

Chapter 4: ADF allowances and reimbursements

4.0.1 Overview

This Chapter contains information relating to the range of allowances and reimbursements for members.

4.0.2 Contents

This Chapter includes the following Parts:

Part 1	Higher duties allowance
Part 2	Service allowance
Part 3	Qualification and occupation-based allowances
Part 4	Location allowances
Part 5	Meal allowances
Part 6	Additional remuneration for star rank officers
Part 6A	Victoria Cross for Australia representational duties
Part 7	Training payments
Part 8	Reserves and Cadets
Part 9	Life insurance – additional risk insurance

Part 1: Higher duties allowance

4.1.1 Overview

Higher duties allowance is payable for members who are required to work in a higher level job.

4.1.2 Contents

This Part includes the following Divisions:

Division 1	Introduction
Division 2	Eligibility to perform higher duties
Division 3	How to work out the amount of higher duties allowance
Division 4	Termination of higher duties

Division 1: Introduction

4.1.3 Overview

1. ADF members may be paid higher duties allowance for employment in established higher positions including the Permanent Forces, Reserves, Defence APS positions and exchange positions.
2. Payment of higher duties allowance when a member fills a vacant higher ranked position is not automatic. To be eligible for the allowance, members must meet these conditions.
 - a. They must be directed to perform the higher duties for a minimum of five working days.

See: [Division 3](#) clauses 4.1.13 to 4.1.15.
 - b. They must meet all the conditions specified in this Part.
3. These basic principles can be seen in the limits on higher duties allowance in this Part.
 - a. Higher duties allowance is not paid when there is no difference between the member's rank and the rank of the higher position.
 - b. The member may perform higher duties in a position one rank higher than their own. The member must perform all of the duties of the higher position for the allowance to be payable.
 - c. A member cannot be paid higher duties allowance for a level of professional or trade competence that they do not hold. A member must possess all the required skills and experience to be effective at the higher level or rank, before they can be paid at a higher rate.

Example 1: A member who is a specialist officer, or an Other Rank member using skills specific to their employment category, must be competent to perform the full duties belonging to the higher employment level, skill grade or rank if full performance is claimed.

Example 2: Higher duties allowance is not payable for movement between employment levels within a rank.
 - d. The requirements of specialist officer and Other Rank employment category skills and experience are set out administratively under the career structures approved by the DFRT.
 - e. Trainees are not eligible for higher duties.
4. An eligible member may be paid higher duties allowance for any of these situations.
 - a. Full performance of a position one rank higher.
 - b. Full performance of a position two or more ranks higher.
 - c. Partial performance of a position two or more ranks higher.
 - d. Performance of duties in a higher position outside the ADF.

4.1.4 Contents

This Part includes these Divisions.

Division	Title	What is in it
1.	Introduction	Purpose, structure and definitions relating to this Part.
2.	Eligibility to perform higher duties	Describes the classes of member that are and are not eligible to perform higher duties.
3.	How to work out the amount of higher duties allowance	Describes how to work out the allowance. Includes conditions on the allowance.
4.	Termination of higher duties	Explains how a direction to perform higher duties ends.

Note: It is important to read [Division 2](#) before [Division 3](#). This is because Division 2 affects how the rules in Division 3 will apply.

4.1.5 Purpose

This Part has two purposes.

- a. To recognise when a member performs the duties of a position that attracts a higher responsibility than their own position.
- b. To set out who is eligible for higher duties allowance, how the allowance is worked out, and how it can be ended.

4.1.6 Definitions

This table defines terms used in this Part.

Term	Definition in this Part
Competency level	This term applies only to specialist officers and Other Ranks. a. For a specialist officer, the competency level refers to their employment level. b. For an Other Rank member, the competency level is taken to refer to the skill grade they hold within their employment category.
Eligible member	A member who meets the conditions for eligibility set out in this Part.
Employment level	This term applies only to specialist officers. It refers to a recognised level of competence within a specialist officer competency based career structure. The term specifies the member's level of competence within their profession, instead of a remuneration level based solely on the member's rank. The employment level is the primary way that salary is set for a specialist officer.
Higher duties	Duties of a vacant position that is of a higher rank or employment level than the member's substantive position, performed temporarily.
Other Rank member	A member who is paid under Schedule B.12 to DFRT Determination No. 15 of 2008, Salaries. See: Chapter 3 Part 1 Schedule B.12, Other rank members salary rates
Specialist officer	A commissioned officer to whom salary is payable as a Chaplain, a dental officer, a legal officer or a medical officer.
Total remuneration	Salary and any annual rate of allowance payable to the member. Total remuneration does not include rent, uniform and higher duties

	allowances.
Vacant position	<p>A position that is vacant for either of these reasons.</p> <ol style="list-style-type: none"> a. It is temporarily vacant. b. A unit establishment position has not been filled. <p>Exception: It does not include a position that has not been formally established.</p> <p>Examples:</p> <ol style="list-style-type: none"> 1. A position might be defined as vacant when its occupant is absent for one of these reasons. <ol style="list-style-type: none"> a. They are on leave. b. They are on a training course. c. They are on temporary duty in another unit. 2. A member may be posted to an establishment vacancy. 3. A member may be directed to perform the duties of a vacant position within their unit. 4. The posting into an establishment vacancy in Example 2 may be a direction to perform long-term higher duties. The direction in Example 3 may be a direction to perform short-term higher duties.

Division 2: Eligibility to perform higher duties

4.1.7 Member eligible to perform higher duties

A member is eligible to perform higher duties if they meet all these conditions.

- a. They are entitled to salary.
- b. They are directed to perform the higher duties for a period by another member. The directing member must meet all these conditions.
 - i. They are at least one rank higher than the vacant position.
 - ii. They are in the chain of command of the member who they direct to perform in the vacant position.
 - iii. They are satisfied that the duties of the vacant position are not already, or cannot be, distributed among other members.
 - iv. They are satisfied that the member can perform the duties of the position competently. They must consider whether the member meets paragraph c.
- c. They have the recognised professional, trade or specialist skills needed to perform the duties in either of these ways.
 - i. The full duties of the vacant position.
 - ii. Partial duties of the vacant position under clause 4.1.20.

See: [Division 3](#) Clause 4.1.20, Partial performance and performance in a position two or more ranks higher.

Example: A non-commissioned officer is directed to act at a higher rank in a commissioned officer's position. They are able to satisfy the requirements for the higher rank and position. They would be entitled to higher duties allowance at the lowest salary rate for the higher rank, subject to clause 4.1.17.

Non-example: The principle in paragraph 4.1.7.c means that a specialist officer may be directed to perform the duties of a higher rank and employment level. However, they might not meet the qualification requirements for the higher employment level. The specialist officer would be ineligible to perform higher duties in that position. They could act at a higher rank, but would only be eligible for higher duties allowance for positions at their existing employment level.

See: [Division 3](#) clause 4.1.20 for how partial higher duties might apply.

4.1.8 Member not eligible to perform higher duties

1. A trainee is not eligible to perform higher duties.
2. A specialist officer or Other Rank member is not eligible to perform higher duties where the higher position requires them to have a qualification in a professional or trade competence that they do not hold.

Exception: They may still be eligible to perform partial higher duties based on the rank component of the higher position.

See: [Division 3](#) clause 4.1.20, Partial performance and performance in a position two or more ranks higher.

4.1.9 Period of higher duties

The direction to perform higher duties under paragraph 4.1.7.b can be given for a maximum period of three months, unless the member has been posted into the higher position, when the direction can be for a longer period.

See: The table in subclause 4.1.11.2, which shows some specific situations with a maximum fixed period for the direction to perform higher duties. A direction can be made more than once.

See also: [Division 3](#) clause 4.1.19, which deals with payment of higher duties allowance during leave.

4.1.10 Posting to higher duties

A posting order may only be taken as a direction to perform higher duties in the posted position if the member's Commanding Officer is satisfied that the member meets both of these conditions.

- a. The member is able to competently perform the full higher duties of the position.
- b. The member will be performing the higher duties in the posted position.

Example 1: If a member's ability to perform higher duties is in doubt, the member's competence to perform the duties as directed in the posting order may be assessed. This assessment should occur as soon as practicable on commencement of duties. Once the Commanding Officer is satisfied, the member can be paid for higher duties from the start of the assessment period.

Example 2: The Commanding Officer may not know enough about the specialist career structure or trade duties required by a higher position to work out whether a member would be competent to perform in that position. The Commanding Officer should consult the relevant Service authority for setting competency levels within the member's employment category or profession. They can explain whether the competency levels held are sufficient to perform the higher duties. If the advice says that the member's competency levels are sufficient, then the Commanding Officer can make the decision about whether the member is competent to perform the duties of the higher position.

4.1.11 Conditions and limits on higher duties

1. Table 1 below shows the eligibility for higher duties allowance that applies to members in various situations.
2. Table 2 below shows the eligibility for higher duties allowance that applies to specialist officers in various situations.

Related Information: [Division 3](#) clause 4.1.21 explains when a member may perform higher duties in a position outside the ADF.

Table 1 GENERAL MEMBERS		
Item	A member who is...	is then...
1.	posted into a higher ranked position	entitled to higher duties allowance for the higher rank of the posted position, if the Commanding Officer assesses that the member meets both these conditions. a. They are competently performing the full duties of the position. b. They hold the required competencies for the position. See: Clause 4.1.7, Member eligible to perform higher duties.
2.	directed to perform higher duties continuously for up to three months	eligible to perform higher duties for up to three months.
3.	directed to perform higher duties continuously for longer than three months (without a posting order)	Note: A new direction to perform higher duties may be made on review of the arrangements after three months.
4.	on part-time leave without pay	able to be directed by the CDF to perform higher duties in a vacant position. The CDF must consider both the following matters. a. Whether the duties of the position can be carried out effectively on a part-time basis. b. Whether the member can perform the duties of the position competently while on part-time leave without pay. Note: A new direction to perform higher duties may be made on review of the arrangements after three months.
5.	directed to perform higher duties in a position two or more ranks higher than their substantive position	if the CDF approves under clause 4.1.20, entitled to higher duties allowance for either partial or full performance.
6.	on continuous full time service and directed to perform duty in a higher position in the Reserves that is not a full-time position	not entitled to higher duties allowance.
7.	a trainee or member undergoing training See: Chapter 1 Part 3 Division 1	
8.	in the rank of Second Lieutenant and performs higher duties in the position of a Lieutenant	not entitled to higher duties allowance because there is no significant increase in responsibility between these ranks.
9.	in the rank of Seaman, Private or Aircraftman and performs higher duties in the position of an Able Seaman, Private Proficient or Leading Aircraftman	
10.	in the rank of Private and performs higher duties in the position of Lance Corporal in the Army	only entitled to higher duties if the higher ranked position is an established position. Example: The position is an established position in an infantry unit.
11.	directed to perform higher duties in a higher ranked position to which a higher pay grade attaches	eligible for higher duties allowance for the higher rank but not for the higher pay grade.

Table 2 SPECIALIST OFFICERS		
Item	A member who is a specialist officer directed to perform...	is then...
1.	at a higher rank at their existing employment level, when the higher rank does not include that employment level	entitled to higher duties allowance at the relevant rate listed in the applicable salary schedule. Note: If no relevant rate of salary exists, see Division 3 clause 4.1.18.
2.	in a position which is at a higher rank and higher employment level (which they do not hold)	if CDF approves under Division 3 clause 4.1.20, entitled to higher duties allowance for partial performance of the rank element only.
3.	in a position which is at a higher rank and employment level (which they do not hold) and who is not approved for partial performance	not entitled to higher duties allowance.
4.	at a higher employment level within their substantive rank	

Division 3: How to work out the amount of higher duties allowance

4.1.12 Purpose

This Division sets out these conditions for higher duties allowance.

- a. The period of higher duties that must be served before payment of higher duties allowance begins.
- b. The amount of the allowance.
- c. Other variations and conditions.

4.1.13 Qualifying period – member of the Permanent Forces

1. A member becomes entitled to higher duties allowance after they perform higher duties for a continuous period of five days.
 - a. The five-day qualifying period begins on the day the direction to perform the higher duties begins.
 - b. The period does not include days when the member is not required to attend for duty.

Example 1: An eligible member on continuous full-time service works from Monday to Friday. They begin higher duties on Thursday. They complete the five days' continuous performance of the duties at the end of the following Wednesday. Because they are not normally required to attend for duty on Saturday, Sunday or public holidays, these days do not break the five-day period. Those days when the member is not required to attend for duty are not counted as part of the five-day period.

Example 2: An eligible member on continuous full-time service works on a shift roster and begins higher duties on a shift day. They count the five-day qualifying period from the start of that day's work. They cannot count any days when they are rostered off duty toward the five days. However, the off-duty period does not break the continuity of the five days. This works the same way as a weekend would for a member working a normal business week.

2. When the member has completed the qualifying period they are entitled to be paid higher duties allowance from the first day of the qualifying period.

4.1.14 Qualifying period – member on Reserve service

1. This clause applies to a member on Reserve service.
2. The member becomes entitled to higher duties allowance after they perform higher duties for a continuous aggregate period totalling five days.
 - a. The period begins on the day the direction to perform the higher duties begins.
 - b. The period includes any part-days when the member performs the higher duties.
 - c. The period does not include days when the member is not required to attend for duty.

Example: An eligible member on Reserve service performs 10 half-days continuously in a higher position. They add up those part-days to make a continuous period of five days.

Non-example: An eligible member on Reserve service begins performing higher duties on Monday. They spend Tuesday working in another position performing other duties. They have broken the qualifying period of five days' continuous service in the higher position. They re-start the five-day period on the next day they perform higher duties.

3. When the member has completed the qualifying period they are entitled to be paid higher duties allowance from the first day of the qualifying period.

