

Chapter 15: Living and working on long-term posting overseas

15.0.1 Overview

This Chapter sets out conditions of service for members living and working on a long-term posting overseas.

15.0.2 Contents

This Chapter includes the following Parts:

Part 1	Overview
Part 2	Overseas living allowance
Part 3	Travel during a long-term posting
Part 4	Housing
Part 5	Excess health costs
Part 6	Education costs for children
Part 7	Club membership
Part 8	Death overseas of member or dependant

Part 1: Overview

15.1.1 Purpose

This Chapter sets out conditions of service for members living and working on a long-term posting overseas. It covers the period from when a member has settled in and is living in permanent accommodation at the posting, until the end of the posting period.

15.1.2 Member this Chapter 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 and 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.	Public holidays	Clause 15.1.4
2.	Travel for short-term duty while on long-term posting	Chapter 15 Part 3 Division 1
3.	Vehicle allowances	Chapter 15 Part 3 Division 4
4.	Entitlement – funeral costs	Clause 15.8.3

15.1.3 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.

15.1.4 Public holidays overseas

1. A maximum of 13 public holidays can be observed in any calendar year at any posting location.
2. The CDF may direct which days members are to observe as part of the 13 days. The CDF must consider both these criteria.
 - a. The public holidays generally observed at the posting location.
 - b. The efficient operation of the ADF at the posting location.

Exception: If a posting location has no listing of holidays directed to be observed by the CDF, then the Canberra public holiday schedule applies.

3. Members are to observe public holidays on the following basis.
 - a. If they are **on duty**, they observe a public holiday at the location where they are actually performing duty. However, that public holiday is not counted as one of the 13 days.

Example: A member on long-term posting in London travels to Paris on short-term duty from 12-16 July. The member observes Bastille Day in Paris on 14 July.
 - b. If they are **on leave**, they observe the public holidays as directed by the CDF for their posting location.

Example: A member on long-term posting in Washington DC takes leave at the end of their posting and travels back to Australia by an indirect route. While the member is in transit, they are still subject to the public holidays observed in Washington DC. If that posting ends while they are still on leave, they become subject to the public holidays observed at their new posting location.

4. A member may apply to the CDF to substitute a different day for a public holiday they would otherwise observe. The CDF must consider both these criteria.
 - a. Any Service requirement that the member remain on duty that day.
 - b. If the substitute day is of cultural or religious significance to the member.

Example 1: A member is directed to work on a public holiday observed at their posting location. The member may apply to take a different day off instead.

Example 2: A member on long-term posting in Jakarta is required to travel on short-term duty to Australia for a month. As a result, the member misses a public holiday in Jakarta. On the basis that short-term duty may lead to the gain or loss of a public holiday, the member is not granted any time off instead.

15.1.4A Christmas stand-down

1. Members are not required to attend for duty on the following days.

Item	For the Christmas stand-down of...	the stand-down dates are...
1.	2010-2011	24 December 2010.
		30 December 2010.
		31 December 2010.
2.	2011-2012	29 December 2011.
		30 December 2011.
		3 January 2012.

2. ...
3. A Commanding Officer may determine that the member must perform duty on a day listed in subclauses 1 or 2. The Commanding Officer should consider if there are pressing operational, preparatory or safety needs that prevent the member from being absent.

4. Absences are treated as short absence when not required for duty.

Example: A member is not required to attend for duty on 30 and 31 December 2009. The CDF has directed under subclause 15.1.4.2 that 1 January 2010 is not to be observed as a public holiday at that post. The member must work on 1 January 2010, or be granted another type of leave.

15.1.5 Member living on Manhattan Island, USA

This clause applies to a member who is on long-term posting to a position on Manhattan Island, USA. The member's posting location is as follows.

Item	If the CDF...	then the member's posting location under Annex 15.2.A is...
1.	directs the member to live on Manhattan Island	USA Manhattan.
2.	does not direct the member to live on Manhattan Island	USA New York State, excluding Manhattan.

Part 2: Overseas living allowance

15.2.1 Overview

This Part sets out provisions on overseas living allowance. It covers these matters.

- a. The different elements of the allowance.
- b. Members who are entitled to the allowance.
- c. The rates for each of the four elements of the allowance.

15.2.2 Contents

This Part includes these Divisions and Annexes:

Division 1	Overview
Division 2	Cost of living adjustment
Division 3	Post adjustment
Division 4	Child allowance
Division 5	Child reunion allowance
Division 6	Other matters affecting overseas living allowance
Division 7	Additional food and clothing allowances
Annex 15.2.A	Post indexes

Division 1: Overview

15.2.3 Purpose

1. The purposes of overseas living allowance are as follows.
 - a. To help maintain the purchasing power of a member's disposable income, and an equivalent standard of living. It compares the cost of goods and services between Australia and the posting location overseas.
 - b. To help the member meet unexpected living costs associated with long-term posting.
 - c. To help the member meet some specific additional costs at the overseas posting location.

Examples: Communications, holidays, vehicle depreciation, winter clothing.
2. Overseas living allowance is not meant to do any of these things.
 - a. Increase a member's income.
 - b. Make up for loss of income earned by the member's spouse or interdependent partner.
 - c. Attract members into overseas service.
3. The allowance is notional. This means that it is based on what members in general would be expected to spend, rather than on their actual individual costs.

15.2.4 Member this Part applies to

This Part applies during a posting period for a member who is on a long-term posting overseas.

15.2.5 Member this Part does not apply to

1. This Part does not apply to a member who is away from their posting location. Division 6 contains exceptions to this rule.

See: [Division 6](#)

Clause 15.2.30, Recreation leave

Clause 15.2.31, Absence from posting location

Clause 15.2.33, Members leaving posting location before their dependants

See also: [Part 1](#) clause 15.1.3, Member this Chapter does not apply to. Clause 15.1.3 outlines some other situations in which members are not entitled to overseas living allowance or any other long-term posting conditions.

2. This Part does not apply to a member while they are on a period of long service leave. This is because overseas living allowance is not a relevant allowance for the purpose of Chapter 5 [Part 3](#).

15.2.6 Changes in allowances

1. Overseas living allowance is subject to constant change. These changes are the result of a number of factors, including the following.
 - a. Periodic price reviews.
 - b. Measured changes in exchange rates.
 - c. Any changes to an individual's salary.
 - d. Any changes to an individual's family circumstances.
2. The changes to overseas living allowance can be large, and can occur with little or no warning. The allowance might go up or down.

Note: Every effort is made to give members advance notice of these changes.

15.2.7 Disposable income for ADF members

1. Disposable income for ADF members is worked out as follows.

Step	Action
1.	Add together the member's annual rates of salary and allowances, as listed in subclause 2.
2.	Work out their personal income tax and Medicare levy liability on the total amount of step 1. Note: Personal income tax liability is worked out by applying the standard Pay as You Go (PAYG) income tax scales to the total amount of step 1. Medicare levy liability is worked out as follows. <ol style="list-style-type: none">a. For members without dependants and those accompanied by a spouse or interdependent partner who is an ADF member — nil.b. For all other members — 0.75% of the total amount of step 1.
3.	Subtract the total amount in step 2 from the amount in step 1. The result is the member's disposable income.

2. These are the member's annual rates for step 1.

Item	Entitlement	Reference
1.	Salary	Chapter 3 Part 1.
2.	Higher duties allowance (but only for a member who is posted to the position for three months or longer)	Chapter 4 Part 1.
3.	Service allowance	Chapter 4 Part 2.
4.	Hardship allowance at the rate payable for the location to which the member is posted on long-term duty.	Chapter 16 Part 2.
5.	Diving allowance	Chapter 4 Part 3 Division 3.
6.	Flight duties allowance. This only includes the rate payable if the member is required to perform flight duties on a Service aircraft as often and for as long as aircrew are required to perform duties on the aircraft.	Chapter 4 Part 3 Division 5 clause 5 of DFRT Determination No. 4 of 1992 Flight duties allowance.
7.	Flying allowance	Chapter 4 Part 3 Division 5.
8.	Language proficiency allowance	Chapter 4 Part 3 Division 8.
9.	Paratrooper allowance	Chapter 4 Part 3 Division 10.
10.	Retention allowance	Chapter 3 Part 5 Division 5.
11.	Seagoing allowance	Chapter 4 Part 3 Division 11.
12.	Special action forces allowance	Chapter 4 Part 3 Division 12.
13.	Specialist operations allowance	Chapter 4 Part 3 Division 13.
14.	Submarine escape allowance	Chapter 4 Part 3 Division 14.
15.	Submarine service allowance	Chapter 4 Part 3 Division 15.
16.	Uniform allowance	Chapter 10 Part 1.

3. To work out the cost of living adjustment of overseas living allowance for ADF members, this definition must be applied to the formula in [clause 15.2.11.](#)

15.2.8 Post index

1. A post index shows the relative cost of living at the posting location, compared with Australia.

Example 1: A country has a post index of 125.00. The country's cost of living is assessed as 25% higher than Australia's.

Example 2: If a country is cheaper to live in than Australia, the country is given an index of 100.00.
2. Post indexes are listed in column 2 of [Annex 15.2.A](#). The index that applies is the one listed for the member's posting location. If an actual index is not listed for a posting location within a country, the 'Other' index listed for the country must be applied to the location.
3. The post index is worked out each year from a survey of local prices and exchange rates carried out by a data service provider. The list of post indexes may later be varied as a result of one of these changes.
 - a. Creation of a new posting location.
 - b. Exchange rate movements (see subclause 4).
 - c. A special analysis of costs at the posting location.

Note: The post might ask for a special analysis because of a specific change in circumstances.

4. Only an average exchange rate movement in the national currency of 2% or more over two pay periods will vary the post index. The post index will be varied as shown in this table. This variation will be carried out by the Directorate of Service Conditions.

Step	Action									
1.	Find out the exchange rate used by the data service provider as the basis for the current post index.									
2.	Monitor the exchange rate each fortnight to assess the exchange rate movement. Note: This means monitoring the average of the exchange rates applied in the last two pay periods. The exchange rates used are notified by the data service provider.									
3.	If the percentage movement in the exchange rate is 2% or more up or down, then vary the post index. This table shows how the percentage movements are applied. <table border="1" data-bbox="475 689 1406 790"> <thead> <tr> <th>Item</th> <th>If the result of step 3 (up or down) is...</th> <th>then the post index is...</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>less than 2%</td> <td>not varied.</td> </tr> <tr> <td>b.</td> <td>2% or more</td> <td>varied.</td> </tr> </tbody> </table>	Item	If the result of step 3 (up or down) is...	then the post index is...	a.	less than 2%	not varied.	b.	2% or more	varied.
Item	If the result of step 3 (up or down) is...	then the post index is...								
a.	less than 2%	not varied.								
b.	2% or more	varied.								

5. The new post index will take effect as soon as practicable after the variation is worked out. When a variation is applied, the exchange rate that led to the change will become the new base for working out future variations.
6. Column 3 of [Annex 15.2.A](#) shows the index published for the posting location by the data service provider. This index is not used in working out overseas living allowance, because the post index used for this purpose must not be less than 100.

15.2.9 Entitlement to overseas living allowance

A member on long-term posting is entitled to overseas living allowance for their posting location.

This table sets out the purpose of the four elements of overseas living allowance.

Item	Element	Purpose
1.	Cost of living adjustment	To help maintain the purchasing power of members' disposable income, and an equivalent standard of living. See: Division 2
2.	Post adjustment	To help members meet extra living costs that are likely to be incurred as a result of living overseas. See: Division 3
3.	Child allowance	To help with the extra costs of maintaining a dependent child at the posting location. See: Division 4
4.	Child reunion allowance	To help members with the costs of maintaining communication with children who live elsewhere, and having their children visit them at the posting location. See: Division 5

15.2.9A Effect of non-Commonwealth allowances on overseas living allowance

A member's entitlement to overseas living allowance for a period must be reduced by any amount of mission subsistence allowance paid to the member by the United Nations for that period.

Division 2: Cost of living adjustment

15.2.10 Purpose

Cost of living adjustment is a payment to help maintain the purchasing power of members' disposable income, and an equivalent standard of living.

15.2.11 Working out the cost of living adjustment

Work out a member's cost of living adjustment using this formula:

$$\text{Disposable income} \times \frac{\text{Post index} - 100}{100}$$

See: [Division 1](#)

Clause 15.2.7, Disposable income for ADF members

Clause 15.2.8, Post index

[Annex 15.2.A](#), Post indexes

15.2.12 Dual entitlement

1. Dual entitlement means all the following conditions are met.
 - a. A member is eligible for overseas living allowance under this Part.
 - b. The member's spouse or interdependent partner is eligible for a payment that meets both the following conditions.
 - i. It is comparable to overseas living allowance.
 - ii. It is paid under this Part, or associated with other Commonwealth employment.
 - c. The member is posted to the same location as their spouse or interdependent partner.

Example: A member is posted to Jakarta. The member's spouse is an APS employee in the Department of Foreign Affairs and Trade, and is on a long-term posting to Jakarta for the same period as the member. The member is eligible for overseas living allowance. The member's spouse is paid allowances for living overseas by the Department of Foreign Affairs and Trade. The member has a dual entitlement.

2. In this case, the Commonwealth will not pay both the member and spouse or interdependent partner the full amount of overseas living allowance.
3. The Commonwealth will pay one person the full overseas living allowance. The other person will only be paid the cost of living adjustment to help maintain the purchasing power of their salary.
4. The member and spouse or interdependent partner have the option of choosing the person who will only be paid the cost of living adjustment. The option is set out in this table.

Item	If...	and...	then...
1.	both the member and spouse or interdependent partner would be eligible for overseas living allowance	they jointly nominate the person who will only be paid the cost of living adjustment	the nominated person is entitled only to cost of living adjustment for the posting period.

5. If the member and spouse or interdependent partner do not choose under subclause 4, this table applies.

Item	If...	and...	then...
1.	both the member and spouse or interdependent partner would be eligible for overseas living allowance and the member has the lower disposable income	they do not jointly nominate the person who will only be paid the cost of living adjustment	the member is entitled only to cost of living adjustment for the period of the posting.
2.	both the member and spouse or interdependent partner would be eligible for overseas living allowance, and they have the same disposable income	they do not jointly nominate the person who will only be paid the cost of living adjustment, and the member has the shorter period of service	

15.2.13 Excluding higher duties allowance from disposable income

Higher duties allowance is included in a member's disposable income if it has been approved for three months or more. The three months must have been continuous.

Division 3: Post adjustment

15.2.14 Purpose

Post adjustment helps members meet extra living costs that are likely to be incurred as a result of living overseas. This includes the extra costs of maintaining communication with Australia.

15.2.15 Rate of post adjustment

1. Post adjustment is worked out as a percentage of the member's salary, under this table. All calculations are in Australian dollars.

Item	Column 1	Column 2	Column 3	Column 4
	Type of member	For a salary of AUD 55,000 or less, the member gets...	plus percentage of salary between AUD 55,000 & AUD 85,000	plus percentage of salary above AUD 85,000
1.	Accompanied member	AUD 18,150	33%	16.5%
2.	Unaccompanied member	AUD 12,100	22%	11%

2. These are examples of how to work out the post adjustment.

Example 1: A member's salary is AUD 35,000 and the member is unaccompanied. Only column 2 is used to work out the rate of post adjustment.

Column 2 rate = AUD 12,100 a year. That is the amount of post adjustment.

Example 2: A member's salary is AUD 67,000 and they are posted as an accompanied member. This is how to work out the post adjustment.

Column 2 (AUD 18,150) + column 3 (ie 33% of the difference between AUD 55,000 and AUD 67,000 = 33% of AUD 12,000)

AUD 18,150 + AUD 3,960 (33% of AUD 12,000) = AUD 22,110

The amount of post adjustment is AUD 22,110 a year.

Example 3: A member's salary is AUD 92,000 and the member is posted unaccompanied. This is how to work out the post adjustment.

Column 2 + column 3 + column 4

AUD 12,100 + AUD 6,600 (22% of AUD 30,000) + AUD 770 (11% of the difference between AUD 92,000 and AUD 85,000) = AUD 19,470 a year.

Example 4: A member's salary is AUD 100,000 and they are posted as an accompanied member. This is how to work out the post adjustment.

Column 2 + column 3 + column 4

AUD 18,150 + AUD 9,900 (33% of AUD 30,000) + AUD 2,475 (16.5% of AUD 15,000) = AUD 30,525.

15.2.16 ...

15.2.17 Supplementary post adjustment for Manhattan, New York, USA

A member may apply to the CDF for an annual supplementary post adjustment of AUD 1,200. Both these conditions must be met.

- a. The member must have been directed by the CDF to live in Manhattan on a long-term posting.
- b. The CDF decides that there is an obligation for the member to pay a Christmas bonus. This bonus must be for apartment and garaging services.

Division 4: Child allowance

15.2.18 Purpose

Child allowance helps with the extra costs of maintaining a dependent child at the posting location.

