

**From:** [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** A message from The Secretary and The Chief of the Defence Force: COVID-19 virus [SEC=UNCLASSIFIED]  
**Date:** Thursday, 5 March 2020 6:45:00 PM  
**Attachments:** [COVID Attachment V3.0 \(004\) -doc](#)

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UNCLASSIFIED

## **All staff email from Secretary/CDF**

All

Defence must plan to ensure its business can continue and that it can play a role in supporting Government while the nation deals with the impact of the COVID-19 virus. This message outlines the processes in place to ensure consistency of information, as well as updated health information, to help us manage potential virus impacts.

Defence is working in partnership with other Commonwealth agencies as part of a whole-of-government approach and response. Your alignment with Defence and whole-of-government advice and instruction is important. This includes decisions on travel and planned events or activities. Prior to undertaking any business or personal travel please refer to the [Department of Foreign Affairs and Trade Smart Traveller website](#). This website reflects the most up to date information about international travel.

Your health and wellbeing are important. If you are unwell, consult your health provider and follow their advice. You should also refer to the current health advice available through [Department of Health COVID-19 website](#).

In addition, the Strategic Command Group, led by us, is monitoring the Defence impacts of COVID-19 on a regular basis as the situation develops. We expect this oversight will be required for several months. We are reviewing upcoming Defence events and will provide advice if changes to schedule are required.

We have also established a strategic coordination cell under the Associate Secretary to coordinate Defence efforts in relation to COVID-19. This cell will manage the business continuity plan and will be the central source of information and coordination. The cell can be contacted via: [business.continuity@defence.gov.au](mailto:business.continuity@defence.gov.au).

If you have work and health related questions relating to COVID-19 please raise them with your supervisor, through the chain of command, or direct them to 1800 DEFENCE. If you have particular concerns regarding your business operations, approach your manager or the strategic coordination cell. Supervisors are to ensure that normal Defence business continues. Attached are guidelines to help reduce the risk of COVID-19 transmission and to answer common questions.

We will continue to monitor the COVID-19 situation and will keep you informed.

**Greg Moriarty**  
Secretary  
Chief of the Defence Force

**Angus J Campbell, AO, DSC**  
General

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BN14190336

# Guidance for the Defence Community – Novel Coronavirus

## What is it?

There is currently a global outbreak of Coronavirus Disease-19 (COVID-19). There are many known coronaviruses in humans and animals including some viruses that cause the common cold. This disease is caused by a novel virus that was first detected in Wuhan, China in December 2019 and belongs to the same virus family as SARS and MERS.

While the vast majority of people (>80%) are not expected to experience severe illness, there are some members of the Defence and broader community who will be more vulnerable to severe illness. We need to protect them and minimise the burden on the health system. Although work is underway globally, there is currently no available vaccine to prevent COVID-19 nor are there proven standardised antiviral treatments specifically effective against the virus. Trials of antiviral treatments are underway around the world.

## What are the symptoms, and how is it spread?

The most commonly reported symptoms of COVID-19 are fever, cough, fatigue and shortness of breath. The main driver of transmission, based on currently available data, are people who have symptoms.

We know that COVID-19 can spread through direct *contact* and *droplet* means. That means we need to prevent contact with those who have the disease, and protect ourselves from the droplets or secretions that arise when someone coughs or sneezes.

## What can I do to prevent spread?

The most important preventive strategies are simple social and hygiene behaviours which will also protect against other communicable diseases such as influenza. It is everyone's responsibility to minimise health risks to ourselves and our community. Below are some specific tips:

- a. Wash your hands frequently with soap and water, especially before and after eating, and after going to the toilet. Make sure hands are dried well afterwards.
- b. Alcohol based hand rub may also be used if there are no washing facilities and the hands are not visibly soiled.
- c. Cough or sneeze into a disposable tissue, and dispose of it, or cover with the crook of your elbow, then wash hands or use alcohol-based hand sanitiser.

- d. Avoid unnecessary contact with others: touching, shaking hands, kissing, hugging, and other intimate contact.
- e. Avoid touching your face with unwashed hands.

### **This is not the time to soldier on if ill**

A “soldier on” mindset is common in Australia and particularly in the Defence community. In the setting of communicable respiratory infections this behaviour can contribute to the widespread transmission of infection throughout a workplace and in the broader community and is to be discouraged. Those who are unwell with respiratory symptoms should not come to work or attend social gatherings. Some absences can be authorised in these circumstances without the requirement for medical review in accordance with [PACMAN](#)<sup>1</sup> Chapter 5 Part 3 *Medical absence from duty* and the DEA, with longer term absence to be undertaken in accordance with existing medical leave policy.

The contribution of each individual and of our Defence community as a whole will be much greater if we work together to protect our collective health.

### **What about travel plans?**

Prior to approval of international business travel, delegates need to consider the risks of the proposed itinerary after reviewing the Department of Health *Information for International travellers* [fact sheet](#)<sup>2</sup>, the current list of higher risk [countries](#)<sup>3</sup> and the Department of Foreign Affairs and Trade [Smartraveller](#)<sup>4</sup> website.

All international travellers (including those on leave) need to consider their own circumstances in the context of these resources. Travel insurance may be difficult to obtain and everyone should obtain their own individual advice. Considerations include:

- Whether the country to which travel is planned is considered higher risk
- The traveller’s own health and risk factors
- The capacity and sophistication of the health systems of countries to be visited.

For Defence members, policy already exists which precludes leave travel to destinations which DFAT advise to *Reconsider the need to travel* or *Do not travel*.

### **I’ve returned from overseas and now I’m unwell. What do I do?**

Anyone who has arrived from a country or region that is at higher risk of [COVID-19](#)<sup>5</sup> and becomes unwell within 14 days with fever/respiratory symptoms should seek medical attention and tell the treating team about their recent travel.

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1 <https://www.defence.gov.au/PayAndConditions/ADF/Chapter-5/Part-3/default.asp>

2 <https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-international-travellers>

3 <https://www1.health.gov.au/internet/main/publishing.nsf/Content/ohp-covid-19-countries.htm>

4 <https://www.smartraveller.gov.au>

5 <https://www1.health.gov.au/internet/main/publishing.nsf/Content/ohp-covid-19-countries.htm>



It is important for the protection of others that you phone ahead of presentation to a health facility. In some cases advice may be able to be provided over the phone without the need to attend in person.

ADF and eligible foreign military members should contact their usual supporting Defence [Health Centre](#)<sup>6</sup>. Civilian staff should contact their usual primary care provider. Out of hours, ADF members can contact 1800 IMSICK or, if very unwell, arrange to go to a civilian hospital (for ambulance call 000). Again, they should advise that they have recently travelled to a listed country or been in contact with a confirmed case.

### **What if I've been told I'm a close contact?**

The same applies if someone has been told by health authorities that they are a close contact of someone with confirmed coronavirus infection.

### **Do I need to be isolated?**

Maybe. This depends on a number of risk factors including countries visited, potential contact with the virus and current guidelines. These are evolving as more is learnt about COVID-19. Anyone who has been directed by health or border staff to self-isolate must do so. Do not go to work, training, or public areas; and do not use public transportation including taxis/shared transport. If there is a need to attend for health care, call ahead so that appropriate arrangements can be made.

### **What happens when I am isolated at home?**

Stay home, and do not leave to visit the shops, church, or any other activities. If living in a house/unit with family or in shared accommodation:

- a. As much as possible, stay in a different room from other people in the home.
- b. Use a separate bathroom, if available.
- c. Practise good hand hygiene and cough/sneeze etiquette.
- d. Avoid sharing dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items with other people in your home. After using these items, wash them thoroughly with soap and water.
- e. Do not prepare food for other people.
- f. Monitor for symptoms and if these develop, seek medical advice/attention and call ahead of arrival at the medical facility.