4.1.15 Qualifying period – member on assessment

1. If required for the purposes of determining eligibility for higher duties, a member's competence to perform the duties may be assessed by a Commanding Officer before a decision is made under clause 4.1.7 or 4.1.10.
2. The assessment must be completed within three months of the member's commencement of duties in the higher position.
3. The member can be paid for higher duties when these conditions are met.
 - a. The Commanding Officer decides that the member can competently perform the higher duties.

See:

[Division 2](#) clause 4.1.7, Member eligible to perform higher duties.

[Division 2](#) clause 4.1.10, Posting to higher duties.

- b. A five-day qualifying period in either clause 4.1.13 or 4.1.14 (whichever applies to the member) has been performed after the start of the assessment period.

Note: This means that when the member has completed the qualifying period and the Commanding Officer has decided they can competently perform the duties under paragraph a., they are entitled to be paid higher duties allowance from the first day of the qualifying period.

4.1.16 Amount of higher duties allowance – general

1. An eligible member entitled to higher duties allowance is entitled to the difference between these two amounts.
 - a. Their total remuneration.
 - b. The total remuneration they would be entitled to if they were promoted to the rank belonging to the higher position, at the base ('on promotion') rate for that rank and, if applicable, a relevant competency level or pay grade actually held by the member.

Example: This means that the rate of higher duties allowance is worked out using the 'on-promotion', or base rate, of salary for the rank of the higher position. An eligible specialist officer or other rank is paid at the lowest rate for the competency level they hold at the higher rank.

2. A member does not get an incremental salary advancement for work in the higher position.

Note: The short-term nature of higher duties means that increment rates are not relevant to higher duties allowance.

3. From 5 October 2006, the **total remuneration** for a member with the rank of Warrant Officer Class 1 or above ceases to include any amount previously paid for qualification and skill under any of the following allowances.
 - i. DFRT Determination No.4 of 2006, Flying and flight duties allowance.
 - ii. DFRT Determination No.11 of 2002, Special Action Forces allowance.
 - iii. DFRT Determination No.19 of 2002, Specialist Operations allowance.
 - iv. DFRT Determination No.9 of 1995, Submarine Service allowance.

Note: The amount is still taken into account for higher duties allowance because it is included in the member's salary from 5 October 2006.

4.1.17 Amount of higher duties allowance – exception for non-commissioned officers

A member is entitled to an allowance of 5% of their salary for the period of higher duties if the member meets all of the following conditions.

- a. The member is a non-commissioned officer.
- b. The member performs higher duties in a commissioned officer's position.
- c. The member would be entitled to higher duties allowance under subclause 4.1.16, but their total remuneration is already higher than that of the higher position.

Example: When a non-commissioned officer performs higher duties in a position with the rank of a commissioned officer, the total remuneration for the higher ranked position may be less than the amount they would usually receive. No higher duties allowance would be payable under clause 4.1.16. This clause provides that the member would get an extra 5% of their salary (excluding service allowance) for the period of the higher duties.

4.1.18 Amount of higher duties allowance – exception for specialist officers

1. This clause applies to an eligible member who meets all these criteria.
 - a. They are in a specialist officer career structure.
 - b. They perform higher duties.
 - c. They would be entitled to higher duties allowance under subclause 4.1.16, but their total remuneration is already higher than that of the higher position.

2. The member is entitled to an allowance for the period of higher duties. The allowance is equal to the difference between these two amounts.
 - a. Their substantive salary.
 - b. The salary at the next highest increment for their competency level at the higher rank.
3. If there is no higher increment at the member's competency level that can be used to work out a higher duties allowance, then the member is entitled to an allowance of 5% of their salary for the period of higher duties.

4.1.18A Amount of higher duties allowance – exception for member acting in Brigadier position

1. This clause applies to an eligible member who performs higher duties in a position with the rank of Brigadier.
2. The member is entitled to an allowance equal to the higher of the following amounts.
 - a. An amount calculated under clause 4.1.16.

See: Clause 4.1.16, Amount of higher duties allowance – general
 - b. An amount equal to 5% of the member's salary for the period of higher duties.

4.1.19 Member on leave or returning from leave

1. This clause applies to an eligible member who is performing higher duties and goes on any period of paid leave.
2. The member's period of higher duties includes the period of leave if both these conditions are met.
 - a. They are posted to the higher position.
 - b. The period of leave is two months or less.

Note: This rule applies for each individual absence.
3. The member's period of higher duties includes the period of leave if all these conditions are met.
 - a. They are not posted to the higher position.
 - b. The period of leave is one month or less.

Note: This rule applies for each individual absence.

Exception: If the leave occurs immediately before the member goes on a new posting, subclause 4 applies.
 - c. They continue to perform in the higher position on return from leave.

4. The member's period of higher duties includes the period of leave if all these conditions are met.
 - a. They are not posted to the higher position.
 - b. The period of leave meets either of these conditions.
 - i. It extends for between one and two months.
 - ii. It occurs immediately before the member goes on a new posting.

Note: This rule applies for each individual absence.

 - c. The CDF certifies in writing the period that the member would have continued to perform the duties but for the leave. The CDF must justify an extension of payment for higher duties for a maximum period of two months of leave.
5. This clause applies even if another person performs the higher duties while the member is on leave.

4.1.18B Amount of higher duties allowance – transitional for other rank members

1. In this clause, the **later rate** is an amount of higher duties allowance that could be paid to a member for a period, based on salary rates determined by the DFRT on or after 24 December 2008 and before 1 July 2009.
2. This clause applies to a member to whom higher duties allowance is payable between 4 September 2008 and 1 July 2009.
3. The following table sets out transitional benefits relating to a period of higher duties allowance performed by the member.

Item	If a rate of higher duties allowance paid to the member in this period...	differs from the <i>later rate</i> because it is...	then the member is to be paid...
1.	4 September 2008 and 23 December 2008	lower than the later rate	the difference between the rate actually paid and the later rate, for the period of the higher duties.
2.	4 September 2008 to 23 December 2008	higher than the later rate	no additional amount is payable and the member retains the amount actually paid for the higher duties.
3.	24 December to 30 June 2009	lower than the rate that would have been payable to the member if salary structure and rates had not changed in the period	the difference between the rate actually paid and the later rate, for the period of the higher duties.
4.	24 December to 30 June 2009	higher than the rate that would have been payable to the member if salary structure and rates	no additional amount is payable and the member retains the amount actually paid for the higher duties.

		had not changed in the period	
5.	commencing before 1 July 2009 and continuing until any day after 1 July 2009	lower than the rate that would have been payable to the member if salary structure and rates had not changed in the period before 1 July	the difference between the rate actually paid and the later rate, until the end of the period for which higher duties allowance is approved.

4.1.20 Partial performance and performance in a position two or more ranks higher

1. This clause applies if a member is directed to perform some or all of the duties of a vacant position that is two or more ranks higher than the member's substantive rank.

Note 1: If a member is to perform only part of the duties of a higher position, they must be informed which of the duties they need to perform.

Note 2: A non-Commissioned Officer performing the duties of an officer does not of itself require performance of duties that are two or more ranks higher.

Example: A Sergeant performing the duties of a Captain would be a difference in responsibility that could be considered under this clause.

Non-example: A Sergeant performing the duties of a Lieutenant would normally be considered under [Division 2](#) clause 4.1.7.

2. The CDF may determine a suitable higher rank or employment level for the purpose of working out a rate of higher duties allowance under this clause.
3. The rate of higher duties allowance worked out under subclause 2 is limited to the 'on-promotion' or base rate of salary for the higher rank or employment level.
4. For subclause 2, the CDF must consider all these factors.
 - a. The duties that the member is required to perform.
 - b. The member's level of competence in performing the duties.
 - c. Any restriction on the rank the member can be promoted to.

Example: The difference between a specialist officer's or Other Rank member's actual competency level and the competency level of the higher position.

- d. Any other factor relevant to the member's performance of the duties.

Example: A member is directed to act in a position two ranks higher than their substantive rank. The CDF determines to pay them at a salary only one rank higher than their substantive rank because the member cannot perform all of the duties of the position.

5. Partial performance is not payable to a specialist officer or Other Rank member who performs duties at a higher competency level within their substantive rank.
6. If a member would be entitled to higher duties allowance at the next highest rank as a result of the decision under subclause 2, then both that decision and the direction to the member to perform partial higher duties may be made by a member (the **directing member**) who meets all of these conditions.
 - a. The vacant position to be filled is at the rank of Major or below.
 - b. The vacant position is not a specialist officer position.

- c. The directing member is within the same unit as the member they direct to perform higher duties.
- d. The directing member is at least one rank higher than the vacant position.
- e. The directing member is in the chain of command of the member who they direct to perform in the vacant position.
- f. The directing member is satisfied that the duties of the vacant position are not already, or cannot be, distributed among other members.
- g. The directing member is satisfied that the member can perform the duties competently.

Note: Each decision under this subclause must be made separately after considering the individual member's ability. It is not possible to direct several members to perform higher duties at once.

4.1.21 Duties not in the ADF

- 1. This clause applies if an eligible member is directed to perform higher duties in a position that is not in the ADF. This includes a position in a foreign force or the APS.

Note 1: A member who serves in a foreign force is remunerated under an administrative arrangement. It is called a memorandum of understanding (MOU) and is made between the Commonwealth and the foreign force's governing body.

Note 2: The member does not become a member of the other Service.

- 2. The member's rate of higher duties allowance is worked out using the rank, employment category or employment level that the CDF determines as suitable for the duties.
- 3. For subclause 2, the CDF must consider a written submission from the member's Commanding Officer or supervisor. The submission must address all these criteria.
 - a. The nature and complexity of the duties.
 - b. The responsibilities involved in performing the duties.
 - c. The level of supervision to be exercised when performing the duties.
 - d. The level of accountability for personnel, finance, machinery or other equipment.
 - e. If applicable, any APS classification that would normally apply to the duties.
 - f. Any other factor relevant to performance of the duties.

Division 4: Termination of higher duties

4.1.22 Early termination of higher duties

1. A direction to perform higher duties can be rescinded, revoked, or varied by giving written notice to the member. The notice may be made by a member who meets both these conditions.
 - a. They are at least one rank higher than the vacant position.
 - b. They are in the chain of command of the member performing the higher duties.
2. A change in the direction to perform higher duties can be effective from the latest of these days.
 - a. The day that the member is notified of the change.
 - b. A later day specified in the notice.

Example: A member is directed to fill a higher position for a specific period. During that period they are required to go on operations at their substantive (lower) rank. They continue to be eligible for higher duties allowance unless they get a notice to stop acting in the higher position. The change to a direction to perform higher duties cannot be made retrospectively.

4.1.23 Automatic termination of higher duties

A member's entitlement to higher duties allowance ends on the earliest of these days.

- a. The day the direction to perform the higher duties ends.
- b. If the member is not posted into the vacant position, three months after the start of the direction to perform higher duties.
- c. The effective date of a new posting order issued to the member.

Part 2: Service allowance

This Part is reserved for publication in the *ADF Pay and Conditions Manual* of DFRT Determination No. 11 of 1994, Service Allowance, made under section 58H of the *Defence Act 1903*.

Part 3: Qualification and occupation-based allowances

This Part is reserved for publication in the *ADF Pay and Conditions Manual* of the following DFRT Determinations made under section 58H of the *Defence Act 1903*.

Determination No. 14 of 1992, Language Proficiency Allowance

Determination No. 14 of 1995, Field Allowance

Determination No. 1 of 1996, Seagoing Allowance

Determination No. 10 of 1996, Hard Lying Allowance

Determination No. 15 of 1996, Adventurous Training Instructor Allowance

Determination No. 12 of 1997, Arduous Conditions Allowance

Determination No. 6 of 1998, Diving Allowance

Determination No. 21 of 1999, Submarine Escape Allowance

Determination No. 2 of 2001, Paratrooper Allowance

Determination No. 4 of 2008, Allowance for Specialist Operations

Determination No. 5 of 2008, Special Forces Disability Allowance

Determination No. 9 of 2008, Navy Capability Allowance

Determination No. 13 of 2008, Flying and Flight Duties Allowance

Determination No. 14 of 2008, Submarine Service Allowance

Part 4: Location allowances

4.4.1 Overview

This Part sets out entitlements to a range of allowances that may be available to a member serving in a remote location within Australia.

4.4.2 Contents

This Part includes the following Divisions and Annexes:

Division 1	ADF district allowance – general and rates
Division 2	ADF district allowance – movement to or from remote location
Division 3	Woomera allowance
Division 4	Port Wakefield allowance
Division 5	...
Division 6	Scherger allowance
Division 7	Allowances for service in the Antarctic – overview
Division 8	Allowances for service in the Antarctic – Antarctic allowance
Division 9	Allowances for service in the Antarctic – Common duties allowance
Division 10	Allowances for service in the Antarctic – Antarctic parity allowance
Annex 4.4.A	Remote locations for ADF district allowance

Division 1: ADF district allowance – general and rates

4.4.3 Purpose

District allowance compensates for service in a location in Australia that involves hardship. The hardship must be caused by remoteness, harsh climate and cost of living.

4.4.4 Definitions

This table defines terms used in this Division.

Term	Definition in this Division
Grade	For a remote location, the grade specified for it in Annex 4.4.A .
Harbour craft	A vessel that is not liable, in the ordinary course of duty with the ADF, to be ordered to sea.
Remote location	A location mentioned in Annex 4.4.A.

4.4.5 Members who are entitled

1. A member is entitled to ADF district allowance if they meet any of these conditions.
 - a. They are posted to, and live at, a remote location.
 - b. They serve on temporary duty at a remote location for a continuous period of more than 21 days.
 - c. They are posted for service in a seagoing ship based at a remote location.
2. A member on Reserve service is entitled to ADF district allowance if they meet both these conditions.
 - a. They serve on temporary duty at a remote location.
 - b. Their temporary duty is for a continuous period of more than 21 days.

