

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

### 14.0.1 Overview

This Chapter contains legislation for a member and their dependants relocating to or from a long-term posting overseas.

It covers entitlements from when an official written notice of a posting is issued, until the member starts the period of posting. It also covers the return journey to Australia or the next posting.

### 14.0.2 Contents

This Chapter includes these Parts.

<a href="#">Part 1</a>	Overview
<a href="#">Part 2</a>	Before leaving Australia
<a href="#">Part 3</a>	Removals
<a href="#">Part 4</a>	Travel to and from the posting location
<a href="#">Part 5</a>	Settling in and out
<a href="#">Part 6</a>	Evacuations and withdrawals from posting

## Part 1: Overview

### 14.1.1 About relocations to and from overseas postings

1. When a member receives official written notice of an overseas posting, the Commonwealth provides a number of entitlements. These entitlements help the member and dependants to travel to the overseas posting, so the member is ready for duty on the required date. The entitlements also provide travel back to Australia, or the next posting location, when the posting period ends.
2. This table provides an overview of the entitlements covered by this Chapter.

Item	Entitlement	For details, see:
1.	Fitness checks for dependants.	<a href="#">Part 2</a> , Before leaving Australia
2.	Financial advances.	
3.	Financial advice.	
4.	Removal, storage or sale of items.	<a href="#">Part 3</a> , Removals
5.	Sale or storage of private vehicle.	
6.	Transfer allowance.	
7.	Compensation for any loss or damage.	
8.	Travel cost allowance.	<a href="#">Part 4</a> , Travel to and from the posting location
9.	Air travel to the posting location, to begin duty.	
10.	Air travel from the posting, at end of the posting period.	
11.	Excess baggage costs.	
12.	Rest periods.	
13.	Settling in and out allowances.	<a href="#">Part 5</a> , Settling in and out
14.	Entitlements during evacuations	Part 6, Evacuations and withdrawals from posting
15.	Entitlements if the Commonwealth suddenly withdraws from posting.	
16.	Compensation for loss or damage to possessions in certain events. <b>Examples:</b> War, civil disorder, natural disaster.	

3. Once the member has moved in to permanent accommodation at the posting, entitlements are covered by Chapter 15, until the end of the posting period.

**See:** [Chapter 15](#), Living and working on long-term posting overseas

4. When relocating back to Australia, or the next posting location, similar removal, travel and settling out entitlements apply. Check each Part in this Chapter for details.

### 14.1.2 Member this Chapter applies to

1. This Chapter applies to a member (including a member on Reserve service) who is on a long-term posting overseas.
2. Despite subclause 1, a member who meets both the following conditions may be granted the conditions listed in subclause 4.
  - a. The member has been granted a period of part-time leave without pay.
  - b. The member is performing duty overseas.

**Note:** This means that for a member who meets the requirements of subclause 2, any prerequisites of posting overseas are taken not to apply.

3. The following parts of this Chapter apply to a member who meets the conditions in subclause 2.

**Related Information:** See Clause 5.8.26, Other conditions of service that apply, for the conditions applying to members performing part-time leave without pay overseas

Item	Condition	Reference
1.	Travel on evacuation  <b>Exception:</b> The member is only entitled to travel on evacuation. The member is not entitled to travel at the beginning and end of the member's period of duty overseas.	Clause 14.4.4  <b>Exception:</b> Subclause 14.4.4.3.
2.	Conditions on evacuation from post	a. Clauses 14.6.3 to 14.6.7 b. Clause 14.6.12 c. Clauses 14.6.15 and 14.6.16

### 14.1.3 Member this Chapter does not apply to

This Chapter does not apply to a member if either of these conditions applies.

- a. They are not entitled to salary.
- b. They are on a scholarship, bursary or endowment for studying overseas from an organisation other than the Commonwealth.

**Example:** Rhodes Scholarship.

## Part 2: Before leaving Australia

### 14.2.1 Overview

This Part provides information on entitlements and advancements available to members, before leaving Australia for an overseas post.

**Note:** For additional requirements before departure, contact Integrated Travel Solutions. They can assist with information relating to passports and visas.

**See:** Chapter 12 [Part 2](#) Clause 12.2.3 for contact details for Integrated Travel Solutions.

### 14.2.2 Contents

This Part includes these Divisions.

<a href="#">Division 1</a>	Pre-departure certificate of fitness
<a href="#">Division 2</a>	Financial advances and advice
<a href="#">Division 3</a>	Expenses if overseas posting is cancelled

## Division 1: Pre-departure certificate of fitness

### 14.2.3 Member this Division applies to

1. This Division does **not** apply to members. It applies to their dependants approved by the Commonwealth to live at the member's posting location.

**See:** Chapter 15 Part 5 [Division 1](#) Eligible persons

2. Health entitlements for eligible persons at the posting location are outlined in Chapter 15 [Part 5](#), Excess health costs.

### 14.2.4 Pre-departure certificate of fitness

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

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

2. Certificates must be provided by doctors and dentists authorised by Defence. They must be informed that the examinations are required for travelling to and living at the posting location. They must provide a results report to the Joint Health Services Agency (JHSA) for approval.
3. The JHSA will then advise the Overseas Administration Team of approval or further action required. Files are kept by the JHSA as Medical-in-Confidence information.
4. The examinations must allow sufficient time for any necessary medical or dental treatment to be undertaken before departure from Australia.
5. If the examinations reveal a medical, dental, physical, mental or intellectual condition, the JHSA must consider if the posting location has suitable facilities for ongoing treatment of that condition.
- 5A. If a person has been recognised as a dependant with special needs under clause 1.3.82, the decision-maker in the JHSA must consider if the posting location has suitable facilities for ongoing treatment and care of the condition.

**Example:** The dependant with special needs has a medical condition that requires monthly hospital treatments. JHSA will consider if a hospital in the posting location has the facilities to be able to perform the monthly treatment.

**See:** Chapter 1 Part 3 Division 2 clause 1.3.82, Dependants with special needs

- 5B. If a person has been recognised through a medical examination as having a special need, and they have not been recognised under clause 1.3.82, the member may apply for recognition under clause 1.3.82.

**See:** Chapter 1 Part 3 Division 2 clause 1.3.82, Dependants with special needs

6. If a person is not certified as fit, the CDF may approve that the person is eligible for health care costs outlined in this Part. The CDF must consider all these criteria.
  - a. The state of health of the person.
  - b. The nature, availability and cost of health, therapeutic or special needs facilities at the posting location.
  - c. The interests of the Commonwealth that would be furthered by the person living at the posting location.
  - d. Any climatic or other environmental factor at the posting location that may be especially adverse to the health or the person.

**Example:** A recognised dependant with special needs requires a constant temperature between 20 and 25 degrees celsius. The proposed posting location has an average temperature of 35 degrees celsius for most of the year. This location may not be seen as suitable for the dependant's well being.
  - e. Any other factor relevant to the person's fitness to live at the posting location.

**Example:** Any recognised special needs that the person has.
7. The member is entitled to be reimbursed for any costs to obtain the certificate of fitness.
8. Eligible persons are also entitled to be provided with all necessary inoculations, vaccinations and anti-malarial drugs, at Commonwealth cost.