### **But I live on base. What will happen?**

You will need to remain in your accommodation room. You cannot leave to attend work, the mess, chapel or for sport or physical training. In most cases the following will occur:

- a. Single room accommodation is ideal and if possible with private bathroom. In some cases, extant isolation and quarantine procedures will include cohorting of members instead.

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<sup>6</sup> <http://drnet.defence.gov.au/JCG/JHC/Contacts/GH/Pages/home.aspx>

- b. Members should remain indoors, limiting movements outside for attendance to medical services only.
- c. Alternate arrangements will be made for delivery of meals.
- d. A routine of welfare checks and support for these individuals should be instituted by the chain of command, in order to minimize any requirement for the individual to leave their accommodation.
- e. People conducting these checks or delivering meals should avoid close contact with the occupant.
- f. Ideally, cleaning gear should be provided to the member. Where cleaning staff are required, they should also avoid close contact with isolated individuals and should wear gloves and use alcohol hand rub before and after wearing gloves. They may choose to wear a surgical mask while cleaning the room.
- g. Specific health monitoring is not required during the period of isolation unless the individual reports symptoms. If individuals develop symptoms medical advice/attention should be sought as soon as possible.

### **When do I need to wear a mask?**

Surgical masks in the community are only helpful in preventing people who are infected (e.g., coronavirus, influenza) from spreading it to others. Well people do not need to wear surgical masks unless they are in self isolation as described above, and have been advised to do so. This generally only occurs if being self-isolated due to having been exposed to the infection (in a country where there is transmission or through contact with a confirmed case). Then you should use a surgical mask (if you have one) in the following circumstances:

- a. you need to leave your home for any reason and be in public areas;
- b. you are visiting a medical facility; or
- c. you have symptoms and other people are present in the same room as you.

If you are suspected of having COVID-19, your primary care provider will give you a surgical mask to wear when you enter health facility. You should follow their advice on how to fit and wear the surgical mask. You should continue to use the surgical mask in all public places until you are advised otherwise by public health authorities.

### **Where can I get more information?**

There is a large amount of misinformation circulating on social media. Seek information from credible sources such as the [Department of Health](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert)<sup>7</sup> and the [JHC](http://drnet.defence.gov.au/JCG/JHC/COVID-19/Pages/COVID-19.aspx)<sup>8</sup> website which provides COVID-19 guidance and related training package:

Anyone considering international travel should consult [Smartraveller](https://www.smartraveller.gov.au/)<sup>9</sup>.

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7 <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

8 <http://drnet.defence.gov.au/JCG/JHC/COVID-19/Pages/COVID-19.aspx>

9 <https://www.smartraveller.gov.au/>

## **Do I need an influenza vaccination?**

Influenza outbreaks also place a burden on both the Defence and community health systems. Additionally, individuals with influenza could be at more risk from COVID-19. Influenza vaccination is an effective tool in reducing the risk of individuals becoming infected with influenza and in reducing the burden on the health system. All ADF members should be vaccinated annually, unless they have a medical reason not to. APS members will be eligible to be able to obtain influenza vaccination in the workplace. Advice will be promulgated via DEFGRAM detailing the arrangements for the annual vaccination program, which will commence in the coming weeks.

## **Will training be provided?**

Joint Health Command has developed a hygiene awareness presentation to inform personnel about minimising the risk of transmission of communicable respiratory infections. All personnel at training establishments are required to undertake this training no later than Wednesday 11 March 2020. The "Steps in Disease Prevention" presentation is available on the JHC coronavirus [intranet page](#)<sup>10</sup>. Support can be arranged through the local Joint Health Unit for delivery of this presentation if required. Training Establishment Commanding Officers are required to confirm completion of this training (consolidated return only, names are not required) via email to the Office of Commander Joint Health at [ocjhlth@defence.gov.au](mailto:ocjhlth@defence.gov.au) NLT COB Friday 13 March 2020. Everyone is welcome to access this training.

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10 <http://drnet.defence.gov.au/JCG/JHC/COVID-19/Pages/COVID-19.aspx>

**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Cc:** s47E(d)  
**Subject:** A message from the Secretary and the Chief of the Defence Force: COVID-19 – 18 March 2020 [SEC=UNCLASSIFIED]  
**Date:** Wednesday, 18 March 2020 8:24:00 PM  
**Attachments:** [Joint Directive 04-2020 COVID-19 Social Distancing.pdf](#)  
[image001.jpg](#)  
[image002.jpg](#)

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Title: >banner< A message from the Secretary and the Chief of the Defence Force: COVID-19



All,

We want to commend the Defence community for the way in which it has come together to deal with the many challenges being presented by the COVID-19 global pandemic. Our everyday lives are impacted and we are demonstrating the agility and resilience required to overcome these difficulties.

As the Prime Minister [highlighted this morning](#), we all have the opportunity to contribute to keeping Australia running. We are all working hard to support not only our Defence members, ADF, APS, contractors, and their families but the broader Australian community.

There are steps that every member of the Defence workforce and their families can take immediately to help control the spread of COVID-19, whether you are on base, on aircrafts, ships, out in the field or overseas. Detailed guidance is provided within the attached *SEC/CDF Joint Directive on Social Distancing and Transmission Reduction*.

Be mindful of your responsibilities when you're working together or interacting with non-Defence personnel and vulnerable people. Care and consideration of each other is of the utmost importance at this time. Up-to-date information is available through [Defence response to COVID-19, PeopleConnect](#) and the Joint Health Command [resource page](#) including the new [COVID-19 Guide to Quarantine and Self Isolation](#).

We are aware of the volume of information available and we urge you to refer to the information available from the following authoritative sources- [Department of Health](#), [Smarttraveller](#) and your [local state and territory health departments](#). We know that every one of you will do your bit to prevent the spread of misinformation.

We are constantly working to improve our approach to keeping everyone safe. This situation is likely to continue for some time and we are following the whole of Government approach to keeping Australia going and ensuring that the measures put in place are sensible and practicable

in the long term.

There are support services available to the Defence community if you require assistance, information about these services this is detailed at the links provided below.  
Please look after yourself and your families.

Regards,

Greg Moriarty  
Secretary

Angus J Campbell, AO, DSC  
General  
Chief of the Defence Force

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**Further Information:**

Key things to note

- Schools will remain open and children should attend school unless they are unwell.
- There are restrictions in place on aged care facilities to protect those at risk.

Further information about the impact on Indigenous communities, additional measures to protect the elderly from infection and arrangements for dependants who are overseas will be released when available. The Department of Health has released [Coronavirus \(COVID-19\) advice for public gatherings and visits to vulnerable groups](#).

The [Defence Community Organisation](#) (DCO) is available to support the ADF community in managing and responding to coronavirus (COVID-19) and provides support services for ADF families through its Defence Family Helpline, which operates 24/7 and is contactable on 1800 624 608. Please remember that ForceNet is available for your families as well.

The Defence Family Helpline staff are able to offer ongoing emotional support during the period of isolation/treatment, assist family members with problem solving to address any issues that arise, and provide strategies to family members to assist them to maintain their mental wellbeing.

**Information about travel**

The Government has changed its advice on international travel. The Department of Foreign Affairs and Trade has released a Level 4 advice not to travel internationally.