15.2.19 Member this Division does not apply to

A member is not entitled to both child reunion allowance and child allowance at the same time for the same child.

See: [Division 5](#), Child reunion allowance

See also:

Chapter 12 [Part 1](#) clause 12.1.2, Member Chapters 12 to 16 do not apply to [Part 1](#) clause 15.1.3, Member this Chapter does not apply to [Division 1](#) clause 15.2.5, Member this Part does not apply to

15.2.20 Eligibility – child allowance

1. This table sets out when eligibility for child allowance begins.

Item	Eligibility begins on the later of...
1.	The day the member's period of posting begins.
2.	The day the child arrives to begin living at the member's posting location.

2. This table sets out when eligibility for child allowance ends.

Item	Eligibility ends on the later of...
1.	The day the member's posting period ends.
2.	The day the member becomes eligible for child reunion allowance for the child.
3.	Four weeks after the day the child stops living at the member's posting location.

15.2.21 Working out child allowance

1. The amount of child allowance is based on the member's salary, the age of the child and the local post index.
2. This table shows how to work out the amount a member is entitled to be paid.

Step	Action
1.	Work out 1.5% of the member's salary.
2.	If the child is: a. under 12 years old, then add AUD 1,500 to the step 1 amount. b. 12 or more years old, then add AUD 2,500 to the step 1 amount.
3.	Multiply the step 2 amount by the post index. See: Annex 15.2.A , Post Indexes

Example: A member is on long-term posting in Paris. The member has the following.

- a. A salary of AUD 55,000.
 - b. Two children, aged 13 and 10.
 - c. A post index of 133.2.
3. This table shows how to work out the total child allowance for the two children.

Item	For the child aged...	the child allowance is...
1.	10 years	A: AUD 55,000 x 0.015 = AUD 825 B: AUD 825 + AUD 1,500 = AUD 2,325 C: AUD 2,325 x 133.2% = AUD 3,096.90
2.	13 years	A: AUD 55,000 x 0.015 = AUD 825 B: AUD 825 + AUD 2,500 = AUD 3,325 C: AUD 3,325 x 133.2% = AUD 4,428.90
	Total for both children	AUD 3,096.90 + AUD 4,428.90 = AUD 7,525.80

15.2.22 Allowance if family assistance benefit lowered

1. This clause applies to a member who meets all the following conditions.
 - a. The member has a dependant child.
See: Chapter 12 Part 3 clause 12.3.5, Definition of dependant
 - b. The member has received any of the following benefits.
 - i. Carer allowance for a child under the *Social Security Act 1991*.
 - ii. Double orphan pension under the *Social Security Act 1991*.
 - iii. Family tax benefit (Part A and Part B rate) under the *A New Tax System (Family Assistance) Act 1999*.
 - iv. Parenting payment (single) under the *Social Security Act 1991*.

See:
Social Security Act 1991
A New Tax System (Family Assistance) Act 1999
 - c. The benefit described in paragraph b. is reduced or lost for either of the following reasons.
 - i. The child or the parent who normally receives the benefit described in paragraph b, is away from Australia because of the member's long-term overseas posting.
 - ii. The benefit described in paragraph b. is reduced because the member receives money from Defence for the child's education costs due to their long-term overseas posting.
2. The member is entitled to an amount equal to the reduction in the amount of any benefit set out in paragraph 1.b.
3. At the end of the long-term overseas posting, the member continues to be entitled to the additional amount under subclause 2 in either of the following circumstances.
 - a. The child or parent returns to Australia before beginning another long-term overseas posting.

- b. While the child or parent is in Australia, they are ineligible for the relevant benefit because of the expected absence due to the next long-term overseas posting.
- 4. The member is entitled to continue receiving the additional amount under subclause 2, if all of the following conditions are met.
 - a. They have been entitled to an additional amount under subclause 2.
 - b. A parent of the child returns to Australia. Within three weeks, the parent applies for the benefit for which they were entitled to the additional amount under subclause 2.
- 5. The allowance under subclause 4 is payable for the period starting on the day of the parent's return. It ends the day before they become entitled to the relevant benefit.

Division 5: Child reunion allowance

15.2.23 Purpose

Child reunion allowance helps members with these costs.

- a. Maintaining communication with children who live elsewhere.
- b. Having their children visit them at the posting location.

15.2.24 Member this Division applies to

This Division applies to a member who does not have their dependent children living with them at the long-term posting location.

15.2.25 Member this Division does not apply to

A member is not entitled to both child reunion allowance and child allowance at the same time for the same child.

See: [Division 4](#), Child allowance

See also:

Chapter 12 [Part 1](#) clause 12.1.2, Member Chapters 12 to 16 do not apply to [Part 1](#) clause 15.1.3, Member this Chapter does not apply to [Division 1](#) clause 15.2.5, Member this Part does not apply to

15.2.26 Entitlement – child reunion allowance

A member is entitled to child reunion allowance for the posting period, for each dependent child who lives away from the posting location. This is only if the child is also eligible for at least one reunion visit each year.

15.2.27 Working out child reunion allowance

This table shows how to work out the rate of child reunion allowance for a child.

Step	Action
1.	Work out the rate of child allowance that would apply to the child. See: Division 4 clause 15.2.21, Working out child allowance
2.	Multiply the rate from step 1 by 75%.

Example: A member is entitled to child reunion allowance for a dependent child who attends school in Australia. The child is 13 years old. The annual rate of child allowance would be AUD 4,428.90. The annual rate of child reunion allowance is 75% of that rate, or AUD 3,321.68.

Division 6: Other matters affecting overseas living allowance

15.2.28 Purpose

This Division explains how specific circumstances may affect a member's overseas living allowance.

15.2.29 Member this Division applies to

This Division applies to a member in any of these situations.

- a. The member is on recreation leave.
- b. The member is temporarily away from the posting location on duty.
- c. The member has been evacuated from their posting location.
- d. A member has spouse or dependant who is temporarily away from the posting location.
- e. The member leaves a posting location before their dependants.
- f. The member has a period of unused leave that accrued during the posting period.
- g. The member is serving a period of detention.

15.2.30 Recreation leave

1. A member continues to accrue recreation leave while on long-term posting overseas.

See: Chapter 5 [Part 2](#), Recreation leave

2. Overseas living allowance is payable during the member's leave, subject to these conditions.
 - a. It is only payable for the period of recreation leave that the member has accrued on their long-term posting.
 - b. It is payable for the period in paragraph a, no matter where the member takes the leave during their long-term posting.
 - c. The limits in clause 15.2.34 apply to leave taken after the posting ends.

15.2.31 Absence from posting location

1. This clause applies to a member who is temporarily away from the posting location on duty or paid leave for a period of more than one day.

Exceptions: Recreation leave, long service leave.

See: Chapter 5 [Part 2](#), Recreation leave, and [Part 3](#), Long service leave

2. An [unaccompanied member](#) remains entitled to full overseas living allowance for up to four weeks of continuous absence. After the first four weeks, the member is only entitled to the cost of living adjustment.
3. An accompanied member remains entitled to the full accompanied rate of overseas living allowance until after four weeks of continuous absence by the member's spouse or interdependent partner, who was living with the member at the posting location.

4. After a continuous absence of four weeks by the member's spouse or interdependent partner, the member is to be treated as an unaccompanied member.

Example: An accompanied member leaves the posting location. Two weeks later, the member's spouse or interdependent partner leaves. Four weeks after the member's spouse or interdependent partner leaves, the member goes on to the unaccompanied rate of overseas living allowance. Later the member's spouse or interdependent partner returns and the member resumes the accompanied rate.

5. A member may be recalled to duty at a location during assisted leave travel authorised under Chapter 15 Part 3 [Division 7](#) or Chapter 16 [Part 4](#). In these cases, the member is entitled to the following for the period of the recall.
 - a. Travel costs at the rate for the location in Annex 13.3.A.
 - b. Overseas living allowance at the rate for the member's posting location.
 - c. For a member who uses accommodation in Australia supplied through the Commonwealth's service provider at a location listed in Annex 9.5.B, travel costs paid in accordance with that Annex.

See: Annex 9.5.B, Amounts for accommodation, meals and incidentals for travel card – accommodation supplied through Lido at selected locations
 - d. For a member who uses commercial accommodation in Australia but who does not meet the requirements of paragraph c, travel costs paid in accordance with Annex 9.5.A.

See: Annex 9.5.A, Amounts for accommodation, meals and incidentals for travelling allowance and travel card

Note: The Commonwealth's service provider is the Lido Group Pty Ltd (ABN 42 006 852 991).
6. When the member's spouse or interdependent partner returns to the posting location, the member again becomes an accompanied member.

15.2.32 Continuing and unavoidable costs during absence

1. A member may be temporarily away from their posting location on duty, or for reasons beyond their control.

Examples: Illness, injury and hospitalisation.
2. The member is entitled to be reimbursed certain continuing and unavoidable costs at their posting location during their absence. All these conditions apply.
 - a. Approval may only be given if the CDF is satisfied that the member could not reasonably avoid incurring the costs.
 - b. The member would normally be paid for the costs through overseas living allowance or another benefit under this Chapter.
 - c. The member's overseas living allowance or other benefit has stopped.
3. These costs can be reimbursed.
 - a. The continued employment of domestic and gardening help.
 - b. Rent and utilities.
 - c. Telephone rental.

15.2.33 Members leaving posting location before their dependants

1. A member might end their long-term posting and leave the posting location before their dependants. A member who has a dependant who is unable to leave with them, is entitled to continued payment of overseas living allowance. The rate will be whatever rate applies to the member from time to time.

See: Chapter 12 [Part 3](#)

Clause 12.3.2, Definition of accompanied member

Clause 12.3.20, Definition of unaccompanied member

2. Overseas living allowance is only payable for the shortest of these periods.
 - a. The period that the dependant remains at the posting location after the member leaves.
 - b. Four weeks, if the dependant cannot leave because of organisation requirements on the member.
3. The CDF may approve payment of overseas living allowance for a longer period. The CDF must consider both these criteria.
 - a. The reason the dependant remained after the member's departure.
 - b. The date the dependant will travel from the posting location at Commonwealth expense.

Example: A member is required to return to Australia at short notice for operational reasons. The spouse must remain at the posting location while their children finish school, and to supervise the removal. The member retains their accompanied rate of overseas living allowance for a period of eight weeks approved by the CDF authorised person under subclause 3.

15.2.34 Payment of overseas living allowance for unused leave

1. A member's period of unused leave is the recreation leave they accrued during a posting period, but were unable to take. This is only if the CDF is satisfied that they could not take the leave during that period for either of these reasons.
 - a. On medical or compassionate grounds relating to the member or a dependant, they left the posting early, or left the ADF.
 - b. The operational needs of the ADF prevented them from taking the leave.
2. After the member's posting, the CDF may authorise overseas living allowance to be paid. The allowance is payable for the period of unused leave that the member takes overseas.
3. Overseas living allowance may not be paid for leave taken in Australia after the member returns.
4. The period of unused leave must not be longer than the amount of recreation leave that the member accrued over their last 12 months' service at the posting location.
5. To work out the overseas living allowance payable under this clause, use the rate that the member was entitled to on the last day of their posting period.

Exception: A member who is on leave in between overseas postings and travelling under clause 15.3.41 is entitled to overseas living allowance.

15.2.35 Detention

1. Regulation 68 of the [Defence Force Regulations 1952](#) provides that a member undergoing detention under service law forfeits all allowances, other than those specifically mentioned under this Determination.
2. This clause applies to a member who meets both these conditions.
 - a. They are serving a period of detention under service law.
 - b. They were entitled to overseas living allowance immediately before they began the period of detention.
3. The member is entitled to an amount of overseas living allowance approved by the CDF. The CDF must consider all these criteria.
 - a. If the member was an accompanied member before the detention started.
 - b. The member's dependants who continue to live in the posting location.
 - c. The nature of costs, if any, that the member continues to incur during their period of detention.
4. Members in detention are not entitled to any other payments under this Part.

Division 7: Additional food and clothing allowances

15.2.36 Purpose

This Part provides additional food and clothing allowances when a member is living at a posting location overseas.

15.2.37 Meal allowances – additional duty

1. A member is entitled to a meal allowance for performing additional duty during any of these periods.
 - a. 0700 to 0900.
 - b. 1200 to 1400.
 - c. 1800 to 1900.
 - d. 0000 to 0100.
 - e. A period that the CDF approves as an equivalent period at the posting location. The CDF must have regard to local meal times and the hours of duty that the member normally observes.
2. Meal allowances are paid at the rate applicable to the posting location, worked out using this formula:

$$\mathbf{\$26.45 \times A \times B = \text{meal allowance for a meal period on additional duty}}$$

Where:

A is the applied post index for the location that was listed in [Annex 15.2.A](#) on 1 March, within the 12 months before the additional duty occurred. If a post index does not exist for the location on this date, **A** is the post index for the location at the date the member begins duty there.

B is the exchange rate used to pay salary to members at the posting location on 1 March, within the 12 months before the additional duty occurred.

3. A member is not entitled to a meal allowance if a meal is provided, or made available at no cost to the member.
4. Meal allowance for additional duty overseas is payable under the same basic conditions as within Australia.

See:

Chapter 4 [Part 5](#), Meal allowances

15.2.38 Meal costs in temporary accommodation

A member may be directed to live in temporary accommodation at the posting location in connection with duty. If the member has to eat at the temporary accommodation, the member is entitled to be reimbursed the reasonable cost of meals.

15.2.39 Air freight of foodstuffs – Vietnam

A member on long-term posting in Vietnam may be paid airfreight costs for reasonable quantities of essential foods bought on a courier journey to Bangkok.

15.2.40 Special garment allowance

1. A member is entitled to be reimbursed for special garments required at the posting location.
2. The garment must be mandatory for the member and dependants to conform to a dress code imposed by religious custom or law at the member's posting location. It must not be useful for any other purpose, regardless of fashion or personal taste.
3. The amount is what the CDF considers reasonable in the circumstances. The CDF must consider both these criteria.
 - a. The nature of the clothing required to conform to the dress code.
 - b. The nature and cost of the garment bought by the member or dependant.
4. This clause also applies to dependants on reunion visits to the posting location.

Example: Sharia clothing that must be worn by a female dependant in an Islamic country.

Annex 15.2.A: Post indexes

Posting location	Applied index	Published index
BELGIUM	101.1	101.1
BRUNEI	100.0	68.0
CAMBODIA	100.0	69.2
CANADA British Columbia	104.5	104.5
CANADA Montreal	100.8	100.8
CANADA Ontario	101.9	101.9
CANADA Other	100.8	100.8
CHINA	112.2	112.2
COOK ISLANDS	108.1	108.1
EAST TIMOR	100.0	98.4
ETHIOPIA	100.0	67.0
FIJI	100.0	78.9
FRANCE Paris	110.8	110.8
FRANCE Other	100.0	99.4
GERMANY	100.0	96.3
INDIA	100.0	55.5
INDONESIA	100.0	86.1
IRAQ	100.0	0.00 [Note: no price data is available for this location.]
ISRAEL	109.2	109.2
JAPAN	157.2	157.2
JORDAN	100.0	86.8
KIRIBATI	114.6	114.6
KOREA	109.2	109.2
KUWAIT	100.0	77.8
MALAYSIA	100.0	71.1
MARSHALL ISLANDS	112.5	112.5
MICRONESIA	100.0	88.6
NETHERLANDS	100.0	94.7
NEW ZEALAND Auckland	100.0	96.0
NEW ZEALAND Christchurch	100.0	92.9
NEW ZEALAND Wellington	100.0	95.4
NEW ZEALAND Other	100.0	94.8
PAKISTAN	100.0	49.3
PALAU	100.0	89.4
PAPUA NEW GUINEA	125.7	125.7
PHILIPPINES	100.0	71.6
SAMOA	100.0	89.1
SAUDI ARABIA	100.0	60.8
SENEGAL	103.1	103.1
SINGAPORE	104.4	104.4
SOLOMON ISLANDS	112.4	112.4
SPAIN Madrid	100.0	96.6
SPAIN Other	100.0	90.3
THAILAND	100.0	80.4
TONGA	100.0	96.8
TURKEY	100.0	80.8
TUVALU	121.1	121.1
UNITED ARAB EMIRATES	100.0	74.6
UK London	100.4	100.4
UK Other	100.0	87.7

Posting location	Applied index	Published index
USA Alaska	100.0	93.8
USA California	100.0	95.6
USA Colorado	100.0	81.7
USA Connecticut/Rhode Island	100.0	89.3
USA Florida	100.0	88.0
USA Georgia	100.0	83.3
USA Hawaii	100.2	100.2
USA Illinois	100.0	92.5
USA Manhattan	105.2	105.2
USA Maryland/Virginia, including Washington DC	100.0	91.5
USA Massachusetts	100.0	89.5
USA Missouri	100.0	84.9
USA New York State, excluding Manhattan	100.0	99.7
USA Texas	100.0	82.6
USA Washington State	100.0	89.5
USA Other	100.0	89.3
VANUATU	115.5	115.5
VIETNAM	100.0	62.2

Part 3: Travel during a long-term posting

15.3.1 Purpose

The purpose of this Part is to authorise travel entitlements during a long-term posting.

