saving to the Commonwealth.

   c. No disadvantage to the ADF.

2. Travel by private vehicle during normal working hours may take longer than it would take by the normal means of travel. In this case, the additional time will be taken off the member's recreation leave. If the travel is to do with Reserve training, the additional time will not be part of the member's training commitment.

3. For a member on continuous full-time service who does not have to be absent overnight from their residence in their housing benefit location, the authorised travel includes any travel between any of these places.

   a. Their residence in their housing benefit location.

   b. Their primary service location.

   c. The place where their duty is to be performed.

   Note: The allowance may be reduced by the return cost of public transport from home to work in some cases.

9.6.12 Recall from leave

1. A member recalled to duty from recreation leave or long service leave is on duty between the following days.

   a. The day they depart from the leave location.

   b. The day they return to the duty location.

2. If the member is authorised to use a private vehicle for the journeys in subsection 1, they are eligible for vehicle allowance.

3. The member may have costs on those journeys they would not otherwise have paid. In this case, they may be reimbursed up to what they would have been paid if they had travelled on duty by the normal means.

   Note: Payment is subject to the limits in Division 5 section 9.6.28, Limit to benefit.

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9.6.13 Benefit – travel on duty

1. For authorised travel on duty, a member is eligible for these amounts.

   a. Vehicle allowance at the rate worked out under Division 5 section 9.6.25.

   b. Any increase that applies under Division 5 section 9.6.26.

   c. Additional costs, if the use of the vehicle results in greater efficiency or a saving to Defence.

2. The member's benefit under subsection 1 must be reduced if all of the following apply.

   a. The travel does not require an overnight absence.

   b. The total distance travelled is more than the return journey from one of the following by the normal means of travel.

      i. If the member is on continuous full-time service — the member's primary service location.

      ii. If the member is providing Reserve service — the member's service location for the day.

3. The benefit must be reduced by the amount that the travel between the member's residence in their housing benefit location and primary service location would have cost by public transport.

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Division 4: Authorised travel on other journeys

9.6.18 Purpose

This Division sets out a member's benefits when they travel by private vehicle in any of these circumstances.

a. During a public transport stoppage.

b. On recall to duty outside their normal working hours.

c. For recreation leave travel to a specified destination.

d. For travel on recognition of their relationship.

9.6.19 Public transport stoppages

1. This section applies to a member who is required to use a private vehicle to travel between their residence and one of the following locations on a day there is a public transport stoppage.

a. If the member is on continuous full-time service — the member’s primary service location.

b. If the member is providing Reserve service — the member’s service location for the day.

1A. The member is eligible for vehicle allowance for the travel between the locations if all of the following apply.

a. The member does not normally use a private vehicle for the travel.

b. Other means of public transport meets either of the following.

i. Not available in the area they live in.

ii. Available in the area they live in, but it is impractical to use them.

2. The vehicle allowance would include the increased rate under Division 5 section 9.6.26 for any other members who travel in the vehicle.

9.6.20 Recall outside normal working hours

1. This section applies to a member who is recalled to duty to one of the following locations outside their normal working hours and is required to travel between their residence and one of the following locations for the purpose of the recall.

a. If the member is on continuous full-time service — the member’s primary service location.

b. If the member is providing Reserve service — the member’s service location for the day.

1A. The member is eligible for vehicle allowance for the travel between the locations if any of the following apply.

a. They are on continuous full-time service.

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b. They are on Reserve service and travel on a separate and additional journey to their service location.

2. This subsection applies to a member who meets both of these criteria.

a. The member is on continuous full-time service.

b. Due to a recall the member does not need to make their usual journey to or from duty.

3. The member's benefit under subsection 1 must be reduced by the amount that the usual travel would have cost.

9.6.21 Recreation leave travel by private vehicle

If a member has been granted recreation leave travel under section 9.4.6, the CDF may authorise the member to travel in a private vehicle between the location of their nominated family and either of the following locations.

a. The member's housing benefit location.

b. A location where a member is performing temporary duty.

Note: Travel costs for accommodation, meals and incidentals are not payable.

9.6.22 Recognition of a relationship

1. A member is eligible vehicle allowance if their partner has been approved to travel by private vehicle on recognition of the couple’s relationship under Part 3 Division 1.

2. All of the following apply to the payment of vehicle allowance under this section.

a. The amount of vehicle allowance paid must not be more than the cost of the partner’s travel by the most economical means.

b. There is no eligibility for additional costs.

Note 1: There is no eligibility for an additional amount of allowance for transporting the member as a passenger.
Note 2: Other passengers may attract the passenger component of vehicle allowance under section 9.6.26 if they are eligible for travel.

9.6.23 Benefit

A member is eligible for the sum of the following amounts while undertaking travel authorised under this Division.

a. Vehicle allowance at the rate worked out under section 9.6.25.

b. Unless this Division specifically prevents it, the following.

i. Any increase to the allowance that applies under section 9.6.26.

ii. Any additional costs.

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Division 5: Vehicle allowance amounts and limits

9.6.24 Purpose

This Division sets out how vehicle allowance is worked out. It also shows how it can be increased and the limits to the amount that will be paid.

9.6.25 Amount of allowance and calculation of distance

1. The amount of vehicle allowance is worked out using the following formula.

$$vehicle\ allowance = \frac{A \times B}{100}$$

Where:

A is one of the following.

a. The number of whole kilometres for the shortest route it is reasonable to take.

b. The number of whole kilometres for a longer route set by the CDF.

B is, for a vehicle with an engine type in column A that has a capacity in column B, the rate in column C of the same item.

Item	Column A Engine type	Column B Engine capacity	Column C Rate per km (cents)
1.	Non-rotary	1600cc or less	82
2.	Non-rotary	1601cc – 2600cc	105
3.	Non-rotary	More than 2600cc	106
4.	Rotary	800cc or less	82
5.	Rotary	801cc – 1300cc	105
6.	Rotary	More than 1300cc	106
7.	Electric	–	82

2. In setting a longer route for the purpose of subsection 1, the CDF must be satisfied that the shortest route was not reasonable for the travel.