- As a result of the announcement Australian Defence Force members are directed not to undertake private overseas travel with effect immediately. All locations outside Australia are now considered to be restricted destinations (Do Not Travel) in accordance with Defence Determination 2016/19 Conditions of service as replicated in PACMAN 1.3.68. Commanders and managers are to contact members currently undertaking private travel overseas to discuss arrangements for the members' return to Australia. Australian Defence Force members currently overseas on private travel arrangements will be required to isolate upon return to Australia in accordance Department of Health guidelines. Short absence will be granted for this purpose. Extant medical absence provisions apply for members who become diagnosed with COVID-19.
- Any Australian Public Service employee who undertakes private overseas travel despite the Government's do not travel announcement today, will use their own accrued annual or long service leave for the purposes of the 14 days self-isolation on return to Australia. If accrued annual or long service leave is not available employees will need to access leave without pay. If the employee is unwell personal leave may be accessed with appropriate medical evidence. Work from home arrangements may be negotiated with supervisor agreement assuming the employee is otherwise well.

On 17 March, DFAT reissued its global [COVID-19 bulletin](#) to advise Australians who are already overseas and who wish to return to Australia, to do so as soon as possible by commercial means. A Defgram will be issued shortly detailing arrangements for the Defence workforce which we encourage you to familiarise yourself with.

#### **Information about Social distancing and gatherings**

##### *Gatherings*

- As of Wednesday 18 March 2020 there is a ban on **non-essential** indoor gatherings of more than 100 people
- This is in addition to the existing ban on **non-essential** outdoor gatherings of more than 500 people
- All ANZAC day commemorations have been cancelled. Information will be available shortly about the televised national ceremony in Canberra.

An essential gathering is broadly defined as anywhere that is necessary for the normal operation of business.

##### *Social distancing*

- Attempt to maintain 1.5m from others where practicable
- Practice sensible hygiene practices

#### **Information about support services**

We understand this is a challenging time and you might find that you or your family need support, in addition to specific health support you are seeking from your health care provider. There are a range of support options available including:

- Members of the Australian Defence Force and their families can access the Defence Family Helpline on 1800 624 608.
- Australian Public Service staff and their families can access the Employee Assistance Program on 1300 687 327.

There are many other support options available. You can find out more through PeopleConnect [COVID-19\(Novel Coronavirus\)](#).

#### **Information about reporting**

To address the risk of COVID-19 infection within Defence and the general community, all Defence ADF, APS and contractors working in Defence establishments who present with cold/flu like symptoms must remove themselves from the workplace.

In addition:

- ADF and eligible foreign military members should call **1800IMSICK**.
- APS, Reservists, Contractors and Cadets should contact **1800DEFENCE**.
- All personnel should contact their supervisor / chain of command. Cadets should contact Cadet Headquarters.



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**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** SEC/CDF COVID-19 Update [SEC=UNCLASSIFIED]  
**Date:** Tuesday, 10 March 2020 3:38:00 PM  
**Attachments:** [How to access ForceNet.docx](#)  
**Importance:** High

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### **A message from the Secretary and CDF.**

All

As Defence continues to monitor the COVID19 situation we want to reassure you that the health and wellbeing of our personnel is a priority.

You may be aware of reports of Defence personnel acquiring the COVID-19 virus. While Coronavirus is a concern and we are now seeing a small number of confirmed cases emerging in our Defence population, it is important to remember that for the vast majority of people, the illness will be mild or moderate and individuals will make a full recovery.

#### ***Reporting arrangements***

Please follow the reporting arrangements below to ensure you are well supported and as an organisation we can continue to take appropriate preventative measures.

To address the risk of COVID-19 infection within Defence and the general community, all Defence ADF, APS and contractors working in Defence establishments who present with cold/flu like symptoms must remove themselves from the workplace and notify their Supervisor/Chain of Command. In addition:

- **ADF and eligible foreign military members** should speak with the Defence Health Centre via phone or by contacting 1800IMSICK for advice on whether further assessment is required. Please note that on contacting 1800IMSICK you may be transferred to 1800 DEFENCE (1800 333 362) to help the Department implement preventive measures and monitor the impact on operations.
- **APS and contractors** should seek care through your usual health care provider and contact 1800 DEFENCE (1800 333 362) to help Defence implement preventive measures and monitor the impact on operations.

It is important for the protection of others that you phone ahead of presentation to any health facility. In some cases, advice may be provided over the phone without the need to attend in person. Testing is only required in specific circumstances and will be arranged in accordance with Department of Health Guidelines.

You can return to work when you are symptom free unless you have been otherwise directed by your health care provider or a public health unit. In these circumstances you must follow their direction.

### ***Leave arrangements***

Information about leave arrangements can be found [here](#). These arrangements are consistent with the Whole of Government approach and may be reviewed as the situation develops. Should anyone have concerns about leave provisions in their circumstances please contact 1800 DEFENCE.

### ***Assisting State and Federal Health Authorities***

All Defence ADF, APS and contractors contacted by State or Federal public health authorities as part of COVID-19 case tracking, are to provide all assistance possible. If you are contacted by authorities for tracking you are to advise your Chain of Command or Supervisor and provide details of the contact. These measures are not only crucial to protect the health of our community but are an important part of Defence's assistance to State and territory health authorities to contact, isolate, test and support persons involved.

### ***Keeping up to date***

It is important that you keep up to date with the latest authoritative advice. Refer to the following portal for further information:

- [Joint Health Command](#)
- [Department of Health](#)
- [Supporting our People – COVID19](#)

We will also be using ForceNet as a means of communicating with you. Information on how to load ForceNet onto your mobile device is attached.

**Greg Moriarty**  
Secretary

**Angus J Campbell, AO, DSC**  
General  
Chief of the Defence Force

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## Connect with ForceNet

### What is ForceNet?

ForceNet is an online Defence communications platform, which sits outside of the DRN. It is available to all Defence personnel and families to access and share information regardless of location.

ForceNet is a platform for sharing information, and will be one form of communication that Defence will use to distribute information during emergencies. You are encouraged to register so that you are able to receive up to date information to your personal devices. You should also encourage your teams to register.

### How do I register?

Registration is open to current Defence personnel, sponsored Defence family members and other approved users such as Defence contractors.

ForceNet can be accessed via the ForceNet mobile app, available for free from Google Play and the App Store. It is also available through a web browser via the desktop and mobile devices.

To apply and register for an account and/or to apply to register to use ForceNet please use the following link: <https://www.forcenet.gov.au/register>. Before you register you will need to have a personal email address in pmkeys which can be added via PmKeys self service. Guides on how to add personal details through ESS can be found on [PSS User Guides](#) or by calling 1800 DEFENCE (1800 333 362).

### Defence Contractors

Defence Contractors require a sponsor to request access on their behalf to:

Email: [ForceNet@defence.gov.au](mailto:ForceNet@defence.gov.au).