15.3.2 Member this Part applies to

This Part applies to a member who is on a long-term posting overseas and is required to travel while on the posting. It also applies to the member's dependants, who need to travel in special circumstances.

Note: There may be additional travel entitlements for members at hardship posts.

See: Chapter 16 [Part 4](#), Assisted leave travel

15.3.3 Contents

This Part includes these Divisions:

Division 1	Travel for short-term duty while on long-term posting
Division 2	Excess commuting costs
Division 3	Overseas reunion travel
Division 4	Vehicle allowances
Division 5	Vehicle contribution
Division 6	Travel for compassionate reasons
Division 7	Travel on extension of posting or second overseas posting

Division 1: Travel for short-term duty while on long-term posting

15.3.4 Travel for short-term duty while on long-term posting

1. A member may be required to travel on short-term duty overseas, while on a long-term posting. This could include travel between or within overseas countries.

Example: A member, posted in London, needs to travel to Brussels on duty. Similarly, another member posted in Washington, needs to travel to San Francisco.

2. For this kind of travel, the member is regarded as on short-term duty overseas. These entitlements are outlined in [Chapter 13](#), Short-term duty overseas.

15.3.5 Travel by private vehicle

1. A member may choose to travel for duty by private vehicle. In this case, the member is entitled to vehicle allowance and payment of travel costs.

See:

Chapter 15 Part 3 [Division 4](#), Vehicle allowance

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

2. The entitlement must not be more than if the member had travelled by the normal means.
3. The cost of transporting a private vehicle is the member's responsibility. The Commonwealth will not consider these costs in working out any entitlements.

Division 2: Excess commuting costs

15.3.6 Purpose

The purpose of this Division is to help with extra commuting costs. This is when the member is travelling to and from their home at the overseas posting location, to their place of duty.

Note: The member's home should be located within a reasonable distance of the work location. The member is entitled to be paid only for travel by the most direct practical route.

15.3.7 Public transport

1. A member is entitled to be reimbursed for the excess costs of public transport. This is for travel between the member's home and the member's normal place of duty. This is worked out on a monthly basis.
2. The monthly amount for fares in any calendar year is worked out in local currency using this formula.

$$\text{AUD 91.00} \times A \times \frac{B}{100}$$

A is the exchange rate used to pay salary to members at the posting location on the payday immediately before 1 March in that year.

B is the post index in force on the payday immediately before 1 March in that year. If a post index does not exist for the location on this date, **B** is the post index for the location at the date the member begins duty there.

Note 1: This information is available from the Overseas Administration Team (see Chapter 12 [Part 2](#) clause 12.2.2).

Note 2: AUD 91.00 was the cost of an adult monthly bus ticket in Canberra on 1 March 2011.

3. The amount the member is entitled to is the travel costs minus the monthly amount for fares worked out under subclause 2.

Example: If the local monthly public transport cost is USD 90.00, and the monthly amount for fares under subclause 2 is USD 70.78, the amount reimbursed is USD 19.22 a month.

15.3.8 Private vehicle

1. The member may use a private vehicle to drive between their home and their place of duty.
2. The member is entitled to be reimbursed for any extra commuting costs. The amount is worked out on a daily basis. It is based on every kilometre travelled over 30 km. The daily amount for excess commuting costs is worked out in local currency using this formula.

$$A \times B \times (C - 30)$$

A is the applicable rate of vehicle allowance on 1 March in that year.

See: Chapter 15 Part 3 [Division 4](#), Vehicle allowances

B is the exchange rate used to pay salary to members at the posting location on the payday immediately before 1 March in that year.

Note: Information on item **B** is available from the Overseas Administration Team (see Chapter 12 Part 2 clause 12.2.2).

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

Example: A member is on posting in Shrivenham, UK. In a 2.0 litre engine vehicle, they make a 70 km daily return trip. Vehicle allowance within Australia is AUD 0.71 a km for that vehicle. The exchange rate used is 0.40. This table shows how to work out the excess commuting costs.

Step	Action
1.	Convert the within-Australia rate of vehicle allowance to local currency. $AUD\ 0.71 \times 0.40 = GBP\ 0.28\ \text{per km.}$
2.	Subtract 30 km from the daily return distance the member travels. $70 - 30 = 40\ \text{km.}$
3.	Multiply the result of step 1 by the result of step 2. $40\ \text{km} \times GBP\ 0.28\ \text{per km} = GBP\ 11.20\ \text{a day.}$

15.3.9 Public transport and private vehicle combined

The member may travel to their normal place of duty using both public transport and private vehicle. When this happens, the amount is worked out as if the whole journey were by public transport under clause 15.3.7. The whole distance of the private vehicle component is treated as if it were a fare. This is worked out under clause 15.3.8, but without deducting the 30 km from the return distance.

Example: A member is on posting in London. Each day, they drive a 30 km return journey to the Underground station, then travel by tube to work using a five-zone monthly season ticket. Vehicle and other details are as set out in the table in clause 15.3.8. This table shows how to work out the excess commuting costs.

Step	Action
1.	Work out the amount for the vehicle portion of the journey using the table in clause 15.3.8. Do not subtract the 30 km in step 3 of the table in clause 15.3.8. 30 km x GBP 0.38 a km = GBP 11.40 a day.
2.	Convert the daily amount in step 1 to a monthly amount, based on 20 working days a month. GBP 11.40 a day x 20 = GBP 228.00 a month for the vehicle portion of the journey.
3.	Find out the Underground fare. A five-zone monthly season ticket costs GBP 134.80 a month.
4.	Add the amount in step 2 to the amount in step 3. GBP 228.00 a month + GBP 134.80 a month = GBP 362.80 a month
5.	Work out the monthly amount for fares under the formula in subclause 15.3.7.2. The monthly amount for fares = GBP 48.24
6.	Subtract the amount in step 5 from the amount in step 4. GBP 362.80 a month - GBP 48.24 a month = GBP 314.56 a month.

Division 3: Overseas reunion travel

15.3.10 Purpose

1. The purpose of this Division is to reimburse members for the costs associated with reunion travel, for the member and their dependants.
2. Reunion travel helps reunite the member with their dependants who do not live with them overseas. It recognises the need to maintain family bonds, and adds to the personal wellbeing of the member and their dependants.

15.3.11 Member this Division applies to

This Division applies to members who have dependants living away from the overseas posting location.

15.3.12 ...

15.3.13 Number of reunion visits to overseas posting location

1. The CDF may authorise up to four reunion visits a year by a dependant who does not live at the member's posting location.
2. The CDF must consider all these criteria.
 - a. The relationship of the dependant to the member or the member's spouse or interdependent partner.
 - b. The age and welfare of the dependant.
 - c. The cost and duration of travel to the member's posting location.
 - d. Any other opportunities that the member or the spouse or interdependent partner may have to reunite with the dependant.
 - e. Any other factor relevant to the reunion visit.

Example 1: A member has a dependant who is under 18 years old, is attending primary or secondary education full-time with education assistance in Australia, and has all people with parental responsibility at the posting location. The member may be granted more than one reunion visit a year, to allow the child to spend school holidays with their parents.

If a child attends a school with a four-term school year, a fourth reunion visit may be granted.

Example 2: A member might have only one entitlement a year for a dependant when there is no reason for additional reunion visits. This might occur with adult dependants who have completed their education, or when a parent remains in Australia and is available to provide emotional support, guidance and counselling.

15.3.14 Time periods for reunions

Reunion visits are not normally authorised within three months of the start or end of a posting.

Exception: The CDF may approve a reunion visit during these times. The CDF must consider all these criteria.

- a. If other relatives in Australia can provide short-term housing for the dependant.
- b. If care can be arranged for the dependant.
- c. Any other factor relevant to the dependant's welfare.

15.3.15 Amount of reimbursements

1. There is a maximum amount for reunion visit reimbursements. It is the lowest of these amounts.
 - a. The cost incurred by the member for the return travel by a dependant.

Exception: This cost excludes any cost that the member is responsible to pay for an adult escort that a carrier requires for the member's child.
 - b. The [allowable travel cost](#) for the travel.
 - c. The allowable travel cost for return travel from where the dependant normally lives to the posting location and return.
2. A member may be away from their posting location for a short time. When this happens, the dependant is authorised to visit the member at the other location. The amount for paragraph 1.c is the return travel cost to the posting location.

Exception: If the travel is to a designated leave centre and the cost is greater than to the posting location, the amount for paragraph 1.c is the return travel cost to the leave centre.
3. The member must pay any extra costs, when the value of a ticket is greater than the allowable travel cost.
4. The CDF may authorise the member to be provided with a ticket for transport, instead of reimbursement.

15.3.15A Cost of escort for child

1. A person may be paid costs under subclause 2 if all the following conditions are met.
 - a. A dependant meets all the following requirements.
 - i. They are under 15 years old.
 - ii. They are to have a reunion visit that includes a domestic flight in the USA or Canada.
 - iii. They would not otherwise be travelling with another person who is 18 years old or older.
 - b. The domestic flight described in subparagraph a.ii is on a carrier that does not let passengers under 15 years old travel unaccompanied.
 - c. The person is either a member, or a member's family member.

2. A person described in subclause 1 may be paid allowable travel costs if they escort a dependant on domestic flights in the USA or Canada.

Example: A member's 14 year old dependant is to have a reunion visit to Washington. The dependant is using an airline that will not allow 14 year olds to travel unaccompanied. The member's adult child lives in the USA and escorts the dependant from Los Angeles to Washington. The member's adult child may be paid allowable travel costs.

3. A person may escort more than one dependant at one time.
4. Accommodation and meal costs will not be paid under this clause.

15.3.16 Member or spouse or interdependent partner visits dependant ('reverse overseas reunion')

1. This clause applies to a member for whom the CDF has approved a reunion visit by a dependant under clause 15.3.13.
2. The member may apply in writing to the Overseas Administration Team to be reimbursed for travel by the member or spouse to visit their dependant, instead of taking the entitlement to a reunion visit under clause 15.3.13.

Note: This visit to the dependant is sometimes called 'reverse reunion' travel.

3. Each time that the member is reimbursed under this clause, the total number of reunion visits that the member may be reimbursed for under clause 15.3.13 is reduced by one for each dependant who is visited at the reverse reunion location.

Example: A member or spouse or interdependent partner travels on a reverse overseas reunion visit to Sydney and reunites with their two children. This reduces the family's reunion entitlement by one visit for each child.

4. The maximum amount that a member can be reimbursed for a reverse reunion visit under this clause is the **allowable travel cost** for the member or spouse or interdependent partner, travelling by the most direct route from the member's posting location to where the dependant normally lives and return.

Example: The member or spouse or interdependent partner travels from Los Angeles to Sydney for a reverse overseas reunion visit to two children. The allowable travel cost for the return trip by that person would have been AUD 3,600. This amount is the cost limit repayable for the reverse reunion travel. If the person gets a special deal AUD 2,000 ticket, then they only get reimbursed the cost of that ticket.

15.3.17 Reverse dependant overseas reunion travel to a non-dependant

1. Travel may be approved for a dependant, living at the posting location with the member, to reunite with other people. The other people do not have to be dependants of the member. Approval may only be given if the CDF is satisfied the dependant should be reunited with the other people at Commonwealth expense.
2. The CDF must consider all these criteria.
 - a. The relationship of the people.
 - b. The degree to which the relationship has been maintained before and during the member's long-term posting.
 - c. The extent of financial or other dependency of the people.
 - d. The circumstances relating to the dependant's removal to the posting location.
 - e. Any other opportunities that the people may have to be reunited.
 - f. The age and welfare of the people.
 - g. The circumstances relating to the travel.
 - h. The cost, timing and duration of the travel.
 - i. Any other factor relevant to reimbursement for the travel by the dependant.
3. The [allowable travel cost](#) is worked out as if the travel was for a normal reunion visit. The visit is treated as being from the member's posting location, to the location where the member lived before the long-term posting.

Division 4: Vehicle allowances

15.3.18 Purpose

The purpose of vehicle allowance is to help the member pay for vehicle costs in certain cases.

15.3.19 Member this Division applies to

This Division applies to a member who is authorised to travel by private vehicle.

15.3.20 Member this Division does not apply to

This Division does not apply to any of these members.

- a. A member on short-term duty, authorised to travel by motor vehicle instead of the entitled type of transport.
- b. A member wanting to transport their private vehicle to or from a posting location.

See also:

Chapter 12 [Part 1](#) clause 12.1.2, Member Chapters 12 to 16 do not apply to [Part 1](#) Clause 15.1.3, Member this Chapter does not apply to

15.3.21 Vehicle allowance

1. The member is entitled to vehicle allowance, if the CDF approves their use of a private vehicle for official purposes. The vehicle may be owned, hired or borrowed by the member.
2. Travel between the member's home and normal place of duty is not to be included in any journey authorised under this clause.
3. When considering whether to authorise use of a private vehicle, the CDF must consider all these criteria.
 - a. The purpose of the travel.
 - b. If the use of the vehicle will result in greater efficiency than use of public transport.

Examples: Public transport unreasonably extends the member's time away from home, or is difficult for a member with a disability.
 - c. If Commonwealth transport is available for the journey.
 - d. If there is any requirement for a Commonwealth driver to remain on duty outside normal hours.
 - e. If the member has provided evidence of adequate insurance cover.
 - f. Any cost saving to the Commonwealth.
 - g. The personal interests of the member.

4. The member is entitled to an amount for each kilometre of the journey. The amount is worked out using this formula.

$$A \times B \times \frac{C}{100}$$

- A** is the relevant rate of vehicle allowance effective on 1 March in any year as mentioned in Chapter 9 Part 6 Division 5 clause 9.6.24.
- B** is the exchange rate used to pay salary to members at the posting location on the payday immediately before 1 March in that year.
- C** is the post index in force on the payday immediately before 1 March in that year. If a post index does not exist for the location on this date, **C** is the post index for the location at the date the member begins duty there.

Note: Information on items **B** and **C** is available from the Overseas Administration Team (see Chapter 12 [Part 2](#) clause 12.2.2).

5. The kilometres travelled are taken to be the distance of the journey, using the shortest direct route on suitable roads.
6. The combined upper limit of the vehicle allowance and travel costs for the road trip is the total of these amounts.
- The cost of the member's fares by the means of transport normally authorised by the CDF for the journey.
 - The amount of travel costs payable if the journey was by that means of transport.
7. A member entitled to vehicle allowance may also be reimbursed these costs.
- Ferries.
 - Tolls.
 - Garage accommodation.

15.3.22 Personal property tax on vehicle – USA

- This clause applies to a member who meets all these conditions.
 - The member is on long-term posting in the USA.
 - The member owns a motor vehicle.
 - The member has paid personal property tax on the vehicle to the Government of the State in which the member lives.
- The member is entitled to be reimbursed an amount equal to the tax on one motor vehicle only.

Division 5: Vehicle contribution

15.3.23 Purpose

The purpose of this Division is to authorise member contributions for the use of an official vehicle at a posting location.

15.3.24 Definition

This table defines terms used in this Division.

Term	Description
Official vehicle	An official vehicle means any of these vehicles. A motor vehicle provided to a member at Commonwealth expense. A vehicle controlled by any of these organisations. a. An Australian diplomatic mission. b. The ADF. c. A Commonwealth department or agency represented at the posting location. A pool vehicle made available to Commonwealth personnel at the posting location for casual private use during normal working hours and weekends.
Private use	Private use means using an official vehicle for non-work related purposes. This includes travel to and from the member's private residence to the normal place of duty.

15.3.25 Hire of official vehicle for casual short-term private use

1. If the CDF allows a member to hire an official vehicle, the member must pay an amount worked out under [Division 4](#) clause 15.3.21. The member must pay for each kilometre the vehicle travelled, during the hire period.
2. If an official vehicle is hired by the member and supplied with a driver, the member must pay the Commonwealth the cost of overtime or extra salary paid to the driver.
3. Subclause 2 does not apply to the member if the CDF believes it is essential for the member or dependant to be given a car with a driver. Approval may only be given under either of these conditions.
 - a. The member or a dependant is not authorised to drive at the posting location because of religious custom or law.
 - b. The CDF believes such driving would be an unacceptable risk to the safety of the member or dependant.
4. This clause does not apply to a member who meets both these conditions.
 - a. The member is on long-term posting in Cambodia.
 - b. The member is authorised to hire an official vehicle for private travel between Phnom Penh and the recreation facility at Kompong Som.

15.3.26 Continuous full-time private use of official vehicle

1. The CDF may allocate an official vehicle for continuous full-time private use, for a set period of time.
2. The member must pay to the Commonwealth an amount worked out using this formula.

$$A \times 8000 \times \frac{B}{365}$$

A is the rate of allowance payable under [Division 4](#) subclause 15.3.21.4.