4.4.6 Members who are not entitled

A member is not entitled to ADF district allowance for any period when they are entitled to either of these allowances.

- a. Woomera allowance at a rate higher than the rate of ADF district allowance they would be entitled to under this Division.

See also: [Division 2](#), ADF district allowance – movement to or from remote location

- b. Antarctic allowance.

See: [Division 8](#), Allowances for service in the Antarctic – Antarctic allowance

4.4.7 Period of entitlement

This table sets out an eligible member's period of entitlement to ADF district allowance.

Item	If the member is...	then their period of entitlement is...	
		<i>from</i>	<i>to</i>
1.	posted for duty at a remote location and they live there	the later of these two days: a. the effective date of the members posting to the location b. the day the member arrives at the location.	the day immediately before they leave the location.
2.	posted for service in a seagoing ship or submarine based at a remote location		
3.	serving on temporary duty at a remote location for a continuous period of more than 21 days	the day the member begins the period of temporary duty	the day immediately before they leave the location.
4.	on temporary duty away from the remote location	set out in clause 4.4.11. See: Division 2 clause 4.4.11, Absence for temporary duty	
5.	posted for service in a seagoing ship or submarine that is away from its remote location		

Example 1: A member is posted to a remote location to begin duty in January. They move their dependants to the location in December so they can settle into accommodation and sort out schooling. The member arrives in January to begin duty. Their entitlement to ADF district allowance begins on the day the member arrives.

Example 2: A member posted to Canberra undertakes 24 days' continuous temporary duty in Townsville. The member qualifies for ADF district allowance after 21 days. The allowance is paid with effect from their first day of temporary duty in Townsville.

4.4.8 Grading of locations

Remote locations are graded A, B, C, D and E according to how difficult they are. Annex 4.4.A contains a list of currently approved locations and grades.

See: Annex 4.4.A, Remote locations for ADF district allowance

4.4.9 Rate of allowance – member living in

This table sets out the rates of ADF district allowance payable to a member who lives in at a remote location. The rates in this table apply to a member without dependants or with dependants (separated).

Item	If the member is living in at a location graded...	then their yearly rate of allowance is (\$)...
1.	A	840
2.	B	2,390
3.	C	2,995
4.	D	4,190
5.	E	4,790

4.4.10 Rate of allowance – member living out

- This table sets out the rate of ADF district allowance payable to a member who lives out at a remote location.

Item	If the member is a member...	and they are living out at a location graded...	then their yearly rate of allowance is... (\$)
1.	with dependants, and items 2 or 4 do not apply	A	2,395
		B	6,835
		C	8,550
		D	11,975
		E	13,685
2.	with dependants, and one or more of those dependants meets both these conditions. a. The dependant is an ADF member or an APS employee in Defence. b. The dependant is paid ADF district allowance or district allowance under the Defence Enterprise Collective Agreement 2009.	A	1,200
		B	3,420
		C	4,275
		D	5,990
		E	6,845
3.	...		
4.	with dependants (unaccompanied)	A	1,200
		B	3,420
		C	4,275
		D	5,990
		E	6,845
5.	without dependants	A	1,200
		B	3,420
		C	4,275
		D	5,990
		E	6,845

2. This subclause applies to a member living out who must live in for Service reasons then go back to living out immediately afterwards. The member is taken to be living out for these periods.
 - a. The period they live in, up to 30 days.
 - b. Any further part of the period they live in while any dependants remain at the remote location.

4.4.10A ...

4.4.10B ...

Division 2: ADF district allowance – movement to or from remote location

4.4.11 Absence for temporary duty

1. This clause applies if a member on ADF district allowance is away from a remote location for either of these reasons.
 - a. They are serving a period of temporary duty.
 - b. They are serving in a harbour craft temporarily commissioned as a seagoing ship.
 - c. They are serving in a seagoing ship or submarine.
2. The following table sets out the circumstances where a member may be entitled to district allowance under this clause.

Item	If the member ...	then they may be paid ADF district allowance for an absence from location that is for a period of ...
1.	returns to the remote location immediately after the absence	30 days or less.
2.	is a member <ol style="list-style-type: none"> a. with dependants (unaccompanied) and b. the dependants stay at the remote location for the period of the absence 	more than 30 days.
3.	is a member <ol style="list-style-type: none"> a. with dependants (unaccompanied) or a member with no dependants living at the remote location and b. the temporary duty is in another remote location 	more than 30 days.
4.	is posted to another location (away from the remote location) while on temporary duty	the period of temporary duty, up to the day the posting begins in the location that is not remote.

Exceptions: This subclause does not apply if any of the following clauses applies: 4.4.12, 4.4.13, 4.4.14 or 4.4.15.

4.4.12 On leave and returning to duty

This table sets out a member's entitlement to ADF district allowance if they go on leave while they are getting the allowance.

Item	If the member goes on a period of ...	then they are to be paid the allowance for ...
1.	long service leave	the period of the leave in which the member, or at least one of their dependants, continues to live at the remote location. The remote location must be the location that the member was paid the allowance for prior to taking long service leave.
2.	recreation leave	the whole period of the leave, if they are to return to duty at a remote location at the end of that period.
3.	compassionate or carer's leave	
4.	absence from duty while ill or in hospital	
5.	paid maternity leave	
6.	paid parental leave	
7.	leave without pay	no time during the leave period.

Example for table item 1: A member receives ADF district allowance while posted to Darwin. The member is then posted to Sydney but the member's dependants remain in Darwin. The member goes on long service leave. The member continues to be paid ADF district allowance while the dependants remain in the remote location.

Non-example for table item 1: A member is posted to Darwin and receives ADF district allowance for this location. The member goes on long service leave and travels to Townsville. The member ceases to be eligible for ADF district allowance because he left the remote location where he is posted.

4.4.13 Payment after completion of duty

1. This clause applies if a member meets any of these conditions immediately after the end of a period of duty at a remote location.
 - a. They are granted a period of recreation leave. This includes any period of travelling leave.
 - b. They are granted an absence from duty for illness.
 - c. They are hospitalised.
2. The period of leave or absence is taken to be a period of duty at the remote location. The member is entitled to ADF district allowance for the period, subject to subclause 3.
3. The period under subclause 2 must not be more than the period of recreation leave that the member accrued for service at the remote location.
4. For Service reasons, the member may not be able to take a period of recreation leave immediately after a period of duty at the remote location. In this case, they are entitled to the allowance as if they had taken the leave.
5. For Service reasons, the member may not be able to take all or part of the leave they accrued in the remote location immediately after they complete their posting. In this case, they are entitled to a lump sum. The lump sum will be equal to the amount of ADF district allowance for the leave they accrued and did not take.

4.4.14 Posting from one remote location to another remote location

1. This subclause applies if a member is posted from one remote location to another remote location.
2. The member is entitled to ADF district allowance at the rate for the old posting until the beginning of their posting period at the new location. This is unless subclause 4 applies.

Example: A member is posted to Townsville, and is then posted to Darwin. The member remains on the Townsville rate until the date the Darwin posting takes effect. This includes periods the member may have spent in transit.

3. Subclause 4 applies if a member meets all these conditions.
 - a. The member is posted from one remote location to another remote location.
 - b. They are a member with dependants (unaccompanied).
 - c. Their dependants remain at the former remote location.
4. This subclause applies to a member described in subclause 3. The member's allowance rate for the period is the greater of these two amounts.
 - a. Their rate at the remote location they are posted from.
 - b. Their rate if their dependants had accompanied them to the remote location they are posted to.

4.4.15 Posting from a remote location to non-remote location

1. This clause applies if a member meets all these conditions.
 - a. They are posted from a remote location to another location. The new location is not a remote location.
 - b. They are a member with dependants (unaccompanied).
 - c. Their dependants stay at the remote location.
2. The member is entitled to ADF district allowance for the period their dependants stay at the remote location.

4.4.16 Member serving a period of detention

1. This clause applies to a member with dependants who is serving a period of detention under Service law.
2. The member is entitled to the allowance they would have been paid if they meet all these conditions.
 - a. The allowance was payable to them immediately before they began to serve a period of detention.
 - b. At that time, they were entitled to the allowance at the full rate for a member with dependants.

See: Item 1 of the table in [Division 1](#) clause 4.4.10, Rate of allowance – member living out.
 - c. Their dependants continue to live in the location that the allowance was payable for.

Note: Regulation 68 of the [Defence Force Regulations 1952](#) says that a member in detention under Service law loses all allowances except those specified under this Determination.

Division 3: Woomera allowance

4.4.17 Purpose

Woomera allowance compensates a member for the isolation, harsh climate and cost of living involved in serving at Woomera.

4.4.18 Definition

'Woomera' means the area within a radius of 80 km of the Woomera Post Office.

4.4.19 Member who is entitled

A member, including a member on Reserve service, is entitled to Woomera allowance if they meet either of these conditions.

- a. They are posted to, and live at, Woomera.
- b. They serve on temporary duty at Woomera for a continuous period of more than 21 days.

4.4.20 Member who is not entitled

A member is not entitled to Woomera allowance when they are entitled to a higher rate of ADF district allowance than the rate of Woomera allowance they would be entitled to.

See: [Division 1](#), ADF district allowance – general and rates

4.4.21 Period of entitlement

This table sets out an eligible member's period of entitlement to Woomera allowance.

Item	If the member...	then their period of entitlement begins on...	and ends on...
1.	is posted for duty at Woomera and they live there	the later of these two dates: a. the day they are posted to Woomera b. the day they arrive at Woomera. This means the day that the member arrives. It does not mean the day their dependants arrive if that is on an earlier day.	the day immediately before they leave Woomera.
2.	is on temporary duty at Woomera for a continuous period of more than 21 days	the day they begin the period of temporary duty	the day immediately before they leave Woomera.

4.4.22 Rate of allowance

This table sets out the rate of Woomera allowance payable to a member.

Item	If the member is a member...	then their yearly rate of allowance is... (\$)
1.	with dependants and items 2, 3 or 4 do not apply	3,600
2.	with dependants, and their spouse or interdependent partner is also a member	2,080
3.	with dependants and meets all of the following conditions. a. At least one dependant is employed. b. The employed dependant receives an allowance equal to or more than the allowance the member would get under item 1. c. The employed dependant lives with the member or the member's spouse or interdependent partner.	
4.	with dependants, and each dependant normally living with them has a yearly income of \$28,368 or more	
5.	of any other kind	2,080

4.4.23 Absence from Woomera

The conditions for absence from a remote location under [Division 2](#) apply to a member's absence from Woomera.

Division 4: Port Wakefield allowance

4.4.24 Purpose

Port Wakefield allowance compensates a member for the isolation, harsh climate and cost of living involved in serving at the Port Wakefield establishment.

4.4.25 Definition

This table defines term used in this Division.

Term	Definition in this Division
Establishment	Proof and Experimental Establishment at Port Wakefield in South Australia.

4.4.26 Entitlement

1. A member is entitled to Port Wakefield allowance if they are posted to the establishment and must live there.
2. This table sets out the rate of Port Wakefield allowance payable to a member.

Item	If the member...	then their yearly rate of allowance is... (\$)
1.	has at least one dependant living at the establishment	2,395
2.	is a member of any other kind	1,200

3. Port Wakefield allowance is paid from the date the member takes up residence at the establishment and ends when they leave it.

4.4.27 Member not entitled

A member serving at the establishment on temporary duty is not entitled to the allowance.

4.4.28 Absence from the establishment

The conditions for absence from a remote location under [Division 2](#) apply to a member's absence from the establishment.

Division 5: ...

Division 6: Scherger allowance

4.4.38 Purpose

Scherger allowance recognises hardship at RAAF Scherger. This is caused by the generally poor state of the unsealed road to Weipa.

4.4.39 Member who is eligible

A member is eligible for Scherger allowance if they meet all these conditions.

- a. They are posted in a caretaker role to RAAF Scherger for at least 12 months.
- b. They are required for operational reasons to live on the base.
- c. They live on the base for the period of the posting.

4.4.40 Rate of allowance

The rate of Scherger allowance is \$5,525 a year.

4.4.41 ...

Division 7: Allowances for services in Antarctica – overview

4.4.42 Purpose

A range of allowances may be available to compensate a member for the demands of service in Antarctica.

4.4.43 Definitions – general

This table defines terms used in Divisions 7 to 10.

Term	Definition in this Division
Antarctica	The area south of the Antarctic Convergence. It includes Macquarie Island.
Antarctic Convergence	The same meaning as in the Convention on the Conservation of Antarctic Marine Living Resources, as set out in the Schedule to the Antarctic Marine Living Resources Conservation Act 1981 . Note: Clause 4 of the Convention defines the Antarctic Convergence as follows: “4. The Antarctic Convergence shall be deemed to be a line joining the following points along parallels of latitude and meridians of longitude: 50° S, 0°; 50° S, 30° E; 45° S, 30° E; 45° S, 80° E; 55° S, 80° E; 55° S, 150° E; 60° S, 150° E; 60° S, 50° W; 50° S, 50° W; 50° S, 0°.”
Day of embarkation	See clause 4.4.44 below.
Day of disembarkation	See clause 4.4.45 below.
Expedition	An Australian National Antarctic Research Expedition to Antarctica.
Port	The port specified in the expedition itinerary as the port of embarkation or disembarkation of the expedition.

4.4.44 Definition – day of embarkation

This table defines 'day of embarkation'.

Item	If the ship sails from a port...	then the day of embarkation is...
1.	at or before 1200	the day the ship sails.
2.	after 1200	the day after the ship sails.

4.4.45 Definition – day of disembarkation

This table defines 'day of disembarkation'.

Item	If the ship docks in a port...	then the day of disembarkation is...
1.	at or before 1200	the day before the ship docks.
2.	after 1200	the day the ship docks.