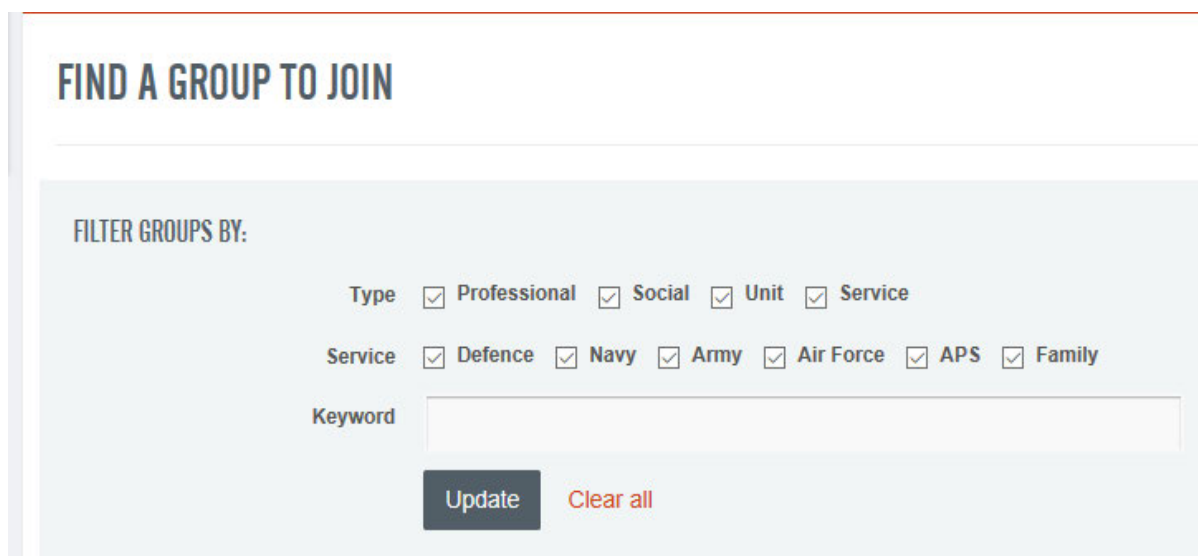
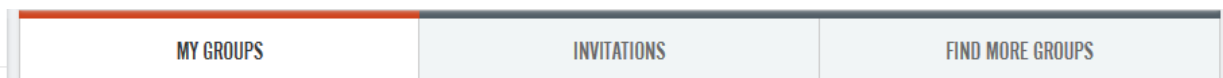
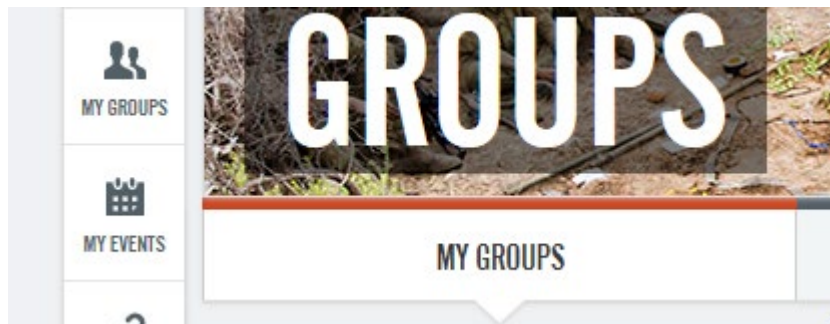
The sponsor must be a minimum 05(E) or above (CMDR/LTCOL/WGCDR/EL1) and provide their Rank/Title, Full Name, Employee ID and Unit. The sponsor must be cc'd on all request correspondence and provide the following information about the contractor:

- Full name;
- ODS/Employee ID number - if available;
- Date of Birth;
- Contract provider / company;
- Position title;
- Mobile phone number;
- Email address – This address will be used for all notifications including registration information;
- Security Clearance – Must be Baseline or above;
- End date for the contract – Access will cease on this date or two (2) years from the date of access, whichever is first; and
- Business reason – Please provide a brief reason for requesting access to ForceNet, including any pertinent details regarding your intended use and the groups you require access to.

## What groups can I subscribe to?

To ensure you keep up to date with the latest news be sure to subscribe to topics that are relevant to you.

You can click the My Groups tab via the web to view all your group memberships. You can also search for other groups in here by clicking the “Find more Groups” tab.

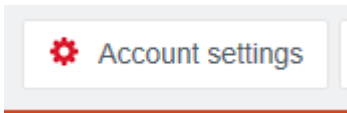
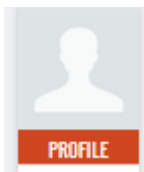


By selecting the My Events tab you can view all of your existing events, manage invitations and search for other events on ForceNet.



## DPN Spotlight announcements

Once you have registered for ForceNet, to receive the news feed from the DPN Spotlight, log on to ForceNet, click on your profile, select ‘account settings’ and scroll down to ‘content preferences’ and select all ‘news’ check boxes, then save.



CONTENT PREFERENCES

Please select what service content you would like to see on your activity feed, Job Search, Job Listing page and News Listing page. You may need to log out and back in for changes to take effect.

	Navy	Army	Air Force	Tri-Service	Defence APS	Families
Jobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
News	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



For the mobile application log in, click on 'more' go to 'settings' click on 'preferences', scroll towards the bottom and you can select news types then save.



## News



*All news*

Army



Navy



Air Force



Tri-Service



Defence



Cancel

Save

Want to know more?

If you would like additional information about ForceNet's capability please visit:

<https://www.forcenet.gov.au/> or [Frequently Asked Questions](#) for detailed registration instructions.

**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** A message from the Secretary and the Chief of the Defence Force: COVID-19 24 March 2020 [SEC=UNCLASSIFIED]  
**Date:** Tuesday, 24 March 2020 5:47:31 PM  
**Attachments:** [image001.jpg](#)

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Title: A message from the Secretary and Chief of the Defence Force email banner



All,

This situation continues to evolve rapidly and we are adjusting Defence's approach to our workforce as needed. What we do today will affect our current and future position as an organisation and as a nation.

Practising social distancing and restricting your travel are key actions that you can take immediately to assist the Australia-wide effort to reduce transmission. We have resources available for you to educate yourself and stay up to date with Defence's actions in response to COVID-19.

The taskforce has launched the [Defence COVID-19 taskforce](#) portal, which is a central source of information about policy, health guidance and support resources for you and your teams.

There is also information available to you and your family about [Defence's response to COVID-19](#). The website is externally available and is regularly updated.

It is vital that your personal details and qualifications are up to date in PMKEYS. This will assist us to quickly relay information to you and identify people with particular skills as part of any whole-of-government emergency response activity.

In addition to the information about health, leave, and travel, we take this opportunity to remind you of the whole-of-government guidance provided through the [Department of Health, Smarttraveller](#) and the [Australian Public Service Commission](#). Teams throughout the APS and ADF are working tirelessly to develop advice and directives on personnel married with dependants, contractors and other issues as they arise. We will keep you updated when they are released.

We continue to be impressed by the response in the Defence community to date. That said, it is timely to remind you of your responsibilities and professionalism in accordance with the [One Defence Leadership Behaviours](#). Individuals at all levels must accept responsibility and accountability for their actions, and think about the consequences of their actions for Defence.

We are all in this together and must support one another during this difficult time.

Stay safe and thank you.

Greg Moriarty  
**Secretary**

Angus J Campbell, AO, DSC  
**General**  
**Chief of the Defence Force**

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#### Additional information

##### Travel

Familiarise yourselves with the Joint Directives and Defgrams about travel arrangements.

- [Joint Directive 05/2020: COVID-19: Overseas travel](#)
- [Joint Directive 06/2020: COVID-19: Domestic travel](#)

#### Leave

For information about leave arrangements talk to your immediate supervisor or contact **1800DEFENCE (1800 333 362)**.

#### Social distancing

Familiarise yourselves with the Joint Directive about Social Distancing and Transmission Reduction.

[Joint Directive 04/2020: Social distancing and transmission reduction](#)

#### Support services

There are a range of support options available:

- Members of the Australian Defence Force and their families can access the Defence Family Helpline on 1800 624 608.
- Australian Public Service staff and their families can access the Employee Assistance Program on 1300 687 327.
- Joint Health Command [COVID-19 Resource Page](#).