9.6.26 Increased rate for passengers, equipment etc

1. The rate of allowance under section 9.6.25 is increased by 1.12 cents per kilometre if the member meets any of the following.

a. They carry a passenger in the vehicle who would otherwise be eligible for travel expenses for the journey under this Determination.

b. They carry Commonwealth-owned or hired equipment, tools or materials that weigh at least 100 kg.

c. They tow a Commonwealth-owned or hired caravan or trailer.

2. The amount paid under subsection 1 must not exceed what a member would have been paid had the travel been by the most economical means.

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9.6.27 Additional vehicle allowance

1. The CDF may approve an additional amount of vehicle allowance. The CDF must be satisfied that a member pays reasonable costs above the amount they are eligible for.

2. Costs arising out of non-standard vehicle modifications will not be reimbursed under this section.

3. The member must provide the CDF with written relevant information to support a claim for an additional amount. The information must be about the running costs of the vehicle over 12 months or as close as reasonably practical to that period. This table sets out the kind of information that may be relevant to a claim.

Item	Information that may be relevant
1.	Vehicle make, model, year, engine capacity, automatic or manual transmission.
2.	The period over which the claim is made.
3.	Estimated distance travelled on duty and private business.
4.	The total amount of vehicle allowance received over the nominated period.
5.	Vehicle usage – for example, is it used regularly or intermittently? is it used in city conditions or away from sealed roads?
6.	Depreciation. This is worked out by: a. establishing a vehicle's market value at the beginning of a nominated period, then b. deducting from that amount the vehicle's market value at the end of that period.
7.	Interest – the amount paid over the nominated period on a loan taken out to buy the vehicle.
8.	Comprehensive insurance. This includes the amount of premium paid, stamp duty, no-claim bonuses and any payment for removal of excess.
9.	Third party insurance, registration, driver's licence and motoring organisation subscription. Fees associated with each of these costs must be provided.
10.	Petrol – grade used, total expenditure over nominated period, prices generally paid.
11.	Repairs and maintenance. This includes both of the following. a. Preventive or corrective maintenance, such as regular grease and oil changes, and replacement of oil filters, air cleaners, spark plugs and battery. b. Repairs and maintenance arising out of normal wear and tear, for example, replacement of brake pads or shoes, or a muffler.
12.	Relevant costs associated with damage caused by accident, adverse road conditions, etc. The member should give details of both of the following. a. Circumstances leading to damage. b. Details of any settlement arising out of a claim against a comprehensive insurance policy or other party.
13.	Tyres – brand, type and size specifications. Wear and tear should be worked out using the formula below. $\frac{\textbf{Distance travelled on duty in nominated period}}{\textbf{Actual or expected tyre life (km)}} \times \textbf{Original tyre price (\$)}$

9.6.28 Limit to benefit

1. Travel benefits for a member who has been authorised to travel by private vehicle are limited to the lesser of the following.

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a. The sum of the following.

i. The vehicle allowance the member would get for the journey.

ii. Travel costs under Part 5 for the actual period of the journey or for the allowable travel time, whichever is the lesser.

b. The sum of the following amounts had the member travelled by the most economical means.

i. The costs of the fares of the member and any resident family, recognised other persons or other passengers who would otherwise travel at public expense.

ii. Subject to subsection 2, travel costs.

iii. Any other charge associated with the journey.

2. For the purpose of subparagraph 1.b.ii, travel costs means one of the following.

a. For a member who uses accommodation supplied through the Commonwealth's contracted service provider — the amount provided under Part 5 Division 2.

Note: Contracted service provider is defined in section 9.1A.1.

b. For any other member — the amount provided under Annex 9.5.A.

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Part 7: Aircraft allowance

9.7.1 Purpose

1. Aircraft allowance assists a member with reasonable costs when the CDF authorises them to travel by flying a private aircraft in any of these circumstances.

    a. On temporary duty.

    b. On posting or on commencing an alternate work agreement.

    c. On recreation leave or recall from recreation leave.

    d. On end of service or redundancy.

2. The provisions authorising aircraft allowance are based on those in Part 6 of this Chapter authorising vehicle allowance. The criteria in section 9.6.7 apply.

9.7.2 Member this Part applies to

1. This Part applies to a member who undertakes authorised travel by flying a private aircraft. This includes a member on Reserve service.

2. To be eligible for aircraft allowance, a member must meet both of these criteria.

    a. They must hold an appropriate pilot's licence in force under the *Air Navigation Act 1920* and the *Air Navigation Regulations 1947*.

    b. They must comply with both of the following.

        i. The *Air Navigation Regulations 1947*.

        ii. Any requirements of the Department of Transport and Regional Services and the Civil Aviation Safety Authority.

9.7.3 When this Part does not apply

A member is not eligible for payment under this Part in relation to a light aircraft hired by the ADF.

9.7.4 Definitions

In this Part, the following apply.

Authorised means authorised for an allowance under this Part by the CDF.

Private aircraft means an aircraft that is registered in Australia and that the member is licensed to fly.

9.7.5 Authorised travel by private aircraft

1. A member's travel by flying a private aircraft may be authorised in the same way as travel by a private vehicle is authorised under Part 6 of this Chapter. The same circumstances and conditions apply.

2. For subsection 1 above, both of these conditions must apply.

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a. A private aircraft is the same as a private vehicle in relation to 'greater efficiency' under section 9.6.7.

b. Aircraft allowance is the same as vehicle allowance in relation to 'a saving to the Commonwealth' under subsection 9.6.7.

Note: Decisions are made in the same way as they are for deciding vehicle allowance. They may rely on the CDF being satisfied that the member's personal interests would be harmed if they used the normal means of travel.

9.7.6 Benefit

1. This section applies to a member authorised to travel by flying a private aircraft instead of travelling by the most economical means of travel.

2. Subject to section 9.7.8, the member has all of these benefits for the travel.

   a. The allowance worked out under section 9.7.7.

   b. Travel costs under Part 5 of this Chapter that they would otherwise be eligible for.

   c. Any unavoidable costs or charges they pay for the use of the aircraft. To qualify, they must be eligible for the reimbursement of additional costs under Part 6 for use of a private vehicle in the same circumstances.

