
Annex 4.3.B: Guidance on eligibility for field allowance

See: Chapter 4 Part 3 [Division 4](#)

Part 1: Levels of disability

Each disability is covered in the following paragraphs, and three levels are described for each. When field circumstances are assessed, the appropriate level is ticked in the scoring matrix at the end of this Annex.

- **Living conditions.** Living conditions encompass the accommodation provided (or not, as the case may be) and arrangements for sleeping. The levels are:
 - a. *Personal.* Accommodation is self-contained and is limited to individual or small group resources generally transported or carried by individuals and erected as required. This level of living conditions is characterised by arrangements that are often arbitrary, or dependent on the nature of the task being performed in the field. Living conditions are the furthest removed from the comforts of barracks or a normal household.
 - b. *Temporary.* Accommodation is either provided or erected on a group basis. This form of accommodation will normally be more static than the 'personal' category above but is not necessarily fixed in one place. Temporary accommodation includes fixed tentage (such as 11x11) and also fixed 'camps' which are deficient in standard (for example, do not protect from weather).
 - c. *Fixed.* Fixed accommodation includes permanent or established buildings or structures which are designed and provided for accommodation purposes. Fixed accommodation would include most, but not all, constructed 'camp' accommodation.
- **Working conditions.** The conditions under which daily work is undertaken are:
 - a. *Extreme.* Extreme working conditions typically involve consistent exposure to humidity, water, dust, mud or dirt. There will be consistent exposure to weather, and often to hazards not normally experienced in the barracks environment. Strenuous physical activity may be required for extended periods and there will be very limited opportunity to rest during activities. Extreme working conditions are characterised by extended exposure to disabilities while working, and by very limited, or no opportunity for relief from them.
 - b. *Adverse.* Adverse working conditions involve significant exposure to such factors as adverse weather conditions or demanding physical activity. There is little opportunity for relief from such conditions during the working day; work continues regardless. Adverse working conditions are demonstrably more difficult and demanding than those experienced in barracks.
 - c. *Normal.* Normal working conditions are those which generally, but not necessarily absolutely, reflect those which apply in the normal barracks or workplace. The normal workplace is taken to involve occasional adverse working conditions.
- **Eating arrangements.** This disability encompasses the rations provided, the method of preparation and the arrangements for consumption of food. The levels are:
 - a. *Individual.* Meals are prepared by individuals or small groups, from rations transported or carried on the person. Meals are prepared and consumed under adverse conditions and the quality, quantity and regularity of meals are variable. No general facilities are provided for the preparation or consumption of rations.
 - b. *Temporary.* Food is prepared and consumed under temporary arrangements. Any facilities provided are not purpose designed and/or members have to assist in the preparation of their food. Under temporary arrangements, rationing conditions are demonstrably inferior to those in barracks.

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- c. *Fixed.* Food is normally prepared by dedicated staff in purpose designed facilities. Fixed facilities provide arrangements similar to those in barracks, although the style and variety of meals may be limited.
 - **Leisure.** This disability encompasses access to mail and telephone, and the ability to communicate with family or friends. It also includes the capacity to take time off to relax while in the field and, more importantly, the ability to effectively use such time. The levels are:
 - a. *Non-effective.* There is little or no opportunity to maintain contact with family or friends. Any time off is so restricted or irregular that it does not relieve the effects of the disabilities of field service. No leisure resources are available. The non-effective level is characterised by the almost total lack of any meaningful leisure time.
 - b. *Limited.* Communication facilities are limited or inconsistently available. Some time off may be given (for example, at night) but there are few resources provided to allow effective use of such time. Individuals get some leisure, but are clearly disadvantaged when compared with the normal barracks environment.
 - c. *Normal.* There is reasonable access to communications facilities. Leisure time is available and some resources are provided for use in time off. Overall facilities may be of a lesser standard than those enjoyed in barracks, but individuals are not significantly disadvantaged.
 - **Facilities/services.** Facilities include ablutions and toilets, while services encompass such things as water and electricity. The levels are:
 - a. *Unavailable.* Facilities and services are generally absent or not available for consistent use. Water would normally be individually carried or transported, or be obtained from local resources. Toilet facilities would normally be individual or group field latrines dug as required.
 - b. *Limited.* Facilities and services may be provided, but are deficient. For example, ablutions and toilets may be temporary facilities provided in situ, permanent hot water may not be available, or electricity may be provided by generator. The net effect of deficiencies causes individuals to be demonstrably disadvantaged when compared with the barracks standard of facilities and services.
 - c. *Full.* Facilities and services are similar to those provided in barracks, although not necessarily to the same standard. Ablutions and toilets are fixed, and hot and cold running water is provided.
 - **Hours of work.** This disability relates to the length of the working day. The levels are:
 - a. *Extreme.* Most (more than 15) if not all of each 24 hours are taken up with the field activity. Resting or sleep is very limited and irregular. Fully tactical exercises would normally be in this category. (At night, members would be required to carry out picket or sentry duty and operate radios).
 - b. *Extended.* Long hours (more than 10 to 12 a day) are consistently worked. The remainder of waking hours could be taken up with eating and essential rest. These working hours are demonstrably more arduous than those in barracks.
 - c. *Normal.* The structure of the working day generally differs little from that experienced in the barracks workplace. Work may be hard, and may involve extended hours (more than eight to 10) on some days, but the cumulative effect does not lead to a significant disability for members.