There are many other support options available. You can find out more through PeopleConnect [COVID-19 \(Novel Coronavirus\)](#).

#### Reporting

- ADF and eligible foreign military members that are unwell should call **1800IMSICK (1800 467 425)**.
- ADF and eligible foreign military members that are well but self-isolating should contact **1800DEFENCE (1800 333 362)**.
- APS, Reservists, Contractors and Cadets should contact **1800DEFENCE (1800 333 362)**

Email banner



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**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** A message from the Secretary and the Chief of the Defence Force: COVID-19 25 March 2020 [SEC=UNCLASSIFIED]  
**Date:** Wednesday, 25 March 2020 7:20:49 PM  
**Attachments:** [image001.jpg](#)

---

UNCLASSIFIED

Title: A message from the Secretary and Chief of the Defence Force email banner



All,

The Australian Public Service and the Australian Defence Force are essential services, and we value all the work that you do. We have recorded a [short video](#) in which we talk about our views, and reinforce our commitment in response to COVID-19.

Our organisation needs to keep working in order to keep Australians safe, and ensure that services are delivered for the Australian people. This may include redeployment of our staff as required, support measures to contain the spread of the virus, mitigate the impacts, and deliver critical services to the Australian people. Whether working in the office, on-base, or remotely, we expect all employees to be available to support the response to the COVID-19 pandemic.

We know that many parts of our organisation are testing their remote working arrangements, and making other arrangements such as minimising face-to-face meetings, placing notices in meeting rooms about suggested maximum capacity, and restructuring teams to ensure contingencies are available.

There is no general direction for our APS or ADF personnel to work from home. Arrangements that include; personnel working in your usual office environment, a different office environment, or from home, are a matter for your senior leadership to decide depending on functions and operational requirements.

You might contemplate work from home:

- where working from home arrangements are already in place as part of business as usual.
- for staff at higher risk of COVID-19 and for staff who are caring for higher risk people.
- where staggered or reduced workforce arrangements can ensure social distancing in the workplace; or
- for testing of systems and processes to prepare for a move to widespread remote working arrangements.

Demand for Defence ICT services is increasing as our workforce relies more heavily on mobility and working from home solutions. CIOG is working hard to provide the necessary ICT services to support Defence as we adapt to new methods of working. We are aware that these working conditions can provide challenges and we encourage you to continue to work as best you can, and explore alternative work options with your supervisors where needed.

We want to reassure you that Defence has sufficient stock of DREAMS tokens to enable remote working capability to those people who use the defence protected network. DREAMS is presently supporting six times the historical baseline of users, and the demand is still rising. Access issues are being quickly identified and addressed.

A [guide has been developed](#) which provides advice and FAQs to assist personnel with using the available technology to work remotely and from home.

CIOG is identifying new ways of working and investigating the use of alternate technology. The Chief Technology Officer is working with Industry and other Government departments on solutions that can be implemented rapidly to support staff working remotely. We will keep you updated as these options progress and appreciate your patience with these matters.



The Secretary of the Department of The Prime Minister and Cabinet, Mr Philip Gaetjens, and Commissioner to the Australian Public Service, Mr Peter Woolcott, released an [open letter to the workforce](#) in all government departments and agencies, to thank you for the work that you do every day to support the Government and the people of Australia.

Finally, there is an opportunity for APS staff to contribute to the whole-of-government effort to respond to COVID-19 through secondments to other agencies. If you are interested, talk to your supervisor. Details of these opportunities can be found through [People Connect](#).

Thank you

Greg Moriarty  
Secretary

Angus J Campbell, AO, DSC  
General  
Chief of the Defence Force

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#### Additional information

##### Scams

It has been brought to our attention that there has been an increase in scam and phishing activities in relation to COVID-19. If you become aware of any scams, there are a number of actions you need to take.

- Report the scam to [ScamWatch](#)
- If you or a family member has given your personal details to the scammer contact your financial institution
- If the scammer contacted you on a work phone or email report it through [spam@defence.gov.au](mailto:spam@defence.gov.au)

##### Travel

Familiarise yourselves with the Joint Directives and Defgrams in addition to checking the latest whole-of-government advice about travel arrangements.

- [www.australia.gov.au](http://www.australia.gov.au)
- [Joint Directive 05/2020: COVID-19: Overseas travel](#)
- [Joint Directive 06/2020: COVID-19: Domestic travel](#)

##### Leave

For information about leave arrangements talk to your immediate supervisor or contact **1800DEFENCE (1800 333 362)**.

##### Social distancing

Familiarise yourselves with the Joint Directive about Social Distancing and Transmission Reduction. [Joint Directive 04/2020: Social distancing and transmission reduction](#)

##### Support services

There are a range of support options available:

- Members of the Australian Defence Force and their families can access the Defence Family Helpline on 1800 624 608.
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- Joint Health Command [COVID-19 Resource Page](#).

There are many other support options available. You can find out more through PeopleConnect [COVID-19 \(Novel Coronavirus\)](#).

##### Reporting

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**From:** [Secretary\\_CDF](#)  
**To:** [All Defence Staff](#)  
**Bcc:** s47E(d)  
**Subject:** A message from the Secretary and the Chief of the Defence Force: COVID-19 26 March 2020 [SEC=UNCLASSIFIED]  
**Date:** Thursday, 26 March 2020 6:36:00 PM  
**Attachments:** [image001.jpg](#)

---

UNCLASSIFIED

Title: A message from the Secretary and Chief of the Defence Force email banner



All,

There have been several new announcements over the past days further advising on health, social distancing and travel. Defence is committed to remaining an exemplar in the [Government's response to COVID-19](#) and will contribute to the national effort wherever the need arises.

At all levels of decision making it is important that we are adhering to the Australian Government's new measures and that they are put in place and followed by the Defence community.

We appreciate that some of these measures can be difficult to implement in various parts of the workforce, as we work in varied settings with different operational requirements. We are committed to ensuring you have the necessary resources available to assist you. The new guidance being released today include a new [manager's information sheet](#) on what to do if you have a staff member who tests positive, updated [guides to leave arrangements](#) and further [information about self-isolating](#).

Outside of the workforce it remains imperative that we all stay as committed as we are in the workplace to implementing the Government's direction and advice. While social distancing might be new to us, it is vitally important. As we interact in new ways, it is also important that we treat each other with respect and uphold the One Defence behaviours. This is our time to lead by example and work together as a team. Remember to stay informed and reach out if you need help.

From 12:00am on 26 March, the government announced further restrictions to social gathering which means that facilities, such as gyms, detailed in the Department of Health's information on [limiting social gatherings](#) have been closed.

The actions you must take immediately are essential to reduce the spread of COVID-19 in the days and weeks that follow – it is absolutely vital that you practice social distancing and good hygiene in your homes in addition to your workplace. By doing this you are helping to reduce the risk to your colleagues, family and the country.

The willingness of all of you to pitch in and help each other has been extraordinary and we know that it will continue as Defence continues to be a major contributor to the Government's response.

Thank you

Greg Moriarty  
**Secretary**

Angus J Campbell, AO, DSC  
**General**  
**Chief of the Defence Force**

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Additional information

### Social distancing

[Joint Directive 04/2020: Social distancing and transmission reduction](#)

Familiarise yourselves with the Joint Directive about Social Distancing and Transmission Reduction. Remember, the more space between you and others, the harder it is for the virus to spread. All Defence personnel should:

- Keep a distance of at least 1.5 metres (m) between people, wherever possible;
- Spend less than 15 minutes of face-to-face contact when the distance is less than 1.5m;
- Spend less than 2 hours with others in any closed space, at a distance of at least 1.5m;
- Reconsider the need for face to face meetings.