9.7.7 Amount of allowance

The amount of allowance is worked out using this formula.

$$\frac{\textit{Distance} \times \textit{Hourly cost}}{\textit{Cruising speed}}$$

Term	Definition	
Distance	The distance must take into account these factors. a. It must be measured in nautical miles. b. It must be based on the straight-line ground distance between the airfield where the travel begins and the airfield where the travel ends. c. It may be adjusted, to take into account necessary fuel stops, and to be consistent with safe air navigation.	
Cruising speed	The cruising speed of the aircraft in nautical miles an hour.	
Hourly cost	**If...**	**the hourly cost is...**
	the member owns the aircraft	the hourly cost of operating the aircraft. This is based on budgeting figures for the aircraft, taking all these factors into account. a. The aircraft type, model and engine capacity. b. The yearly cost of operating the aircraft. c. The average yearly flying time of the aircraft.
	the member hires the aircraft	the hourly hire charge for the aircraft.

9.7.8 Limit to benefit

The member's total benefit for the travel must not be more than the sum of these two amounts.

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a. Fares and travel costs under Part 5 of this Chapter, worked out as if they were travelling by the normal means of travel. This includes the benefit for any passenger they are authorised to carry and who would otherwise travel.

b. Any other relevant charge. This includes the cost of transporting any goods owned or hired by the Commonwealth that they are authorised to carry.

9.7.9 Insurance

1. A member must provide the CDF with written evidence that the aircraft is insured before the CDF can authorise the travel. The aircraft must be covered by both comprehensive and third party insurance.

2. If a private aircraft is authorised for use on duty, the Commonwealth will not accept responsibility for any financial liability or loss arising from an accident it is involved in.

3. If the Commonwealth is found liable for damage from an accident involving the aircraft, it may claim against the member to recover any damages awarded against it.

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Chapter 10: Clothing and personal effects

Part 1: General provisions

10.1.1 Definitions

In this Chapter the following apply.

Loss means the loss or theft of clothing or personal effects.

Personal effects means tangible property that might be worn or carried on or by the person.

Value means the current catalogue price of an item, reduced by the proportion of its life already expired.

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Part 2: Personal purchase of uniform articles

10.2.1 Purpose

The purpose of this Part is to reimburse members who choose to buy approved articles of uniform and other requirements privately, instead of getting them through free issue.

10.2.2 Member this Part applies to

This Part applies to these members, including members on Reserve service.

a. An officer on appointment.

b. A Warrant Officer on enlistment or promotion.

10.2.3 Benefit

1. The member is eligible for the reimbursement of the cost of privately bought items of uniform and personal necessities. Both these conditions must be met.

   a. The member is eligible to be provided with the item.

   b. The CDF is satisfied that the purchase is reasonable. The CDF must consider all these criteria.

      i. The availability of the items from Service sources.

      ii. The member's primary service location.

      iii. The nature of the member's duties.

      iv. If the member has a special need for the item because of a medical condition.

      v. Any other factor relevant to the purchase of the item.

2. The member may not be reimbursed more for an item than the price listed in the Commonwealth list of prices of clothing, uniforms and personal necessities.

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Part 3: Aide-de-camp, ADF advisor and other specified persons benefit

10.3.1 Purpose

The purpose of this Part is to assist certain members with the cost of purchase or hire of civilian clothing, to meet the requirements of representational roles for an aide-de-camp, an ADF advisor and other specified persons.

10.3.2 Member this Part applies to

1. This Part applies to the following members, including a member on Reserve service.

    a. A member performing duty as one of the following.

        i. An aide-de-camp, including an aide-de-camp designated by the CDF.

        ii. An equerry.

        iii. A chaperone.

        iv. A media content officer at Government House.

    b. A member who is a Defence Advisor to the Joint Standing Committee on Foreign Affairs, Defence and Trade.

    c. A member posted to a location in Australia who is any of the following and approved by the CDF.

        i. An ADF advisor.

        ii. A member required to perform official representational duties.

    d. The Personal Assistant to the CDF.

1A. Paragraph 1.a does not apply to an honorary aide-de-camp or an aide-de-camp to an official of a State or Territory.

2. For the purpose of 1.c., the CDF must have regard to the nature of the representational duties, and the associated clothing requirements.

10.3.3 Clothing benefit

1. A member is eligible to be reimbursed the cost of the purchase or hire of clothes if all the following apply.

    a. The clothes are required for representational duties at a formal or business events in connection with, or as a part of, the member's duties.

    b. The clothes are not normally required by the member when performing the duties of their role.

2. The maximum reimbursement for each posting is one of the following.

    a. If the member meets any of the following — $3,514.

        i. They are an aide-de-camp to the Governor-General or an overseas visiting dignitary.

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ii. They are a media content officer at Government House.

b. For any other member — $1,757.

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Part 4: Loss or damage to clothing or personal effects

10.4.1 Purpose

This Part provides a payment to a member for loss or damage to their clothing or personal effects that is directly related to their service.

10.4.1A Member this Part applies to

This Part applies to any member, including a member on Reserve service.

10.4.2 Payment for loss or damage

1. Subject to subsection 2, a member is eligible for a payment for loss or damage to clothing or personal effects directly related to their service if the CDF is satisfied of all of the following.

    a. The payment is reasonable.

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

2. A member is not eligible for payment under subsection 1 if any of the following apply.

    a. The member's clothing or personal effects were lost or damaged while the member was on leave, or during their return from leave.

    b. The member is eligible for an amount for the loss or damage of the clothing or personal effects under Chapter 14 Part 6 Division 3.

    c. The member's clothing or personal effects have been, or will be, repaired or replaced by Defence.

10.4.3 Amount of payment

1. The payment under section 10.4.2 is an amount set by the CDF having regard to all the following.

    a. The value of the item at the time of the loss or damage.

    b. The degree in which the member contributed to the extent of the loss or damage.

    c. Any other amount paid or payable for damages, compensation or under a contract of insurance.

    d. The cost of repairs.

2. If a member is paid an amount under this Part and recovers an amount for the loss or damage elsewhere, the member must repay the benefit up to the lesser of the following.

    a. The recovered amount.

    b. The amount of the payment.