Division 8: Allowances for services in Antarctica – Antarctic allowance

4.4.46 Purpose

Antarctic allowance compensates a member for the demands of service in Antarctica.

4.4.47 Member this Division applies to

This Division applies to a member posted for duty or serving in Antarctica who meets either of these conditions.

- a. They are directed to undertake duties as an integral part of an expedition. It must be intended that they remain on duty with, or support, that expedition during the summer or winter season in Antarctica.
- b. They travel to Antarctica with an expedition but are not part of the expedition.

4.4.47A Member this Division does not apply to

This Division does not apply to a member for any period in which submarine service allowance is payable to the member.

See: Chapter 4 Part 3 Division 15

4.4.48 Rate of allowance

This table sets out the rate of Antarctic allowance a member is entitled to.

Item	If subclause...	then they are entitled to the allowance at a rate of (\$)...
1.	4.4.47.a applies to the member	11,661 a year.
2.	4.4.47.b applies to the member	6,424 a year.

Example 1: A member is part of a four-month expedition to Antarctica. The period includes the three months of summer. The member is entitled to an allowance worked out using the rate in item 1 of the table.

Example 2: A member travels to Antarctica for a month with an expedition. The member is not part of the expedition. The member is entitled to an allowance worked out using the rate in item 2 of the table.

4.4.49 Period of entitlement

- 1. A member's entitlement to Antarctic allowance begins at 0001 on the day of embarkation. It ends at 2359 on the day of disembarkation.
- 2. If a member does not return directly to Australia immediately after service in Antarctica, payment of the allowance ends at 2359 on the last day they serve in Antarctica.

Exception: If clause 4.4.52 applies.

4.4.50 Effect of receiving other allowances

1. This clause applies to a member who would be entitled to both Antarctic allowance and any one of these allowances.
 - a. Seagoing allowance.
See: Chapter 4 Part 3 [Division 11](#).
 - b. ...
 - c. Hard lying allowance.
See: Chapter 4 Part 3 [Division 7](#).
2. The member is paid only the higher of the two allowances.

4.4.51 Member on long service leave

The allowance is not included in a member's salary during a period of long service leave unless they remain in Antarctica during the period.

4.4.52 Recreation leave after duty in Antarctica

1. This clause applies to a member who completes service in Antarctica and is granted a period of recreation leave before beginning duty in Australia.
2. The member is entitled to Antarctic allowance for the number of days of recreation leave they accrued for service in Antarctica. The rate of allowance is the rate that applies under clause 4.4.48.
3. Subclause 1 applies to recreation leave granted immediately after any of these periods.
 - a. A period of travelling leave taken immediately after the member's period of service in Antarctica.
 - b. A period of hospitalisation or absence from duty for an illness that began on or before the day the member completed service in Antarctica.
 - c. A period of duty that meets both these criteria.
 - i. It must be performed by the member before recreation leave can be granted.
 - ii. It is performed immediately after the member's period of service in Antarctica.

Division 9: Allowances for service in the Antarctic - Common duties allowance

4.4.53 Entitlement

1. This Division applies to a member who meets all these conditions.
 - a. They are entitled to Antarctic allowance.
 - b. The officer-in-charge of an expedition directs them to perform duties that are additional and unrelated to their ordinary duties.
 - c. They perform the duties for a period.
2. The member is entitled to common duties allowance for the period at the rate of \$8,221 a year.

Division 10: Allowances for service in the Antarctic - Antarctic parity allowance

4.4.54 Purpose

Antarctic parity allowance provides for payment to a member who volunteers for service in Antarctica in an APS position as a member of an expedition.

4.4.55 Definitions

This table defines terms used in this Division.

Term	Definition
APS amount	The sum of the amounts of salary and allowance instead of overtime that an employee of the APS would be entitled to in the established civilian position occupied by the member.
ADF amount	The sum of the amounts of salary, service allowance, hard lying allowance and submarine service allowance (if it applies) that the member is entitled to.

4.4.56 Member this Division applies to

This Division applies to a member who meets all these conditions.

- a. They are serving with an expedition in a voluntary capacity in an established APS position.
- b. They are not entitled to the full APS salary and allowances that apply to the position.
- c. They are not posted to a ship or establishment.
- d. They are not on leave without pay.

4.4.57 Entitlement

The member is entitled to an allowance in a pay period at a rate equal to the difference between the APS amount and the ADF amount.

4.4.58 Entitlement period

The period of entitlement to the allowance is the same as for Antarctic allowance under [Division 8](#) clause 4.4.49 (but clause 4.4.52 does not apply).

Annex 4.4.A: Remote locations for ADF district allowance

See: Chapter 4 Part 4 Division 1 clause 4.4.4

This table sets out the grades of ADF district allowance at remote locations.

Remote location	Grade
<i>New South Wales</i>	
Bogan Gate	A
Broken Hill	A
<i>Northern Territory</i>	
Alice Springs	C
Darwin	B
Jabiru	E
Katherine	D
Nhulunbuy	E
Tennant Creek	E
Tindal	D
<i>Queensland</i>	
Atherton	A
Ayr	A
Bowen	A
Cairns	A
Charters Towers	A
Ingham	A
Innisfail	A
Macrossan	A
Mount Isa	C
Palm Island	E
RAAF Scherger	E
Roma	A
Shoalwater Bay training area	A
Thursday Island	E
Townsville	A
Tully	A
Weipa	E

<i>Western Australia</i>	
Broome	E
Carnarvon	E
Dampier	E
Derby	E
Exmouth	E
Kalgoorlie	A
Karratha	E
Kununurra	E
Newman	E
Port Hedland	E
RAAF Curtin	E
RAAF Learmonth	E
Tom Price	E
<i>Other Territories</i>	
Christmas Island	E
Cocos Island	E

Part 5: Meal allowance

4.5.1 Overview

This Part tells when a member, who has to work long hours, can get assistance with meals.

- a. The assistance may include an allowance to pay for meals.
- b. The member may have to pay towards the cost of their meals.

4.5.2 Purpose

Meal allowance assists a member to buy a meal if a Service-provided meal is not available.

See: Chapter 7 [Part 7](#), Meals, for information relating to meals provided by the Commonwealth at low cost.

4.5.3 Member this Part applies to

This Part applies to a member who meets either of these conditions, unless clause 4.5.4 applies.

- a. They are serving in Australia. This includes a member on Reserve service.
- b. They are an applicant for entry into the ADF and clause 2.1.4 applies to them.

4.5.4 Meal allowance not paid

Meal allowance is not paid for a meal period when any of these conditions are met.

- a. The member is entitled to travelling allowance or use of the travel card.
- b. The Commonwealth makes a meal available to the member.
- c. A meal is included in the fare for a journey.
- d. A transport operator makes a meal available to the member.

Exception: An in-flight meal on a commercial aircraft does not count as a meal for this Part. Meal allowance is still payable to a member who gets an in-flight meal.

4.5.5 Meal period – definition

For a member who lives in, a meal period under this Part includes the periods when their mess provides meals.

4.5.6 Member who lives in

1. This clause applies to a member who lives in and pays a contribution for meals under Chapter 7 [Part 7](#) clause 7.7.5. The member must meet one of these conditions.
 - a. They are on duty away from their normal place of duty during a meal period.
 - b. They are performing duty at their normal place of duty during a meal period.
 - c. They perform extra duty before or after normal duty and one of these conditions is met.
 - i. They get a meal break between the normal duty and the extra duty.
 - ii. They do not get a meal break after the normal duty. The extra duty runs until after the next meal period.
 - d. Their normal place of duty is in a capital city. This applies for lunch only.
2. The member is entitled to a meal allowance for the meal period. This is only if it is not reasonably practical for them to do one of the following.
 - a. Return to their normal mess during the meal period.
 - b. Get a meal at Commonwealth expense during the meal period.

4.5.7 Member who lives out

1. This clause applies to a member who lives out and buys a meal during a meal period.
2. The member is entitled to a meal allowance for the meal period if they cannot go home for the meal for any of these reasons.
 - a. They perform extra duty before or after normal duty and one of the following happens.
 - i. They get a meal break between the normal duty and the extra duty.
 - ii. They do not get a meal break and the extra duty extends through the next meal period after the normal hours of duty.
 - b. They are on duty at a place where the Commonwealth does not provide a meal and the duty meets one of these conditions.
 - i. It starts three or more hours before their rostered time for starting duty.
 - ii. It finishes three or more hours after their rostered time for finishing duty.
 - c. All of these circumstances prevent the member going home for lunch.
 - i. They begin normal duty after a period of extra duty overnight.
 - ii. They cannot go home before starting the normal duty.
 - iii. They finish the normal duty at or after 1400 hours.

4.5.8 Country applicants to the ADF

1. This clause applies to a person who applies to be appointed or enlisted in the ADF.
2. The person may be entitled to a meal allowance. They must meet all these conditions.
 - a. They are required to have an examination or interview to check if they can be appointed or enlisted.
 - b. They attend a recruiting centre for the examination or interview.
 - c. They live at a location not served by the public transport system of the city or town where the recruiting centre is located.
 - d. They travel between their home and the recruiting centre for a period that meets both these conditions.
 - i. It does not extend overnight.
 - ii. It includes a period that would be a meal period under this Part.

Exception: Meal allowance is not payable if a meal is provided at Commonwealth expense.

4.5.9 Rates of allowance

This table sets out the rates of meal allowance.

Item	If the meal is...	then the rate of allowance is (\$)...
1.	breakfast	21.15
2.	lunch under paragraph 4.5.6.1.d	9.75
3.	any other lunch	24.20
4.	dinner	41.65

Part 6: Additional remuneration for star rank officers

4.6.1 Purpose

The purpose of this Part is threefold.

- a. To recognise and reward the professional contribution of star rank officers in meeting the greater internal and external demands involved in giving effect to the Government's Defence policy.
- b. To provide employment conditions that reflect contemporary management practices.
- c. To retain highly skilled star rank officers.

4.6.2 Member this Part applies to

1. This Part applies to a member who holds a star rank.
2. Clauses 4.6.4 to 4.6.9 inclusive, also apply to members of the Reserve who hold a star rank.

4.6.2A Member this Part does not apply to

Clauses 4.6.8 and 4.6.9 do not apply to a member for any period in which the member is in any of the following circumstances.

- a. The member holds either of the following positions.
 - i. Chief of Capability Development.
 - ii. Chief of Joint Operations.
- b. The member uses a special Defence vehicle for their command appointment.

4.6.3 Definitions

This table defines terms used in this Part.

Term	Definition in this Part
Executive Vehicle Scheme guidelines	Any of the following guidelines or instructions. <ol style="list-style-type: none">a. The Executive Vehicle Scheme guideline contained in Chapter 21 of the Defence Workplace Relations Manual, Executive Vehicle Scheme. See: Defence Workplace Relations Manual Chapter 21 Part 1, Executive Vehicle Schemeb. Any other relevant Defence instruction given under section 9A of the Act.
Privately-plated Defence vehicle	For a member, means a privately-plated vehicle that is: <ol style="list-style-type: none">a. leased by the Commonwealth; andb. that Defence permits the member a licence or sublease to use in accordance with the Executive Vehicle Scheme guidelines.
Special Defence vehicle	A vehicle (other than a privately-plated Defence vehicle) that is owned or leased by the Commonwealth and is one of the following. <ol style="list-style-type: none">a. A Z-plated vehicle.b. An Army, Navy or Air Force plated vehicle.c. Any other Commonwealth vehicle that is on loan to the member for home garaging.

Star rank	The substantive rank of Brigadier or Major General. This includes a reference to that rank in relation to a member who is promoted for a specified period under regulation 35 of the <i>Defence (Personnel) Regulation 2002</i> .
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4.6.4 Air ticket may be downgraded to fund extra ticket for travel within Australia

1. A member who is entitled to a business class air ticket for travel within Australia may do the following.
 - a. Choose in writing to take an economy class ticket instead of the business class ticket.
 - b. Use the difference in the cost of fares to fund a second economy class ticket.
 - c. Personally provide any extra amount necessary to pay for the purchase of the second ticket and related fringe benefits tax liability.

See: Clause 13.2.4 for rules on downgrade of travel during short-term duty travel overseas.
2. The member may not do either of the following.
 - a. Receive a refund if the cost of the second ticket is less than the difference between the business class and economy fares.
 - b. Use official frequent flyer points to upgrade the travel from economy class.

4.6.5 Membership of airline club

A member is entitled to membership of the airline club for the airline that is contracted to provide domestic air travel services to the Department of Defence.

4.6.6 Home computing facilities

1. A member is entitled to departmental computing equipment, software and ongoing support and maintenance for home use.

Examples of computing equipment:

Personal computer with monitor or laptop computer, laser printer and modem.

Examples of software:

Internet, word processing and statistical software.

2. The member is not entitled to be reimbursed costs for Internet use.
3. A member of the Reserves is only entitled under this clause when both these conditions apply.
 - a. The member has 100 days of expected liability to serve in the financial year.
 - b. The member's commanding officer or manager approves that the entitlement be made available, having regard to the duties that the member is required to perform.

4.6.7 Mobile telephone

1. The member is entitled to a mobile telephone.
2. The Department of Defence will meet the cost of providing and operating the telephone, including limited personal use.

3. A member of the Reserves is only entitled under this clause when both these conditions apply.
 - a. The member has 100 days of expected liability to serve in the financial year.
 - b. The member's commanding officer or manager approves that the entitlement be made available, having regard to the duties that the member is required to perform.

4.6.8 Executive vehicle allowance

1. A member with star rank is eligible to be paid an executive vehicle allowance.
2. A member of the Reserves with star rank may be paid the allowance under this clause for any day that they perform duty for which salary is payable.
3. A member who holds the temporary or acting rank of Brigadier or Major General is eligible for executive vehicle allowance if the member holds the temporary or acting rank for continuous period of four weeks or more.