All Commanders and Managers are expected to maintain contact with staff who are self-isolating to ensure those individuals have access to appropriate supports. If you or one of your team members are unsure what it means to self-isolate or have questions about the precautions you should be taking in your place of residence you can find more information on the [Department of Health website](#).

### Travel

Familiarise yourselves with the Joint Directives and Defgrams in addition to checking the latest whole-of-government advice about travel arrangements.

- [Joint Directive 05/2020: COVID-19: Overseas travel](#)
- [Joint Directive 06/2020: COVID-19: Domestic travel](#)

### Leave

For information about leave arrangements talk to your immediate supervisor or contact **1800DEFENCE (1800 333 362)**.

### Support services

There are a range of support options available:

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### Reporting

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**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** A message from the Secretary and the Chief of the Defence Force: COVID-19 27 March 2020 [SEC=UNCLASSIFIED]  
**Date:** Friday, 27 March 2020 8:14:58 PM  
**Attachments:** [image001.jpg](#)

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UNCLASSIFIED

Title: A message from the Secretary and Chief of the Defence Force email banner



All,

We are all an essential part of the government's action to slow the spread of COVID-19 to save lives, and to save livelihoods. The [Prime Minister](#) gave further clarity of Australia's action today, and discussed the global effort against COVID-19 at the [G20](#).

Social distancing measures are crucial to slowing down the impact of the virus on all aspects of our lives. The need to restrict travel is key to this. The new travel directive released today takes the urgent and immediate action required to align with whole-of-government.

[Joint Directive 08/2020 COVID-19: Amplification of travel related policies](#) provides direction to Defence personnel (ADF and APS) on issues relating to travel for personal reasons. In order to further reduce the spread of COVID-19, and in light of the developing situation across Australia we have approved this new Joint Directive which supersedes the previous two Directives on travel.

We appreciate that this Directive will have implications for you and your families, we have not taken the decision to supersede the previous directives lightly.

It is imperative that we align with the State, Territory and Federal directions to restrict travel across the borders. We must support the national efforts to reduce the impact of COVID-19 wherever possible. The actions that we take today personally, and as a department will shape the coming months.

During this time, even if you are physically distant from your families it is important that you reach out to them and to support each other during this time of unprecedented change.

For those who would like support we have it available to you by contacting the Defence Family Helpline (1800 624 608) or the Employee Assistance Line (1300 687 327). There are also other support services available through PeopleConnect [COVID-19 \(Novel Coronavirus\)](#).

With some of you now assisting other departments with their immediate resourcing needs, we thank you for being flexible and resilient as a workforce and rising to meet demand.

We thank you for all your efforts so far, it has been a challenging week.

Please stay safe over the weekend.

Greg Moriarty

**Secretary**

Angus J Campbell, AO, DSC

**General**

**Chief of the Defence Force**

**Additional resources**

**[World Health Organisation – Coronavirus disease \(COVID-19\) Pandemic](#)**

News, information and resources from the World Health Organisation about the COVID-19 Pandemic.

**[Department of Health- Coronavirus \(COVID-19\) health alert](#)**

Find out how the Department of Health is monitoring and responding to the outbreak, how you can help slow the spread of COVID-19 in Australia, and what to do if you have symptoms.

**[Australian Taxation Office- COVID-19](#)**

The Australian Taxation Office (ATO) has updated its website with essential information about tax and superannuation changes that have now become law following the passage of the Government's Economic Support Package through Parliament.

**[Australian Public Service Commission- Coronavirus \(COVID-19\)](#)**

The APSC has created a page with resources including information about working from home, information about leave and workplace principals for minimising the spread of COVID-19.

Email banner



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**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** A message from the Secretary and the Chief of the Defence Force: COVID-19 3 April 2020 [SEC=UNCLASSIFIED]  
**Date:** Friday, 3 April 2020 6:00:57 PM  
**Attachments:** [image001.jpg](#)

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UNCLASSIFIED

Title: A message from the Secretary and Chief of the Defence Force email banner



3 April 2020

Colleagues,

We are assisting states and territories with a range of high priority COVID-19 matters, including more than 300 of our APS staff who have mobilised to assist other Departments. You and your family can view the [Defence response to COVID-19](#) online.

This week, the Government made several key announcements, these include changes to childcare arrangements, protection for tenants, changes to the guidance on social distancing, and essential public gatherings. Read the [Prime Minister's announcement](#) or refer to [Australia.gov.au](#) to find out more.

As our workforce has increased its use of technology, it is timely to remind you of your security obligations - security is everyone's business. Ensure you are adhering to all Security policies and guidelines, particularly '[appropriately classifying information](#)' and the [working offsite policy](#).

A [Service Advisory Notice](#) providing links to guidance and information on how to configure your computer to access DREAMS and DREAMS tokens was emailed to all of Defence, and posted on ForceNet. We encourage you to use these resources **before contacting the ICT Service Desk**.

We also wish to highlight, as noted in the Service Advisory Notice, people **must not use Outlook auto forward rules** to forward Defence emails to personal email addresses. This is a significant security concern. This activity is monitored at the internet and email gateways.

We are committed to remaining an exemplar in the whole-of-government response to COVID-19. The [Prime Minister](#) has published a video to thank staff for their extraordinary efforts, we share this sentiment. This video will be available shortly. We encourage you to stay informed by visiting the [COVID-19 Taskforce](#) intranet page.

We thank you for your ongoing support, have a safe weekend.

Greg Moriarty  
Secretary

Angus J Campbell, AO, DSC  
General  
Chief of the Defence Force

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#### Additional resources

##### [Wellbeing webinar series](#)

Defence has commenced a [Wellbeing Webinar Series](#) that will run for the next seven weeks. The Webinars are interactive and give practical tips and ideas to take care of yourself, as well as sessions that deal specifically with regulating anxiety and managing emotions.

##### [Defence response to COVID-19 – Daily update](#)

The Defence response to COVID-19 page contains daily updates, news and information to help keep you informed.

[COVID-19 Taskforce Portal](#)

The COVID-19 taskforce has launched a Portal with links to assist you to find the information that you need about COVID-19 quickly.

Email banner



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**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** A message from the Secretary and the Chief of the Defence Force: COVID-19 8 April 2020 [SEC=UNCLASSIFIED]  
**Date:** Wednesday, 8 April 2020 9:19:53 AM  
**Attachments:** [image001.jpg](#)

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UNCLASSIFIED

Title: A message from the Secretary and Chief of the Defence Force email banner



8 April 2020

All,

It has been another challenging week, as we adjust to new working arrangements, provide direct and front line support to the pandemic, and often doing so separated from loved ones. We thank you once again for your exemplary attitude to these circumstances.

As we approach Easter, we would like to remind you of your responsibilities around domestic travel. The Government advice is clear. Australians should stay at home this long weekend and not undertake holiday travel.

Supporting whole-of-government efforts to stop the spread of COVID-19 remains Defence's highest priority. As the Prime Minister said, the good work we have done to reduce the spread of COVID-19 in recent weeks could be undone if we don't stay home over the long weekend.

We appreciate that you may have had plans to see family or to visit your usual long weekend holiday destination, however as we have previously directed:

- ADF members are not to undertake private travel outside their local area, as defined by local Commanders, when not required for duty, including on weekends, until further notice.
- APS employees should carefully re-consider any plans for private travel outside their local area in accordance with Government restrictions and instructions.

We know the Government-mandated restrictions are impacting on everyone's lives and that these directions may be disappointing for some of you and your families over the long weekend. As members of the Australian Defence Force and Australian Public Service, it is vitally important that we all follow the direction of the health authorities and set a good example for others.