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

## Division 2: Financial advances and advice

### 14.2.5 Member this Division applies to

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

### 14.2.6 Outlay advance — purpose

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

#### 14.2.6A Outlay advance — payment

1. A member may apply for an outlay advance for use at the start of a long-term posting.
2. The member may select an advance amount up to a maximum of AUD 15,000.
3. The member must request the amount required on the form: Payment of Outlay Advance Deed (Form No. FD071).
4. When a member and their spouse or interdependent partner (who is also a member) are posted to the same location overseas, only the member on full overseas living allowance is entitled to an outlay advance.

**See:** Chapter 15 [Part 2](#), Overseas Living Allowance

5. A member may claim an outlay advance for each long-term posting. The maximum amount that a member can have outstanding at any time is AUD 15,000.

#### 14.2.6B Outlay advance — statement

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

- a. The statement must be provided within the six months after the member receives the outlay advance.
- b. The statement must be in writing.
- c. The statement must list all costs paid from the outlay advance.
- d. The statement must be provided to the Overseas Administration Team.

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

#### 14.2.6C Outlay advance — recovery

1. There are two types of outlay advance recovery.
  - a. Recovery of unspent monies.  
**See:** Subclause 2.
  - b. Recovery of the advance.  
**See:** Subclause 3.

2. The following arrangements apply where the amount shown on a member's outlay advance statement is less than the amount of the advance.
  - a. The member must repay the whole of the difference.
  - b. Repayments under paragraph a must be made by the date six months after the member received the outlay advance.
3. The following arrangements apply to recovery of the advance.
  - a. The member must pay back the outlay advance by the day one year after the payment was made.
  - b. Payments must start on the payday after the member receives the outlay advance.
  - c. The member must repay the advance by fortnightly instalments.
  - d. The following table shows how to calculate fortnightly repayments.

**Exception:** After a member has made a repayment under subclause 2, repayments are calculated under paragraph e.

Step	Action
1.	Divide the amount of the outlay advance by 26.
2.	The member must repay the outcome of Step 1 each payday.

- e. The following table shows how to calculate fortnightly repayments, if a member has made a repayment under subclause 2.

**Note:** This represents the principle that the outstanding advance is recovered over the rest of the 26 weeks.

Step	Action
1.	Multiply the amount of the repayment under Step 2 of the table in paragraph d by the number of payments already made.
2.	Perform the following calculation:  Amount of outlay advance <b>minus</b> outcome of Step 1 <b>minus</b> amount of the repayment under subclause 2
3.	Subtract the number of payments already made under paragraph d from 26.
4.	Divide the outcome of Step 2 by the outcome of Step 3.
5.	The member must repay the outcome of Step 4.

**Example:** A member applies for a AUD 15,000 outlay advance. The member spends AUD 12,000. After paying 13 repayments calculated under paragraph d, the member repays AUD 3,000. The member's new repayments are calculated as follows.

Step	Action
1.	The member's former repayments were AUD 576.92 a fortnight. (AUD 15,000 divided by 26).  AUD 576.92 x 13 = AUD 7,499.96
2.	AUD 15,000 - 7,499.96 - 3,000 = AUD 4,500.04
3.	26 - 13 = 13
4.	AUD 4,500.04 divided by 13 = AUD 346.16
5.	The member must repay AUD 346.16 each fortnight.

4. If a member has been paid an outlay advance, and the member's posting is cancelled or ends, the member must repay any outstanding amount of the outlay advance.
5. The amount assessed under subclause 4 is a debt to the Commonwealth.

**Authority:** Part 5 of the *Chief Executive Instructions*, Debt management

#### 14.2.7 Reimbursement for financial advice before leaving Australia

1. If a member consults an accredited financial adviser before departing Australia, the member is entitled to be reimbursed up to AUD 300 for the consultation.
2. The consultation must occur between the day the official written notice of posting is issued, and the day the member departs from Australia.

## Division 3: Expenses if overseas posting is cancelled

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

1. If a long-term posting is cancelled before the member begins the posting, they may not be able to be refunded by the supplier for goods and services they bought for the posting. They are entitled to an amount for what they would have been reimbursed for the goods and services, if the posting had not been cancelled. All these conditions must be met.
  - a. The member received written notification of posting.
  - b. The cancellation did not result from the member's personal circumstances.
  - c. The member paid for goods or services as a direct result of the notification.
  - d. The member cannot make use of the goods or services.
  - e. The member is not able to be refunded by the supplier of the goods or services.
2. If no existing condition of service in subclause 3 covers unavoidable costs incurred in subclause 1, the member may be paid an amount the CDF considers reasonable in the circumstances. The CDF must consider all these criteria.
  - a. The nature of the costs.
  - b. The circumstances under which the costs were paid.
  - c. The residual benefit of the goods and services bought.
  - d. Any other factor relevant to the costs.
3. For subclause 2, these are the conditions of service.
  - a. Transfer allowance.
  - b. Housing assistance.
  - c. Reimbursement of education costs for a child.
  - d. Reimbursement for loss on sale of a vehicle.

## Part 3: Removals

### 14.3.1 Overview

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

### 14.3.2 Member this Part applies to

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

### 14.3.3 Dual entitlements

In certain situations, a member and their spouse may be eligible for two removal entitlements under this Part. Only a member on full overseas living allowance is entitled to a removal.

### 14.3.4 Contents

This Part includes these Divisions.

<a href="#">Division 1</a>	Removal, storage or sale of items
<a href="#">Division 2</a>	Sale or storage of private vehicles
<a href="#">Division 3</a>	Transfer allowance
<a href="#">Division 4</a>	Loss or damage
<a href="#">Division 5</a>	Dependant removals in special cases
<a href="#">Division 6</a>	Removals if dependant status changes

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

### 14.3.5 Removal at beginning of posting

1. At the beginning of a posting, a member is entitled to a removal of items to the posting location at Commonwealth cost.
2. When the member has made an inventory of items to be removed, the CDF will approve what items may be removed, and how they are to be removed. The CDF must consider all these criteria.

#### Criteria about the posting

- a. The location from which the member departs.
- b. The location to which the member is posted and the circumstances at the posting location.
- c. The intended duration of the posting.
- d. Any prospective postings and the member's expected career path.

#### Criteria about the dependants

- e. The number, age and health of any dependants of the member.
- f. Any other factor relevant to the residential arrangements of the member and dependants at the posting location.

#### Criteria about the removal

- g. The quantity and nature of the goods to be removed.
- h. The most efficient and effective means of transport available to remove the goods.
- i. The cost of removal by available means of transport.
- j. The need for the goods to arrive as close as possible to the date of the member's arrival at the posting location.
- k. Any other factor relevant to the removal.

### 14.3.6 Pet relocation

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

**Example:** Two pets are removed to the posting location and the member is reimbursed AUD 652. At the end of the posting, three pets are returned to Australia and the member is again reimbursed AUD 652. The total reimbursement is a maximum of AUD 1,304 for all pets.

2. The entitlement includes reimbursement for these costs.
  - a. Commercial transportation and associated boarding.
  - b. Any veterinary fees for the sedation of a pet during transport.
  - c. Any fees and charges in relation to quarantine, if imposed by the Commonwealth or not.