B is the number of days in the period for which the vehicle was allocated.

3. The contribution is deducted from salary each fortnight.

15.3.27 Miscellaneous vehicle costs

1. The Commonwealth will meet these miscellaneous vehicle costs.
 - a. Registration.
 - b. Maintenance.
 - c. Servicing.
 - d. Fuel costs.
2. The member is required to pay for fuel and extra servicing cost, when both these conditions are met.
 - a. The vehicle is being used for private purposes.
 - b. The member is on recreation leave.
3. Rules on garaging and authorised travel between home and work using an official vehicle are similar to those that apply within Australia.

See: Chapter 7.2 [Chief Executive's Instructions](#), Home garaging

15.3.28 Defence Executive Vehicle Scheme

1. This clause applies when a member has been supplied a second vehicle under the Defence Executive Vehicle Scheme.
2. To be supplied with a vehicle under this Scheme, the member must meet both these conditions.
 - a. They must hold the rank of Brigadier or higher.
 - b. They must pay a contribution for the second vehicle, depending on whether the vehicle is being used on a casual or full-time basis.

15.3.29 Waiver of contribution

1. The CDF may waive the requirement to make a contribution for the use of an official vehicle.
2. The CDF must consider the [Chief Executive's Instructions](#) made under the [Financial Management and Accountability Act 1997](#) when making this decision.

Division 6: Travel for compassionate reasons

15.3.30 Purpose

Travel for compassionate reasons helps a member, their spouse or interdependent partner, or close relative with the costs of travel in the event of very serious illness, or death.

15.3.31 Definition – close relative

This table defines terms used in this Division.

Term	Definition in this Division
Close relative	Any of the following people who are not accompanying the member on the long-term posting. <ul style="list-style-type: none"> a. The member's parent, brother, sister, child, dependant or spouse. b. The parent or child of the member's spouse. c. The parent or child of the member's interdependent partner. d. If the member's spouse or interdependent partner is also a member, a dependant of the member's spouse or interdependent partner. e. Any other person approved by the CDF as a close relative of any of these people. <ul style="list-style-type: none"> i. The member. ii. The member's spouse. iii. The member's interdependent partner.
Very seriously ill	Very serious illness is an illness or injury so severe that life is imminently endangered.
Seriously ill	Serious illness is an illness or injury that could endanger life.

15.3.32 Person this Division applies to

This Division may provide a travel benefit to allow visits to or by the following people.

- a. A member who is on long-term posting overseas.
- b. A member's spouse or interdependent partner who is accompanying the member on a long-term posting.

15.3.33 Close relative visit to seriously ill person overseas

1. This clause applies if a doctor certifies that any of the following people is seriously ill at an overseas location.
 - a. The member.
 - b. The member's spouse.
 - c. The member's interdependent partner.
2. The CDF may reimburse a [close relative](#) to travel to visit the seriously ill person, up to the

lower of the following amounts.

- a. The [allowable travel cost](#) for the travel from the close relative's home to the location of the seriously ill person.
 - b. The actual fares paid by the [close relative](#) for the travel.
3. Only one close relative may be reimbursed under this clause.
4. If more than one close relative travels from Australia to visit the seriously ill person, then the CDF may decide which one of the relatives to reimburse under this clause, having regard to the following factors.
- a. Any views communicated to CDF by, or on behalf of, the member, the member's spouse or the member's interdependent partner.
 - b. Any views communicated to CDF by the member's personal legal representative.
 - c. The seriously ill person's domestic circumstances.
 - d. Any other factor relevant to the visit.
5. If the Commonwealth has provided a close relative with a visit to a member under [Defence Instruction \(General\) Personnel 11-1](#), *Defence Force sponsored visits to service members suffering serious illness or injury — the AUSDIL Scheme*, the same visit cannot be reimbursed under this Division.

15.3.34 Close relative attends to death overseas

1. This clause applies in the event of the death of any of the following people in the corresponding circumstances.
 - a. A member on long-term posting overseas.
 - b. A spouse accompanying a member on long-term posting overseas.
 - c. An interdependent partner accompanying a member on long-term posting overseas.
2. The CDF may reimburse a [close relative](#) to travel to attend the deceased person's funeral or make necessary arrangements because of the death, up to the lower of the following amounts.
 - a. The [allowable travel cost](#) for the travel from the close relative's home to the location of the deceased person.
 - b. The actual fares paid by the [close relative](#) for the travel.

15.3.35 Member or partner visit to a close relative

1. This clause applies to a member and the member's spouse or interdependent partner, if any of the following circumstances apply to a close relative.
 - a. A doctor certifies that the [close relative](#) is very seriously ill.
 - b. The close relative dies.
2. The CDF may reimburse the cost of travel by either the member or the member's spouse or interdependent partner to whichever of these locations is relevant.
 - a. The location of the very seriously ill close relative.
 - b. The location of the close relative's funeral.

3. For travel to a location in Australia, reimbursement under subclause 2 is limited to the lower of the following amounts.
 - a. The [allowable travel cost](#) for the travel from the posting location to the location of the close relative.
 - b. The fares paid by the member or spouse or interdependent partner for the travel.
4. For travel to a location outside Australia, reimbursement under subclause 2 is limited to the amount (if any) by which the cost of the fare for the travel exceeds the [allowable travel cost](#) for travel from Sydney, Australia, to the location of the close relative.

Example 1: A member is posted from a location in New South Wales to a location in the United Kingdom. They need to visit a close relative who is critically ill in New York. The return travel from the UK to New York is AUD 2,500. The member is required to pay a contribution, equivalent to the allowable return travel cost from Sydney to New York. This is AUD 5,900. In this case, as the contribution is more than the level of assistance, there is no entitlement.

Example 2: A member is posted from Western Australia to Malaysia. They need to visit a dangerously ill close relative in Wellington, New Zealand. The return travel from Malaysia to Wellington return costs AUD 3,400. The member is required to pay a contribution equal to the allowable travel cost from Sydney to Wellington, which is AUD 2,200. In this case, as the assistance is AUD 3,400 and the contribution is AUD 2,200 the member is entitled to be reimbursed AUD 1,200.

5. Reimbursement under this clause is limited to one visit for each close relative that subclause 1 applies to.
6. If subclause 1 applies to more than one close relative at the same time, due to a single event, then reimbursement is limited to a single trip for that event.

15.3.36 Fares for children

The CDF may approve reimbursement of the cost of fares for a child if the following conditions are met.

- a. A person is entitled to be reimbursed for fares under this Division.
- b. The person is responsible for the daily care of a child.
- c. The CDF is satisfied that it is impracticable to make other appropriate arrangements for the care of the child. The CDF must consider all these criteria.
 - i. The child's age.
 - ii. Any arrangements the person could make for the care of the child in the circumstances.
 - iii. The circumstances of the person travelling.

Division 7: Travel on extension of posting or second overseas posting

15.3.38 Purpose

The purpose of this Division is for a member to have extended family contact and make private business arrangements, on extension of a posting or on a posting to a second overseas location..

15.3.39 Additional travel when posting extended

1. If a member's posting to an overseas location is extended by 12 months or more, the member is entitled to the lower of the following costs.
 - a. Return air travel from the posting location to the location where the member normally lives in Australia.
 - b. The allowable travel cost for the travel.
2. If the member would otherwise have been on assisted leave travel from a hardship post, and that entitlement would have included payment for excess baggage, the member is entitled to an excess baggage entitlement of 12 kg. This is for the return flight to the posting location.
3. The member may want to travel to another location within Australia, other than where they normally live. The member is entitled to do this. However, the Commonwealth will only pay up to a maximum of the allowable travel cost. The Commonwealth will not pay any extra costs that may be charged as a result of the change in destination.
4. If dependants live at the posting location and accompany the member to and from Australia, the member may be reimbursed for their travel under this clause, up to the allowable travel cost.
5. These conditions apply to this entitlement.
 - a. Travel must be taken during the extended posting period, but not within three months of the end of the posting period.
 - b. The member must take recreation leave for the absence.
 - c. The member cannot travel to another overseas location.
6. The member and dependants are not entitled to either of these benefits during travel under this clause..
 - a. Rest periods.
 - b. Accommodation or meal costs.

Note: This travel replaces an assisted leave travel visit to a regional leave centre under Chapter 16 [Part 4](#), Assisted leave travel. See subclause 16.4.7.1A, Number of trips.

15.3.40 Dependants' travel costs on posting extension

A member may be serving overseas on an unaccompanied long-term posting or short-term duty. In some cases, the period of duty may be extended. As a result, the member may become entitled to be an accompanied member on long-term posting. In this case, the member is entitled to one of these payments.

- a. If the dependant has **not yet** travelled to the posting location, payment of the travel costs of the dependant to the overseas posting location.

See: Chapter 14 Part 4 [Division 4](#), Dependants not travelling with the member

- b. If the dependant **has already** travelled to the posting location at personal cost, the lowest of these entitlements applies.
 - i. Reimbursement of fares, conveyance and baggage to the posting location.
 - ii. The cost that would have been paid if the dependant had travelled on the day the member was approved to be accompanied at the posting location.

15.3.41 Additional travel on long-term posting to a second overseas location

1. This clause applies to a member who is issued with a second posting order only after they have left Australia on the first posting.

Exception: This clause does not apply to a member who was issued with a posting order for two or more overseas posting locations before they leave Australia. The member is not entitled to travel to Australia between these overseas postings in these circumstances.

2. The member may be paid the cost of business class air travel between the following locations.
 - a. From the old posting location to the location where the member normally lives in Australia.
 - b. From the location where the member normally lives in Australia to the new overseas posting location.
3. If dependants live at the posting location and accompany the member to Australia and to the new posting location, the member may be reimbursed for cost of the dependants' travel under this clause.
4. The following conditions apply to this entitlement.
 - a. Travel must be taken during the following time period.
 - i. After departure from the first overseas location at the end of the posting.
 - ii. Before arrival at the second overseas posting location.
 - b. The second overseas posting must be for at least 12 months.
 - c. The member must take recreation leave for the absence.
 - d. The member must travel to the location where the member normally lives in Australia.
5. Rest periods under Chapter 14 Part 4 Division 3 only apply for travel from Australia to the new posting location.

See: Chapter 14 Part 4 Division 3, Rest periods

6. Excess baggage charges may be paid under clause 14.4.10.

See: Chapter 14 Part 4 Division 2 clause 14.4.10, Excess baggage

7. Accommodation or meal costs are not payable for travel under this clause.
8. A member who is on leave in Australia between overseas postings is eligible to receive overseas living allowance for unused leave accrued at the old posting location.

See: Part 2 Division 6 clause 15.2.34, Payment of overseas living allowance for unused leave

9. The member may travel to another location within Australia, other than where they normally live. The Commonwealth will not pay any extra costs that may be charged as a result of the change in destination.

Part 4: Housing

15.4.1 Purpose

This Part sets out housing and utilities entitlements for a member on a long-term overseas posting.

15.4.2 Member this Part applies to

This Part applies to a member who is entitled to receive overseas living allowance and who lives out.

15.4.3 Member this Part does not apply to

1. This Part does not apply to a member while they meet either of these conditions.

a. Both of the following circumstances apply to the member.

i. The member is able to live in their own or their dependant's home at the posting location.

ii. The CDF is satisfied that the home is of a suitable standard for the member's rank and duties at the location.

Exception: This exclusion does not apply to a member who lives in. The member may still be eligible for assistance under Division 4 clause 15.4.19.

See also:

Chapter 12 Part 1 clause 12.1.2, Member Chapters 12 to 16 do not apply to Part 1 clause 15.1.3, Member this Chapter does not apply to

b. The member's accommodation is paid for by a body other than the Commonwealth, as represented by the Department of Defence.

Example: A member is posted to an international committee. The committee provides a housing allowance to all members. The member uses the housing allowance to pay for their housing and has no entitlement under this Part.

Related Information: The following clauses may provide housing to members employed by the United Nations, in some circumstances.

- a. Chapter 12 Part 4 clause 12.4.7, Entitlements in special circumstances
- b. Chapter 12 Part 5 clause 12.5.6, Entitlements in special circumstances

2. A member described in paragraph 1.a is not eligible for Commonwealth assistance for rent or utilities. They are not required to make contributions under this Part.

15.4.4 Contents

This Part includes these Divisions and Annexes:

Division 1	Housing
Division 2	Utilities
Division 3	Rent groups
Division 4	Rent and utilities contribution
Division 5	Reductions to rent and utilities contributions
Division 6	Household help
Annex 15.4.A	Rent group overseas
Annex 15.4.B	Rent and utilities contribution

15.4.5 Dispute resolution

This clause is reserved for publication in the *ADF Pay and Conditions Manual* of an administrative description of procedures for resolving disputes about overseas housing matters.

Division 1: Housing

15.4.6 Purpose

This Division sets out the aim of housing assistance and general housing entitlements for a member on a long-term posting overseas. The aim is to ensure the member and their dependants are provided with housing that meets all these conditions.

- a. Adequately furnished, based on the needs of the member's dependants.
- b. Located within a reasonable distance of the place of duty.
- c. Appropriate for the status and duties of the member.
- d. Suitable in size based on the composition of the member's family.
- e. Suitable for the conditions at the member's posting location.

15.4.7 Housing entitlements

1. A member may live in accommodation provided or arranged by the member or the Commonwealth.
2. There are exceptions to this, explained in table below.

Item	Category	Applies to...
1.	Tied housing – rank and role	a senior member whose posting comes with a house provided by the Commonwealth. Examples: A member posted as Head Australian Defence Staff in Washington DC, London or Jakarta.
2.	Housing – safety and security	a member appointed to a hardship posting. The member will be provided with housing that ensures the safety of the member and any dependants. Example: A member posted to Port Moresby.
3.	Housing – exchange programs	exchange personnel who are required to occupy housing provided by the host Service. Example: A member posted overseas to undertake language training with the Royal Air Force.

3. If a member does not fall into one of the categories mentioned in subclause 2, the member may be authorised to seek privately leased housing that the CDF considers suitable. The CDF must consider all these criteria.
 - a. The member's posting location.
 - b. The standard of housing at the posting location.
 - c. The location of the housing.
 - d. If the standard and the location of the house are appropriate to the member's rank and family needs.
4. The member is entitled to be paid for the rent of the privately leased house. The amount paid is to a maximum of the amount of rent, less a rent and utilities contribution.

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

15.4.8 Costs incurred under terms of occupancy

1. The Commonwealth is not a party to a private lease that the member enters into.
Exception: The Commonwealth may become a party to the lease by agreement in writing.
2. A member may be required under their lease to pay property taxes or make other council payments.
3. The member is entitled to be paid an amount equal to these costs.

15.4.9 Dispute about damage to property

1. Property leased by a member to live in at the post may be alleged to have been damaged. If this happens, a dispute may arise between the member and their landlord over the terms of the lease or return of the rental bond.
2. The CDF may pay the member an amount equal to the amount the member can show they had to pay for damage alleged to have been done to the property by them. The member must meet these conditions.
 - a. The member did not breach the terms of the lease.
 - b. The member did not cause damage to the property by their wrongful or negligent act.

Example: The member reported a faulty water heater but the landlord took no steps to fix it. The water heater flooded the home and damaged the carpet. The member had taken steps to prevent the damage and did not cause it.

Non-example: If the member failed to take steps to prevent their child from kicking holes in walls, then the member's negligence could be seen to have caused the damage.

- a. The member cannot get their bond or rent returned, or has been forced to pay an extra amount to fix the alleged damage.

15.4.10 Changing housing during posting

A member may have to move from one residence to another at the posting location for organisational requirements. In this situation, the member is entitled to have items removed to the other residence at Commonwealth expense.

15.4.11 Housing becomes unavailable or unfit

1. During an overseas posting, a member's accommodation may become unavailable or unfit for occupation. The member and dependants may need to live in temporary accommodation, such as a motel or serviced apartments.
2. In this case, the member is entitled to the settling-in allowances listed in Chapter 14 [Part 5](#), Settling in and out. They apply as if the member began a posting period at the location, on the day the accommodation becomes unavailable or unfit.

Division 2: Utilities

15.4.12 Purpose

The purpose of this Division is to help a member on a long-term posting with the cost of utilities.

15.4.13 Member this Division does not apply to

This Division does not apply to a member who is not required to pay a rent and utilities contribution.

See: [Division 4](#) Rent and utilities contribution.

See also:

Chapter 12 [Part 1](#) clause 12.1.2, Member Chapters 12 to 16 do not apply to [Part 1](#) clause 15.1.3, Member this Chapter does not apply to [Part 4](#) clause 15.4.3, Member this Part does not apply to

15.4.14 Definition – utilities

1. Utilities means all these services.
 - a. Water.
 - b. Gas and electricity.
 - c. Other fuel for ordinary household purposes.
 - d. Garbage.
 - e. Sewerage.
2. Paragraph 1.a includes special arrangements for provision of drinking water. This is when the CDF has decided the water at the member's residence is not fit for consumption. The CDF must consider both these criteria.
 - a. The standards for Australian drinking water quality, established by the National Health and Medical Research Council.
 - b. The quality of the water ordinarily available at the member's residence.