The holidays are no exception to the guidance around social distancing. To protect yourself, your families and your colleagues we request that you work to maintain the government advised distances between yourselves and others. [Australia.gov.au](https://www.australia.gov.au) continues to be the source of truth with up-to-date information for you and your families on health, travel and financial matters among other things.

We also take this opportunity to remind you to refer to, and comply with the [Directives](#) as they are being updated regularly.

We acknowledge that many of you, including those assigned to Operation COVID-19 ASSIST, will be working through this long weekend and we thank you for your efforts.

We hope you have a safe and relaxing long weekend.

Greg Moriarty  
Secretary

Angus J Campbell, AO, DSC  
General



**Chief of the Defence Force**

Email banner



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**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** A message from the Secretary and the Chief of the Defence Force: COVID-19 9 April 2020 [SEC=UNCLASSIFIED]  
**Date:** Thursday, 9 April 2020 4:07:34 PM  
**Attachments:** [image001.jpg](#)

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UNCLASSIFIED

Title: A message from the Secretary and Chief of the Defence Force email banner



9 April 2020

All,

Leading into this Easter long weekend, we remind you again of the obligation we all have to “stay home” as much as possible! We also have updates on Defence’s COVID-19 response, the recent Government announcement on childcare, and today’s announcement of a pause on pay rises for all Government agencies, deferring scheduled pay increases by six months.

During this school holiday period we understand families are facing a particularly challenging period balancing family and work commitments as a result of the COVID-19 restrictions in place.

We also understand many roles can only be done at your usual place of work; however, we have encouraged the senior leadership group to endorse working from home where practicable. Managers and commanders should consider this and remain flexible in their approach to managing staff. Performance should be assessed on deliverables and outputs, not on hours of attendance.

We recognise this is a stressful time and would like to remind you that mental health and wellbeing resources are available to you through the [Employee Assistance Program](#) and the [Defence Community Organisation](#), should you feel you need assistance.

#### **Childcare**

To assist parents with young children, the government has made significant changes to the childcare system. From Monday 6 April, families will not be charged a child care fee, including out-of-pocket or gap fees. Refer to the [Department of Education, Skills and Employment](#) for more information.

#### **Pause on wage increases**

The Government today announced that effective 14 April, any wage and salary-related allowance increases in APS agencies that are scheduled to occur over the next 12 months will be deferred by six months. While the Government has recognised the outstanding work of the Australian Public Service in responding to COVID-19, it would not be appropriate for the public service to receive pay increases at this time while so many in our community face financial difficulty.

The Public Service Minister has signed a determination under section 24(3) of the *Public Service Act 1999*. This overrides the determination [the Secretary of Defence] signed in December 2019, but only to the extent that your first pay rise will now be delayed by six months to February 2021. It is the unprecedented nature of this pandemic that calls for such a measure.

We encourage you to read the attached [open letter](#) to the APS from The Secretary of the Department of the Prime Minister and Cabinet, Philip Gaetjens and the Australian Public Service Commissioner, Peter Woolcott AO.

We support this decision. In line with this direction from Government, it is also necessary and appropriate to defer by six months the ADF pay increase that was expected to be considered by the Defence Force Remuneration Tribunal for payment in November 2020. We must be in step with community standards and expectations, so that while many Australians and families are facing significant economic difficulties, we take a pause on pay increases for ADF members.

We commend you on the extraordinary commitment and resilience you have shown in these demanding and challenging times. Your efforts are crucial to Defence remaining an exemplar in the Government's response to COVID-19 and delivering essential services to the Australian community.

Further information will be available shortly on PeopleConnect.

#### **COVID-19 Taskforce**

More than 1400 Defence personnel are now deployed as a part of Operation COVID-19 Assist and more than 300 of our APS staff are mobilised to assist with the whole of government response. We continue to be impressed at your willingness to assist and go where you are needed the most. Thank you.

More than 38,800 APS staff and ADF members have completed the Joint Health Command and Australian Defence College COVID-19 Awareness training package. This course aims to improve awareness about COVID-19, and prepare our people with the tools and information to prepare for roles within Operation COVID-19 assist and the broader APS.

You can register and complete this training through the Australian Defence Education and Learning Environment - [Adele](#), which is accessible on the DPN using Google Chrome, and on the internet.

#### **Stay home**

As we approach the long weekend, in the interest of your safety and for our community, do not travel unless it is essential or directed by your chain of command. The government advice is clear – Australians must avoid all non-essential domestic travel. We echo this wholeheartedly.

Thank you for all your efforts in what has been a challenging year so far.

Greg Moriarty

**Secretary**

Angus J Campbell, AO, DSC

**General**

**Chief of the Defence Force**

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#### **Additional resources**

All Defence personnel must adhere to the [Joint Directive 09/2020: COVID-19 Personnel Reporting Requirements](#)

#### **Information for managers on working arrangements**

- [Managers and Commanders Guide - Coronavirus.](#)
- Leave and working arrangements - [Quick Guide – COVID-19 Leave and Working Arrangements.](#)
- For our APS employees who are assisting other agencies, to help us plan and look after our people, we ask that managers make [a record of that secondment or external temporary transfer.](#)

Email banner



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**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** A message from the Secretary and the Chief of the Defence Force: COVID-19 15 April 2020 [SEC=UNCLASSIFIED]  
**Date:** Wednesday, 15 April 2020 6:44:51 PM  
**Attachments:** [image001.jpg](#)

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UNCLASSIFIED

Title: A message from the Secretary and Chief of the Defence Force email banner



15 April 2020

All,

Australia's comprehensive response to COVID-19 continues to show encouraging results, with the number of new infections steadily declining in recent weeks. We reiterate the government's message - your immediate actions and response has been extraordinary and each one of you has done your part to slow the spread.

This does not mean we can become complacent and while we understand that some of the restrictions that have been placed on your lives are often challenging, we have a unique opportunity to protect the health and wellbeing of the Australian community.

We understand that many people will have spouses or partners that work in critical frontline roles, and may require alternative working arrangements. If this applies to you, please discuss suitable options with your chain of command. Supervisors are encouraged to accommodate these requests.

Managers have an obligation to lead their teams with integrity and understanding, and we appreciate your efforts in doing so. We all have a duty of care to our people and act in accordance with the One Defence Leadership behaviours. Each manager has a mandate to manage their team's attitudes towards health and to ensure that everyone has an understanding of the virus and its effects on family and health.

This is particularly relevant when teams are beginning to welcome staff members who have been self-isolating or recovering from COVID-19 back into the workplace. We're pleased that of the 32 known cases within Defence, 29 have already made a full recovery.

Our people returning to work after illness or a period of self-isolation should be supported and treated with respect. Staff members who are returning to work after recovering from COVID-19 are able to participate in the workplace fully and should be encouraged to do so. You must never discriminate against each other for any reason.

A reminder to stay up-to-date on COVID-19 by downloading the Australian Government's app, which can be downloaded onto **Defence Protected iOS devices** directly from the Apple App Store. The app provides Australians with basic health advice, updates on the measures put in place by state and federal governments and more. More information is available at [Australia.gov.au](https://www.australia.gov.au).

Thank you

Greg Moriarty  
Secretary

Angus J Campbell, AO, DSC  
General  
Chief of the Defence Force

**Additional resources**

There are still opportunities for volunteers to take a secondment to assist Services Australia with the response to COVID-19. If you would like to do so, discuss with your immediate supervisor and complete the [online nomination form](#).