3. The entitlement does not include reimbursement for these costs.
  - a. Items bought for the transportation or boarding of pets.
  - b. The transportation and boarding of any animal that the member or dependant owns primarily for economic or business purposes.
4. To be reimbursed, the member must apply in writing to the Overseas Administration Team, attaching receipts.
5. This clause does not apply to pets relocated within Australia, in connection with the long-term posting. These cases are dealt with under Chapter 6 Part 1 [Division 4](#) for pet relocation within Australia.

#### 14.3.7 Storage of items not removed

1. A member entitled to a removal may choose to store some items not removed to the posting location.

**Exception:** This entitlement is not available to an unaccompanied member whose dependants remain in Australia.

2. A member may arrive at the posting location with no suitable permanent accommodation. In this situation, the removed items can be placed into temporary storage at Commonwealth cost. This can be in Australia or in the overseas location.
3. When permanent accommodation becomes available, the items may be removed from temporary storage to the residence, at Commonwealth cost.

**See:** For removal conditions see Chapter 6 Part 6 Division 2 clause 6.6.15 (Privately arranged removals – eligibility and conditions for assistance) and clause 6.6.16 (Privately arranged removals – entitlement)

#### 14.3.8 Loss on sale or disposal of items

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

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

2. For subclause 1, the maximum amount payable is what the Commonwealth would have paid to remove and store the possessions.
3. To claim this entitlement, the member must apply in writing to the Overseas Administration Team.

#### 14.3.9 Storage of excess items

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

**Example:** A member finds permanent accommodation. Certain items are too large for the new residence.

2. In these situations, a member may do any of these things.
  - a. Have the item removed back to Australia and stored at Commonwealth cost for the remainder of the overseas posting.
  - b. Sell the item and claim any loss on the disposal of the item as in clause 14.3.8, Loss on sale or disposal of items.
  - c. Store the item overseas, before removal back to Australia.

#### **14.3.10 Removal during posting**

For removals during a posting, see Chapter 15 Part 4 [Division 1](#) clause 15.4.10, Changing housing during posting.

#### **14.3.11 Removal at end of posting**

1. A member is entitled to a removal of items at Commonwealth cost, either to the next posting location or Australia, in these situations.
  - a. At the end of the posting period.
  - b. On termination of the posting by the CDF.
  - c. On leaving the ADF.
2. When the member has made an inventory of desired items to be removed, the CDF will approve what items may be removed and how they are to be removed. The CDF must consider all these criteria.

##### **Criteria about the return from overseas posting**

- a. The location from which the member is returning.
- b. The period since the member last lived in Australia.
- c. The next location to which the member is posted and the circumstances at the posting location.
- d. The intended duration of the next posting.
- e. Any prospective postings and the member's expected career path.

##### **Criteria about the dependants**

- f. The number, age and health of any dependants of the member.
- g. Any other factor relevant to the residential arrangements of the member and dependants at the next posting location.

##### **Criteria about the removal**

- h. The quantity and nature of the goods to be removed.
- i. The most efficient and effective means of transport available to remove the goods.
- j. The cost of removal by available means of transport.
- k. The need for the goods to arrive as close as possible to the date of the member's next posting.
- l. Any other factor relevant to the removal.

3. The member is also entitled to an additional 2.25 cubic metres of space to place certain items for removal from the posting location. This is for furniture and whitegoods only. The additional space is provided over and above the volume of goods removed to the post.
4. The CDF will approve the most efficient and effective transport for the removal.

#### 14.3.12 Unacceptable items for removal

1. These items are not acceptable for any overseas removal at Commonwealth cost.
2. The Commonwealth will not knowingly remove any of the items covered by this subclause. The member must take personal responsibility for any charges or penalties arising from including any of these items in a removal.
  - a. Dangerous goods.  
**Examples:** Explosive, flammable, combustible or corrosive items.
  - b. Items that contravene Customs or quarantine regulations, in Australia or the host country.  
**Examples:** Plants, wooden items not allowed through Customs.
3. The Commonwealth will not remove any of these items, except under any special conditions that are stated.
  - a. Furniture, except in special circumstances subject to CDF approval under clause 14.3.5 or 14.3.11.  
**Examples:** Beds, whitegoods, wardrobes, lounge suites, bookcases.
  - b. Non-portable items that cannot be carried by one person.  
**Examples:** Televisions, stereos, piano.
  - c. Private vehicles or towable items of any kind.  
**Examples:** Caravans, hobby vehicles, cars, trucks, motorcycles, scooters, go-carts.
  - d. Water recreational equipment.  
**Examples:** Boats, yachts, jet skis, outboard motors.
  - e. Aircraft of any sort.  
**Examples:** Hang gliders, gyrocopters.
  - f. Household furnishings and appliances.  
**Examples:** Carpets, mats, rugs, blinds, awnings, bean bags, mops, brooms or linen baskets.
  - g. Air conditioners.  
**Exception:** In Papua New Guinea outside Port Moresby, approval may be granted for personal air conditioners to be moved at Commonwealth cost.
  - h. Large or heavy gardening equipment.  
**Examples:** Ride-on lawn mowers, garbage bins, wheelbarrows, stepladders, garden furniture, sheds, greenhouses, cubby houses, large or heavy barbecue equipment including gas bottles.
  - i. Perishable foods of any kind, including packaged or frozen food.

### 14.3.13 Entitlements if enlisted overseas

1. A member might be appointed or enlisted outside Australia for service in Australia. In this case, the member is entitled to help with travel and removal to Australia, as follows.
  - a. Air travel (including rest periods) at Commonwealth expense for the member and any dependants.
  - b. Rest periods for the member and dependants.
  - c. Removal of a reasonable amount of personal effects and household items (including furniture) to the location where the member will serve in Australia.

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

- d. Travel costs, including accommodation costs for authorised rest periods, for the period of travel en route to Australia.
- e. Accommodation costs if it is necessary to spend a night in temporary accommodation. This can be before departure and on arrival in Australia.
- f. Temporary accommodation allowance and rent allowance at the initial posting location in Australia.

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

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

**See:** [Chapter 7](#), ADF housing and meals

- g. Reimbursement of any medical or migration processing fees.

2. The baggage entitlements and method of transport are as specified in Chapter 14 Part 4.

**See:** Chapter 14 [Part 4](#), Travel to and from the posting location

## Division 2: Sale or storage of private vehicles

### 14.3.14 Loss on sale of private vehicle

1. A member posted overseas is entitled to be reimbursed the amount of a loss incurred on the sale of a private vehicle. All these conditions must be met.
  - a. The vehicle must be owned by the member.
  - b. The member bought the vehicle before the official written notice of the posting was issued.
  - c. The member must sell the vehicle in Australia because of the long-term posting.
  - d. The price the member obtained the vehicle for is less than the market price for a vehicle of the same model, age and similar condition.
  - e. The CDF is satisfied that the member made reasonable efforts to dispose of the vehicle without incurring a loss. The CDF must consider all these criteria.
    - i. How the member sought to dispose of the vehicle.
    - ii. When and how widely the member advertised the vehicle for sale.
    - iii. The nature and extent of offers made for the vehicle.
    - iv. Particulars of the sale made by the member.
    - v. Any other relevant aspect of the sale.
2. The maximum entitlement under this clause is AUD 1,400.