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Part 5: Plain clothes allowance

10.5.1 Purpose

The purpose of this Part is to reimburse the cost of the purchase or hire of plain clothing for a member who is posted to a Service police investigator position or the CDF Signals Detachment.

10.5.2 Plain clothes allowance

A member is eligible to be reimbursed the cost of purchase or hire of plain clothes necessary for the requirements of their duty if they are in one of the following situations.

a. All the following apply.

   i. They have been appointed to an investigator position in the Joint Military Police Unit.

   ii. The Provost Marshal ADF has decided that the position requires the occupant to wear plain clothes as part of an investigation.

b. All the following apply.

   i. They are posted to the CDF Signals Detachment.

   ii. The CDF has approved the payment of the allowance.

10.5.3 Limits on reimbursement

The maximum reimbursement is one of the following.

a. If subsection 10.5.2.a applies — $1,757 every 4 years from the date the member is appointed to an investigator position.

b. If subsection 10.5.2.b applies — $1,757 for each posting.

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Chapter 11: ADF-related compensation

Part 2: Additional military compensation

Division 1: General provisions

11.2.1 Purpose

This Part provides for additional compensation for members who suffer an injury that results in death or severe impairment and in respect of which compensation is payable under the *Safety, Rehabilitation and Compensation Act 1988* (SRC Act).

11.2.3 Limits to application of benefits under this Part

1. This Part applies only to injuries that meet both these conditions.

   a. A member suffered them after 10 June 1997 and before 1 July 2004.

   b. They resulted in the death or severe impairment of the member.

2. This Part does not apply to any injury that a member is entitled to compensation for under the *Military Rehabilitation and Compensation Act 2004*.

11.2.4 Definitions

In this Part the following apply.

ADB means additional death benefit

Basic amount means the amount calculated under subsection 11.2.11.1.

Commonwealth authority has the same meaning as in section 4 of the SRC Act.

Compensation means SRC compensation, State compensation and State workers' compensation.

Dependent child amount means the amount payable under subsection 11.2.8.2 or 11.2.11.2.

Impairment has the same meaning as in section 4 of the SRC Act.

Interim payment amount means the amount calculated under subsection 11.2.13.3.

Member despite section 1.2.2, a reference to a member includes a member of the Reserves.

Non-economic loss has the same meaning as in section 4 of the SRC Act.

Permanent has the same meaning as in section 4 of the SRC Act.

Severe injury means an injury for the purpose of the SRC Act affecting the brain or spinal cord of a person and must result in quadriplegia, paraplegia, hemiplegia, an organic brain syndrome, chronic blindness or a condition of similar effect.

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SIA means severe injury adjustment.

Spouse has the same meaning as in the SRC Act.

Spouse amount means the amount payable under subsection 11.2.8.1.

SRC Act means the *Safety, Rehabilitation and Compensation Act 1988.*

SRC Compensation means compensation payable under subsection 17(3) or 17(4), or section 24 or 27 of the SRC Act.

State compensation has the same meaning as in section 119 of the SRC Act.

State workers' compensation has the same meaning as in section 118 of the SRC Act.

The Secretary means the Secretary of the Department of Veterans' Affairs.

11.2.4A Dependent child

1. A **dependent child** means a person who meets all of the following.

    a. They meet the definition of child under section 1.3.35.

    b. They are wholly or partly dependent on the member for economic support.

    c. They meet one of the following.

        i. They are under 16 years old.

        ii. They are 16 or more years old, but less than 25 years old, and meet the education test.

2. In this section, **education test** means meeting both of the following.

    a. The person is in full-time education at a school, college, university or other educational institution.

    b. The person is not ordinarily in employment or working on their own account.

11.2.5 Some aspects of dependency

1. A child of a member is taken to have been wholly or partly dependent on a member at a time if the child would have been so dependent at that time but for an incapacity of the member as the result of an injury.

2. A child of a member who, immediately before the occurrence of an event, lived with the member is taken to have been wholly dependent on the member at the time of the occurrence of that event.

3. A child of a member who was born alive after the member's death is taken to have been born immediately before the member's death and to have been wholly dependent on the member at the time of the member's death.

4. A child of a member who was conceived before the time of an assessment of the member's SRC compensation mentioned in subsection 11.2.11.2, and was born alive after that time, is taken to have been born immediately before that time and to have been wholly dependent on the member at that time.

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5. In deciding whether a child is or was dependent on a member at a time, none of these amounts payable for the child under the *Social Security Act 1991* are to be taken into account.

   a. Family allowance.

   b. Family allowance supplement.

   c. Child disability allowance.

   d. Double orphan pension.

11.2.6 Damages or compensation recovered or received for the benefit of a member's resident family

1. A reference in this Division to SIA, ADB, compensation or damages paid or payable to a member's resident family includes a reference to SIA, ADB, compensation or damages paid or payable to a person other than the member's resident family for the benefit of the resident family.

2. A reference in this Division to compensation or damages received or recovered by a member's resident family includes a reference to compensation or damages received or recovered by a person other than the resident family for the benefit of the resident family.

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Division 2: Additional death benefit

11.2.7 Entitlement to additional death benefit

1. An additional death benefit is payable in relation to a member under this Division if all these conditions are met.

    a. The member meets both of the following conditions.

        i. On or after 10 June 1997, the member suffered an injury, being an injury or disease for the purpose of the SRC Act.

        ii. The injury results in the member's death, regardless of the date of the death.

    b. The member is survived by any of these sets of people.

        i. A partner.

        ii. One or more dependent children.

        iii. Both a partner and one or more dependent children.

    c. SRC compensation in respect of the injury is payable to, or for the benefit of, the partner or one or more dependent children.

2. The ADB in relation to a member is the total of the amounts payable in relation to the member under this Division.

3. The ADB is payable in addition to any SRC compensation that is payable in relation to the member.

11.2.8 Calculation of the ADB

1. The partner of a deceased member is entitled to a payment of $47,395.78.

2. In addition to the partner amount (if any), an amount of $70,277.43 is payable for each person who was a dependent child of the member at the time of the member’s death.

    Note: The dollar amounts in this section are indexed.