15.4.15 Entitlement

1. If a member on long-term posting pays for these utilities, the member is entitled to be reimbursed the cost.
2. If the member fails to exercise care and economy, the member must pay an amount that the CDF considers reasonable for additional utilities costs. The CDF must consider all these criteria.
 - a. The make up of the member's family.
 - b. The condition and nature of the residence occupied by the member.
 - c. The climatic conditions at the posting location.
 - d. The level of use of utilities by the member.
 - e. Any special circumstance affecting the member that may cause a high level of use of utilities.
3. A member is not entitled to be reimbursed for swimming pool heating.

Division 3: Rent groups

15.4.16 Definition – rent groups

For an ADF member, rent group means the member's rent group in column 1 of [Annex 15.4.A](#) opposite the member's rank and (if applicable) pay grade and circumstances in column 2.

Division 4: Rent and utilities contribution

15.4.17 Purpose

The purpose of this Division is to provide for the contributions that a member is required to pay when occupying a house at an overseas posting.

15.4.18 Rent and utilities contribution

1. A member must pay a rent and utilities contribution to the Commonwealth when the member is receiving these entitlements.
 - a. Rent.
See: [Division 1](#), Housing.
 - b. Utilities.
See: [Division 2](#).
2. The amount of contribution is worked out at the rate specified in Annex 15.4.B, as follows.
 - a. For an unaccompanied member, use column 4 of Part 1, opposite the member's rent group in column 1.
 - b. For an accompanied member, use column 4 of Part 2, opposite the member's rent group in column 1.
3. The contribution amount is deducted from a member's fortnightly salary.
See: [Annex 15.4.B](#), Rent and utilities contribution
4. If the member's posting location has a hardship post grade, the member's contribution is reduced by AUD 10 a week.

15.4.19 Dual liability

Dual liability means both a member and their spouse or interdependent partner would be required to pay a rent and utilities contribution under this Part. The Commonwealth only requires the rent and utilities contribution from the member who gets full overseas living allowance.

See: Part 2 [Division 2](#) clause 15.2.13, Dual entitlement.

15.4.20 Rent and utilities contribution – member living in overseas

These conditions apply to a member who lives in.

- a. A member is entitled to be reimbursed any costs that the member incurs for living-in accommodation.
- b. The member must pay a contribution to the Commonwealth for rent and utilities. The amount is the weekly rate in column 3 of this table for the member's rank in column 2.

Item	Description of member	Contribution AUD a week
1.	Corporal or lower	10.00
2.	Sergeant or higher non-commissioned rank	20.00
3.	Warrant Officer	20.00
4.	Officer	30.00

15.4.21 Exemptions from rent and utilities contribution

1. A rent and utilities contribution is not payable following the death of a member.
See: Chapter 15 [Part 8](#), Death overseas of member or dependant.
2. The member is not required to pay a rent and utilities contribution if all these conditions are met.
 - a. The member's spouse or interdependent partner normally lives with the member.
 - b. The member is required to be unaccompanied at the post.
 - c. The requirement is due to hardship, safety or the length of the long-term posting.

Examples: The spouse or interdependent partner might not be allowed to accompany the member for any of these reasons.

The posting period is less than 12 months.

The posting location is deemed unsafe for dependants.

3. Sometimes, a member's spouse or interdependent partner may be absent from the member's posting location. When this happens, the CDF may waive the rent and utilities contribution for a period. Approval may only be given if the CDF is satisfied that the absence is for a maximum period of time and reason shown in this table.

Item	Period of absence	Reason for absence
1.	13 weeks	The member's spouse or interdependent partner has delayed their departure to allow the member's child to finish a school term or year at the school that the child attended immediately before the posting.
2.	9 weeks	<p>Any of these reasons.</p> <p>a. The member's spouse or interdependent partner has made an early departure to allow the member's child to begin school at a new location at the beginning of a school year or term.</p> <p>b. The member's spouse or interdependent partner is eligible to be reimbursed the fares for the travel for any of these purposes.</p> <p>i. Visiting another location for compassionate reasons. See: Part 3 Division 6, Travel for compassionate reasons</p> <p>ii. Obtaining medical treatment at another location. See: Part 5 Division 3 clause 15.5.15, Travel to another location for health care</p> <p>iii. Escorting the member or dependant requiring medical treatment at another location. See: Part 5 Division 3 clause 15.5.16, Provision of escort</p> <p>iv. Supervising the enrolment of the member's child at a boarding school in Australia. See: Part 6 Division 4, Education costs for children</p>

Division 5: Reductions to rent and utilities contributions

15.4.22 Purpose

The purpose of this Division is to provide a member with a reduction in their rent and utilities contributions in some situations.

15.4.23 Maintaining a household in Australia

1. In some cases, a member on a long-term posting may need to establish and maintain a household in Australia. If this is to accommodate a dependant, then the member is entitled to a reduction in their rent contribution.
2. The CDF decides the amount of the reduction in rent. It can be up to the whole of the member's rent contribution specified in column 2 of [Annex 15.4.B](#), Rent and utilities contribution.
3. The member does not have to pay a utilities contribution.
4. For a member to receive a reduction in their rent contribution, the CDF must consider all these criteria.
 - a. The costs incurred by the member.
 - b. The reason the member established the household.
 - c. The location where the dependant lives before and after the beginning of the member's posting.
 - d. The age and welfare of the dependant.
 - e. The financial circumstances of the member and the dependant.
 - f. Any other factor relevant to the establishment and maintenance of a household.
5. The member is not entitled to a reduction of rent contribution for a child, for a period when they are also entitled to assistance with boarding school costs for the child.

15.4.24 Substandard housing

1. This clause applies to a member who lives in substandard housing. This clause does not apply to housing rented privately.
2. If the member is required to make a payment for living in this type of housing, then this payment is taken to be a rent and utilities contribution made to the Commonwealth.
3. The CDF may reduce in whole or in part the rent and utilities contribution that the member is liable to pay for a residence at a particular location. The CDF must consider all these criteria.
 - a. The size, configuration, condition and surroundings of the residence.
 - b. The nature and quality of the utilities supplied to the residence.
 - c. If the hardship allowance grading for the long-term posting location takes into account the deficiencies in the housing.
4. Reductions of this nature are a short-term solution. If possible, the member should find more suitable accommodation on the local rental market.

15.4.25 Reductions of rent and utilities contribution during short-term hardship

1. A short-term hardship may be one of these situations.
 - a. War.
 - b. Natural disaster.
 - c. Civil disorder.
 - d. Another similar event.
2. At times of short-term hardships, the Commonwealth may be unable to provide a member with housing and utilities of the quality normally available. The CDF may reduce the rent and utilities contribution. This may be up to the full rent and utilities contribution payable by the member.
3. The amount of the reduction must be equal to the reduction in the quality of the housing and utilities caused by the short-term hardship. When making a decision, the CDF must consider all these criteria.
 - a. The quality of accommodation and utilities normally available to the members at the location.
 - b. The nature and extent of any deficiency in the housing and utilities made available to the member.
 - c. The extent to which the deficiencies arise from the event and the expected timing of repairs to remedy the deficiencies.

Division 6: Household help

15.4.26 Purpose

The purpose of this Division is to provide financial assistance for the costs of household help.

15.4.27 Household help

1. A member may decide to employ a person to help them with household tasks including, but not limited to, activities like yard and property maintenance, domestic help and child minding.

Note: This must be done within the constraints of the posts, for example, security regulations and maintenance contracts.

2. The CDF may reimburse the cost of employing a person to provide household help, up to any reasonable limit set by the post administrator for that category of help, if satisfied that all of these conditions are met.

- a. The help is required as a direct result of the member's official duties.

Example: A member is required to attend a ceremony such as local Australia Day celebrations with their spouse or partner, in order to provide an ADF presence. The presence of the couple has been agreed by Head Australian Defence Staff. The member has a young child who will not be attending the event. In this case, the cost of child minding may be reimbursed to the member.

- b. The help enables the member to perform their official duties more effectively and efficiently.

- c. The cost of the help is reasonable having regard to the following criteria.

- i. The costs normally paid for this help at the posting location.
- ii. The general living conditions at the long-term posting location.
- iii. The number and age of the member's dependants.
- iv. Local social and religious customs or laws.
- v. Any special features of a residence that the Commonwealth provides the member.

- d. The help is not for a task that is required due to normal use and wear on the home.

Example: Carpet cleaning required under a lease.

3. If the member is already receiving an allowance that includes an amount for payment of a cost that could otherwise be reimbursed under this clause, then they must not be reimbursed for that cost under this clause.

Example: A member is invited to attend a function with their spouse or partner. The event is not one where the member will be taking an official role. In this instance, the child allowance component of the member's overseas living allowance covers the cost of child minding.

See: Clause 15.2.18, Child allowance.

4. A member who incurs costs when carrying out representational duties is not eligible to be reimbursed under this clause.

See: Defence Instruction (General) Administrative 23-6, Overseas representational funds.

15.4.28 Snow clearing

1. The CDF may approve a member to be reimbursed the cost of using commercial snow clearing services. The member must occupy a free-standing residence.
2. The CDF must consider all these criteria.
 - a. The amount of snowfall at the member's posting location.
 - b. The period of the year that snow persists on the ground at the location.
 - c. Any legal obligation for the member to clear snow from footpaths and other public thoroughfares adjacent to the member's residence.
 - d. The general community practice on snow clearing at the location.
 - e. Any other factor relevant to snow clearing at the location.
3. If approved, the member is entitled to be reimbursed the costs they paid for those services.

Annex 15.4.A: Rent group overseas

Column 1 Rent group	Column 2 Rank and, if applicable, pay grade or circumstances		
	Navy	Army	Air Force
1	Seaman (pay grade 1) Able Seaman (pay grade 1)	Private (pay grade 1) Lance Corporal (pay grade 1)	Aircraftman (pay grade 1) Leading Aircraftman (pay grade 1)
2	Seaman (pay grade 2, 3 or 4) Able Seaman (pay grade 2 or 3) Leading Seaman (pay grade 1 or 2)	Private (pay grade 2, 3 or 4) Lance Corporal (pay grade 2 or 3) Corporal (pay grade 1 or 2)	Aircraftman (pay grade 2, 3 or 4) Leading Aircraftman (pay grade 2 or 3) Corporal (pay grade 1 or 2)
3	Seaman (pay grade 5, 6 or 7) Able Seaman (pay grade 4, 5, 6 or 7) Leading Seaman (pay grade 3 or 4) Acting Sub Lieutenant	Private (pay grade 5, 6 or 7) Lance Corporal (pay grade 4, 5, 6 or 7) Corporal (pay grade 3 or 4) Second Lieutenant	Aircraftman (pay grade 5, 6 or 7) Leading Aircraftman (pay grade 4, 5, 6 or 7) Corporal (pay grade 3 or 4) Pilot Officer
4	Leading Seaman (pay grade 5, 6 or 7) Petty Officer (pay grade 1, 2, 3, 4 or 5)	Corporal (pay grade 5, 6 or 7) Sergeant (pay grade 1, 2, 3, 4 or 5)	Corporal (pay grade 5, 6 or 7) Sergeant (pay grade 1, 2, 3, 4 or 5)
5	Petty Officer (pay grade 6 or 7) Officer performing year of compulsory residency (from undergraduate scheme) Acting Sub Lieutenant (who is paid salary under Schedule B.4 to DFRT Determination No. 15 of 2008, Salaries) Sub Lieutenant	Sergeant (pay grade 6 or 7) Staff Sergeant Officer performing year of compulsory residency (from undergraduate scheme) Second Lieutenant (who is paid salary under Schedule B.4 to DFRT Determination No. 15 of 2008, Salaries) Lieutenant	Sergeant (pay grade 6 or 7) Officer performing year of compulsory residency (from undergraduate scheme) Pilot Officer (who is paid salary under Schedule B.4 of DFRT Determination No. 15 of 2008, Salaries) Flying Officer
6	Chief Petty Officer Sub Lieutenant (who is paid salary under Schedule B.4 to DFRT Determination No. 15 of 2008, Salaries)	Warrant Officer, Class 2 Lieutenant (who is paid salary under Schedule B.4 to DFRT Determination No. 15 of 2008, Salaries)	Flight Sergeant Flying Officer (who is paid salary under Schedule B.4 to DFRT Determination No. 15 of 2008, Salaries)
7	Warrant Officer Lieutenant	Warrant Officer, Class 1 Captain	Warrant Officer Flight Lieutenant
9	Lieutenant Commander	Major	Squadron Leader
11	Lieutenant (who is a Medical Officer or a Dental Officer) Commander	Captain (who is a Medical Officer or a Dental Officer) Lieutenant Colonel	Flight Lieutenant (who is a Medical Officer or a Dental Officer) Wing Commander

Column 1 Rent group	Column 2 Rank and, if applicable, pay grade or circumstances		
	Navy	Army	Air Force
12	Lieutenant Commander (who is a Medical Officer or a Dental Officer) Captain	Major (who is a Medical Officer or a Dental Officer) Colonel	Squadron Leader (who is a Medical Officer or a Dental Officer) Group Captain
14	Commander (who is a Medical Officer or a Dental Officer) Commodore	Lieutenant Colonel (who is a Medical Officer or a Dental Officer) Brigadier	Wing Commander (who is a Medical Officer or a Dental Officer) Air Commodore
15	Captain (who is a Medical Officer or a Dental Officer)	Colonel (who is a Medical Officer or a Dental Officer)	Group Captain (who is a Medical Officer or a Dental Officer)
16	Commodore (who is a Medical Officer or a Dental Officer) Rear Admiral	Brigadier (who is a Medical Officer or a Dental Officer) Major General	Air Commodore (who is a Medical Officer or a Dental Officer) Air Vice Marshal
18	Vice Admiral	Lieutenant General	Air Marshal

Annex 15.4.B: Rent and utilities contribution

Part 1 Unaccompanied member

Column 1 Rent group	Column 2 Rent component AUD a week	Column 3 Utilities component AUD a week	Column 4 Total contribution AUD a week
1	3.00	9.00	12.00
2	4.00	9.00	13.00
3	10.00	9.00	19.00
4	16.00	9.00	25.00
5	21.00	10.00	31.00
6	29.00	10.00	39.00
7	34.00	10.00	44.00
8	40.00	11.00	51.00
9	48.00	11.00	59.00
10	58.00	11.00	69.00
11	63.00	12.00	75.00
12	67.00	12.00	79.00
13	73.00	12.00	85.00
14	92.00	13.00	105.00
15	106.00	13.00	119.00
16	120.00	13.00	133.00
17	135.00	14.00	149.00
18	151.00	14.00	165.00

Part 2 Accompanied member

Column 1 Rent group	Column 2 Rent component AUD a week	Column 3 Utilities component AUD a week	Column 4 Total contribution AUD a week
1	30.00	13.00	43.00
2	32.00	13.00	45.00
3	40.00	14.00	54.00
4	48.00	14.00	62.00
5	57.00	15.00	72.00
6	69.00	15.00	84.00
7	75.00	16.00	91.00
8	86.00	16.00	102.00
9	97.00	17.00	114.00
10	112.00	17.00	129.00
11	120.00	17.00	137.00
12	127.00	17.00	144.00
13	134.00	18.00	152.00
14	164.00	19.00	183.00
15	185.00	19.00	204.00
16	205.00	20.00	225.00
17	228.00	21.00	249.00
18	250.00	22.00	272.00

Part 5: Excess health costs

15.5.1 Purpose

1. This purpose of this Part is to help with overseas health-related costs for eligible persons during a long-term posting overseas.
2. The principle behind these benefits is that members should contribute to health costs for their dependants as they would in Australia. The Commonwealth helps with any excess costs.

15.5.2 Member this Part applies to

This Part does not apply to members. It applies to their eligible dependants who live with them on the long-term posting.

See: [Division 1](#), Eligible persons

15.5.3 Contents

This Part includes these Divisions:

Division 1	Eligible persons
Division 2	Entitlements
Division 3	Special benefits for health-related travel
Division 4	Claiming health costs

Division 1: Eligible persons

15.5.4 Eligible person

1. To qualify for benefits under this Part, an eligible person must be a dependant of an ADF member.
See: Chapter 12 [Part 3](#) clause 12.3.5, Definition of dependant
2. For this Part, the definition of **dependant** in clause 12.3.5 is taken to include the following.
 - a. A dependent who is less than 21 years old. They need not live with the member for a minimum time at the posting location to be regarded as a dependent.
 - b. Any dependant recognised under clause 1.3.82 as a dependant with special needs.
See: Chapter 1 Part 3 Division 2 clause 1.3.82, Dependants with special needs
3. An eligible person must be certified as fit to live at the posting location.
See: Chapter 14 Part 2 [Division 1](#), Pre-departure certificates of fitness

15.5.5 Period of eligibility

1. The period of eligibility for costs outlined in this Part is as follows.
 - a. The return travel of the eligible person to the posting location.
 - b. The period during which the eligible person lives with the member overseas and the member is entitled to overseas living allowance.
See: Chapter 15 [Part 2](#), Overseas living allowance
 - c. Any other special circumstances approved by the CDF.
Example: Reunion visits.
2. If a member is not entitled to overseas living allowance for a period, they are not eligible for costs outlined in this Part for that period.
Example: This clause would not apply to an eligible person who takes a six-week holiday after the end of the member's posting, if overseas living allowance were not payable.