Note: For a Reserve member, this period may include days when the member does not perform duty.
4. The member is entitled to an allowance at the relevant rate provided in the following table.

Item	A member...	with a rank of...	is entitled to an allowance at the rate of...
1.	on continuous full-time service	O-7	\$25,208 a year.
		O-8	\$26,928 a year.
2.	on Reserve service	O-7	\$69.06 a day.
		O-8	\$73.78 a day.

5. Members who take the allowance must make use of shuttle services and other official vehicles for transport for official purposes, if reasonably practicable.
6. A member may choose to return a privately-plated Defence vehicle before the end of the term of a licence or sublease that they have agreed to. If this occurs, the allowance that becomes payable to the member is reduced by the amount of any early return fees payable by the Commonwealth.

4.6.9 Privately-plated Defence vehicle

1. A member of the Permanent Force may apply to the Executive Vehicle Scheme Fleet Manager for use of a privately-plated Defence vehicle. This vehicle is provided in place of the executive vehicle allowance.
2. A member of the Reserve Force may apply to the Executive Vehicle Scheme Fleet Manager for use of a privately-plated Defence vehicle. This vehicle is provided in place of the executive vehicle allowance.
3. An application under this clause may be refused if it is not practical or reasonable to make the vehicle available for the member's use.

Example: The member is a Reserve Force member. During a period of continuous full-time service, the member is permitted to use a vehicle. The agreement to use the vehicle ends when the member ceases full-time service and returns to Reserve work for one day a week because it is not reasonable to provide the vehicle to the member for such short periods.
4. A privately-plated Defence vehicle is provided for the member's use subject to conditions contained in the Executive Vehicle Scheme guidelines and in any lease under which the Commonwealth has obtained the vehicle.

5. The following conditions apply for a period in which the member is on leave.
 - a. The member may use a fuel card paid for by the Commonwealth during any period of paid leave.
 - b. The member may use the fuel card for a period of up to three months of leave without pay.
 - c. The member must return the vehicle for any period of leave without pay that is longer than three months.

4.6.10 Parking space

The member is entitled to a free parking space at or near their workplace.

4.6.11 ...

Part 6A: Victoria Cross for Australia representational duties

4.6A.1 Purpose

This Part has two purposes.

- a. To recognise and reward the contribution of Victoria Cross for Australia recipients.
- b. To provide a package of benefits for Victoria Cross for Australia recipients to allow them to perform the representational duties associated with the award.

4.6A.2 Member this Part applies to

This Part applies to the following members.

- a. A member who has been awarded the Victoria Cross for Australia.
See: Chapter 3 Part 7, Victoria Cross for Australia medal
- b. A member who has been approved to perform escort duties for a Victoria Cross for Australia holder.

4.6A.3 Expenses related to representational duties

1. The Commonwealth will pay for, or reimburse the member, costs directly related to the member's representational duties for the following expenses.
 - a. The purchase of civilian clothing for the member.
 - b. The hire of civilian clothing for the member.
 - c. The purchase of clothing for the member's recognised dependants.
 - d. The hire of clothing for the member's recognised dependants.
 - e. Laundry and dry cleaning costs.
 - f. Babysitting costs, when the member and their spouse or partner are attending representational activities.
2. The CDF may approve any additional costs not listed in subclause 1 that relate directly to the member's representational duties.
3. The CDF may approve reimbursement of the cost of clothing hire for the escort personnel who must attend representational events with the Victoria Cross for Australia recipient.

4.6A.4 Business class travel

1. The CDF may approve travel at Commonwealth expense for the member and their escort for travel to and from Victoria Cross for Australia representational activities.
See:
Chapter 9 Part 1 clause 9.1.6, Class of travel
Chapter 13 Part 2 Division 1, Class of air travel
2. The CDF may approve business class travel at Commonwealth expense for the following people for travel to and from Victoria Cross for Australia representational activities.
 - a. The member's spouse or partner.
 - b. The member's recognised dependants.

See:

Chapter 9 Part 3 Division 9, Travel for representational purposes

Chapter 13 Part 2 Division 3, Accompanied travel

4.6A.5 Travel allowance

Travel costs or travel allowance rates, specified in Annex 9.5.A Part 1, are payable to the member and the following people for travel on Victoria Cross for Australia representational activities.

- a. The member's dependants.
- b. Escort personnel.

See: Chapter 9 Part 5 Annex 9.5.A Part 1, Amounts for accommodation, meals and incidentals for travelling allowance and travel card

Part 7: Training payments

4.7.1 Overview

This Part contains information on ADF training allowances and reimbursements.

4.7.2 Contents

This Part includes the following Divisions:

Division 1	Trainee's dependant allowance
Division 2	Medical residency – additional salary
Division 3	Former medical or dental officer – refresher training
Division 4	Australian Defence Force Academy textbooks
Division 5	In-service medical officers – refresher training
Division 7	Army dental officer professional development scheme

Division 1: Trainee's dependant allowance

4.7.3 Purpose

Trainee's dependant allowance supplements a trainee's salary when they are supporting one or more eligible dependants.

4.7.4 Definition

This table outlines the definition used in this Division.

Term	Definition in this Division
Eligible dependant	a. The trainee's dependant , or b. Another person who is: <ul style="list-style-type: none"> - under 16 years old, and - living with the trainee, and - wholly or substantially dependent on the trainee.

4.7.5 Member this Division applies to

This Division applies to a trainee in the Permanent Forces whose salary is less than the salary of a Private in Pay Grade 1.

Related information: For the salary of a Private in Pay Grade 1, see Schedule B.12 to DFRT Determination No. 15 of 2008, Salaries.

See: Chapter 3 Part 1 Schedule B.12, Other rank members salary rates

4.7.6 When this Division does not apply

This Division does not apply if any of these criteria are met.

- a. If the trainee's eligible dependant has an income of \$16,830 or more in a financial year
- b. The trainee is not entitled to salary.
- c. The member is on Reserve service.

4.7.7 Rate of entitlement

1. The rate of trainee's dependant allowance is the difference between their rate of salary and the annual rate of salary for a Private in Pay Grade 1.

See: Chapter 3 Part 1
 Schedule B.12, Other rank salary rates
 Schedule B.13, Trainee salary rates

2. Trainee's dependant allowance is paid fortnightly based on the annual amount.

4.7.8 Dual entitlement

1. If the trainee's dependant is a member and is also entitled to the trainee's dependant allowance, they will share the allowance.

2. This table describes the rates under dual entitlement.

Item	If the trainee and dependant have...	the rate for each is...
1.	the same rate of salary	half the difference between their individual rate and the salary of a Private in Pay Grade 1.
2.	different rates of salary	half the difference between the lower individual rate and the salary of a Private in Pay Grade 1.

Division 2: Medical residency – additional salary

4.7.9 Purpose

1. This Division supplements the salary for a member who works as a resident medical officer at a civilian hospital.
2. A member is paid additional salary to equal the salary and allowances they would have received if they had been a civilian resident medical officer at the hospital.

4.7.10 Members this Division applies to

This Division applies to a member who undertakes a period of compulsory residency at a civilian hospital with the approval of the CDF.

4.7.11 Rate of entitlement

The rate of additional salary is worked out by calculating the difference between these two amounts.

- a. What the civilian hospital pays Defence for the member's services.
- b. What the member receives by way of the total of all these payments from Defence.
 - i. Salary.
 - ii. Service allowance.
 - iii. ADF district allowance, if applicable.

4.7.12 Payment for accrued leave

The member is entitled to payment for any leave accrued but not granted during their period of compulsory residency, less any payment instead of leave made by the hospital.

4.7.13 Conditions of entitlement

1. The sponsored member works full-time at the hospital providing the training.
2. The member remains in ADF service. They work under an arrangement agreed between the hospital and the Commonwealth. The member will not become an employee of the hospital.
3. The member retains all the conditions of service of full-time members.

Division 3: Former medical or dental officer – refresher training

4.7.14 Purpose

Refresher training assistance assists a former member who served as a medical or dental officer with the costs of training to better equip them for civilian practice or employment.

4.7.15 Definition

Term	Definition in this Division
Refresher training course	A course of study, approved by the CDF, to be undertaken by a former member in aspects of medical or dental practice that are not normally found in the ADF.

4.7.16 Members this Division applies to

This Division applies to a former member who served on a fixed-term appointment as a medical or dental officer, if they meet all of these criteria.

- a. They were appointed before graduation or within two years after first registration as a medical or dental practitioner.
- b. They completed at least four years' continuous full-time service as a medical or dental officer before ceasing to be a member.
- c. They begin a refresher training course within 12 months of ceasing service.
- d. They have not, on the day they begin the training course, been appointed as an officer on an indefinite appointment.

4.7.17 Conditions for refresher training payment

- 1. The former member is entitled to a payment for the refresher training course if the CDF considers it reasonable for them to undertake it.
- 2. In deeming it reasonable, the CDF must consider all of these criteria.
 - a. How much the length and nature of the former member's service has impaired their ability to undertake civilian medical or dental practice or employment.
 - b. How much the former member's completion of the course would remedy any impairment.
 - c. Any other factor relevant to the former member's ability to undertake such practice or employment.
- 3. Payment is available for the period of a course to a maximum of 90 days.
- 4. Only one payment can be made to a member under this Division.

4.7.18 Amount of payment

1. The amount of payment is worked out by calculating the difference between these two amounts.
 - a. The salary the former member would have been receiving (including any higher duties allowance) if, on the day the training course begins, they were still in the ADF with the rank they had when they left it.
 - b. The salary (excluding overtime or penalty rates) a civilian employer would pay them on the day they begin the course.
2. If the member's salary in a. is more than that in b, a daily payment is worked out for the period of the course up to a maximum of 90 days.

Example 1: A medical officer left the ADF on 30 June on a salary of \$70,000 a year. They begin a 90-day refresher training course on 1 February the following year. The salary for their rank in the ADF had risen to \$75,000 during those seven months.

The salary payable to them at the start of the course by the civilian employer is \$65,000.

Their daily rate is therefore \$111, worked out as follows:

$$\$75,000 - \$65,000 = \$10,000 \div 90 = \$111$$

Example 2: A dental officer left the ADF on 30 June on a salary of \$50,000 a year. They begin a 90-day refresher training course on 1 February the following year. The salary for their rank in the ADF had risen to \$55,000 over that period.

The salary payable to them at the start of the course by the civilian employer is \$50,000.

The dental officer is not entitled to a payment.

3. Applications should be forwarded to the Defence Force Pay Accounting Centre after they are approved. The payment will be made as if it was salary paid on ceasing continuous full-time service.

Division 4: Australian Defence Force Academy textbooks

4.7.19 Purpose

Members of the Australian Defence Force Academy are entitled to assistance with the costs of buying textbooks.

4.7.20 Member this Part applies to

This Part applies to a trainee who is an undergraduate posted to the Australian Defence Force Academy.

4.7.21 Textbook benefit

1. The Commonwealth will provide a member with their compulsory textbooks for the purposes of their course.

Note: For the purposes of this clause compulsory textbooks are textbooks which have been approved by the ADFA Commandant.

2. If the Commonwealth cannot provide a member with their compulsory textbooks under subclause 1, the member will be reimbursed reasonable costs for their compulsory textbooks.

Note: Textbooks which have been recommended for a course will not be provided at Commonwealth expense or the cost reimbursed.

Division 5: In-service medical officers – refresher training

4.7.22 Purpose

In-service training assistance is provided to serving medical officers to allow them to undertake refresher training or experience, except where the training is a Service requirement.

4.7.23 Members this Division applies to

This Division applies to a medical officer serving on an indefinite appointment.

4.7.24 Conditions of training

1. The CDF may approve the member to undertake refresher training for a maximum of 12 months on full salary after each completed six years of service.
2. The CDF may approve the member to do the training in one or more periods over the member's service, subject to Service requirements.
3. These persons can approve applications from members under subclause 1 or 2.
 - a. Director Naval Officers' Postings.
 - b. Director Officer Career Management.
 - c. Director Personnel Officers – Air Force.
 - d. Director General Navy Personnel and Training.
 - e. Commander Australian Navy Systems Command.
 - f. Director General Personnel – Army.
 - g. Director General Personnel – Air Force.

4.7.25 Additional allowance

1. When the member's refresher training takes place at a civilian hospital, they are entitled to an allowance if their hospital remuneration is greater than the remuneration they would otherwise be paid by the ADF.
2. For subclause 1, the member's Service remuneration is worked out as sum of these amounts that were payable to the member, at the rank they held immediately before they started the training course.
 - a. Salary.
 - b. Service allowance.

Note: The member remains in ADF service. They work under an arrangement agreed between the hospital and the Commonwealth that allows them to continue to receive ADF salary. The member will not become an employee of the institution.

3. The allowance is paid at the end of each three-month period of training.

4. The amount of the allowance is worked out by subtracting the amount of hospital remuneration payable to them from the amount of Service remuneration they would otherwise have received for the same period.

Step	Action
1.	Contact the civilian hospital and find out the annual salary paid to a civilian medical officer doing the same work as the member.
2.	Calculate the member's annual Service salary and allowances. This includes the sum of these amounts. a. Base salary. b. Service allowance.
3.	Subtract the amount obtained in step 2 from the amount obtained in step 1. Result: The difference is the annual rate of additional allowance.
4.	Divide the annual amount of additional allowance payable to the member by 4. Result: The amount calculated is the quarterly rate of additional allowance payable to the member.

4.7.26 Expenses associated with training

1. The member is entitled to be reimbursed for these costs.
 - a. Compulsory fees for the training.
 - b. The cost of textbooks prescribed for a course.
2. The ADF may make available, for the duration of the training, medical instruments the member must use in the training.
3. The member is responsible for costs of any travel or removal needed to complete the training.