**Exception:** If a member buys a vehicle after date of issue of the posting order, the maximum entitlement is AUD 700.
3. The member must apply in writing to the Overseas Administration Team for reimbursement.
4. This entitlement applies to one private vehicle for each posting.
5. A member may choose to transfer their loss on sale entitlement from a private vehicle to a towable item. This includes a caravan or trailer.

### 14.3.15 Storage rather than sale of vehicle

1. A member who is entitled to reimbursement for loss on sale of a vehicle, may choose to store the vehicle instead. All these conditions must be met.
  - a. The vehicle is owned by the member, on the date the official written notice of the posting was issued.
  - b. The vehicle is stored in a commercial storage area.

**Note:** Any private storage with relatives or friends is not a commercial storage area.
2. The member is entitled to be reimbursed for storage costs up to AUD 1,400. This amount includes maintenance costs included in the storage costs.

3. The member must meet these costs.
  - a. Transporting the vehicle from the posting location in Australia to or from the commercial storage facility.
  - b. Preparing the vehicle for storage.
  - c. Insurance for the vehicle, if it becomes unregistered.
  - d. Any damage caused by or to the vehicle, if it becomes unregistered and is unsafe to drive.

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

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

#### **14.3.16 Removal of vehicle on return to Australia**

1. If a member retains ownership of a vehicle in Australia during the period of posting overseas, they are entitled to a removal of the vehicle on return to Australia.
2. The maximum amount that may be reimbursed is the cost of removal from the member's last posting in Australia, to the new posting location in Australia.
3. The member must meet any costs in excess of subclause 2. This includes any of these amounts.
  - a. Travel costs from any other storage location.
  - b. Insurance for the vehicle if it becomes unregistered.
  - c. Any damage caused by or to the vehicle while it is being removed, if it becomes unregistered and is unsafe to drive.
  - d. Any damage the vehicle causes while it is being removed if it becomes unregistered and is unsafe to drive.
4. A member is entitled to a removal of up to two vehicles on return to Australia. The removal is to be carried out under the normal within-Australia provisions.

**See:** Chapter 6 [Part 6](#), Removals and storage

**Exception:** Chapter 6 Part 6 [Division 5](#) clause 6.6.34 provides that vehicles to be removed must be registered and roadworthy. That clause does not apply for removal on return to Australia if the member makes a written statement that the vehicle is safe to drive.

## Division 3: Transfer allowance

### 14.3.17 Purpose

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

### 14.3.18 Entitlement

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

Item	For a member...	the allowance per person entitled to a removal to the location is AUD...
Moving from Australia to a location overseas		
1.	who <a href="#">lived in</a> before departure from Australia	635 for the member 294 for each dependant
2.	with a spouse or interdependent partner	1,498 for the member and spouse or interdependent partner 294 for each dependant (excluding spouse or interdependent partner)
3.	in any other situation	775 for the member 294 for each dependant
Moving from overseas location to Australia		
4.	who <a href="#">lived in</a> before departure from the location	79 for the member 133 for each dependant
5.	with a spouse or interdependent partner	322 for the member and spouse or interdependent partner 133 for each dependant (excluding spouse or interdependent partner)
6.	in any other situation	179 for the member 133 for each dependant
Moving from an overseas location to another overseas location		
7.	who <a href="#">lived in</a> before departure from the location	301 for the member 229 for each dependant
8.	with a spouse or interdependent partner	730 for the member and the spouse or interdependent partner 229 for each dependant (excluding spouse or interdependent partner)
9.	removing from the <b>member's residence</b> to another residence at the overseas location	152, and the costs incurred by the member for telephone disconnection and reconnection
10.	in any other situation	407 for the member 229 for each dependant

## Division 4: Loss or damage

### 14.3.19 Insurance for removal

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

- a. The cost of world-wide multiple risks insurance to cover the value of the items up to AUD 53,000. This is for a period which:
  - i. begins on the day the items are removed from the member's residence in Australia, and
  - ii. ends on the day the items are returned to the member's residence in Australia.
- b. The cost of the insurance worked out at the rate of AUD 2 per AUD 100 insured.

### 14.3.20 ...

## Division 5: Dependant removals in special cases

### 14.3.21 Purpose

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

**Note:** It is generally expected that dependants move with members.

### 14.3.22 Separate removal of member and dependant

1. In certain situations, a member and dependant may have items removed from the posting location at different times.
2. If the total amount for these separate removals is greater than the amount for a single removal, the member must pay the extra amount to the Commonwealth.
3. The CDF may meet the total cost of all removals and storage charges for special circumstances.

**Example:** The spouse and children need to remain in Australia or the overseas posting location to complete the school year.

### 14.3.23 Moving dependants within Australia

1. In certain situations, a member on long-term posting is entitled to a removal to move dependants remaining in Australia to another Australian location. All these conditions must be met.
  - a. The member is unaccompanied.
  - b. The CDF decides that one or more of these conditions applies.
    - i. The dependants must vacate a Service residence as a result of the member's posting.
    - ii. There are no family members available to provide support for dependent children, in the member's absence from the location.
    - iii. The location of the current home is too remote to provide social and educational facilities for dependant children.
    - iv. The dependant has a medical condition that requires them to move to another location.
    - v. The safety or welfare of the dependants would be at high risk if they remained in the accommodation.
    - vi. A change in family circumstances requires urgent action.
    - vii. The removal is necessary to prevent an emergency.

2. The CDF may approve a removal at Commonwealth cost to any suitable destination in Australia. The CDF must consider both these criteria.
  - a. The location of the member's next posting.
  - b. If it is expected that the member will complete their service within 12 months of returning to Australia.
3. If granted a removal under this clause, the member is entitled to the normal conditions of service for a removal within Australia.

**Examples:** Storage, pet relocation costs, temporary accommodation allowance, loss on sale of a private vehicle.

**See:**

[Chapter 6](#), ADF relocation on posting in Australia  
Chapter 7 [Part 4](#), Temporary accommodation allowance

4. A member may be reimbursed the cost of private removal arrangements. The CDF must approve this arrangement before the removal takes place. The limit is not more than the cost of the Commonwealth removal entitlement.

## Division 6: Removals if dependant status changes

### 14.3.24 Purpose

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

### 14.3.25 Member marries or has interdependent partnership recognised at posting location

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

### 14.3.26 Member marries or has independent partnership recognised away from posting location

1. If a member marries elsewhere than the posting location, the CDF may grant a removal of personal effects to the posting location. These conditions apply.
  - a. The member must have at least 12 months' service remaining at the posting location. This time is effective from the approved date the member's spouse travels to accompany the member at the overseas location.
  - b. Only the spouse's personal possessions and wedding presents are removed from the place of marriage, to the member's permanent accommodation at the posting location.

**Note:** The spouse's furniture cannot be removed or placed in storage at Commonwealth cost.
2. If a member has an interdependent partnership recognised by the ADF elsewhere than the posting location, the CDF may grant a removal of personal effects to the posting location. These conditions apply.
  - a. The member must have at least 12 months' service remaining at the posting location. This time is effective from the approved date the member's interdependent partner travels to accompany the member at the overseas location.
  - b. Only the interdependent partner's personal possessions are removed from the place where the couple's common household was established, to the member's permanent accommodation at the posting location.