Division 2: Entitlements

15.5.6 Purpose

The purpose of this Division is to outline the entitlements available for an eligible person's health care during a long-term posting.

15.5.7 Medical costs

1. A member is entitled to be reimbursed costs for medical services incurred for an eligible person in a financial year. These conditions apply.
 - a. The medical service must be one for which the person would be entitled to a Medicare benefit in Australia.
 - b. The member must spend a minimum threshold of AUD 69 on medical services for the eligible person.

Exception: If the eligible person is less than 15 years old at the beginning of the financial year, the member must spend a minimum threshold of AUD 25.

- c. Costs associated with assisted reproductive services (ARS) are considered to be elective procedures. The member will not be reimbursed costs attributed to these medical procedures.
2. If a member is only eligible for part of the financial year, the threshold amounts in paragraph 1.b are reduced in proportion.

Example: If the member is only eligible for six months, the minimum threshold is AUD 34.50.

3. If a member incurs a cost for medical treatment **in Australia**, the threshold amounts are reduced by any costs above the Medicare benefit amount.

Example: During a visit to Australia, a consultation with a doctor costs AUD 50. The Medicare benefit is AUD 25.20. The AUD 24.80 difference reduces the threshold amount from AUD 69 to AUD 44.20.

15.5.8 Hospital costs

1. A member is entitled to be reimbursed costs for hospital accommodation, treatment and related charges incurred for an eligible person. This is if the hospital facilities are similar to the standard for a public hospital patient in Australia.
2. The member may incur additional costs because hospital facilities of that standard were not available at the posting location. The CDF may approve payment of an amount of additional costs the CDF considers reasonable in the circumstances. The CDF must consider all these criteria.
 - a. The nature of the illness or condition of the eligible person.
 - b. The standard of available hospital accommodation, treatment and medical equipment at the posting location.
 - c. Any other factor relevant to the treatment of the eligible person.

15.5.9 Pharmaceutical costs

1. A member is to be reimbursed costs for pharmaceutical products for an eligible person. The following conditions apply.
 - a. The pharmaceutical product must be a drug or medicinal preparation prescribed by a doctor.
 - b. The amount payable is any amount by which an item exceeds AUD 31.30.

Example: A member and dependant are posted to the UK. The dependant is an eligible person and suffers from asthma. The asthma medications cost AUD 35.50 each. The member is reimbursed AUD 4.20 for each item.

2. During a calendar year, a member may pay repeated threshold costs outlined in paragraph 1.b for an eligible person. After the total threshold payments exceed AUD 1,141.80 for the calendar year, the member is to be reimbursed the amount by which an item exceeds AUD 5.00.

Example: A member paid AUD 35 on a weekly basis for pharmaceutical products in this calendar year for an eligible person. After 37 weeks, they had paid the AUD 31.30 threshold enough times to total AUD 1,158.10. The weekly products now have a threshold of AUD 5 per item and the member is reimbursed AUD 30 to make up the difference to AUD 35.

3. If a member is accompanied at the post by the eligible person for part of the calendar year, the first threshold total in subclause 2 is reduced in proportion.

Example: A member only performed duty at the posting location for six months in the calendar year. The total threshold in subclause 2 is halved to AUD 570.90.

4. A member may incur a cost during a calendar year for an eligible person's pharmaceutical products **supplied in Australia** during the period of the posting. In this case, the first threshold total in subclause 2 must be reduced by that cost.

Example: During a visit to Australia, a member pays AUD 31.30 for a pharmaceutical product. The total threshold of AUD 1,141.80 is reduced to AUD 1,110.50.

5. This clause does not apply to any item provided at the posting location at Commonwealth expense. This includes the Medical Equipment Set Individual Foreign Service.

15.5.9A Pharmaceutical costs – health care card

1. A member is to be reimbursed costs for pharmaceutical products for a dependant during a calendar year if the following conditions are met.
 - a. The member has a recognised dependant with special needs.
 - b. The dependant held a Government issued Health Care Card which was valid at the time of leaving Australia, and provides evidence of that to their overseas post administration section.
 - c. The pharmaceutical product supplied is a drug or medicinal preparation prescribed by a doctor.
 - d. The pharmaceutical product supplied is listed on the Pharmaceutical Benefits Scheme.

See: [Pharmaceutical Benefits Scheme](#)

- e. The pharmaceutical product is for the person specified on the Health Care Card who is a member or a dependant of the member. If the pharmaceutical product is not for the person specified on the Health Care Card then clause 15.5.9 applies.

2. The amount reimbursed is the difference paid above the Pharmaceutical Benefits Scheme threshold of AUD 5 for each item.
3. During a calendar year, a member may pay repeated threshold costs outlined in subclause 2 for a Health Care Card holder. After the total threshold payments reach AUD 290, the member is then entitled to full reimbursement for each item, for the rest of the year.
4. If a member is accompanied at the post by the eligible person for part of the calendar year, the threshold totals in subclause 3 are reduced in proportion.

Example: A member was only accompanied by their dependant at the posting location for six months in the calendar year. The total threshold in subclause 2 is halved to AUD 145.
5. A member may incur a cost during a calendar year for an eligible person's pharmaceutical products **supplied in Australia** during the period of the posting. In this case, the total threshold amounts in subclause 3 must be reduced by that cost.

Example: During a visit to Australia, a member pays AUD 25 for five pharmaceutical products. The total threshold of AUD 290 is reduced to AUD 265.
6. This clause does not apply to any item provided at the posting location at Commonwealth expense. This includes the Medical Equipment Set Individual Foreign Service.

15.5.10 Ancillary services

1. A member is entitled to be reimbursed costs for ancillary services for an eligible person.
2. An ancillary service includes an additional service not covered by Medicare, but covered by Medibank Private Extras in Australia. A list of examples is provided in the table below.

Note: As all dependants of members are required to obtain certificates of fitness before departure, the principle for recognising an ancillary service for reimbursement under this Part is that there is a clearly identified medical or dental need for it.

See: Chapter 14 Part 2 [Division 2](#), Pre-departure certificate of fitness

An ancillary service includes services like these...	dental treatment that is medically necessary
	optical services
	Example: An eligible person requires a change of prescription lenses. The member would be entitled to be reimbursed for the costs incurred under subclause 3.
	physiotherapy, speech pathology, occupational therapy
and excludes services like these...	ambulance transport
	cosmetic dental treatment
	Example: An eligible person wishes to have their teeth capped and existing amalgam fillings replaced with a synthetic type. This work would be for cosmetic reasons only. The member would not be entitled to reimbursement for the costs incurred under subclause 3.
	cosmetic optical treatment
	Example: coloured contact lenses with no corrective property.

3. The member is entitled to the additional cost above the cost of a similar service in Australia. The Australian cost is determined by reference to either of these health funds.
 - a. The private health fund the member belongs to.
 - b. Medibank Private, if the member does not have private health insurance.

Example: An eligible person had dental work overseas, totalling AUD 400. The Australian private health insurance fund estimates AUD 300 as the cost of the same treatment in Australia. The member is reimbursed AUD 100 for the eligible person's dental work.
4. When cost data is not available at the posting location, the Welfare Unit of the Department of Foreign Affairs and Trade, Canberra, will be able to help. They will also provide a copy of their advice to the Overseas Administration Team.
5. ...

15.5.11 Dental costs for young children

1. This clause covers dental treatment for a child who meets both of these conditions has not yet started secondary education and is an eligible person under this Part.
 - a. They have not yet started secondary education.
 - b. They are an eligible person under this part.
2. A member is entitled to be reimbursed the cost of some kinds of dental treatment for an eligible child. Costs that may and may not be reimbursed are shown in this table.

Item	Costs that may be reimbursed	Costs that may not be reimbursed
1.	Cleaning	Dentures
2.	Dental check-ups	Orthodontic appliances Example: Braces
3.	Dental education	
4.	Emergency treatment	
5.	Extractions	
6.	Fillings	
7.	Preventative care	
8.	X-rays	

3. The member is not entitled to be reimbursed for costs under subclause 2 until the costs have passed a threshold.
 - a. That threshold is AUD 40 (or the equivalent in local currency) in each financial year.
 - b. The threshold amount is not reimbursed to the member.
 - c. The threshold figure applies for each eligible child.

Example: A member's first child has AUD 200 of dental treatment, and qualifies for reimbursement. The member's second child has AUD 35 of dental treatment at the same time, and does not, as the threshold has not been met.

- d. A member may be entitled to be reimbursed under this clause for only a proportion of a financial year. The threshold in respect of that child must be reduced in the same proportion.

Example: A child might start secondary education part way through a financial year. The child will no longer be an eligible child. The threshold that applies to that child will be reduced.

- e. The threshold may be reduced to reflect Medicare benefits the member is entitled to. The threshold will be reduced by the difference between the cost incurred and the Medicare benefit. All these conditions must be met.
 - i. The cost must relate to necessary dental treatment.
 - ii. The treatment must have been provided in Australia.
 - iii. The treatment must qualify for a Medicare benefit.
 - iv. The treatment must have been in the same financial year as the threshold to be varied.

Example: In September a member spends AUD 80 on necessary dental treatment for an eligible child in Australia. There is a AUD 55 Medicare benefit. The threshold in respect of that child is reduced by AUD 25 for the rest of that financial year.

15.5.12 Ambulance costs

A member is entitled to be reimbursed costs for ambulance transport or other necessary medical transport for an eligible person.

15.5.13 Routine medical checks

1. The CDF may approve reimbursement for an eligible person who requires a routine medical check. This can be during or after a posting.
2. The CDF must consider both these criteria.
 - a. The general standard of health at the posting location.
 - b. The incidence of diseases at the location that are unlikely to be contracted in Australia.
3. If the CDF is satisfied that routine medical checks will be necessary, the member may be reimbursed these costs.
 - a. The medical check.
 - b. Return travel to the medical facility for the member and eligible person.
4. The amount reimbursed must be reduced by any amount payable under either of the following.
 - a. Medicare Benefits Schedule.
 - b. The eligible person's health insurance fund.

Division 3: Special benefits for health-related travel

15.5.14 Purpose

The purpose of this Division is to help with the cost of travel to obtain health care.

15.5.15 Travel to another location for health care

1. The CDF may approve travel at Commonwealth expense so that an eligible person can receive treatment at another location. The travel must be for one of these reasons.
 - a. The eligible person requires health care that cannot be provided at the posting location.
 - b. The health care cannot be delayed until the person is away from the posting location for recreation or other purposes.
2. The CDF must consider all these criteria.
 - a. The apparent state of health of the eligible person.
 - b. Any available professional advice on the person's state of health.
 - c. The health care facilities available at the posting location.
 - d. The availability and skill of health care professionals at the posting location.
 - e. Any other factor relevant to the person's health.
3. Travel will not be approved at Commonwealth expense for any assisted reproductive services (ARS) procedures.

15.5.16 Provision of escort

In addition to travel under clause 15.5.15, the CDF may approve the travel of an escort at Commonwealth expense. The CDF must consider all these criteria.

- a. The reasons for the eligible person's travel.
- b. The degree to which the person could travel independently for treatment.
- c. Any other factor relevant to the person's welfare during the travel.

15.5.17 Travel for child to accompany a parent

1. The CDF may approve the travel of a child to accompany a parent, if both these conditions apply.
 - a. An eligible person or escort has had travel approved under clauses 15.5.15 or 15.5.16.
 - b. The eligible person or escort is the child's parent.

2. The CDF must consider all these criteria when deciding to approve travel for a child to accompany a parent.
 - a. The child's age.
 - b. Any practical arrangements the person could make for the child's care in the circumstances.
 - c. The circumstances in which the person is to travel.

15.5.18 Class of air travel for health care

1. If an eligible person, escort or child travels under this Division, they are entitled to economy class travel. These two exceptions apply.
 - a. An eligible person is certified by a doctor as pregnant at the time of travel. The eligible person travels business class, or first class if business class is not available.
 - b. The CDF approves a higher class of travel as reasonable in the circumstances for an eligible person.
2. The CDF must consider all these criteria.
 - a. The person's apparent state of health.
 - b. The nature of the aircraft seating that the person requires for medical reasons during the travel.
 - c. Any other factor relevant to the person's travel.
3. The eligible person, escort and child are to travel in the same class.

15.5.19 Living costs at another location during treatment

1. This clause sets out accommodation and meal costs, for eligible persons who are authorised to travel under this Division.

Exception: This clause does not apply to a person who is an in-patient at a hospital.

2. This table sets out the entitlements for travel from the posting location to another overseas location.

Item	For a person living in...	the entitlement is...
1.	commercial accommodation for more than five days, with facilities to prepare a cooked meal	The reasonable cost of the person's accommodation.
2.	commercial accommodation for one to five days, with facilities to prepare a cooked meal	as if the person were settling in on long-term posting at the other location.
3.	commercial accommodation without facilities to prepare a cooked meal	See: Chapter 14 Part 5 , Settling in and out
4.	private accommodation Example: staying with relatives or friends	25% of the meals supplement payable if the person were settling in on long-term posting at the other location. See: Chapter 14 Part 5 , Settling in and out

3. This table sets out the entitlements for travel from the posting location to another location in Australia.

TABLE 2 Authorised travel from posting location to a location in Australia		
Item	For a person living in...	the entitlement is...
1.	commercial accommodation for more than five days, with facilities to prepare a cooked meal	for accommodation only. Accommodation is paid at the daily travelling allowance rate, as if the member was temporarily performing duty at the location in Australia for up to 21 days. Accommodation may not be paid for more than 21 days. See: Annex 9.5.A within Australia
2.	commercial accommodation for one to five days, with facilities to prepare a cooked meal	as in item a, plus the amount for meals payable under clause 14.5.5 if the member were evacuated to the location in Australia. See: Chapter 14 Part 6 Division 1 , Evacuations
3.	commercial accommodation without facilities to prepare a cooked meal	
4.	private accommodation Example: staying with relatives or friends	25% of the amount for meals mentioned under items 2 and 3. See: Chapter 14 Part 6 Division 1 , Evacuations

4. Regardless of a member's rank, the rates payable under this clause are limited to the rates payable to members with the rank of Colonel or lower.

Division 4: Claiming health costs

15.5.20 Purpose

The purpose of this Division is to provide a member with information about making health care claims and seeking reimbursement.

15.5.21 Claims for health costs

This table outlines how to submit claims for this Part.

Item	If the member is serving in a country...	then claims should be forwarded to the...
1.	with an Australian diplomatic mission	Post Administration Section of the Australian diplomatic mission in the country of posting.
2.	without an Australian diplomatic mission	Embassy or High Commission where the controlling Defence Attache is located.

15.5.22 Assignment of rights to recover costs

To be reimbursed costs under this Part, the member and any eligible person must assign to the Commonwealth the legal rights to recover costs from another person.

15.5.23 Payment for health service instead of reimbursement

1. A member may request the CDF to approve payment of costs to the provider, instead of reimbursing the member.
2. This clause does not apply to ancillary services or pharmaceutical products.
3. The member must have paid the Commonwealth any amount in excess of entitled amounts under this Part.

Example: After an accident, the member incurs costs of USD 20,000 for emergency transport and hospital treatment. The hospital facilities are of a similar standard to those for a public hospital patient in Australia. There is no member contribution under [Division 2](#) clause 15.5.8. The CDF approves payment of the full amount direct to the hospital.

Part 6: Education costs for children

15.6.1 Purpose

1. The purpose of this Part is to reimburse additional costs for a child attending school overseas or staying behind in Australia.
2. Additional education costs would result from the member being posted overseas.

15.6.2 Member this Part applies to

A member is eligible for education assistance under this Part if they meet all these conditions.

- a. They are on a long-term overseas posting.
- b. They have a dependant child.
- c. The child is in full-time primary or secondary education.

Exception: Education assistance is also provided for a child in pre-school at the member's posting location. The child must be at least three years old.

15.6.3 Member this Part does not apply to

Members are not eligible for education assistance for a child under this Part in either of these situations.

- a. The child does not normally live with the member.
- b. The member is an [unaccompanied member](#) on the long-term posting.

See also:

Chapter 12 [Part 1](#) clause 12.1.2, Member Chapters 12 to 16 do not apply to [Part 1](#) clause 15.1.3, Member this Chapter does not apply to

15.6.4 Contents

This Part includes these Divisions and Annexes.