Part 2: Field allowance scoring matrix

IS THE MEMBER IN THE FIELD AS SET OUT IN THE GUIDANCE NOTE BELOW? YES

**If YES continue
If NO do NOT continue**

Disability	Tier 1		Tier 2		Nil entitlement	
Living conditions	Personal	<input checked="" type="checkbox"/>	Temporary	<input checked="" type="checkbox"/>	Fixed	<input type="checkbox"/>
Working conditions	Extreme	<input type="checkbox"/>	Adverse	<input type="checkbox"/>	Normal	<input type="checkbox"/>
Eating arrangements	Individual	<input type="checkbox"/>	Temporary	<input type="checkbox"/>	Fixed	<input type="checkbox"/>
Leisure	Non-effective	<input type="checkbox"/>	Limited	<input type="checkbox"/>	Normal	<input type="checkbox"/>
Facilities/services	Unavailable	<input type="checkbox"/>	Limited	<input type="checkbox"/>	Full	<input type="checkbox"/>
Hours of work	Extreme	<input type="checkbox"/>	Extended	<input type="checkbox"/>	Normal	<input type="checkbox"/>

GUIDANCE NOTE: Authorised persons must not complete an assessment under this matrix until they have read the guidance on 'living in the field' in paragraphs G4.19-26 (reproduced overleaf). The 'living conditions' component in itself will dictate the basis of serving in the field, and is a mandatory component.

Four ticks in the Tier 1 column (**including living conditions**) establishes entitlement to Tier 1.

Four ticks in the Tier 1 or Tier 2 columns (**including living conditions**) establishes entitlement to Tier 2.

Less than four ticks in the Tier 1 and/or Tier 2 columns (and no ticks for living conditions) means that there is no entitlement to field allowance. However, for the exercise of discretion by CDF authorised persons in exceptional circumstances, see clause 4 of the Determination.

In approving payment, I acknowledge that I have read guidance paragraphs G4.19-26.

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Authorised person
for and on behalf of the CDF

[Date]

EXTRACT FROM CHAPTER 4, PART 3, DIVISION 4 – FIELD ALLOWANCE**'In the field'**

- G4.19 Some uncertainty has arisen over the meaning of the expressions *undertake duty* and *live in the field*, used in the definition of "*field service*". This expression is fundamental to consideration of entitlement to field allowance. The consideration of any disabilities which may or may not be experienced is secondary to the threshold issue of whether a member or unit is, in fact, *in the field*.
- G4.20 In the absence of any special definition of the phrase, *in the field* carries its ordinary English meaning — "the scene or area of active military operations of, or pertaining to, campaign and active combat service as distinguished from service at headquarters or in rear areas; of, pertaining to, or conducted in, the open air." (*Macquarie Concise Dictionary*); "ground on which battle is fought, battlefield ... campaigning" (*Concise Oxford Dictionary*).
- G4.21 While it is accepted that service in the field can be rendered during peacetime training as well as in war or warlike service, its essential characteristic is that the working and living conditions are akin to active campaigning. Generally this will involve working and living in the bush for extended periods without returning to fixed amenities.
- G4.22 The following is a general description of what is meant by serving in the field.
- G4.23 Members are considered to be in the field when they are required to undertake duty and live in the field. By *live*, it is meant that members are working, eating and sleeping in an outdoor, open air, natural environment. Members will be experiencing disabilities in living conditions, eating arrangements and working conditions and will not have access to facilities or services. Members' accommodation will be limited to individuals or small group resources, generally transported or carried by individuals and erected as required. Members meals will be prepared by the individual or by small groups, from rations transported or carried on the person. Members will be consuming their meals in an environment that has adverse conditions and may be temporary in nature (field kitchens). The quantity, quality and regularity of meals for members will be variable. The members would be experiencing extreme or adverse working conditions which will typically involve consistent or significant exposure to water, dust, mud or dirt. Members will also experience consistent or significant exposure to adverse weather conditions, and hazards not experienced in the barracks environment. There will also be a requirement for members to undertake strenuous or demanding physical activity for extended periods (longer than experienced in the normal workplace).
- G4.24 It would **not** include situations where members are sleeping in crowded conditions, substandard accommodation rated three or below or on the floor of established, intact buildings in an ordinary military or urban environment. In these cases Field Allowance is not payable because the threshold eligibility requirement is not met, whatever other disabilities are being incurred. Cases of doubt should be referred to higher authority for consideration.

Examples of not being in the field

- G4.25 Duty or training in the field in daylight hours but accommodated in purpose-built structures, *regardless of the standard*, at night time.

Exceptions

- G4.26 Those members who are on a base but are on duty in the field in a designated exercise area or weapons range, eg Airfield Ground Defence Guards.