11.2.9 Who the ADB is payable to

1. The ADB is payable to the partner.

2. Subsection 3 or 4 applies if the deceased member is survived by a dependent child and one of the following conditions is met.

    a. The deceased member is not survived by a partner.

    b. The partner does not have primary responsibility for the daily care of the child.

3. If the child is under 18 years old, the dependent child amount is payable to a person who has primary responsibility for the daily care of the child.

4. If the child is 18 or more years old, the dependent child amount is payable to the child.

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Division 3: Severe injury adjustment

11.2.10 Entitlement to a severe injury adjustment

1. A severe injury adjustment is payable in relation to a member under this Division if the member meets all these conditions.

   a. The member suffered a severe injury in relation to service in respect of which SRC Act compensation is payable.

   b. The injury set out in paragraph a. of this subsection occurred on a date set out in the following table.

Item	If the claim was...	the severe injury must be...
1.	made in relation to an injury (other than a disease) for the purposes of the SRC Act	suffered on or after 10 June 1997 but before 1 July 2004.
2.	made in relation to an injury that is a disease for the purposes of the SRC Act	suffered on or after 10 June 1997.

   c. The degree of permanent impairment of the member as a result of the injury is finally determined, under section 24 of the SRC Act, to be not less than 80%.

2. The SIA in relation to the member is the total of the amounts payable in relation to the member under this Division.

3. The SIA is payable in addition to any SRC compensation that is payable in relation to the member in respect of the injury.

4. The SIA is payable whether or not the member makes a request, under section 43 of the SRC Act, that the SRC compensation in respect of the injury not be paid to, or for the benefit of, the member.

5. The SIA is payable whether or not the member chooses, under section 45 of the SRC Act, to begin proceedings in relation to damages.

11.2.11 Calculation of the SIA

1. The basic amount of SIA in relation to a member is this amount.

   A - B

   where:

   A is the total of the maximum amount of permanent impairment compensation payable under the SRC Act, plus $68,063.38.

   B is the total amount of SRC Act compensation payable (or that would be payable but for a request under section 43 of the SRC Act or an election under section 45 of that Act) to the member in respect of the injury.

2. An amount of $70,277.43 is payable, in addition to the basic amount, for each person who was a dependent child of the member at the time of the assessment of the member's SRC compensation under section 24 of the SRC Act.

   Note: The dollar amounts in this section are indexed.

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11.2.12 Who the SIA is payable to

1. The SIA in relation to a member is payable to the member.

2. If an amount is payable under subsection 11.2.11.2 and the member does not have primary responsibility for the daily care of the child, the payment is payable to the person who has primary responsibility for the daily care of the child.

11.2.13 Interim payment of SIA

1. This section applies if, under section 25 of the SRC Act, both these conditions are met.

   a. An interim payment of SRC compensation is made to the member in respect of the injury.

   b. The amount has been assessed on an interim determination that the degree of permanent impairment of the member is not less than 80%.

2. An interim payment of SIA is payable to the member.

3. The interim payment amount is this amount.

   A – B

   where:

   A is the total of the maximum amount of permanent impairment compensation payable under the SRC Act, plus $68,063.38.

   B is the maximum total amount of SRC Act compensation payable (or that would be payable but for a request under section 43 of the SRC Act or an election under section 45 of that Act) to the member in respect of the injury.

4. When, under section 24 of the SRC Act, the degree of permanent impairment of the member as a result of the injury is finally determined, there is payable to the member an amount of SIA equal to the difference (if any) between the basic amount and the interim payment amount.

   Note: The dollar amounts in this section are indexed.

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Division 4: Avoidance of double benefits

11.2.14 Notice of proceedings against a third party

1. This section applies if all these conditions are met.

    a. SIA or ADB is payable (or would be payable but for this Division) in relation to a member in respect of an injury.

    b. The injury happened in circumstances that appear to create a legal liability in a person (other than the Commonwealth, a Commonwealth authority or an employee of the Commonwealth) to pay damages in respect of the injury.

    c. After 9 February 1998, the member or their resident family begins proceedings to recover damages from the person.

2. The member or their resident family, as the case requires, must notify the Secretary in writing of the proceedings not later than 7 days after the day the member or their resident family begins the proceedings.

11.2.15 SIA or ADB not payable if damages are recovered

1. This section applies if both these conditions are met.

    a. But for this section, SIA or ADB would be payable to a member or their resident family in respect of an injury suffered by the member.

    b. The member or their resident family recovered, or recovers, damages in respect of the injury.

2. If the member or their resident family recovers damages on or after 9 February 1998, the member or their resident family, as the case requires, must notify the Secretary in writing, within 28 days after the day the damages are recovered, of the recovery of the damages and the amount of damages.

3. If SIA or ADB was paid to the member or their resident family before the damages are recovered, the member or their resident family, as the case requires, must repay an amount equal to the amount (if any) of SIA or ADB that, when added to the amount of SRC compensation (if any) paid to the member or their resident family, does not exceed the amount of the damages.

4. SIA or ADB is not payable to the member or their resident family after the day the member or their resident family recovered, or recovers, the damages.

5. Subsection 3 does not apply if the damages were recovered in proceedings instituted by the member under section 45 of the SRC Act, or by way of a settlement of the proceedings.

6. Subsection 4 does not apply if the damages were recovered in any of these ways.

    a. As a result of proceedings begun by the member after making an election under section 45 of the SRC Act.

    b. As a result of proceedings begun or taken over by the Commonwealth against a person (other than the Commonwealth, a Commonwealth authority or an employee of the Commonwealth).

    c. In a settlement of those proceedings.

7. If a member or their resident family satisfies the Secretary that a part of the damages recovered by the member or their resident family was not in respect of death, permanent

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impairment or non-economic loss as a result of the injury, this section has effect in relation to that member or their resident family, as the case requires, as if the amount of the damages recovered by the member or their resident family were an amount equal to so much (if any) of the damages as was in respect of death, permanent impairment or non-economic loss as a result of the injury.

8. In this section, damages does not include an amount of damages paid under section 76 of the *Veterans' Entitlements Act 1986*.

