

**EMPLOYMENT AND VOLUNTARY ACTIVITIES OF ADF MEMBERS
IN OFF DUTY HOURS AND WHILST ON LONG SERVICE LEAVE**

1. I, No Rank Name hereby apply for the approval of my undertaking civil employment/voluntary activities in off duty hours / whilst on long service leave.

2. My reasons for seeking civil employment are:

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3. Type of employment:

4. Employer (Name and Address):

5. **Restrictions:**

- a. The activity is not to conflict with the member's public duty IAW DI(G) PERS 25-2 (*Employment and Voluntary Activities of ADF Members in Off-Duty Hours*).
- b. The activity is not to involve the use of official time, and the hours of duty are such that the member's efficiency, as a member of the ADF will not be impaired.
- c. The activity is not to involve the use of classified or sensitive information or knowledge based on information acquired in the course of official duties.
- d. The activity will not bring the ADF into disrepute, as determined by the Approving Authority.
- e. Service Uniforms, or part thereof, or any other clothing which associates the member with the ADF, are not to be worn.
- f. The member is not knowingly receive remuneration at a lower rate than that paid to a civilian in like employment.
- g. The member is not to knowingly replace or receive the remuneration of a civilian who is on strike.
- h. The activity is not to impede the full-time employment of any civilian person.
- i. Regular Army members of the Special Air Service Regiment are not to undertake security-type functions or to provide security-type services in off-duty hours.
- j. The activity is not to contravene the provisions of the *Crimes (Foreign Incursions and Recruitment) Act 1978*.

6. **If approved I understand that:**

- a. My private business is in no way to interfere with my ADF duties.
- b. No part is to be taken in any activities which may give rise to suspicion, however ill-founded, that Service knowledge is being used to further private business or commercial interests.
- c. No part is to be taken any transaction relating to the ADF or the Commonwealth Government or any Commonwealth statutory organisation.
- d. No concessions such as leave beyond normal entitlements or absence from duty can be granted.
- e. Approval, if granted, will not be held to debar any posting should the occasion for such a posting arise.
- f. Approval, if granted, may be revoked at any time by an Approving Authority in the event that a sensitive situation arises in respect of an approval, or if an employment restriction set out in paragraph 6, is breached, or for service related reasons.

7. The ADF will not in any circumstances accept responsibility for injury, loss or damage suffered by members or for injury, loss or damage caused to other parties or to property arising in this course of, or out of the activities of members engaged in employment or undertaking voluntary activities in off-duty hours.

8. If injury, loss or damage is suffered by the member, or if medical or dental expenses are incurred by the Services as a result or a member's engagement in employment or involvement in voluntary activities in off-duty hours (whether approval has been granted or not) the member may be requested to pay the cost of such treatment in accordance with current ADF Instructions.

9. I have read the above information and fully understand the implications as stated in **DI (G) PERS 25-2 (*Employment and Voluntary Activities of ADF Members in Off-Duty Hours*)**, **DI (G) PERS 25-3 (*Discloser of Interests of Members of the ADF*)**, **DI (G) PERS 25-4 (*Notification of Post Separation Employment*)**, and **DI (G) PERS 25-6 (*Conflict of Interest and Acceptance of Offers of Gifts and Hospitality*)**.

(Date)

(Signed)

RECOMMENDED/NOT RECOMMENDED

(Date)

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Branch/Directors Signature

APPROVED/NOT APPROVED

(Date)

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CO ADFPC-C