**Note:** The interdependent partner's furniture cannot be removed or placed in storage at Commonwealth cost.
3. If the new spouse or interdependent partner has a child, the member is entitled to the removal of the child's personal effects. These conditions must be met.
  - a. The child is eligible as a member's dependant for removal purposes.
  - b. The child normally lives with the spouse or interdependent partner.
  - c. The child is to live with the member at the overseas posting location.
4. The Commonwealth is not responsible for costs associated with the full removal, storage or indemnity of the new dependants' goods.

### **14.3.27 Removal on next posting**

1. Division 1 clause 14.3.11 applies to the member's and any dependants' removal on the next posting after the member's marriage or ADF recognition of interdependent partnership, whichever is applicable.
2. On the member's and dependants' arrival in Australia after the long-term posting, the normal provisions for removal within Australia apply.

**See:** Chapter 6 Part 6, Removals and storage

### **14.3.28 Ceasing to be a member with dependants overseas**

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

- a. Removal of items to the intended location of residence in Australia.
- b. Temporary removal of items to storage in Australia, until completion of the overseas posting. In addition, a subsequent removal from storage to the intended location of residence in Australia.
- c. Removal of items to any other location. This is provided the cost is no more than the cost if all items been removed at the same time.

## Part 4: Travel to and from the posting location

### 14.4.1 Overview

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

### 14.4.2 Member this Part applies to

1. This Part applies to a member, when the member has an official written notice of a posting.
2. Dependants can receive the same entitlements as the member under this Part. All these conditions must be met.
  - a. The dependants are being removed to the posting location with the member, at Commonwealth cost.
  - b. The dependants are able to spend the minimum period under Chapter 12 [Part 3](#) clause 12.3.5 as part of the member's household at the posting location.
  - c. The dependants are not travelling to a posting designated as unaccompanied.
3. For this Part, the Commonwealth will not pay for any escorts accompanying a dependant in any circumstances.

### 14.4.3 Contents

This Part includes these Divisions.

<a href="#">Division 1</a>	Travel entitlements
<a href="#">Division 2</a>	Baggage entitlements
<a href="#">Division 3</a>	Rest periods
<a href="#">Division 4</a>	Dependants not travelling with the member

## Division 1: Travel entitlements

### 14.4.4 Travel entitlement

1. The Commonwealth will pay the cost of members' and dependants' travel to and from the posting location in these situations.
  - a. To begin the posting.
  - b. At the end of the posting period, to travel back to Australia, or to the next posting location.
  - c. On evacuation of the member.  
**See:** Chapter 14 [Part 6](#), Evacuations
  - d. On termination of the posting by the CDF.
  - e. On termination of the posting by the member.

2. The member and dependants are entitled to travel by the most efficient and economical mode and route.

**Exception:** Travel may be by other modes and routes. This is subject to approval and cost limits.

**See:** Clause 14.4.7, Alternative travel modes and routes

3. A member might marry while on long-term posting. At the end of the posting period, the Commonwealth will provide the fare to Australia for any dependants of the member.

**See also:** [Division 4](#), Dependants not travelling with the member

### 14.4.5 Travel costs

1. For travel at the beginning and end of a posting period, a member and dependants are entitled to be paid travel costs for accommodation, meals and incidentals.
2. The entitlement is the same as if travelling to or from the posting location on short-term duty.

**See:** Chapter 13 [Part 3](#), Travel costs for short-term duty overseas

**Exception:** If a dependant is less than 12 years old, the entitlement is two-thirds of the amount in this subclause.

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

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

**Note:** Business class is a ticket designated as J, C or equivalent.

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

3. A member is entitled to travel first class, if business class is not available and the member meets either of these conditions.
  - a. They hold the rank of Brigadier or higher.
  - b. They have special travel requirements.
4. A member with special travel requirements is a member travelling to or from the posting location for more than five hours on the aircraft. They must also satisfy one of these conditions.
  - a. The member is certified by a doctor as being pregnant at the time of travel.
  - b. The member is accompanying a dependent who is certified by a doctor as being pregnant at the time of travel.
  - c. The member is accompanying a child under seven years of age at the time of travel.
5. If a member is unable to accompany their pregnant dependent, the dependent may travel first class, if business class is not available.
6. If a member is unable to accompany a child under seven years of age, but the child is travelling with the member's spouse or interdependent partner, the spouse or partner and the child may travel first class if business class is not available.
7. The CDF may approve a member to travel first class in other special circumstances. The CDF must consider all these criteria.
  - a. Standards of amenities and hygiene if not travelling first class, both on the ground and on board the aircraft.
  - b. The member's health.
  - c. The time of year when travelling.
  - d. The duration of travel.
  - e. The nature of duties (if any) being undertaken while travelling.
  - f. The extent to which the member may be subject to discrimination, within the meaning of the [Human Rights and Equal Opportunity Commission Act 1986](#), while travelling.
  - g. Any other factor relevant to the member's travel.

#### 14.4.7 Alternative travel modes and routes

1. A member or their dependants may choose to travel to or from the posting location via an alternative mode or route.

**Example:** On the way home from a posting in Washington, the family chooses to take the train to Los Angeles. They then fly from Los Angeles to Sydney.

**Note:** Dependants also includes dependants with special needs.
2. In this case, the member and dependants are entitled to travel to a maximum value of the entitlement listed in clause 14.4.4.

3. All these conditions must be met.
  - a. The member must apply in writing to the CDF for approval, stating their alternative itinerary and mode of transport.

**Note:** The member will be reimbursed for transport costs only. They are not reimbursed for hotels, meals or any other incidental costs.
  - b. Recreation leave is approved to cover the extra travel time.
  - c. The CDF is satisfied that Service requirements will be met.
  - d. Before travel, the member pays any additional amounts above the entitlement in subclause 2.
  - e. The member does not use the Defence Travel Agency to arrange travel.
4. The member may choose any class of travel.

**Example 1: Indirect route**

- a. The normal direct route is Washington DC to Sydney, flying Business Class. Cost: AUD 2,000.
- b. Actual travel is by an indirect route (Washington-London-Sydney), flying Economy Class. Cost: AUD 4,000.

The member must contribute AUD 2,000 to the Commonwealth.

**Example 2: Change of travel mode**

- a. The normal direct route is Washington DC to Sydney by air, flying Business Class. Cost: AUD 2,000 [Washington-Los Angeles AUD 500, Los Angeles-Sydney AUD 1,500].
- b. The actual mode of travel is Washington-Los Angeles by train [AUD 800], Los Angeles-Sydney by air, flying Business Class [AUD 1,500].

The member must contribute AUD 300 to the Commonwealth.

#### **14.4.8 Travel by private vehicle**

1. A member may be authorised to travel to or from their posting location by private vehicle.
2. In this case, the member is entitled to vehicle allowance and travel costs. Incidental costs are payable at half the normal rate.

**See:** [Annex 13.3.A](#), Travel costs
3. The entitlement must not be more than what would have been paid for the member's transport if the member had not used the vehicle.

## Division 2: Baggage entitlements

### 14.4.9 Baggage entitlements

1. Each member and dependant authorised to travel overseas at Commonwealth cost may transport 30 kg of baggage at Commonwealth cost.