11.2.16 No double benefit if State workers' compensation is received

1. This section applies if both these conditions are met.

   a. But for this section, SIA or ADB would be payable in relation to a member or their resident family in respect of an injury suffered by the member.

   b. The member or their resident family received, or receives, State workers' compensation in respect of the injury.

2. SIA or ADB is not payable in relation to the member or their resident family in respect of the injury.

3. If SIA or ADB is paid to the member or their resident family before the State workers' compensation is received, the member or their resident family, as the case requires, must pay back an amount equal to the amount of SIA or ADB so paid.

11.2.17 No double benefit if State compensation is received

1. This section applies if both these conditions are met.

   a. But for this section, SIA or ADB would be payable in relation to a member or their resident family in respect of an injury suffered by the member.

   b. The member or their resident family received, or receives, State compensation in respect of the injury.

2. The amount of SIA or ADB payable in relation to the member or their resident family in respect of the injury is so much (if any) of the amount that would be payable but for this section as, when added to the amount (if any) of SRC compensation determined in respect of the injury in relation to the member or their resident family, exceeds the amount of State compensation.

3. If SIA or ADB is paid to the member or their resident family before the State compensation is received, the member or their resident family, as the case requires, must repay an amount equal to the amount (if any) of the SIA or ADB that, when added to the amount of SRC compensation (if any) determined in respect of the injury in relation to the member or their resident family, does not exceed the amount of State compensation

4. If a member or their resident family satisfies the Secretary that a part of the State compensation received by the member or their resident family was not in respect of death, permanent impairment or non-economic loss as a result of the injury, this section has effect in relation to that member or their resident family , as the case requires, as if the amount of the State compensation received by the member or their resident family were an amount equal to so much of the State compensation as was in respect of death, permanent impairment or non-economic loss as a result of the injury.

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11.2.18 Statutory declaration as to State workers' compensation etc.

The Secretary may require a member or their resident family to give to the Secretary a statutory declaration stating whether any damages, State workers' compensation or State compensation has been paid to, or for the benefit of, the member or their resident family for an injury for which, but for section 11.2.15, 11.2.16, or 11.2.17, SIA or ADB would be payable.

11.2.19 Reduction of SIA or ADB if similar compensation received before commencement

1. Under this Division, a person is not required to repay an amount of compensation of the same kind as SIA or ADB that meets the following.

   a. It was paid before 9 February 1998.

   b. It was paid in respect of an injury for which SIA or ADB is payable under this Part.

2. The amount of SIA or ADB payable to a person under this Part is reduced by the amount of compensation a person has received under subsection 1.

11.2.20 Recovery of SIA or ADB that is repayable

The amount of SIA or ADB repayable under section 11.2.15, 11.2.16 or 11.2.17 is recoverable in a court of competent jurisdiction as a debt due to the Commonwealth.

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Division 5: Authorisation of payment and review of decisions

11.2.21 Payment of SIA or ADB

1. The Secretary may authorise the payment to a person of an amount of SIA or ADB payable under this Part in relation to a member.

2. Without limiting the discretion of the Secretary under subsection 1, the Secretary may refuse to authorise a payment to a person if the person meets either of these conditions.

    a. They failed, without reasonable excuse, to notify the Secretary under Division 4 section 11.2.14 of proceedings mentioned in that section.

    b. They refused, or failed without reasonable excuse, to give a statutory declaration under Division 4 section 11.2.18.

3. If an amount is payable to a person who is under a legal disability, Chapter 1 Part 6 section 1.6.3 applies to the payment as if a reference to the CDF were a reference to the Secretary.

11.2.22 Notice of decisions

1. The Secretary must give notice of a decision to authorise, or not to authorise, a payment of an amount of SIA or ADB in relation to a member.

2. The notice must be given to each person who is, to the Secretary's knowledge, one of the member's resident family.

3. The notice must have with it a statement by the Secretary of the Secretary's reasons for making the decision.

4. The notice must include a statement to the effect that, if dissatisfied with the decision, the person may do these things.

    a. In the case of notice of a decision (other than a decision made by the Secretary under section 11.2.23 confirming or varying an earlier reviewable decision of the Secretary) – request reconsideration of the decision under section 11.2.23.

    b. In the case of notice of a decision made by the Secretary under section 11.2.23 confirming or varying an earlier reviewable decision of the Secretary – apply to the Administrative Review Tribunal for review of the decision so confirmed or varied.

5. Failure to comply with subsection 4 in relation to a decision does not affect the validity of the decision.

11.2.23 Reconsideration of decisions

1. A person who is dissatisfied with a decision of the Secretary (other than a decision made under this section) may, by notice in writing to the Secretary, request the Secretary to reconsider the decision.

2. The notice must be given to the Secretary within either of these times.

    a. 30 days after the day the person first receives notice of the decision.

    b. Any further period that the Secretary allows.

3. The person must set out in the notice the reasons for the request.

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4. The Secretary must reconsider the decision. The Secretary may do either of these things.

   a. Confirm the decision.

   b. Vary or revoke the decision.

11.2.24 Review by Tribunal of reconsidered decisions

An application may be made to the Administrative Review Tribunal for review of a decision of the Secretary to confirm or vary a decision under subsection 11.2.23.4.

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Division 6: General

11.2.25 Reimbursement for cost of financial advice

1. If a person is paid an amount of SIA or ADB under this Determination and obtains professional financial advice about the investment of that amount, the person is entitled to be reimbursed up to $1,405.62 for the cost of that advice.

2. For subsection 1, an amount that is made up of an interim payment and a final payment is to be taken as one amount.

Note: The dollar amounts in this section are indexed.

11.2.26 Indexation of amounts

1. Section 13 of the SRC Act applies to the dollar amounts specified in subsections 11.2.11.1 and 11.2.11.2 and sections 11.2.13 and 11.2.25 as if both these conditions were met.

   a. Those amounts were relevant amounts mentioned in subsection 13(1) of the SRC Act.

   b. References in that section to the SRC Act were references to this Part.

2. Section 13AA of the SRC Act applies to the dollar amount specified in subsections 11.2.8.1 and 11.2.8.2 as if both these conditions were met.

   a. That amount was a relevant amount mentioned in subsection 13AA(1) of the SRC Act.

   b. References in that section to the SRC Act were references to this Part.