Division 7: Army dental officer professional development scheme

4.7.27 Purpose

The Division sets out the reimbursement a dental officer may get when they participate in approved professional development activities.

4.7.28 Definitions

For the purpose of this Division, a member is a dental officer if they meet the definitions in clause B.3.2 of DFRT Determination No. 15 of 2008, Salaries.

See: Chapter 3 Part 1 Part B Division 2, Salary (Specialist officers)

4.7.29 Member this Division applies to

1. This Division applies to a member who meets all of the following conditions.
 - a. The member is an Army dental officer who provides a clinical dental capability.
 - b. The member is on either continuous full-time service or Reserve service.
 - c. The member is Army Individual Readiness Notice (AIRN) compliant on the day the expense is incurred.

See: Defence Instruction (Army) OPS-80-1-Army Individual Readiness Notice

Exception: The member does not have to be fit for operational deployment.
2. This Division ceases to apply to all members on 30 June 2015.

4.7.30 Payment

1. A member may be reimbursed the cost of approved professional development activities up to a maximum amount.
 - a. Professional development activities are described in clause 4.7.31.

See: Clause 4.7.31, Professional development activities
 - b. The process for calculating the maximum amount of reimbursement for a member is set out in clause 4.7.32.

See: Clause 4.7.32, Calculation of the maximum

Example: A member enrolls in training that costs \$12,000. The CDF approves the training as a professional development activity under clause 4.7.31. The maximum calculated for the member under clause 4.7.32 is \$10,000. The member may be reimbursed \$10,000.

Non-example: A member buys computer equipment that costs \$1,000. The CDF does not approve the equipment as a professional development activity. The member may not be reimbursed for the purchase.
2. Costs for professional development activities must be paid in full before reimbursement may be paid.

3. The maximum under clause 4.7.32 applies to a single financial year. Unused funds cannot be paid to the member or carried over to future financial years. If the costs reimbursed are less than the maximum, the member is not entitled to the difference.

See: Clause 4.7.32, Calculation of the maximum

4. Incurred costs must be paid for and reimbursed in the same financial year.
5. A member can be provided financial support under this Division by direct payment to a supplier for an approved professional development activity. Any amount paid directly is counted as part of the costs that may be reimbursed within the maximum under clause 4.7.32.
6. Travel costs for professional development activities are included as part of the costs that may be reimbursed within the maximum under clause 4.7.32.
7. A member may use their Defence travel card for travel associated with an approved professional development activity.

4.7.31 Professional development activities

1. The CDF may approve activities, travel or the purchase of equipment as professional development activities. The CDF must consider all the following criteria.
 - a. Whether the activity will enhance the member's clinical and professional skills.
 - b. Whether the activity could be funded by other means.
Example: Courses offered under the Defence Assisted Study Scheme.
 - c. The cost of the activity.
 - d. The interests of the Commonwealth.
 - e. Any other factors relevant to the member's personal development.
2. The following activities cannot be approved as professional development activities under this Division.
 - a. Membership of groups that have a primary purpose that is political in nature.
 - b. Activities associated with Specialist officer career structure competency-based training.
 - c. Activities that can be accessed through the Defence Assisted Study Scheme.
 - d. The purchase of non-dental specific computer hardware, software or internet access.
Example: A member purchases a personal digital assistant (PDA) device. The equipment does not meet the criteria for a professional development activity under clause 4.7.31. The cost of the device is not reimbursed.

4.7.32 Calculation of the maximum

1. This clause sets out how to calculate the maximum reimbursement that may be paid to a member under clause 4.7.30.

See: Clause 4.7.30, Payment

2. The maximum for a member of the Permanent Forces is \$10,000 in a financial year.
3. This subclause applies to a member of the Army Reserves on continuous full-time service. The member's maximum claim is as follows.
 - a. The maximum is \$833.33 for each period of 30 consecutive days of service in a financial year.
 - b. The financial year reimbursement may not exceed \$10,000.
 - c. Any period of less than 30 consecutive days of service in a financial year does not count towards the maximum.
 - d. Unused days of service not claimed in a financial year cannot be carried over to the next financial year.
 - e. A member who has worked both permanent service and Reserve service cannot claim more than \$10 000 in a financial year.

Example: A member works 65 consecutive days of service in a financial year. The member has worked two complete periods of 30 consecutive days. The member's maximum is \$833.33 multiplied by two, or \$1,666.66.

4. This subclause applies to a member of the Reserves on Reserve service. The member's maximum is calculated as follows.
 - a. The maximum is \$27.39 for each day of service. The days do not need to be consecutive. A day of service is a minimum of six hours of duty on a day.
 - b. The financial year reimbursement may not exceed \$10,000.
 - c. Twenty days or more of Reserve service must be served within a financial year before a claim can be made.
 - d. Any total of less than 20 days of Reserve service in a financial year does not count towards the maximum.
 - e. Unused days of service not claimed in a financial year cannot be carried over to the next financial year.

Example: A member works five days a month over a six month period. The member has worked 30 days in a financial year. The member's maximum is \$27.39 a day multiplied by 30 days. The member's maximum reimbursement is \$821.70.

5. This subclause applies to a Reserve member who has worked both continuous full-time service and Reserve service in a financial year.
 - a. The member's maximum is the sum of the limits as calculated under each type of service.

See: Subclauses 3 and 4.
 - b. The member can not combine unused days from continuous full-time service and Reserve service to be eligible for a claim.

Example: A Reserve member works 55 days of continuous full-time service in a financial year. The member also works nine individual days of Reserve service in the financial year. The member's maximum is the sum of items 1 and 2.

Item	Type of service	Limit
1.	Continuous full-time service	<p>The member has 55 days of continuous full-time service. That is one block of 30 days.</p> <p>$1 \times \\$833.33 = \\833.33</p> <p>The member's limit for this item is \$833.33.</p> <p>There are 25 unused days (55 days – 30 days). The member is not entitled to payment for the unused days.</p>
2.	Reserve service	<p>The member has 9 days of Reserve service.</p> <p>The member does not have 20 days of Reserve service. The nine days are unused days.</p>
3.	Total	<p>The member's maximum for continuous full-time service is \$833.33. There is no entitlement for the member's Reserve service.</p> <p>The member may claim a reimbursement up to a maximum of \$833.33 for the financial year.</p>

Part 8: Reserves and Cadets

4.8.1 Overview

The ADF provides a range of fees and bonuses for members of the Reserves, including legal officers, members of the former Emergency Forces, and Airfield Defence Guards.

4.8.2 Contents

This Part includes the following Divisions:

- [Division 1](#) Legal officer sessional fee
- [Division 2](#) Airfield Defence Guards (annual proficiency bonus)
- [Division 3](#) Emergency Forces gratuity and Army Individual Reserve entitlements – transitional provisions
- [Division 4](#) Army's Reserve Response Force – annual bonus
- [Division 5](#) Attendance allowance
- [Division 6](#) Cadet forces allowance
- [Division 7](#) Health support allowance – Reserves

Division 1: Legal officer sessional fee

4.8.3 Purpose

Legal officer sessional fee compensates Reserve legal officers for the following.

- a. For certain professional work they perform for the ADF.
- b. For practice costs associated with the duties in paragraph a.

Examples: Telephone calls, facsimile transmissions, postage and photocopying.

4.8.3A Definition

This table outlines the definition used in this Division.

Term	Definition in this Division
Court of Inquiry	'Court of Inquiry' has the same meaning as in regulation 3 of the <i>Defence (Inquiry) Regulations 1985</i> .

4.8.4 Members this Division applies to

This Division applies to a legal officer who is a member of the Reserves.

4.8.5 Duties attracting a sessional fee

- 1. A legal officer is entitled to a sessional fee if all the following conditions are met.
 - a. The legal officer performs legal duties in the ADF when they would otherwise be working in a private professional capacity as a barrister or solicitor.
 - b. Any of the following persons approves a period of the duty described in the table at paragraph c, before it is performed.

- i. CDF.
- ii. Director General Australian Defence Force Legal Services.

- c. The legal officer performs one or more of the duties described in the following table.

Item	Duties
1.	<p>Military duty as a counsel or assistant counsel performing any of the following duties.</p> <ul style="list-style-type: none"> a. Appearing before a summary authority. b. Any of the following duties performed in relation to a Court Martial or Defence Force Magistrate proceeding. <ul style="list-style-type: none"> i. Appearing in the proceeding. ii. Participating in a pre-trial directions hearing. iii. Participating in a case management conference. <p>Examples: Conferences conducted in person or by telephone conference</p> iv. Participating in a stay application in relation to a punishment or order. c. Providing legal services related to paragraphs a and b. d. Providing legal services relating to a petition or request for review to a reviewing authority, including a punishment review pursuant to the Military Justice (interim Measures) Act No. 2 2009. <p>Examples: Drafting legal advice, applications, submissions and petitions. Providing advice to a member on the merits of electing trial by a court martial or Defence Force Magistrate.</p>
1A.	<p>Military duty as a Judge Advocate or Defence Force Magistrate in a disciplinary proceeding.</p>
1B.	<p>Providing legal services relating to the preparation or provision of a report under section 154 of the Defence Force Discipline Act 1982.</p>
2.	<p>Military duty as a legal officer assisting a Court of Inquiry.</p>
3.	<p>Military duty as a legal officer representing or assisting in the representation of a person before a Court of Inquiry.</p> <p>In this item, person includes a person who has died.</p> <p>Authority: Regulations 33 or 121 of the <i>Defence (Inquiry) Regulations 1985</i></p>

Item	Duties
4.	<p>Providing legal services to an ADF commander where all of the following requirements are met.</p> <p>a. The services are of any of the following types.</p> <p>i. Providing legal advice.</p> <p>Examples: Undertaking legal reviews under the <i>Defence Force Discipline Act 1982</i> and the <i>Defence (Inquiries) Regulations 1985</i></p> <p>Preparation time is not paid for this duty. See: Subclause 2.</p> <p>ii. Providing dispute resolution services.</p> <p>Examples: Mediation, facilitation, negotiation, conflict coaching, conciliation and arbitration.</p> <p>iii. Acting as an inquiry officer or as an inquiry assistant.</p> <p>Authority: Regulation 69 of the <i>Defence (Inquiry) Regulations 1985</i></p> <p>b. The services require legal skills.</p> <p>c. The services relate to duties and responsibilities of a member in that command.</p>
5.	<p>Giving legal advice to a member on matters arising from their service in the ADF.</p> <p>Examples:</p> <p>1. Giving legal advice to a member concerning proceedings under the <i>Defence Force Discipline Act 1982</i>.</p> <p>2. Giving legal advice to a member concerning a redress of grievance pursuant to Part 15 of the <i>Defence Force Regulations 1952</i>.</p> <p>Preparation time is not paid for this duty. See: Subclause 2.</p>
6.	<p>Giving legal advice to a defence civilian or former member in either of the following circumstances.</p> <p>a. The defence civilian or former member is being investigated in connection with disciplinary action or possible disciplinary action under the <i>Defence Force Discipline Act 1982</i>.</p> <p>b. The defence civilian or former member has been charged with an offence under the <i>Defence Force Discipline Act 1982</i>.</p> <p>In this item, defence civilian has the same meaning as in the <i>Defence Force Discipline Act 1982</i>.</p> <p>Preparation time is not paid for this duty. See: Subclause 2.</p>

2. Items in the table in paragraph 1.c include preparation time spent on legal tasks.

Examples: Proofing witnesses, taking instructions, settling agreed facts, reading transcripts, preparing submissions.

Non-example: Travelling to the place of duty.

Exceptions:

Preparation time will not be paid in association with the following duties.

1. Duties in subparagraph a.i of item 4 of the table in paragraph 1.c.
2. Duties in item 5 of the table in paragraph 1.c.
3. Duties in item 6 of the table in paragraph 1.c.

Example: A legal officer provides legal advice to an ADF commander about one of her members. The legal officer is not entitled to be compensated for preparation time.

4.8.6 Sessional fee not payable

1. This clause applies in any period for which a legal officer is entitled to pay as a Reserve member and also performs duties that meet conditions for payment of the sessional fee set out in subclause 4.8.5.
2. If the member's Reserve salary for the period is less than the amount of sessional fee that would be payable for the same period, the member may elect in writing to be paid the higher amount of sessional fee under this Division instead of the salary.

Notes:

1. This clause does not affect the member's entitlement to Reserve allowance payable under DFRT Determination No. 22 of 2008, Reserve Allowance.
2. To avoid doubt, a member may be paid a combination of salary and sessional fee for a day, but is not entitled to payment for more than 6 hours duty in total for that day.
3. If the member is approved to perform a period of duty for Reserve salary and not also given an express approval for that period of duty for the purpose of this Division, the member cannot later elect to be paid legal officer sessional fee under clause 4.8.6.

Examples:

1. A member who elects to take a full day's sessional fee for three or more hours duty cannot claim Reserve salary for the same day.
2. A member who takes a full day's Reserve salary for six or more hours duty cannot claim sessional fee for additional hours on that same day.

4.8.7 Amount of sessional fee

1. A legal officer who performs duty in a matter described in the following table is entitled to a sessional fee, calculated at the rate set out in the table, for a period of up to 5 days.

Item	If the member performs...	for...	the member is to be paid...
1.	Any of the following duties described in any of the following parts of the table in paragraph 4.8.5.1.c a. Paragraph a of table item 1. b. Paragraph b of table item 1. c. Table item 1A. d. Table item 2. e. Table item 3. See: Clause 4.8.5, Duties attracting a sessional fee	less than three hours in a day	\$202.50 an hour.
		three or more hours in a day	\$1215 a day.
2.	Any of the following duties. a. Duties described in any of the following parts of the table in paragraph 4.8.5.1.c. i. Paragraph c of table item 1. ii. Paragraph d of table item 1. iii. Table item 1B iv. Table item 4 v. Table item 5. vi. Table item 6. b. Preparation time associated with duties described in any of the following parts of the table in paragraph 4.8.5.1.c. i. Any of table items 1, 2 or 3 ii. Table item 4. Exception: Subparagraph a.i of table item 4. See: Clause 4.8.5, Duties attracting a sessional fee	less than six hours in a day	\$202.50 an hour.
		six or more hours in a day	\$1215 a day.