**Exception:** For travel through the USA, the entitlement is two suitcases.

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

### 14.4.10 Excess baggage

1. The CDF may authorise payment to a member for excess baggage charges.
2. The member may be paid the excess baggage charges incurred, having regard to the following limits.
  - a. Payments may not be made for more than 15 kg of excess baggage for each person.
  - b. In the USA, the entitlement is for one additional suitcase per person.
  - c. Costs are limited to those that would apply to travel by the most direct route.
3. The CDF must consider all these criteria.
  - a. The nature and content of the baggage, including any special equipment being carried as baggage.

**Example:** Wheelchairs.
  - b. Removal arrangements made by the Commonwealth.
  - c. The duration and timing of the posting.

### 14.4.11 Unaccompanied baggage or air freight

1. The entitlement in clause 14.4.10 may be converted to unaccompanied baggage or air freight.
2. If the member chooses to send baggage unaccompanied, the cost limit is as if the member had moved the full entitlement of air baggage at the accompanied rate.
3. This means that the cost of accompanied baggage plus the cost of unaccompanied baggage, must not be more than the cost of 45 kg of accompanied baggage.
4. If there is no unaccompanied baggage rate available, air freight may be used on the same principle.

## Division 3: Rest periods

### 14.4.12 Purpose

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

### 14.4.13 Definition – time zone hour

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

**See:**

Chapter 12 [Part 3](#) clause, Definitions - time zone hours

Chapter 13 Part 2 [Division 2](#) clause 13.2.7, Definitions – time zone hours

[Annex 12.3.A](#), International time zones

### 14.4.14 Rest period entitlements

1. A rest period is between 12 and 24 hours. The member is considered on duty for conditions of service purposes.
2. This table describes the entitlement to rest periods.

Item	If travel by the direct route is...	then the member is entitled to...
1.	for at least four time zone hours, or with a travelling time of at least 12 hours	one rest period.
2.	for at least six time zone hours	two rest periods.

3. A member is taken to be on duty during a rest period. If a rest period taken at the journey's destination falls outside normal working hours, it will not entitle the member to time off duty instead.
4. The same entitlement applies to a given journey, whether it is by a direct or indirect route.
5. The member may choose whether to take a rest period during the journey or at the final destination.

**Example 1:** A member travels from Sydney to Los Angeles direct. The journey is six time zone hours. The member is entitled to two rest periods and takes them on arrival in Los Angeles.

**Example 2:** A member is approved to travel from Sydney to New York via London (indirect). The time zone difference between Sydney and New York by the direct route is nine time zone hours, so the member is entitled to two rest periods. The member chooses to take one rest period in London and one on arrival in New York.

6. A member may have an unavoidable stopover on the journey. If the stopover is at least 12 hours, it will be regarded as a rest period. This will satisfy the rest period entitlement under this clause.
7. No journey can have more than two rest periods.

8. For an overnight rest period, the member is entitled to:
  - a. accommodation costs as if the member were on duty, and
  - b. meals and incidental costs under Chapter 13 [Part 3](#), Travel costs for short-term duty overseas.

#### **14.4.15 Recreation leave with rest periods**

1. This clause applies to a member who has been approved to take recreation leave during or after a journey.
2. A member may take a rest period at the same location as recreation leave. The duration of the rest period is the same as if the member was to continue the journey without taking leave.
3. Time spent on a rest period is not to be deducted from recreation leave credits.

## Division 4: Dependants not travelling with the member

### 14.4.16 Dependants not travelling with member

1. In certain circumstances, a member's dependants may travel to or from the posting location at a different time than the member. Approval may only be given if the CDF is satisfied that the separate travel is a special case.

**Examples:**

- a. The dependant is temporarily medically unfit to travel overseas at the same time as the member.
  - b. Departure is delayed for the child's educational needs.
  - c. A relative of the member suffers ill health and the dependant chooses to remain to help the relative.
  - d. Short posting notice does not provide adequate time to make domestic arrangements before departure.
2. To qualify for travel at Commonwealth cost, all these conditions must be met.

- a. The dependant is being removed to the posting location at Commonwealth cost.
- b. The dependant can spend the minimum period under subclause 12.3.5.3 or 12.3.5.4 as part of the member's household at the posting location.

**See:** Chapter 12 [Part 3](#) clause 12.3.5, definition of *dependants*

- c. The dependant is not travelling to or from the posting location on any other type of Commonwealth-assisted airfare, based on the [allowable travel cost](#).
- d. If the dependant **returns** unaccompanied to Australia at Commonwealth cost, the member must have served at least 12 months at the overseas posting location.

**Exception:** The CDF may reduce the 12-month limit if there are special circumstances.

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

Item	For...	The maximum amount payable is the...
1.	a child who travels to or from the posting location, unaccompanied by the member or member's spouse or interdependent partner	<a href="#">allowable travel cost</a> to the location.
2.	any other dependant not travelling with the member	amount that would have been paid by the Commonwealth, if the dependant had accompanied the member for travel.

4. For this clause, the dependant must not travel:
  - a. before the date of effect of the posting order, or
  - b. more than 12 months after the member's travel from the posting location.
5. A dependant who does not travel with the member is not entitled to a rest period.

#### 14.4.17 Baggage charges

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

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

- a. The dependant has a disability that prevents them carrying their luggage.
- b. The dependant is a child. The flight attendant is not permitted to carry the luggage for the child.

## Part 5: Settling in and out

### 14.5.1 Purpose

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

### 14.5.2 Member this Part applies to

1. This Part applies to a member and their dependants, authorised to live in temporary accommodation for any of these reasons.
  - a. The member is arriving at the posting.
  - b. The member is leaving the posting.
  - c. The member's housing has become unfit for occupation.

**See:** Clause 15.4.11, Housing becomes unavailable or unfit.

2. During a period of settling in and settling out, a member is entitled to overseas living allowance. They must also pay a rent and utilities contribution.

**See:** Chapter 15 Part 4 [Division 4](#), Rent and utilities contribution

### 14.5.3 Settling in at the posting location

1. When arriving at the posting location, a member and dependants may live in temporary accommodation. The member and dependants are entitled to a settling in allowance each.
2. The settling in period **begins** on the first day of the member's posting period. It **ends** on the earlier of these days.
  - a. The day when permanent accommodation becomes available at the posting location, or
  - b. six weeks after the day when the member's posting period begins.
3. If a member has not obtained permanent accommodation within the period in subclause 2, the CDF may approve a longer period for the allowance. The CDF must consider all these criteria.
  - a. The availability of suitable accommodation.
  - b. The action taken by the member to obtain suitable accommodation.
  - c. The efficient operation of the ADF.
  - d. Costs associated with extending the period.
  - e. Any special circumstances relating to the member or their dependants.
  - f. The reasonable accommodation needs of the member.
  - g. Any other factor relevant to the provision of suitable accommodation to the member.

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

**Note:** The settling-in period of eligibility will be as short as possible and may be less the maximum period specified.

#### 14.5.4 Settling out of the posting location

- When leaving the posting location, the member and dependants may live in temporary accommodation. The member and dependants are entitled to a settling out allowance each.
- The settling out period **begins** on the day permanent accommodation becomes unavailable, because of the completion of the member's posting. The settling out period **ends** on the day the member's period of posting ends.
- The settling out period cannot be longer than two weeks.