11.2.27 Exercise of powers by Secretary

In this Division, a reference to the Secretary includes a reference to another person authorised by the Secretary for the purpose of the provision in which the reference occurs.

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Part 3: Payment of financial entitlements on death

11.3.1 Purpose

This Part sets out financial benefits that may be provided on the death of a member. They include payments for leave not taken, bereavement payments and reimbursement for financial or legal advice.

11.3.2 Entitlement for leave and other compensation

1. This section applies if a member, including a member of the Reserves, dies.

2. A person is eligible for the sum of what would have been payable to the member for the following if they had ceased to be a member on the day they died.

    a. Recreation leave.

    b. Long service leave.

    c. War service leave.

    d. Compensation for loss or damage to clothing or personal effects.

3. In this section, **a person** means a person who is eligible to receive a payment under section 1.6.4.

11.3.3 Bereavement payment – member on continuous full-time service

1. In this section the following apply.

    Dependent person means a person who was financially dependent on the deceased member during the relevant pay period.

    Gross fortnightly pay means the greater of the following amounts.

    a. The total amount of the fortnightly instalments of salary and allowances the member would have been entitled to for the relevant pay period, and includes amount payable for any of the following.

        i. Income tax.

        ii. Superannuation.

        iii. A debt due to the Commonwealth.

    b. The average amount of gross fortnightly pay that the member was entitled to for each completed pay period in the last 3 months of service.

    Relevant pay period means the fortnight that ends on the day immediately before the day the member died.

2. This section applies if all of the following have occurred.

    a. The member has died.

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b. During all or part of the relevant pay period, the member met one of the following.

i. They were on continuous full-time service and salary was payable.

ii. They were on a flexible service determination.

3. This section does not apply if there is no dependent person.

4. A dependent person is eligible to receive four times the member's gross fortnightly pay as a bereavement payment.

5. Payment must be made in four equal fortnightly instalments, and begins on the first day of the pay period immediately after the member's death.

6. A bereavement payment must not be made to more than one dependent person unless the CDF or decision maker is satisfied that there are exceptional circumstances.

7. In this section, **decision maker** means the Director General, Defence Member and Family Support.

11.3.3A Bereavement payment – Reserves

1. In this section, the following apply.

Decision maker means the Director General, Defence Member and Family Support.

Dependent person means a person who was financially dependent on the deceased member during the fortnight that ends on the day immediately before the day the member died.

2. A dependent person is eligible to receive a bereavement payment if all of the following apply.

a. The member was a member of the Reserves not on continuous full-time service.

b. The member died during in any of the following circumstances.

i. The member was on Reserve service.

ii. The member was scheduled on Reserve service.

iii. The member was not scheduled on Reserve service and the decision maker is satisfied that exceptional and compelling circumstances exist.

3. The bereavement payment is calculated in accordance with the following formula

$$\boldsymbol{bereavement\ payment} = \boldsymbol{A} \times \mathbf{56}$$

Where:

A is the member's Reserve daily rate of salary.

Note: A member of the Reserves' daily rate of salary is provided under section A.1.5 of DFRT Determination, 2017 No. 2.

4. A bereavement payment must not be made to more than one dependent person unless the CDF or decision maker is satisfied that there are exceptional circumstances.

5. The bereavement payment is paid in 4 fortnightly instalments from the first day of the pay period immediately after the member's death.

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11.3.4 Payment for financial or legal advice

1. This payment assists persons with legal or financial responsibility upon a member's death to carry out their duties. It is intended to assist the person to make sound and rational decisions associated with their role.

2. This section applies to a person who meets both of the following conditions.

    a. They must be a member of the family as defined under section 58A of *Defence Act 1903.*

    b. They hold any of the following roles.

        i. An executor of the deceased member's will.

        ii. A beneficiary of the deceased member's estate.

        iii. A legal personal representative of the beneficiary of the deceased member's estate.

3. The person may be eligible for a payment under this section if all of the following have been met.

    a. The CDF forms a belief that the person would have difficulty making decisions required of them, but that this is unlikely to result in the appointment of another person to make the decision on their behalf.

    b. The CDF believes the difficulty is caused by either of the following.

        i. A lack of demonstrated adult cognitive maturity.

        ii. Another cognitive or functional impairment.

    c. The CDF decides that based on his belief, the person needs the support to carry out their role in making sound and rational decisions on financial or legal matters.

4. The person may be reimbursed up to $2,000 for each of the following costs.

    a. Financial advice obtained from a financial advisor who holds a current Australian financial services licence.

    b. Legal advice obtained from a legal practitioner, not including costs for obtaining legal advice relating to a dispute.

        Note: Legal advice does not include legal or court costs.

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Part 4: Funeral and transportation costs on death

Division 1A: General provisions

11.4.1 Purpose

The purpose of this Part is to provide assistance to a member, former member or their resident family when a death occurs.

11.4.2 Dual entitlement

If a deceased member was also recognised as a member's resident family, the conditions and benefits set out in Division 1 apply.

11.4.4 Administration

To be eligible for reimbursement of approved costs under this Part, the claimant must submit all relevant invoices and receipts to Defence Member and Family Support.

11.4.4A Legal personal representative

In this Part, **legal personal representative** means one of the following.

a. The executor of the deceased member or former member's will.

b. The administrator of the deceased member or former member's estate.

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Division 1: Funeral costs, floral and non-floral tributes for deceased members or former members

11.4.5 Purpose

The purpose of this Division is to provide financial assistance for funeral costs, floral and non-floral tributes to a member's resident family when a member or a former member dies.

11.4.6 Member or former member this Division applies to

1. This Division applies in relation to a deceased member or former member who was in any of the following classes immediately before they died.

    a. A member of the Permanent Forces.

    b. A member of the Reserves in any of the following circumstances at the time of death.

        i. On continuous full-time service.

        ii. Undergoing training.

        iii. Attending a parade or bivouac.

        iv. The death is due to injuries suffered, or illness contracted, while serving in the ADF.

        v. The member had been on overseas operational deployment within the previous 12 months.

    c. A member of the Reserves or a retired member who met one of the following conditions before death.

        i. The member held the rank of two-Star or above.

        ii. The relevant Service Chief has requested that a benefit be provided for the member under this Part, having regard to the member's distinguished career.

        iii. A member of the Air Force who held a one-star rank or above before 7 May 1999.

        iv. A Chaplain who was appointed as a Principal Air Chaplain before 7 May 1999.

    d. A recipient of the Victoria Cross or the Victoria Cross for Australia.