Division 1	Overview
Division 2	Education assistance for children at the posting location
Division 3	Additional assistance for children overseas – UK and USA
Division 4	Education assistance for children overseas – special circumstances
Division 5	Education assistance for children in Australia
Annex 15.6.A	Benchmark schools
Annex 15.6.B	Approved summer schools

Division 1: Overview

15.6.5 Definitions

This table explains the definition of terms used in this Part.

Term	Definition
Benchmark school	Provides a 'benchmark' for the amount of education assistance to be reimbursed, when a child attends school at the posting location. See: Division 2 clause 15.6.10 and Annex 15.6.A
Compulsory tuition fees	Means the total sum of the annual amount of these fees levied: <ol style="list-style-type: none"> Tuition and sports fees. Travel by a child in a specially designated school bus. Other fees and charges, excluding boarding fees. Any Government taxes levied on the fees. Note: Compulsory tuition fees do not include the cost of school uniforms.

15.6.6 Reimbursement

1. A member who is entitled to reimbursement under this Part may be reimbursed in instalments.
2. Where annual entitlement amounts appear, pro-rata amounts are payable if a period of entitlement is less than a school year. This formula is applied to work out the pro-rata amount.

$$\text{Annual amount} \times \frac{\text{Number of weeks the child attended school}}{\text{Number of weeks in the school year}}$$

3. If a member is refunded any amounts from providers outlined in this Part, the entitlement must be reduced accordingly.

Example: Levies were refunded by the school for a cancelled sporting event. The member is not entitled to keep the refunded amount and must repay it to the Commonwealth.

4. Cases may arise where members are eligible for education assistance both under this Part and under Chapter 8 [Part 4](#) for performing duty within Australia, for the same child. In these cases, the member will only receive the entitlements under Chapter 8 Part 4.

15.6.7 ...

Division 2: Education assistance for children at the posting location

15.6.8 Purpose

The purpose of this Division is to help with the additional education costs of a child attending school at the member's posting location overseas.

15.6.9 Member this Division applies to

This Division applies to a member who has a dependant child attending any of these levels of school at the posting location.

- a. Pre-school.
- b. Primary school.
- c. Secondary school.

15.6.10 Benchmark schools at posting locations

1. A benchmark school at the member's posting location provides a 'benchmark' for the amount of education assistance to be reimbursed.
2. The compulsory tuition fees levied by the benchmark school set the maximum amount of assistance available at the posting location.
3. Members are not required to send their children to benchmark schools. They may choose schools that charge fees above or below the benchmark level. **Benchmark schools provide a fee benchmark. The Commonwealth does not endorse them.**
4. A list of benchmark schools is provided in [Annex 15.6.A](#), Benchmark schools.
5. Correspondence schools operated by an Australian government body are also treated as benchmark schools. This is when no suitable school is available at the posting location and the child uses correspondence school for education.
6. The benchmark school provides as closely as possible an equivalent Australian standard of education at a reasonable cost. These are the general assessment criteria for including a benchmark school in [Annex 15.6.A](#).
 - a. The basis on which the school charges fees, and the level of its fees.
 - b. The school's educational curriculum.
 - c. The standard of tuition at the school.
 - d. The school's ability to provide for the physical, cognitive and emotional needs of Australian children.
 - e. The language that the school teaches in.
 - f. The extent to which other educational institutions recognise qualifications from the school for entry to higher stages of education.
 - g. The access to student places at the school.
 - h. The extent to which the school complies with relevant laws on the operation of schools at the location.
 - i. Any other factor relevant to the suitability of the school for Australian children.

15.6.11 Entitlement – general

1. A member is entitled to be reimbursed the compulsory tuition fees paid for the child to attend school at the posting location, up to the maximum specified under subclause 2.
2. The reimbursement must not be more than the limit of compulsory tuition fees levied by a benchmark school in the posting area.

See: [Annex 15.6.A](#), Benchmark schools

3. Members must contribute an amount representing the typical cost of attending government schools in Australia. Annual contribution amounts are listed in this table.

Item	School level	Annual contribution in AUD
1.	Pre-school	354
2.	Primary school	121
3.	Secondary school	281

4. Additional costs may be reimbursed, as outlined this table.

Item	Additional education costs	See:
1.	School transport.	Clause 15.6.12
2.	Compulsory examination fees.	Clause 15.6.13
3.	Foreign language tuition.	Clause 15.6.14
4.	Remedial tuition.	Clause 15.6.15
5.	Summer school costs.	Clause 15.6.16
6.	Other special situations.	a. Division 3 , Additional assistance for children overseas – UK and USA b. Division 4 , Education assistance for children overseas – special circumstances

15.6.12 School transport costs

1. In this clause a **year** is the period from 1 March in a calendar year to 28 February in the next calendar year (or 29 February if it ends in a leap year).
2. A member is entitled to be reimbursed for the costs of the child travelling to and from school. The reimbursement can be made for these types of travel.
 - a. Public transport.
 - b. Transport contracted by the school, but not levied by the school.
3. The entitlement is an amount equal to the lesser of these fares.
 - a. Fares that would be payable if the child attended a benchmark school.
 - b. Fares paid by the member for the child.

Example: A child attends a school in Washington. It costs USD 200 a year to travel to and from a non-benchmark school. The fares for the benchmark school are USD 300. The member is only entitled to USD 200, less the contribution under subclause 4.

4. The annual entitlement for school transport costs must be reduced by a member contribution, which is worked out in local currency using the following formula.

$$\text{AUD 75} \times \text{A} \times 2 \times \text{B}\%$$

- A** is the exchange rate used to pay salary to a member at the posting location on the payday immediately before 1 March in that year.
- B** is the post index in force on the payday immediately before 1 March in that year, expressed as a percentage. If a post index does not exist for the location on this date, **B** is the post index for the location at the date the member begins duty there.

Note 1: Information on items **A** and **B** is available from the Overseas Administration Team (see Chapter 12 [Part 2](#) clause 12.2.2).

Note 2: AUD 75 is the cost of a school term bus ticket in Canberra on 1 March 2011.

Example: A school term bus ticket in Canberra cost AUD 75 on 1 March 2011. The USD exchange rate on the previous payday was 1.00. The US post index in force on that same previous payday was 101.6. This table shows how to apply the member's school transport contribution.

Step	Action
1.	Multiply AUD 75 (the cost of a school term bus ticket in Canberra on 1 March) by the exchange rate for the payday immediately before 1 March. AUD 75 x 1.00 = USD 75.00
2.	Multiply the result of Step 1 by 2. USD 75.00 x 2 = USD 150.00
3.	Multiply the result of Step 2 by the local post index for the payday immediately before 1 March. This is the member's contribution. USD 150.00 x 101.6% = USD 152.40

5. The Commonwealth will not reimburse costs to privately transport a child to and from school.

15.6.13 Compulsory examination fees

The member may be required to pay fees for examinations for a child to complete primary or secondary school. In this case, the member is entitled to be reimbursed the lesser of these amounts.

- a. The actual examination fees.
- b. The fees for similar examinations at a benchmark school at the child's education level.

15.6.14 Foreign language tuition

1. The member is to be reimbursed costs that the CDF approves as reasonable for foreign language tuition because the member's child must attend classes that do not use English as the teaching language.

Example: A child attends a school where maths is not taught in English.

2. If a recognised dependant with special needs communicates with a form of communication other than speech or writing and must attend classes where a different form of that communication is used, the member is to be reimbursed costs that the CDF considers reasonable for tuition in the new communication form.

Example: Where a deaf child communicates using AUSLAN, the Australian form of sign language, and the location where they are posted uses AMASLAN, the American form of sign language, the child needs to receive tutoring in this new language to be able to communicate at their school in the posting location.

15.6.15 Remedial tuition

1. The CDF may decide that a member can be reimbursed for extra costs associated with a child's remedial tuition. This clause does not apply to foreign language tuition under clause 15.6.14.
2. The CDF must consider all these criteria.
 - a. The child's education progress.
 - b. The nature and cost of the tuition.
 - c. The probable need for and cost of similar tuition in Australia.
 - d. Whether the remedial tuition is necessary for the child to make reasonable progress at school, within the limits of their ability.
 - e. Any other factor relevant to the child's educational progress.
3. The member can be reimbursed for up to 200 hours' remedial tuition a year for a child.

15.6.16 Summer school costs

1. A member is entitled to be reimbursed for their child to attend an approved summer school.
2. Approved summer schools are listed in [Annex 15.6.B](#), Approved summer schools.
3. Reimbursement for attending summer school is available for these periods.
 - a. Three weeks, if in France, or
 - b. Four weeks, for all other locations.
4. A member is not entitled to be reimbursed for summer school costs in any of these situations.
 - a. Their child is not eligible for education assistance under this Division.
 - b. There is no approved summer school at the posting location.
 - c. Their child attends a summer school that is not on the approved summer school list.
 - d. The child attends school in Australia, and only lives with the member during a reunion visit.

5. The following additional arrangements apply to Enforex in Spain.
 - a. Members may only be reimbursed for costs of the Enforex Day Camp Summer Program in their posting location.
 - b. Costs for optional sports will not be reimbursed.

Related Information: More summer school conditions for the USA are at clause 15.6.21, USA – summer camps

Division 3: Additional assistance for children overseas – UK and USA

15.6.17 Member this Division applies to

This Division applies to members on long-term posting, with dependent children attending school in the UK or the USA.

15.6.18 ...

15.6.19 UK – student placement services

1. A member who uses consultancy services to help with student placement is entitled to be reimbursed the costs, up to the limits in subclause 2.

Example: The Independent Schools Information Services or a similar organisation.

2. The member is entitled to be reimbursed these amounts.
 - a. For the first school at which the child is placed, up to GBP 60.
 - b. For each other school, GBP 30.

15.6.20 USA – tuition and tertiary study

1. The benchmark school is the Government school (if any) at the location where the member lives, which offers these services.
 - a. At least 15 hours of part-time tuition a week. This applies to children who are under five by 31 December in the current school year.
 - b. Full time tuition, for any other child.
2. The CDF may decide that a suitable benchmark school is not available because the member is directed to live in a district. This table outlines the annual compulsory tuition fees that apply in this situation.

Item	If the member is...	then the compulsory tuition fees in USD are...
Preschool		
1.	directed to live on Manhattan Island	12,311
2.	not directed to live on Manhattan Island	6,799
Primary school		
3.	directed to live on Manhattan Island	20,990
4.	not directed to live on Manhattan Island, and lives in New York State	15,848
5.	directed to live in the District of Columbia	18,121
6.	living elsewhere in the USA	13,586
Secondary school		
7.	directed to live on Manhattan Island	24,792
8.	not directed to live on Manhattan Island, and lives in New York State	15,848
9.	directed to live in the District of Columbia	18,121
10.	living elsewhere in the USA	13,586

3. If a member's child attends pre-school, but they will not turn five by 31 December in the current school year, the member is only reimbursed the cost of five half-days of tuition a week.
4. A child may intend to begin a course of study at a university or similar tertiary institution in Australia. In order to obtain admission, the child must attend freshman year at a junior college or similar tertiary institution in the USA. In this case, attendance is treated as secondary school. Both these conditions must be met.
 - a. The child lived or intends to live with a member at the posting location for a substantial part of the posting period.
 - b. The child has completed high school in the USA.

15.6.21 USA – summer camps

1. This clause applies only to members who meet both these conditions.
 - a. They are directed to live on Manhattan Island, USA.
 - b. They are entitled to child allowance for a child.
2. The member is entitled to be reimbursed mandatory fees for summer camps for the child, including day camps.
3. Reimbursement must not be more than these amounts.
 - a. For a child attending pre-school, USD 805 a year.
 - b. For a child attending primary or secondary school, USD 2,530 a year.

Division 4: Education assistance for children overseas – special circumstances

15.6.22 Purpose

The purpose of this Division is to set out other education assistance available for members on long term posting. These situations are less common types of assistance.

15.6.23 Education assistance – inadequate facilities

1. The CDF may grant education assistance if satisfied that facilities are inadequate at the posting location. The CDF must consider all these criteria.
 - a. The availability and nature of the education facilities at the member's posting location.
 - b. The education arrangements made for the child and their cost.
 - c. The nature and cost of other arrangements that the member could be expected to make at the posting location or in Australia.
 - d. Any other factor relevant to the child's educational progress.
2. The amount of assistance is what the member would have got under [Division 2](#), if the child had been at the posting location. The member may also receive any extra costs that the CDF considers reasonable in the circumstances. The CDF must consider all these criteria.
 - a. The availability and nature of the educational facilities at the member's posting location.
 - b. The educational arrangements made by the member for the child and the cost of the arrangements.
 - c. The nature and cost of other arrangements that the member could be expected to make to educate the child at the posting location, or in Australia.
 - d. Any other circumstance at the posting location affecting the educational welfare of the child.
3. If the child is educated away from the member's posting location (even in the same country), the member is entitled to both these conditions of service.
 - a. Reunion visits for the child.

See: Chapter 15 Part 3 [Division 3](#), Reunion travel
 - b. Child reunion allowance, instead of child allowance.

Note: The child is taken to be living with the member for all other purposes under this Chapter.
4. Arrangements under this clause may permit the child to attend an overseas school away from the posting location. In this case, the member is not entitled to be reimbursed more than the amount that they would get if the child lived in Australia in similar circumstances and attended a non-Government school.

15.6.24 Travelling away for school

1. This clause applies to a member whose child meets both these conditions.
 - a. The child travels away from the member's posting location to begin school.

Example: A child travels from Jakarta to Melbourne to start boarding school.
 - b. The child is entitled to education assistance under this Part.
2. The member is entitled to be reimbursed the applicable amount in this table.

Item	If the child's school is...	the member is entitled to be reimbursed...
1.	in Australia	the lesser of these amounts. <ol style="list-style-type: none">a. The cost incurred by the member for the child's travel.b. The allowable travel cost for the child to travel from the posting location to the school.
2.	outside Australia	the least of these amounts. <ol style="list-style-type: none">a. The cost incurred by the member for the child's travel.b. The allowable travel cost for the child to travel from the posting location to the school.c. The allowable travel cost for the child to travel from the posting location to where the member normally lives in Australia.

15.6.25 Accompanying a child to begin boarding school

1. The Commonwealth may pay fares for a member or spouse or interdependent partner to accompany their child to begin boarding school in another location. This applies only once for each child on a long-term posting.
2. To be eligible, these conditions apply.
 - a. The child must meet all these conditions.
 - i. They have lived at posting location for a whole year or whole school year.
 - ii. They are due to start primary or secondary school as a boarder.
 - iii. They have not previously attended school as a boarder.
 - b. The CDF must also be satisfied that both these conditions are met.
 - i. Arrangements for the child's enrolment could not have been made in conjunction with other travel at Commonwealth expense.
 - ii. Enrolment of the child by people other than the member or spouse or interdependent partner would be severely detrimental to the child's welfare.
3. The CDF must consider all these criteria.
 - a. The period the child has been overseas because of the member's posting.
 - b. The period the member has been overseas on posting.
 - c. The cost and duration of travel involved.
 - d. The availability of other persons to enrol the child.

- e. The date when the member or spouse or interdependent partner last travelled to the country where the child will be enrolled.
 - f. Any other factor relevant to the child enrolling as a boarder.
4. Amounts of reimbursement are shown in this table.

Item	If travel to begin boarding school is to...	then the member may be reimbursed...
1.	Australia	the least of one of these amounts: a. the cost for the member or spouse or interdependent partner to accompany the child and return to the posting location, or b. the allowable travel cost for the travel
2.	a location other than Australia	the least of one of these amounts: a. the cost for the member or spouse or interdependent partner to accompany the child and return to the posting location b. the allowable travel cost, as if the travel was from the posting location to where the member lives in Australia.

5. The member cannot be reimbursed these costs incurred by the member, spouse or interdependent partner or child.
- a. Costs associated with stopovers.
 - b. Accommodation and meals at the location of the boarding school.
6. The CDF may decide that this clause relates to the child for special circumstances. These include the following.
- a. The child has not lived at the posting location or for a whole school year.
 - b. Special circumstances relate to the welfare of the child, therefore continuing school at the posting location is undesirable.

Examples: It may become untenable for the child to live overseas for these reasons.
 - c. The child is not making satisfactory academic progress and the situation is unlikely to change.
 - d. The curriculum at the school is significantly different from schools previously attended.
 - e. Educational opportunities at the posting location do not help the child overcome their difficulties.
7. A member is not entitled to be reimbursed under this clause more than once during the posting period.

Division 5: Education assistance for children in Australia

15.6.26 Purpose

1. The purpose of this Division is to reimburse costs for a dependant child remaining in school in Australia, while the member is posted overseas. Members are reimbursed compulsory tuition fees and accommodation costs for the child.
2. However, members must pay a contribution.

15.6.27 Member this Division applies to

To be eligible for education assistance under this Division, all these conditions must be met.

- a. The member is posted overseas.
- b. The member's dependent child meets all these conditions.
 - i. They are normally part of the member's household.
 - ii. They are eligible for removal as a dependant of the member.
 - iii. They remain in Australia to attend primary or secondary school.