2. The following arrangements apply to a member who performs a particular duty described in subclause 1 for more than five days. The days do not have to be consecutive.

Item	Day	Rate
1.	Days 1 to 5	In accordance with subclause 1.
2.	Day 6 and beyond	<p>A daily rate of sessional fee for the sixth and subsequent days that CDF or the Director General Australian Defence Force Legal Services consider reasonable, having regard to the advice of the Attorney-General's Department.</p> <p>For periods of less than a day, the hourly rate of sessional fee is one-sixth of the determined daily fee.</p> <p>Sessional fee may also be paid for periods that are less than whole hours on a pro rata basis.</p>

3. Duties performed by member who is a Senior Counsel or Queen's Counsel are to be paid at 1.5 times the amount that would otherwise be payable.

Division 2: Airfield Defence Guards (annual proficiency bonus)

4.8.8 Purpose

The ADF provides an annual proficiency bonus to certain members of the Air Force Reserve Ground Defence Reserve Group (Operations) who do more than the minimum required training.

4.8.9 Members this Division applies to

This Division applies to a member who meets both of these criteria.

- a. volunteers to serve for five years in the Air Force Reserve as a Ground Defence Officer or Airfield Defence Guard in the Ground Defence Reserve Group (Operations), and
- b. undertakes duty (other than continuous full-time service) for up to 18 days more than the minimum 32 days' annual training they are required to do in any one year.

4.8.10 Conditions of entitlement

1. The member must meet all of these criteria.
 - a. They must volunteer to do the additional duty before the start of each 12-month period of service.
 - b. They must actually do the additional duty within that 12-month period or within an extra period that the officer-in-charge approves in writing.
 - c. They must meet the medical fitness standards for operational duty as a Ground Defence Officer or Airfield Defence Guard.
 - d. They must meet their service obligations.
 - e. They must demonstrate proficiency in the skills needed by a Ground Defence Officer or Airfield Defence Guard.
2. Duty undertaken for more than the additional 18 days in any year does not attract a bonus payment.

4.8.11 Rate and date of entitlement

1. The member is entitled to the bonus at the following rates.
 - a. \$50 a day from the 1st to the 4th day (inclusive) of additional duty.
 - b. \$75 a day from the 5th to the 8th day (inclusive).
 - c. \$100 a day from the 9th to the 18th day (inclusive).
2. The bonus cannot be more than \$1,500 in any one year.
3. The bonus is for duty performed in the 12 months before each anniversary of the member's appointment or enlistment. It is payable on the later of these days.
 - a. The anniversary of the member's appointment or enlistment.
 - b. The last day of the extra period approved in writing by the officer-in-charge.

See: Paragraph 4.8.10.1.b, Conditions of entitlement.

4.8.12 Preservation of entitlement on transfer

1. A member who is not serving in the Ground Defence Reserve Group (Operations) on the day the bonus would be paid is still entitled to it, if they meet all of these criteria.
 - a. They must meet the eligibility conditions in clause 4.8.9.
 - b. They must have been transferred from the Group before that day without a break in their continuity of service.
 - c. They must be a member of the ADF on that day.
2. The bonus is payable on that day as if they had not been transferred from the Group.

Division 3: Emergency Forces gratuity and Army Individual Emergency Reserve entitlements – transitional provisions

4.8.13 Cessation

This Division ceases operation on 30 November 2007.

4.8.14 Definitions

This table defines terms used in this Division.

Term	Definition in this Division
member of the former Emergency Forces	A member who meets both of these conditions. a. The member was a member of the former Emergency Forces on 30 November 2002. b. Since 1 December 2002, the member has continued to be a member of the Reserves.
member of the former Army Individual Emergency Reserve	A member who meets both of these conditions. a. The member was a member of the former Army Individual Emergency Reserve on 30 November 2002. b. Since 1 December 2002, the member has continued to be a member of the Reserves.

4.8.15 Emergency Forces – call-out gratuity

1. This clause applies to a member who meets both these conditions.
 - a. They were a member of the former Emergency Forces.
 - b. They begin continuous full-time service because they are called-out under section 50D of the Act.
2. The member is entitled to a gratuity of \$110.

4.8.16 Former Army Individual Emergency Reserve – recovery of payment for enlistment

1. This clause applies to a member who meets all these conditions.
 - a. They were a member of the former Army Individual Emergency Reserve.
 - b. They became a member of the Reserves after ceasing to be a member of the Permanent Forces.
 - c. When the member became a member of the Reserves, the member could have served in the Permanent Forces for at least five years before reaching the compulsory retiring age for rank.
 - d. When the member became a member of the Reserves, the member was entitled to an amount of \$1,000 under either of these Determinations.
 - i. Chapter 2 Part 7 Division 4 of Defence Determination 2003/21, Conditions of Service, as amended.

- ii. Chapter 2 Part 7 Division 4 of Defence Determination 2000/1, Conditions of Service, as amended.
 - iii. Defence Determination 1991/22, as amended.
2. Both these conditions apply to a member who completes less than five years of service in the Reserves.

Exceptions: See subclause 3.

- a. The member must repay part of the \$1,000 payment to the Commonwealth.
- b. The member can keep a pro rata amount worked out for the period of service completed.

Example: The member completes two years of service in the Reserves. The member can keep:

$$2/5 \text{ of } \$1000 = \$400$$

The member must repay the remaining \$600 to the Commonwealth.

3. Subclause 2 does not apply to a member who meets either of these conditions.
- a. The member ceased to be a member of the Reserves to become a member of the Permanent Forces.
 - b. The CDF is satisfied that continued service in the Reserves would be detrimental to the member. This must be because of health, financial or personal circumstances of the member or the member's dependant.

4.8.17 Former Army Individual Emergency Reserve – efficiency allowance

- 1. This clause applies to a member who meets all of these conditions.
 - a. They were a member of the former Army Individual Emergency Reserve.
 - b. They meet the basic ADF physical fitness standard.
 - c. They maintain any trade skill they held on ceasing to be a member of the Permanent Forces.
 - d. They comply with any requirement to report for duty or medical examination.
- 2. The member is entitled to an annual efficiency allowance of \$500. The allowance is payable on each anniversary of becoming a member of the Reserves.
- 3. No amount is payable to a member under this clause after the fifth anniversary of the member's enlistment, unless the member's period of enlistment is extended.

Division 4: Army’s Reserve Response Force – annual bonus

4.8.18 Definitions

This table defines terms used in this Division.

Term	Definition in this Division	
Army’s Reserve Response Force	The Reserve Response Force component of the Active Reserve of the Army.	
Reserve Response Force anniversary day	For a member, the anniversary of whichever of these dates applies to the member.	
	If the member was transferred to the Army’s Reserve Response Force...	the member’s anniversary day is...
	before 1 December 2003	1 December 2003.
	on or after 1 December 2003	the date the member was transferred.

4.8.19 Eligible member

1. This Division applies to a member who meets all these conditions.
 - a. They are a member of the Army’s Reserve Response Force.
 - b. The member has met either of the following conditions.
 - i. The member has agreed in writing to perform the requirements of the Active Reserve, in accordance with administrative instructions made under s.9A of the Defence Act 1903.

See: Defence Instruction (Army) Personnel 79-7, Management of Reserve Response Force personnel within the Army
 - ii. Before 1 July 2006, the member had agreed in writing to perform the requirements of the High Readiness Reserve, in accordance with administrative instructions made under s.9A of the Defence Act 1903, and that agreement is still current.

See: Defence Instruction (Army) Administration 79-6, Management of the High Readiness Reserve within the Army.
 - c. They are certified by the CDF as proficient for service in the Army’s Reserve Response Force.
2. For paragraph 1.c, the CDF must consider the extent to which the member meets all these criteria.
 - a. They have completed the required annual training obligation and scheduled periods of military training.
 - b. They meet the annual readiness requirements for their employment category, as set out in the Army Individual Readiness Notice.
 - c. They are available for call-out on continuous full-time service when required.

4.8.20 Entitlement

An eligible member is entitled to an annual bonus of \$700 on their Reserve Response Force anniversary day.

Division 5: Attendance allowance

4.8.21 Purpose

Attendance allowance assists a member with travel expenses when they must attend at a specified place in Australia to carry out Reserve service.

4.8.22 Definitions

Term	Definition in this Division
Specified place	One of these locations within Australia. a. The unit the member is permanently posted to. b. The training depot or base where they normally carry out service if it is different from the unit they are posted to. c. If the member must travel by their own means from home to a designated transport terminal for further travel to the Reserve unit – the transport terminal. Examples: From home by private car to a train or bus station. From home by train to an airport.

4.8.23 Member this Division applies to

This Division applies to a member who must attend at a specified place to carry out Reserve service, unless they travel to the specified place at Commonwealth expense.

4.8.24 Member this Division does not apply to

A member is not entitled to attendance allowance if either of the following circumstances apply to them.

- a. The member is a legal officer who is entitled to a sessional fee.

See: Division 1, Legal officer sessional fee

- b. The member holds the substantive rank of Brigadier or above.

4.8.25 Period of entitlement

This table outlines when attendance allowance can be paid.

Item	If the member attends on...	then the allowance is payable for...
1.	one day only	the first attendance on the day.
2.	consecutive days	a. the first day they attend, if they are required to live in for Service reasons. b. each day they attend if: i. they are not required to live in for Service reasons, or no living-in accommodation is available, and ii. they return to their normal place of residence each day.

4.8.26 Amount of allowance

1. The amount of allowance payable to a member is worked out according to the distance to the nearest whole kilometre.
2. The distance is measured in a straight line between the member's usual residence and the specified place.
3. This table shows the amounts that apply.

Distance (kms)	Amount (\$)
25.5 or less	4.55
More than 25.5 to 60.5	10.80
More than 60.5 to 120	21.65
More than 120	27.05

Example: The calculated distance is 60.4 km. The member will be paid \$10.80.

4.8.27 Travel beyond 120 kilometres

1. When the member must attend a specified place more than 120 kilometres from where they usually live, the commanding officer may authorise travel at Commonwealth expense.

Note: Chapter 9 Part 5 Division 2 authorises travelling allowance if the commanding officer, acting on behalf of the CDF, considers it necessary for the member to stay overnight after a period of Reserve service.

See:

Chapter 9 Part 5 [Division 2](#) clause 9.5.24, Following a period of Reserve service (Travel card)

Chapter 9 Part 5 [Division 3](#) clause 9.5.42, Following a period of Reserve service (Travelling allowance)

Note: If the member travels at Commonwealth expense, they are not entitled to attendance allowance.

2. If the member must travel more than 120 kilometres from where they usually live to the normal place of duty, the commanding officer must, where necessary, work out a parade routine for them that:
 - a. takes into account their travelling arrangements, and
 - b. balances the need for their attendance with the occupational health and safety responsibilities of the ADF.

4.8.28 Vehicle allowance not payable

A member cannot claim attendance allowance when they are entitled to vehicle allowance for travel to a specified place.

For information on vehicle allowance, see Chapter 9 [Part 6](#).

Division 6: Cadet forces allowance

4.8.28A Purpose

This allowance has the following purposes.

- a. To recognise that the Australian Defence Force Cadets is a youth development organisation staffed and funded in partnership between Defence and the community.
- b. In acknowledgement of the partnership mentioned in paragraph a., to provide officers and instructor of cadets with an allowance as a partial payment for the training, instruction and administration of cadets.

4.8.29 Person this Division applies to

1. A person is eligible for cadet forces allowance if all of the following conditions apply to them.
 - a. They have been appointed as an officer or instructor of cadets.
 - b. They help train, instruct or administer activities of any of these cadet forces.
 - i. Australian Navy Cadets.
 - ii. Australian Army Cadets.
 - iii. Australian Air Force Cadets.

Note: These cadet forces are collectively known as the Australian Defence Force Cadets.

- c. The officer or instructor is participating in an activity approved for the purposes of this Division by the relevant Service Chief.
2. An officer or instructor of cadets serves as a member of the Australian Defence Force Cadets.

4.8.30 Period and rate of payment

1. For any financial year, an Officer or Instructor of Cadets is to be paid the amount that applies for the period they attend an approved activity, under the following table.

Item	If...	must attend an approved activity for a...	then they may be paid...
1.	an Officer of Cadets	full day	the daily rate for their rank in Part 1 of Annex 4.8.C. See: Annex 4.8.C, daily rate of cadet forces allowance
		part day	half the daily rate shown for their rank in Part 1 of Annex 4.8.C.
2.	an Instructor of Cadets	full day	the daily rate for their rank in Part 2 of Annex 4.8.C. See: Annex 4.8.C, daily rate of cadet forces allowance
		part day	half the rate shown for their rank in Part 2 of Annex 4.8.C.

See: Subclause 4.8.30.1B outlines limits on the period of payment.

Note: An Officer's or Instructor's rank is the rank they hold under the *Cadet Forces Regulations 1977*.

- 1A. For the purpose of this Division, a full day and a part day are worked out using the following table.

Item	If the Officer or Instructor attends an approved activity for...	the day...
1.	six or more hours on any day	counts as a full day.
2.	between two and six hours on any day	counts as a part day.
3.	less than two hours on any day	does not count.

Example: A Squadron Leader (AAFC) trains cadets for 13 days in a financial year. The 13 days consists of ten full days and then four hours on each of the three other days. The total allowance paid would be \$2,295.29, worked in accordance with the following table.