**Exception:** The CDF may extend this period, if a longer period in temporary accommodation is required.

**Note:** The settling-in period of eligibility will be as short as possible and may be less the maximum period specified.

#### 14.5.5 Settling in/settling out allowance

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

Item	For...	the allowance for each complete day is...
1.	the member and each dependant 12 years or older	two-thirds of the amount listed for meals at the member's location in <a href="#">Annex 13.3.A</a> .
2.	each dependant less than 12 years old	two-thirds of the amount in item 1.

- If the accommodation tariff includes the cost of a meal, the amount of meals supplement under subclause 1 is to be reduced by the amounts in this table.

Item	For...	the allowance is to be reduced by...
1.	breakfast	25%.
2.	lunch	25%.
3.	dinner	50%.

- On the first and last days of a period, the entitlement is worked out by multiplying the amounts in subclause 1 by the applicable percentages in this table.

Item	Local time of arrival or departure	% rate for day of arrival	% rate for day of departure
1.	Before 0700	100	Nil
2.	0700 – 1300	75	25
3.	1301 – 1900	50	50
4.	After 1900	Nil	100

4. A member is not entitled to meals supplement in these situations.
  - a. If the member or dependant has meals provided or paid for by the Commonwealth.

**Example:** The member is away on short-term duty at another overseas location. The member has their meal costs paid by the Commonwealth, but not under this Part.
  - b. During the member's recreation leave, including weekends and public holidays during the leave.
  - c. While the member occupies accommodation with facilities to allow the member to prepare a cooked meal.
5. If a member and their spouse or interdependent partner would both be eligible under this Part, only the member on full overseas living allowance is entitled to the settling in or settling out allowance.

## Part 6: Evacuations and withdrawals from posting

### 14.6.1 Overview

This Part summarises the conditions of service during evacuations or withdrawals from an overseas posting location.

### 14.6.2 Contents

This Part includes these Divisions.

<a href="#">Division 1</a>	Evacuations
<a href="#">Division 2</a>	Withdrawal from posting
<a href="#">Division 3</a>	Loss or damage to possessions overseas

## Division 1: Evacuations

### 14.6.3 Evacuation

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

### 14.6.4 Member this Division applies to

This Division applies to members and their dependants, authorised by the CDF in these situations.

- a. A member and dependants are directed to evacuate a posting location, because of an emergency.
- b. A member's dependants are given the option to voluntarily depart from the location.

**Examples:** Environmental hazard or civil unrest

**Note:** Evacuations may not necessarily be to Australia. They are generally temporary, with the intention of returning to the posting location. Detailed administrative instructions will accompany the authorisation to evacuate.

### 14.6.5 Period of evacuation

1. For entitlements, the evacuation period **begins** on the day the member or dependant is evacuated from the posting location.
2. This table lists when the period ends.

Item	For a...	the period ends on the earliest of the day when...
1.	member	<ol style="list-style-type: none"><li>a. the member returns to the posting location.</li><li>b. the member's posting is terminated.</li><li>c. the member begins living permanently in Australia or a new posting location.</li></ol>
2.	dependants	<ol style="list-style-type: none"><li>a. the dependant returns to the posting location.</li><li>b. the member leaves the posting location because of termination of the member's posting.</li><li>c. the dependant begins living permanently in Australia or at a location other than the posting location.</li></ol>

### 14.6.6 Transport for evacuation

1. Transport for evacuation is by the means and class of travel available at short notice.
2. The Commonwealth will pay any excess baggage charges.

#### 14.6.7 Accommodation and meals during evacuation

1. If a member or dependant is evacuated from the posting location, the member is entitled to be reimbursed these costs.
  - a. The member's or dependant's accommodation at the evacuation location.
  - b. Settling in allowance as if the member or dependant met both these conditions.
    - i. They were arriving at the evacuation location as if it were a posting location.
    - ii. They were staying in accommodation without facilities for them to prepare a cooked meal.
2. If a member or dependant is evacuated to Australia, they are entitled to two-thirds of the amount as if settling in or out. This is worked out as if the member were temporarily performing duty in Canberra for less than 21 days.

**See:** Chapter 14 [Part 5](#), Settling in and out

#### 14.6.8 Conditions of service during evacuation

1. During an evacuation the normal long-term posting provisions apply.

**See:** [Chapter 15](#), Living and working on long-term posting overseas
2. During evacuation, overseas living allowance continues. This is as if the member or dependant had not been evacuated from the location. Similarly, the member must continue to pay the same rent and utilities contribution.
3. The Commonwealth will also continue to pay these costs.
  - a. Telephone rental.
  - b. Utilities.
  - c. Employment of any domestic or gardening assistance.

#### 14.6.9 Overseas living allowance

The member is entitled to these payments for the period of evacuation.

- a. Overseas living allowance that would have applied had they not been evacuated.

**See:** Chapter 15 [Part 2](#), Overseas living allowance

- b. Any unavoidable costs incurred at the posting location.

**See:** [Clause 15.2.32](#), Continuing and unavoidable costs during absence

#### 14.6.10 Purchase of clothes during evacuation

1. If a member or dependant is evacuated from the overseas posting location, the member may be reimbursed the cost of clothes and other personal items.
2. The CDF must decide it is essential for the member or dependant to buy clothes or other personal items to live at the evacuation location. The CDF must consider all these criteria.
  - a. The circumstances of the evacuation of the member or dependant.
  - b. The locations involved in the evacuation.
  - c. The expected duration of the evacuation.
  - d. Any other factor relevant to the evacuation.

#### 14.6.11 Storage during evacuation

If a member is evacuated from their posting location, they are entitled to have these items stored at Commonwealth expense, for the period of evacuation.

- a. Items as if moving from one residence to another at the posting location.

**See:** [Clause 15.4.10](#), Changing housing during posting
- b. A private vehicle owned by the member or dependant.

#### 14.6.12 Health assistance

A member and dependants may incur medical, dental and hospital costs at an overseas evacuation centre. The Commonwealth will pay these costs, as if the member and dependants were still at the posting location.

**See:** Chapter 15 [Part 5](#), Excess health costs

#### 14.6.13 Education assistance during evacuation

1. A member's child may be evacuated from the posting location to **another overseas location**. This clause applies as if the member was on long-term posting to the other location, for the period of the evacuation.
2. A member's child may be evacuated from the member's location back to **Australia**. If the child continues to study the curriculum of the school at the posting location, these benefits continue to apply. These are as if the child were attending the school at the posting location, for the period of the evacuation.
  - a. [Clause 15.6.11](#), Education assistance entitlement – general.
  - b. [Clause 15.6.12](#), School transport costs.
  - c. [Clause 15.6.13](#), Compulsory examination fees.
  - d. [Clause 15.6.14](#), Foreign language tuition.
  - e. [Clause 15.6.15](#), Remedial tuition.

**See:** Chapter 15 [Part 6](#), Education costs for children
3. The CDF can pay an amount considered reasonable for additional costs incurred as a result of distance education mode.