15.6.28 Entitlement

1. The member is entitled to be reimbursed costs paid for a child's compulsory tuition fees and accommodation (including meals and laundry).
2. This table outlines the maximum entitlement amounts.

Item	If the child...	then the annual maximum entitlement in AUD for the child is...
Compulsory tuition fees		
1.	attends a non-government school	19,785.
2.	attends a government school	266.
Accommodation		
3.	lives at a boarding school or commercial boarding establishment	18,081.
4.	lives in private board and lodging	9,665.
5.	lives at home	2,670.

3. The member must pay a contribution.
 - a. For accommodation, the contribution represents the cost they were paying for the child's accommodation in Australia, on the day before the date on which the notice of posting was issued.

Note: If a child is not enrolled at a school on that day, then the amount is taken as the last day on which the child was most recently enrolled at a school.
 - b. For tuition, the contribution represents the cost of tuition in Government schools.

4. The member must make the contributions for accommodation in the following table.

Item	If, on the day before the notice of posting was issued, the child...	then the yearly contribution in AUD for the child is...
1.	lived at a boarding school or commercial boarding establishment	the amount for boarding the member would have incurred at the school or commercial boarding establishment.
2.	lived in private board and lodging	9,665.
3.	lived at home	2,670.

- 4A. A member must pay the following amounts for tuition for each child.
- a. AUD 121 for primary students.
 - b. AUD 281 for secondary students.
5. The amount for accommodation at a boarding school is reduced by AUD 423 in the first year, if the child has not boarded at a school before.
6. A member might need to pay an amount for the initial enrolment of the child, over and above the maximum tuition fee entitlement. The member is entitled to be reimbursed this amount.
7. If a child has attended a school at the posting location and returns to Australia, the contribution is taken to be the amount that would be payable if the child attended a government school and lived at home. This only applies if the child has lived at the posting location for at least four months or one school term.

15.6.29 Remedial tuition in Australia

1. A member is entitled to be reimbursed for the extra cost of remedial tuition if all these conditions are met.
 - a. The tuition is for a dependent child.
 - b. The member incurs the tuition costs.
 - c. The child attends an Australian primary or secondary school full time.
 - d. Cost A in this table is greater than Cost B.

Item	Cost	Definition
1.	Cost A	What the remedial tuition cost the member. The tuition must have been essential to allow the child to make reasonable educational progress, within the limits of the child's ability.
2.	Cost B	What the tuition would have cost the member, if they had remained in Australia.

2. In assessing Cost B, the CDF must consider all these criteria.
 - a. The child's educational progress.
 - b. The nature and cost of the tuition.
 - c. Any other factor relevant to the child's educational welfare.

15.6.30 Period of reimbursement

1. For this Division, the period of reimbursement begins on the earliest of these dates.
 - a. The first day of the member's posting period.
 - b. The first day of the next school term, after the member begins duty at the posting location.
 - c. The first day of any assessment period to gain entry for the next year of schooling.
2. The period ends on the last day of the school year after the end of the member's posting period.

Exception: If the child is in the final two years of secondary school, the period ends on the last day of the child's secondary schooling, after the end of the member's posting period.

- 2A. In spite of subclause 2, the period does not extend beyond the last day of the school year during which a member's posting ends, unless the child meets both these conditions.
 - a. When the posting ends, they are attending a secondary school in Australia.
 - b. They meet the requirements of this table.

Item	If the child is in...	then the child must have attended secondary school in Australia...
1.	the first year of secondary school	from the beginning of the school year.
2.	any other year of secondary school	for at least four school terms before the day on which the posting ends.

3. The period also ends if a parent permanently leaves the posting location to return to Australia.
4. If any assistance continues after the end of the posting period, the assistance is provided only for the school the child attended immediately before the end of the posting period.

15.6.31 Approval only in special cases if parent lives with child in Australia

This subclause applies if a parent continues to live with the child in Australia after the period of assistance begins. The member is not entitled to education assistance under this Division.

Exception: Approval may be given if the CDF is satisfied that it is impracticable for the child to continue to attend the school that the child attended immediately before the period of assistance began.

15.6.32 Child taken to live at home in Australia

1. This clause applies to a child if both these conditions are met.
 - a. The member or other parent returns to Australia.
 - b. The member or other parent begins on a day to live at the location at which a child is attending school.
2. The child is taken to be living at home during any school term beginning after that day.

Exception: The CDF may decide that this clause should not apply for a fixed period, on the ground that in the circumstances, it is not reasonable for the child to live with that parent.

Example: A child is attending boarding school in Brisbane during a member's long-term

posting. The member's spouse becomes seriously ill and returns from the post to Australia for urgent medical treatment. Although the spouse is living in the family home in Brisbane, the child continues to board at the school because the spouse is unable to provide day-to-day care. The CDF approves that this clause should not apply during the period of the spouse's medical treatment.

15.6.33 ...

|

Annex 15.6.A: Benchmark schools

Item	Posting location	Benchmark school		
		Pre-school/Kindergarten	Primary school	Secondary school
1.	Belgium	International School, Brussels	International School, Brussels	International School, Brussels
2.	Cambodia	-	International School, Phonm Penh	-
3.	Canada	Fern Hill School, Ottawa	Any government school	Any government school
4.	China	Western Academy, Beijing	Western Academy, Beijing	Western Academy, Beijing
5.	Cook Islands	Te Uki Oh School	Te Uki Oh School	-
6.	East Timor	Quality Schools International, Dili	Quality Schools International, Dili	Quality Schools International, Dili
7.	Fiji	International School, Suva	International School, Suva	International School, Suva
8.	France			
	- Paris	International School, Paris	International School, Paris	International School, Paris
	- other	EPIM School, Aix-en-Provence	EPIM School, Aix-en-Provence	EPIM School, Aix-en-Provence
9.	Germany	Brandenberg Berlin International School	Brandenberg Berlin International School	Brandenberg Berlin International School
10.	India	American Embassy School, New Delhi	American Embassy School, New Delhi	American Embassy School, New Delhi
11.	Indonesia	Jakarta International School	Jakarta International School	-
12.	Japan	American School, Tokyo	American School, Tokyo	American School, Tokyo
13.	Jordan	American Community School, Amman	American Community School, Amman	American Community School, Amman
14.	Kiribati	-	Ruruboa School	-
15.	Korea	Seoul Foreign British School	Seoul Foreign British School	Seoul Foreign British School Seoul Foreign School
16.	Kuwait	The English School	The English School	The English School
17.	Malaysia			
	- Kuala Lumpur	Children's House	International School	International School
	- elsewhere	St Christopher's School, Butterworth	St Christopher's School, Butterworth	Uplands School, Butterworth

Item	Posting location	Benchmark school		
		Pre-school/Kindergarten	Primary school	Secondary school
18.	Marshall Islands	Majuro Cooperative School	Majuro Cooperative School	Majuro Cooperative School
19.	Micronesia	Calvary Christian Academy	Calvary Christian Academy	Calvary Christian Academy
20.	Netherlands (including The Hague)	The British School in The Netherlands	The British School in The Netherlands	The British School in The Netherlands
21.	New Zealand	Any government school	Any government school	Any government school
22.	Palau	Emmaus Gospel Kindergarten	Seventh Day Adventist Elementary School	-
23.	Papua New Guinea - Port Moresby	Ela Beach	Any Australian curriculum primary school administered by the Papua New Guinea Government or the International Education Agency	Any Australian curriculum secondary school administered by the Papua New Guinea Government or the International Education Agency
	- Lae	-		
24.	Philippines	International School, Manila	International School, Manila	International School, Manila
25.	Samoa	Baha'i Montessori	Vaiala Beach School	Robert Louis Stevenson Secondary School
26.	Saudi Arabia	American International School, Riyadh	American International School, Riyadh	American International School, Riyadh
27.	Singapore	Australian International School	Australian International School	Australian International School
28.	Solomon Islands	Woodford International School	Woodford International School	Woodford International School
29.	Spain - Madrid	American School of Madrid	American School of Madrid	American School of Madrid
	- La Coruna/Ferrol	Colegio Obradorio	Colegio Obradorio	Colegio Obradorio
30.	Thailand	Bangkok Patana School	Bangkok Patana School	Bangkok Patana School
31.	Tonga	Montessori Pre School	Ocean of Light International School	Ocean of Light International School
32.	UK	North London International School	North London International School	North London International School
33.	USA	Any government pre-school See also: Clause 15.6.20	Any government primary school See also: Clause 15.6.20	Any government secondary school See also: Clause 15.6.20
34.	Vanuatu	Mrs Parrett's Pre-school Kindergarten	Port Vila International School	-
35.	Vietnam	United Nations International School Hanoi	United Nations International School Hanoi	United Nations International School Hanoi

|

Annex 15.6.B: Approved summer schools

Item	Posting location	Approved summer school
1AA.	Belgium	International School Brussels
1.	Cambodia	Northbridge International School of Cambodia
2.	China	American Employees Association (AEA) Summer Camp TimeEdu Summer Program Dulwich Community Program Summer School (excluding all Off-Campus activities)
2A.	East Timor	Quality Schools International – Dili (excluding the daily program)
3.	France	American School, Paris Ecole Privées Internationales de Marseille (EPIM School), Aix-en-Provence International School, Paris
4.	India	American Embassy School, New Delhi
5.	Indonesia	Bandung International School British International School, Jakarta Jakarta International School, Jakarta
6.		Azabu International School Nisimachi International School, Tokyo Sacred Heart International School, Tokyo The British School in Tokyo Tokyo International School
7.	Korea	British International Kindergarten, Seoul Seoul Club Summer Program, Seoul Seoul Foreign School, Seoul
8.	Malaysia	International School, Kuala Lumpur
9.	Pakistan	The Satellite Centre, Islamabad International School
10.	Philippines	Brent International School, Manila International School, Manila
11.	Spain: - All of Spain - Madrid - La Coruna/Ferrol	Enforex Day Camp Summer Program (See: Subclause 15.6.16.5) American School of Madrid Colegio Eiris Colegio Obradoiro
12.	Thailand	Noddy Pre-School International School Bangkok

Part 7: Club membership

15.7.1 Purpose

The purpose of this Part is to help members on long-term postings pursue sporting, recreational and fitness activities. This is only at posting locations that have an approved club.

See: [Clause 15.7.5](#), List of approved clubs.

Note: A club is only approved for a posting location when other suitable facilities are not available at sessional rates. If suitable sport and recreational facilities are available at the posting location, the member is compensated for the costs (above the Australian average) through overseas living allowance.

15.7.2 Member this Part applies to

This Part applies to a member and their dependants at a posting location that has an approved club.

See: [Clause 15.7.5](#), List of approved clubs

15.7.3 Entitlements

1. If the posting location has an approved club, the member is entitled to be reimbursed the cost of membership of that club or a similar club at their posting location.
2. The member must not be reimbursed more than the cost of joining the approved club.
3. The cost of club membership incurred by the member includes any cost incurred by, or on behalf of, a dependant of the member.

15.7.4 CDF discretion for additional membership costs

1. The CDF may decide to pay additional club membership costs considered reasonable in the circumstances. The CDF must consider all these criteria.
 - a. The general living and working conditions at the posting location.
 - b. The recreational or social facilities available at the posting location, the arrangements for access to them and their cost.
 - c. The needs of members and dependants at the posting location for access to such facilities.
 - d. The nature of the member's duties at the posting location, including any representational duties.
 - e. The cost of club membership at the posting location, including family membership.
 - f. The nature of the facilities at the approved club and at the club that the member joins.
 - g. Any other factor relevant to club membership at the location.

2. A member may incur the cost of club membership for a dependant for the period of a reunion visit to the posting location. In this situation, the CDF may decide to reimburse an amount considered reasonable in the circumstances.

See: Part 3 [Division 3, Reunion travel](#)

3. At the member's request, Defence may pay the amount direct to the club, instead of reimbursing the member.

Note: The member must have paid any excess club membership costs to the Commonwealth.

15.7.5 List of approved clubs

This table sets out the approved clubs for the posting locations where this Part applies.

Posting location	Approved club
Cambodia	International Youth Club, Phnom Penh
Cook Islands	Fitness Cook Islands, Rarotonga
Fiji	Fiji Club, Suva
India	Hyatt Hotel Health Club, New Delhi
Indonesia	Hilton Executive Club, Jakarta
Israel	Moadon Club, Tel Aviv
Italy	Roman Sports Centre, Rome
Kiribati	Betio Fishing Club, Tarawa
Korea	Seoul Club
Kuwait	Al Corniche Fitness Club
Malaysia – Kuala Lumpur	Kelab Darul Ehsan Note: Basic membership only. The cost of golf membership must not be reimbursed to the member.
Malaysia – elsewhere	Penang Sports Club
Marshall Islands	Outrigger Marshall Islands Resort Cowry Club
Pakistan	Islamabad Club
Papua New Guinea	Port Moresby Golf Club
Philippines	Shangri-La Fitness Club, Manila
Samoa	Health Attack Fitness Centre
Saudi Arabia	Dirab Golf and Recreation Club
Solomon Islands	Honiara Golf Club
Thailand	British Club, Bangkok
Tonga	Tonga Golf Club
Turkey	Sporium, Ankara
United Arab Emirates	Hiltonia Health Club and Spa
USA – Manhattan	New York Health and Racquet Club Note: Only for members who are directed to live on Manhattan Island
Vanuatu	Port Vila Golf and Country Club
Vietnam	New World Sports Club, Ho Chi Minh City

15.7.6 Changes to the list of approved clubs

A club may only be approved for a posting location if the CDF is satisfied on all these criteria.

- a. The location does not have acceptable sporting and recreational facilities on a sessional basis or as public facilities.
- b. Members and their families suffer serious difficulty in gaining access to public or sessional sporting and recreational facilities because of these issues.
 - i. Cultural limitations.
 - ii. Climatic conditions.
 - iii. Overcrowding.
 - iv. Traffic congestion.
 - v. Hygiene.
 - vi. Pollution.
- c. It is common practice for members and dependants to make use of sporting or recreational clubs, because public or sessional sporting or recreational facilities are not available.
- d. The proposed club offers a reasonable selection of suitable facilities at reasonable cost.
- e. The club is not being proposed for purely social or representational purposes.

Part 8: Death overseas of member or dependant

15.8.1 Purpose

The purpose of this Part is to compensate family members if a member or dependant dies overseas.

15.8.2 Member this Part applies to

This Part applies to a member (including a member on Reserve service) on a long-term posting overseas. It also applies to dependants living with the member at the posting location.

15.8.3 Entitlement – funeral costs

1. If a member or dependant dies overseas, their legal personal representative is entitled to one of these amounts.
 - a. The cost of returning the body to Australia, if the next of kin request it.
 - b. Any excess costs for the funeral at the posting location.
2. For paragraph 1.b, these conditions apply.
 - a. The amount paid is the difference between the additional costs of a funeral at the posting location and a comparable Australian funeral.

Example: If a member would have paid AUD 5,000 for an Australian funeral and the overseas funeral cost AUD 8,000, the Commonwealth will reimburse AUD 3,000.
 - b. The amount cannot be more than the cost payable under paragraph 1.a.
 - c. The amount reimbursed must be reduced by any amount that the Commonwealth pays directly for the funeral.

Example: The Commonwealth pays for the funeral at the posting location. There is no entitlement under this clause.
 - d. The amount in paragraph 1.a covers the cost of returning the member's or dependant's remains to Australia. No additional amount is paid.

15.8.4 Continuing entitlements for dependants

1. Subject to subclause 4, if a member dies during a long-term posting, any entitlements for dependants under Chapters 14 or 15 are to continue.
2. The period for continuing entitlements:
 - a. begins on the day the member dies, and
 - b. ends six weeks after the member dies.

Exception: For transport and removal of dependants and their possessions, the period ends a year after the member dies.
3. The CDF can grant dependants more time to conclude their arrangements at the posting location. The CDF may extend the period to a day the CDF considers reasonable in the circumstances. The CDF must consider all these factors.
 - a. The circumstances in which the member died.

- b. The situation of the dependants who continue to live at the posting location after the member's death.
 - c. Any other factor relevant to the dependants.
4. These additional conditions apply.
- a. Overseas living allowance is paid at two-thirds of the rate that would have been paid if the member had not died.
 - b. Rent and utilities contribution is not payable.
 - c. For education assistance entitlements, the deceased member is taken to have returned to Australia on the day the member died.
 - d. Transport for dependants and their possessions may be provided to a location other than Australia. The amount must not be more what the Commonwealth would have paid if the dependents returned to Australia.

15.8.5 Entitlement – loss on sale of vehicle

- 1. The legally entitled person may be reimbursed for loss on sale of the member's motor vehicle (or towable item) stored in Australia.
- 2. The reimbursement is under Chapter 6 [Part 3](#), Loss on sale of furniture, effect and vehicles.

Note: The limit for loss on sale on overseas postings is AUD 1,400.