2. The Director General Defence Member and Family Support may approve funeral expenses for a deceased member or former member not specified under subsection 1 if requested by the relevant Service Chief.

11.4.7 Member this Division does not apply to

This Division does not make any provision in relation to the following deceased members.

a. A member who was absent without leave at the time of death.

b. A member who died while on duty overseas and who has an overseas funeral under Chapter 12 Part 7.

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11.4.9 Funeral costs

1. The Director General Defence Member and Family Support may approve an application for the payment for costs related to a deceased member or former member's funeral, up to $14,000.

2. When considering whether to approve costs under subsection 1, the Director General Defence Member and Family Support must have regard to the following.

   b. The person's wishes, as communicated through the deceased member or former member's legal personal representative.

   c. Any requirements of the relevant religion, faith or culture of the deceased member or former member.

3. The Director General Defence Member and Family Support may approve payment of additional costs related to the funeral amount specified in subsection 1, if satisfied that there are exceptional circumstances.

4. The approved costs under this Division may be paid to any of the following people.

   a. The deceased member or former member's resident family.

   b. The deceased member or former member's legal personal representative.

   c. The service provider.

11.4.10 Funeral overseas

1. This section applies if both of the following conditions are met.

   a. An eligible member or former member dies in Australia.

   b. The deceased member or former member's family choose to have a private funeral overseas.

2. The Director General Defence Member and Family Support may approve costs up to the amount specified in subsection 11.4.9.1.

3. Overseas funeral arrangements are the responsibility of the deceased member or former member's next of kin or legal personal representative.

   Note: A mourner’s travel and accommodation costs will not be paid for.

11.4.10A Memorial services after the COVID-19 pandemic

1. In this section:

   Beneficiary, in respect of a member, means one of the following persons.

   a. Resident family of the member.

   b. The member’s legal personal representative.

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

   Member means a deceased member or deceased former member.

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

   a. The member's funeral occurs while COVID-19 control measures relating to funerals are in place.

   b. The memorial service is to be held in Australia.

   c. Director General Defence Member and Family Support is satisfied of all of the following.

      i. The memorial service is consistent with the member's wishes.

      ii. The memorial service is consistent with the requirements of the member's faith, religion or culture.

3. The memorial service must occur between the following days.

   a. The day COVID-19 control measures relating to funerals ends.

   b. The day 12 months after COVID-19 control measures relating to funerals ends.

4. The maximum financial assistance available is the greater of the following.

   a. The lesser of the following.

      i. The cost of the memorial service.

      ii. $14,000 less the amount paid under section 11.4.9 or 15.9.3, if any.

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

5. The financial assistance available under this section may be paid to a service provider.

11.4.11 Travel and accommodation

1. In this section, **member** means a deceased member or deceased former member.

1A. Subject to subsection 1B, any of the following persons are eligible for travel and 2 nights' accommodation in Australia to attend the funeral or memorial service of a member.

   a. Resident family of the member.

   b. A person accompanying the resident family if the resident family is very young, aged, have an illness or are severely distressed.

   c. The member's parents.

1B. Section 1A does not apply if any of the following apply.

   a. The funeral or memorial service is to be held in the location where the person eligible for travel and accommodation under subsection 2 lives.

   b. The funeral or memorial service is to be held overseas under one of the following.

      i. Section 11.4.10, Funeral overseas.

      ii. Section 15.9.3, Assistance if member dies.

2. A person eligible for accommodation under subsection 1A is eligible for an additional night's accommodation if all the following apply.

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a. The person is attending a funeral to which section 11.4.9 applies.

Note: This does not apply to memorial services.

b. The Director General Defence Member and Family Support is satisfied that it is required due to travel requirements and the time of the funeral service.

3. Travel and accommodation must be organised using Defence business travel arrangements up to the maximum amount that would have been paid if they were eligible for travel and accommodation costs under Chapter 9.

4. The Director General Defence Member and Family Support may approve a higher maximum amount payable for accommodation under subsection 3 if either of the following occurs.

a. There is no accommodation under the Defence business travel arrangements at the rate specified under Annex 9.5.A.

b. There is no accommodation under the Defence business travel arrangements at the funeral location.

5. People approved under subsection 1 will be reimbursed the cost of meals, up to the amount they would have been paid if they were eligible for meal costs under Annex 9.5.A.

Note: The cost of incidentals will not be reimbursed.

11.4.12 Floral and non-floral tributes

1. The CDF may approve floral and non-floral tributes in respect of a member for any of the following events.

a. An annual celebration of remembrance for a deceased member or deceased former member.

b. A memorial occasion of national importance for the remembrance of a deceased member or deceased former member.

2. The maximum amount payable for floral and non-floral tributes is $250.

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Division 2: Assistance on death of resident family in Australia

11.4.13 Purpose

The purpose of this Division is to provide financial assistance to a member when a person recognised as resident family dies.

11.4.14 Member this Division applies to

This Division applies to a member if all of the following conditions apply.

a. The member has resident family.

b. A person who is recognised as resident family of the member dies in Australia.

c. The person under paragraph b is not in the location where the funeral is to take place.

11.4.15 Assistance provided when resident family dies

1. The Director General Defence Member and Family Support may approve assistance with the following costs.

   a. The reasonable cost of the preparation of the deceased person’s remains.

   b. Reasonable transport costs of the deceased to either of the following locations.

      i. To the location in Australia where the funeral will be held.

      ii. To the nearest Australian departure point when the funeral will be held outside of Australia.

2. Despite subparagraph 1.b.ii, no transport costs are paid if the deceased person is at the Australian departure point.

3. The member may elect that the assistance under this section be paid to any of the following people.

   a. The deceased person's legal personal representative.

   b. The service provider.

   c. The person who paid for the preparation or transportation of the deceased person.

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