Step	Action
1.	The daily rate is paid for every full day. 10 days x \$199.59 = \$1,995.90
2.	Four hours in a day is considered a part day. Each part day is paid at half the daily rate. 3 days x (\$199.59 ÷ 2) = \$299.39
3.	\$1,995.90 + \$299.39 = \$2,295.29 The Squadron Leader (AAFC) is paid \$2,295.29.

- 1B. The amount of cadet forces allowance that may be paid in a financial year is limited.

- a. Cadet forces allowance cannot be paid for more than 48 days in a financial year.

Related Information: Subclause 2 contains an exception to this limit.

- b. The 48 days may be made up of any combination of full and part days. A part day is counted as half of a full day.

Examples:

1. 40 full days and 16 part days. The 16 part days count as eight full days; or
2. 96 part days.

- c. Cadet forces allowance is only paid for attendance at approved activities. An Officer or Instructor of Cadets may have fewer than 48 days of approved activities in a financial year.

2. A Service Chief may decide that additional cadet forces allowance is payable to an officer or instructors of cadets who has reached the 48-day annual maximum, if satisfied that:

- a. The officer or instructor has applied in writing for approval for the payment of additional cadet forces allowance in advance of the activity being held.

- b. The relevant Service Chief has approved the circumstances in which the officer or instructor is required to undertake duty as special circumstances.

3. ...

4.8.30A Rate of allowance on advancement from other rank

1. This clause applies to an Officer of Cadets who was formerly an Instructor of Cadets.
2. The following table explains what rate of cadet forces allowance applies for a full day of approved activity.

Item	If the person's rate as an Instructor of Cadets was...	then they...
1.	higher than their Officer of Cadets rate	continue to be paid their Instructor of Cadets rate.
2.	lower than their Officer of Cadets rate	are paid at the rate for their rank as an Officer of Cadets.

3. For a half day of approved activity the person is paid at half the rate calculated in accordance with subclause 2.
4. The member's rate of allowance is adjusted to reflect changes in rates for the relevant rank in Annex 4.8.C.

See: Annex 4.8.C, Daily rate of cadet forces allowance

5. Item 1 of the table in Subclause 2 ceases to apply when the person is promoted to an Officer of Cadets rank with a higher rate than the rate calculated under subclause 2.

Example: A Lieutenant (AAC) is promoted to a Captain (AAC). They were formerly a Warrant Officer Class 2 (AAC) and were paid at that rate while they were a Lieutenant (AAC) in accordance with subclause 2. The rate is higher for the Captain (AAC) than the Warrant Officer Class 2 (AAC) rate. They are paid at the Captain (AAC) rate.

4.8.31 Travelling, meal and vehicle allowance

1. An eligible officer or instructor is entitled to these allowances.
 - a. Payment of travel costs.
See: Chapter 9 [Part 5](#)
 - b. Meal allowance.
See: Chapter 4 [Part 5](#)
 - c. Vehicle allowance.
See: Chapter 9 [Part 6](#)
2. An eligible officer or instructor is entitled to these allowances at the same rate as a member of the ADF with the same rank and in the same circumstances as the person.

Division 7: Health support allowance – Reserves

4.8.32 Purpose

This Division provides allowances to help Reserve members keep their health levels at required standards.

4.8.33 Definitions

The following definitions apply in this Division.

Item	Term	Definition in this Division
1.	Annual health declaration	A written declaration made by a member, in relation to their health status since their last health examination. The declaration must state whether the member has an in-date health examination. It assists the member's Service to ensure the member is provided with any health examination that they require.
2.	Health examination	A health examination required under the relevant health policy set by Joint Health Command, from time-to-time . The examination stays current or 'in-date' for a set period of time.
3.	Active Reserve	Have the meanings given under Regulation 5 of the <i>Defence (Personnel) Regulations 2002</i> .
4.	High Readiness Active Reserve	
5.	High Readiness Specialist Reserve	
6.	Specialist Reserve	
7.	Financial year	A period measured from 1 July to 30 June.

4.8.34 High Readiness Reserve health support allowance

1. This clause applies to a member who meets all of these conditions.
 - a. They are a member of the High Readiness Active Reserve or the High Readiness Specialist Reserve.
 - b. The member has made the agreement listed in the following table for the member's Service.

Item	If the member is in the ...	then...
1.	Army	<p>they have agreed to perform the requirements of the High Readiness Active Reserve or the High Readiness Specialist Reserve, in accordance with administrative instructions made under s.9A of the <i>Defence Act 1903</i>.</p> <p>The agreement must be in writing.</p> <p>See: Defence Instruction (Army) PERS 79-6 - Management of the Army High Readiness Reserve</p>

2.	Air Force	<p>the member has made an agreement with the CDF under subclause 3.5.76.1.</p> <p>See: Subclause 3.5.76.1, High Readiness Reserve agreement</p>
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- c. They have a health insurance policy that meets all of these conditions.
- i. It is a policy for health insurance, with a health fund registered under the *National Health Act 1953*.
 - ii. It includes the top level of hospital cover that the health fund provides, and optical and dental cover.
 - iii. The member is named on the policy.

Examples: The member holds the policy as an individual, or is named as one member of a couple or a family.

2. If the member is transferred to the High Readiness Active Reserve or the High Readiness Specialist Reserve, the member is entitled to a payment of \$2,500.
3. The member is entitled to annual allowance payments at the rate of \$2,500 a year.
 - a. The member may apply for the allowance using the application form at Annex 4.8.A.
See: Annex 4.8.A, High Readiness Reserve health support allowance claim form
 - b. The allowance may be paid from each anniversary of the member's transfer into the High Readiness Active Reserve or the High Readiness Specialist Reserve.
 - c. The member must provide evidence of health insurance that meets the requirements of paragraph 1.c.

4.8.35 Active and Specialist Reserve health support allowance

1. This clause applies to a member who is a member of one of the following groups.
 - a. The Active Reserve.
 - b. The Specialist Reserve.
 - c. The Army Regional Force Surveillance List.
 - d. The Local Observer Element of the Army.
2. This clause does not apply to a member who was on continuous full-time service for the whole of the financial year for which the allowance is claimed.
3. A member who is eligible under this clause is to be paid \$600 for the financial year in which they were eligible.

4. To be eligible for Reserve health support allowance, a member must meet the conditions set out under paragraph a. and follow the process in whichever process set out under paragraph b. is relevant to the member's circumstances, in relation to the financial year for which the allowance is claimed.
- a. The member must meet both of the following conditions.
- i. The member must serve for the period of time set out in subclause 5 for their Reserve category.
 - ii. The member must hold an in-date health examination during the financial year for which they claim the allowance.
- Note:** The health assessment or examination may not need to occur in the financial year to which the declaration is made, as some examinations stay 'in-date' for several years.
- b. The member must follow one of these procedures to claim the allowance.
- i. If the member applies for the allowance for any year after 1 July 2011 they may make an annual health declaration in writing.
- Note:** The member's declaration is recorded in PMKeys, Defence's personnel system.
- ii. If the member of the Navy applies for the allowance in relation to a financial year ending before 1 July 2011, then the member may use the previously determined form.
- See:** Annex 4.8.B, Naval Reserve Annual Health Declaration
- iii. If a member of Army or Air Force applies for the allowance in relation to a financial year ending before 1 July 2011, then they may make an annual health declaration in writing but do not need to use the form specified at Annex 4.8.B.
5. A member meets the time condition for the allowance if, in a financial year, they serve for a number of days specified in the following table for their group.

Item	If the member is in the...	the number of days is...
1.	Active Reserve	20 days.
2.	The Army Regional Force Surveillance List	
3.	The Local Observer Element of the Army	
4.	Specialist Reserve	7 days.

6. The days in subclause 5 may be made up of any of the following.
- a. Reserve service in a group listed in subclause 1.
 - b. Continuous full-time service of less than 365 days in that year.
7. The member's Commanding Officer may waive the need for the member to comply with any of the processes in paragraph 4.b having regard to the following.
- a. Whether Service reasons prevent the member from complying.
 - b. Any relevant Defence Instructions.

8. If the member has met the requirements in subclauses 4 and 5 in the current financial year, then the member may be paid the allowance before the end of that year, in any of the following circumstances.
 - a. For a member of Air Force – the member's written Reserve annual health declaration is submitted in accordance with a process in paragraph 4.b.
 - b. For a member of Navy or Army – the member ceases to be in a category listed in subclause 1.

4.8.36 Payment instead of Active and Specialist Reserve health support allowance

1. A member who meets both these conditions is entitled to payment instead of the health support allowance.
 - a. The member is no longer a member of a group listed in subclause 4.8.35.1.
 - b. The member has met the requirements in subclauses 4.8.35.4, 4.8.35.5, 4.8.35.6 and 4.8.35.7 in the current financial year.

See: Clause 4.8.35, Active and Specialist Reserve health support allowance
2. The amount of a payment under subclause 1 is \$600.

Annex 4.8.A: High Readiness Reserve health support allowance claim form

Service	Employee ID	Service number	
Rank	Family name	Initials	Unit and/or section
Postal address			
Date transferred to the High Readiness Active Reserve or to the High Readiness Specialist Reserve			Date

Member's statement

I verify that I have a current health insurance policy that meets the requirements of PACMAN Chapter 4 Part 8 Division 7 and have attached a copy of my current health insurance policy documentation showing the following:			
			Tick box
I am named as being covered by the policy			<input type="checkbox"/>
The policy cover includes:		top hospital cover	<input type="checkbox"/>
		dental cover	<input type="checkbox"/>
		optical cover	<input type="checkbox"/>
Signature	Printed name	Date	

Cleared for payment

(Member's administrative unit to complete)

The requirements of PACMAN Chapter 4 Part 8 Division 7 have been met by the member and they may be paid the High Readiness Reserve Health Support Allowance at the amount of \$2500.			
Yes <input type="checkbox"/>	<input checked="" type="checkbox"/> NO	Please give the reason for not clearing the payment	
Signature		Printed name	
Rank	Appointment	Date	

Annex 4.8.B: Naval Reserve Annual Health Declaration

See: Chapter 4 Part 8

Copy of:
Naval reserve annual health declaration (AD424)

Note: This form is not available in this document. See determination 2006/75.

Annex 4.8.C: Daily rate of cadet forces allowance

See: Chapter 4 Part 8

Part 1: For an Officer of Cadets

Column 1 Rank			Column 2
Australian Navy Cadets (ANC)	Australian Army Cadets (AAC)	Australian Air Force Cadets (AAFC)	Daily rate
Captain (ANC)	Colonel (AAC)	Group Captain (AAFC)	\$329.35
Commander (ANC)	Lieutenant Colonel (AAC)	Wing Commander (AAFC)	\$281.44
Lieutenant Commander (ANC)	Major (AAC)	Squadron Leader (AAFC)	\$200.27
Lieutenant (ANC)	Captain (AAC)	Flight Lieutenant (AAFC)	\$158.89
Sub-Lieutenant (ANC)	Lieutenant (AAC)	Flying Officer (AAFC)	\$133.66
Acting Sub-Lieutenant (ANC)	Second Lieutenant (AAC)	Pilot Officer (AAFC)	\$125.51

Part 2: For an Instructor of Cadets

Column 1 Rank			Column 2
Australian Navy Cadets (ANC)	Australian Army Cadets (AAC)	Australian Air Force Cadets (AAFC)	Daily rate
Warrant Officer (ANC)	Warrant Officer Class 1 (AAC)	Warrant Officer (AAFC)	\$165.18
Chief Petty Officer (ANC)	Warrant Officer Class 2 (AAC)	Flight Sergeant (AAFC)	\$152.56
	Staff Sergeant (AAC)		\$147.62
Petty Officer (ANC)	Sergeant (AAC)	Sergeant (AAFC)	\$132.56
Leading Seaman (ANC)	Corporal (AAC)	Corporal (AAFC)	\$115.26
	Lance Corporal (AAC)		\$106.45
Able Seaman (ANC)	Private (AAC)	a. Leading Aircraftman (AAFC) b. Leading Aircraftwoman (AAFC)	\$104.36
Seaman (ANC)	Recruit (AAC)	a. Aircraftman (AAFC) b. Aircraftwoman (AAFC)	\$102.32

Part 9: Life insurance – additional risk insurance

4.9.1 Purpose

A member may be reimbursed the part of a life insurance policy premium they pay because of the additional risk involved in doing their duties. This includes a member on Reserve service. This additional risk premium is the difference between these two amounts.

- a. The premium the member would pay for life insurance if their duties did not involve additional risk.
- b. The premium they pay because of the nature of their duties.

4.9.2 Members entitled

A member may be reimbursed their additional risk insurance costs if they do either of the following.

- a. They pay more than a normal yearly life insurance policy premium because of the nature of their duties.

Examples: A member serving in flying or submarine categories.

- b. They pay a higher premium on a life insurance policy they take out on a dependant because of the nature of their duties.

4.9.3 Members not entitled

A member will not be reimbursed their additional risk insurance costs if they pay additional premiums only because of the location they are serving in.

4.9.4 Amount of reimbursement

1. The member is entitled to be reimbursed the additional risk premium they paid for each insurance policy. No more than \$1,932 can be paid in respect of a financial year, in total.
2. The CDF may grant an additional reimbursement, up to the amount of the additional risk premium. The CDF must consider all these criteria.
 - a. The member's rank and duties.
 - b. The nature of the policy and the commencement and maturity dates of the policy.
 - c. The value of the policy.
 - d. The reason for the additional risk premium.
 - e. The additional risk premium offered by other insurers.
 - f. Any other factor relevant to the member's life insurance.
3. ...

4.9.5 Timing of reimbursement

1. A member is entitled to reimbursement once a year.
2. The premium for the additional risk insurance must be paid in full before reimbursement can be made.

Note: The member must provide evidence of the payment. It is the member's responsibility to provide enough detail to allow the entitlement to be verified.