#### **14.6.14 Reunion visits during evacuation**

1. During a period of evacuation, a member may travel from the posting location to another location for a reunion visit with dependants. In this case, the member is entitled to be reimbursed these costs.
  - a. Return travel by the member and dependants to the location during the period of evacuation. This is as if the travel were reunion travel under Chapter 15 Part 3 [Division 3](#), Reunion Travel.
  - b. Accommodation that the CDF considers suitable at the location for the period of the reunion visit. The CDF must consider all these criteria.
    - i. The cooking and dining facilities in the accommodation.
    - ii. If the facilities are similar to those generally available in an apartment.
    - iii. The services provided in the accommodation.
2. Under this clause, the total period of reunion visits in a year must be no longer than the period of recreation leave accrued for a year's service at the member's posting location.
3. In addition to this clause, the member and dependant are still entitled to travel under Chapter 16 [Part 4](#), Assisted leave travel. This must be to a regional leave centre or relief centre within the meaning of that Part.

#### **14.6.15 Loss or damage to possessions**

The Commonwealth provides an amount for any lost or damaged possessions owing to an evacuation.

**See:** [Division 3](#), Loss or damage to possessions overseas

#### **14.6.16 Extraordinary costs incurred at the posting location**

The CDF may reimburse a member who must remain at the posting location for any extraordinary costs incurred.

**See:** Chapter 16 [Part 7](#), Extraordinary costs

## Division 2: Withdrawal from posting

### 14.6.17 Losses if Commonwealth withdraws from posting

1. The CDF may direct members and dependants to permanently leave a posting location suddenly and unexpectedly, and return to Australia. In this situation, members may be paid an amount for any financial losses.
2. This clause does not apply in these situations.
  - a. Evacuations.  
**See:** Chapter 14 Part 6 [Division 1](#), Evacuations
  - b. Management-initiated early withdrawal of a member from a long-term posting. In this situation, it is normal practice to allow enough time for personal arrangements to be completed before departure.
3. The CDF may authorise the member to be paid an amount for the losses resulting from the withdrawal. In assessing the amount, the CDF must consider all these criteria.
  - a. The circumstances in which the member leaves the long-term posting.
  - b. The length of time given to the member to leave the posting location.
  - c. The expected duration of the posting and the posting period left to serve at the time of leaving.
  - d. The extent to which the member entered into unavoidable financial commitments in the reasonable expectation that the posting would run its full term.
  - e. Any costs reasonably incurred by the member, that would have reduced if the posting had run its full term.  
**Example:** The member has a pantry full of groceries worth AUD 1,000. If the posting had run its course, the member would have allowed the pantry contents to run down from six months before departure, to about AUD 400. Consideration could be given to reimbursing AUD 600 to the member.
  - f. Any other factor relevant to the posting.
4. Other provisions of Chapters 14, 15 and 16 also apply in this situation.

## Division 3: Loss or damage to possessions overseas

### 14.6.18 Purpose

The purpose of this Division is to provide an amount for any lost or damaged possessions during an overseas posting. This is only if the loss or damage is directly caused by a specified event.

**See:**

Clause 14.6.20, Definition – possessions  
Subclause 14.6.21.1, Specified events

### 14.6.19 Member this Division applies to

This Division applies to:

- a. a member (including a member on Reserve service) on a long-term posting overseas.
- b. dependants living with the member overseas.

### 14.6.20 Definition – possessions

For this Division, [possessions](#) means these items.

- a. Items approved for removal to an overseas posting location at Commonwealth expense.
- b. Items approved for removal to another residence at the overseas posting, or back to Australia, at Commonwealth expense.
- c. Food, beverages and other household consumable goods.
- d. Private vehicles.

**Note:** Loss or damage to a member's clothing or effects used for service is not covered by this Part.

**See:** Chapter 10 [Part 4](#), Loss or damage to clothing or personal effects

### 14.6.21 General conditions

1. Members are eligible for help if their possessions are lost or damaged as a result of one of these specified events.
  - a. War.
  - b. Civil disorder.
  - c. Natural disaster.
  - d. Another similar event.
2. These three conditions must be met.
  - a. **Either** the member fully insured the possessions, but was unsuccessful claiming from the insurer despite reasonable attempts.  
  
**Or** the member was unable to obtain appropriate insurance at a reasonable cost to cover the possessions in the circumstances in which they were lost or damaged.

- b. The member took reasonable steps to avoid the loss or damage.
  - c. The member assigns to the Commonwealth the right to recover the loss or damage from an insurer or another person. The member also takes all necessary steps to help the Commonwealth with its claim.
4. The member is entitled to an amount the CDF considers reasonable in the circumstances. In assessing the amount, the CDF must consider all these criteria.
- a. The nature and extent of the possessions lost or damaged.
  - b. An amount that an insurer would pay to the member for loss or damage.
  - c. Any professional valuation of the loss or damage.
  - d. The estimated residual value of the possessions. This must take into account the:
    - i. initial cost, and
    - ii. estimated amount of depreciation.
  - e. Any other factor relevant to the loss or damage.
5. The payment must be reduced if both these conditions are met.
- a. The member has not insured the possessions, or has underinsured them.
  - b. The CDF considers that it would have been reasonable to fully insure them against the event that caused the loss or damage.
6. The amount must be reduced by the amount the member could reasonably expect to have been paid by an insurer, if the goods had been adequately covered.

**Example 1:** The member has underinsured possessions worth AUD 10,000. The possessions are destroyed in an earthquake. The insurer pays AUD 5,000. The member could have fully insured against earthquake damage at reasonable cost. The member gets no payment under this clause.

**Example 2:** Possessions worth AUD 20,000 are destroyed in a civil war. Insurance cover for acts of war is not available at the posting location. The member gets the full amount under this clause.

#### 14.6.22 Loss or damage – private vehicles

1. This table shows the amount a member may be paid for loss or damage to a private vehicle.

Situation	Entitlement
Loss of private vehicle	The estimated residual value of the vehicle immediately before the loss occurred.
Damage to private vehicle	The difference between estimated residual values, both before and after the damage.

2. This is how to work out the **estimated residual value** of the member's vehicle.
- a. Find out how much the member paid to buy the vehicle.
  - b. Subtract an amount of depreciation the CDF assesses as reasonable in the circumstances.

3. When assessing the amount of depreciation, the CDF must consider all these criteria.
  - a. The criteria set out in subclause 14.6.21.4.
  - b. The type and cost of the vehicle bought by the member.
  - c. The age of the vehicle when bought, and the period the member owned the vehicle.
  - d. The rate of depreciation that would usually occur on a similar vehicle at the member's posting location.
  - e. The estimated cost of repairing any defects to the vehicle.
  - f. The insured value of the vehicle.
  - g. Any other factor relevant to the member's ownership of the vehicle.

**Example:** A member owned a vehicle for two years. The original value was AUD 50,000. After two years, the CDF decided it had depreciated AUD 15,000. Its estimated residual value is therefore AUD 35,000.

#### **14.6.23 CDF decision on loss**

1. The CDF can direct that a member's possessions are presumed lost on a specific date.
2. The CDF must consider all these criteria.
  - a. The circumstances in which the member ended or interrupted a long-term posting and left the posting location.
  - b. The nature of the possessions abandoned by the member at the location, and their condition and value at that time.
  - c. The likelihood that the member may be able to recover the possessions in a reasonable condition for use.
  - d. The likelihood of the member resuming the posting or returning to the location.
  - e. Any other factor relevant to the member's loss of possessions.
3. The CDF is not to give the direction in subclause 1 unless the member assigns the possessions to the Commonwealth.