Email banner



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**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** A message from the Secretary and the Chief of the Defence Force: Anzac Day - 23 April 2020 [SEC=UNCLASSIFIED]  
**Date:** Thursday, 23 April 2020 5:25:12 PM  
**Attachments:** [image003.jpg](#)

UNCLASSIFIED

Title: Banner - A message from the Secretary and the Chief of the Defence Force



23 April 2020

Colleagues,

This weekend we will commemorate Anzac Day and the sacrifices of our service personnel past and present. The way we commemorate this year must necessarily be different, as we follow government health advice to prevent the spread of COVID-19.

This Anzac Day, we ask you to please stay home. It is a relatively small but important sacrifice so that together, we can protect our community while honouring our veterans and their families.

We encourage you to join your fellow Australians and recognise the efforts of Defence personnel, past and present by watching the live streamed National Commemorative Service from 05:30 AEST on ABCTV, iView, Radio and online. This will include The Last Post and a minute's silence.

The RSL's Light up the Dawn campaign encourages everyone to stand on their driveway, on their balcony or in their living room with a torch or candle, immediately following the commemorative service to remember all those who have served. Alternatively, the Australian War Memorial has a range of activities to help you commemorate [Anzac at Home](#) and stay connected.

We understand that Anzac Day can be an uneasy time for some of our community and the need for physical distancing this year can add to this challenge. Should you feel you and your family need support, there are a range of support resources available. These include: the All-Hours support line (**1800 628 036**), the [Employee Assistance Program](#), and Open Arms - Veterans and Families Counselling, the 24-hour service available to veterans of all deployments and their families (**1800 011 046**).

Thank you for all your efforts and sacrifices, especially your recent contributions to overseas operations, Operation Bushfire Assist and Operation COVID-19 Assist.

We will remember them.

Greg Moriarty

**Secretary**

Angus J Campbell, AO, DSC

**General**

**Chief of the Defence Force**

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#### Additional resources

##### #StandAtDawn

You can connect with your colleagues and Defence by using #StandAtDawn on Twitter, Facebook, Instagram and LinkedIn.

##### Mental health support for ADF members

The [ADF Health and Wellbeing Portal](#) contains many different resources to help you reach any support you

need.

**Mental health support for APS, Reservists, Cadets and ASD staff**

The [Mental Health Portal](#) is available to anyone who needs it. The Portal provides access to tailored mental health support services including the COVID-19 wellbeing webinar services, mental health toolkit and training and support resources from across the organisation.

Email banner



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**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** A message from the Secretary and the Chief of the Defence Force: COVID-19 28 April 2020 [SEC=UNCLASSIFIED]  
**Date:** Tuesday, 28 April 2020 6:17:53 PM  
**Attachments:** [image001.jpg](#)

---

UNCLASSIFIED

Title: A message from the Secretary and Chief of the Defence Force email banner



28 April 2020

All,

The national effort to stop the spread of COVID-19 is showing [positive results](#).

We continue to follow the Australian Government's directions and advice on this matter and all Defence directives remain in place. We will keep you updated on any changes.

On Sunday, the Government launched COVIDSafe, a voluntary mobile app to help further reduce the spread of COVID-19. The app will speed up the process of identifying people who have been in close contact with someone diagnosed with coronavirus.

We have joined more than 2 million Australians and downloaded the app. The more people who use it, the more effective it will be. While entirely voluntary, we encourage you to download and activate the app.

The COVIDSafe app can be used on Defence protected IOS devices. It will automatically download onto Defence devices, however it will not be active until you sign into the app and register.

Improving tracing is one of three criteria identified by the Government so that restrictions can be eased. By making contact tracing quicker and more efficient, we will further strengthen our ability to protect ourselves, our families and the broader community.

If you want to know more about the app, the Department of Health has provided details on [how COVIDSafe works](#) and we encourage you to read the [FAQs](#).

Again, we'd like to commend you all for your efforts in what continues to be a very busy start to the year.

While the focus has been on Operation COVID-19 Assist, in the past two weeks we delivered much-needed supplies to Vanuatu and Fiji in the wake of Tropical Cyclone Harold, conducted exercises with the US Navy in the South China Sea, and continued to defend our interests in operations both at home, and across the globe.

On Anzac Day, we saw moving images from across the country of Defence personnel Standing at Dawn and recognising the sacrifices of our Defence personnel, past and present.

We are proud of the example Defence is setting, and as you continue to meet the challenges and embrace the changes that COVID-19 has brought upon all our lives.

Thank you

Greg Moriarty  
**Secretary**

Angus J Campbell, AO, DSC  
**General**  
**Chief of the Defence Force**



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**Additional resources**

**COVID-19 Taskforce**

The Defence COVID-19 Taskforce has launched a new [webpage](#), which includes resources for Defence Industry, Defence families and [daily updates](#) on Defence's contribution to the whole-of-government response to COVID-19.

**Defence People Group**

Defence People Group has provided updated advice on COVID-19 Support Measures for Defence Personnel Deployed to Indigenous Communities and COVID-19 Support Measures for Defence Indigenous Personnel which are available on [PeopleConnect – Indigenous Affairs](#).

Email banner



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**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** A message from the Secretary and the Chief of the Defence Force: COVID-19 update 28 May 2020 [SEC=UNCLASSIFIED]  
**Date:** Thursday, 28 May 2020 6:13:23 PM  
**Attachments:** [image001.jpg](#)

---

UNCLASSIFIED

Title: A message from the Secretary and Chief of the Defence Force email banner



28 May 2020

All,

We find ourselves taking the first small steps out of restrictions and moving towards a COVIDSafe Australia. Defence is currently entirely COVID-19 free which is due in no small part to your collective efforts.

As restrictions are eased by the State and Territory governments over the coming days and weeks, we understand that these changes will create some uncertainty and challenges. We know that you will continue to demonstrate resilience as an organisation as we face them.

The following documents have been designed to assist you, your supervisors, managers and commanders to adjust our workplaces and align with the [Government's roadmap to a COVIDSafe Australia](#)

- [Our Road forward – preparing for a COVIDSafe workplace](#) - for personnel to make decisions on workforce management and remote working arrangements.
- The SGADF has issued an updated health advice [COVID-19: Personal Hygiene and Physical Distancing](#) based on the AHPPC recommendations on physical distancing and workplace hygiene and safety.
- [Joint Directive 15/2020: COVID-19 Defence implementation of the 3-step framework for a COVIDSafe Australia](#).

These documents will be regularly reviewed and updated as the pandemic conditions and our national response evolves. Your base managers and SADFOs are applying the different state and territory arrangements at facilities across the Defence estate.

We would like to remind everyone that each individual is responsible for taking sensible precautions to protect their own health for the safety of family, friends and colleagues. Flexible working arrangements are available. Make sure that you are discussing your individual circumstances with your managers, supervisors and commanders.

As restrictions ease in Australia, we remain committed to operations, as our personnel continue to deploy or serve overseas. For our deployed personnel, or those about to deploy, COVID-19 precaution measures are a marked change to the experience of operational deployment. Australia's quarantine requirements for all travellers have also lengthened the time spent away from families and loved ones.

For both our deployed personnel and their families, we appreciate this creates considerable uncertainty. As our deployed forces adjust to the COVID-19 environment they continue to deliver important missions and serve Australia's interests abroad. They show great adaptability and commitment in the face of this new challenge. Whether in Australia or abroad, we assure you that the welfare of our personnel and their families is front of mind. Remember, the [Defence Community Organisation](#) is there for you and your families should you need support.

Thank you for your ongoing support, as together we work through COVID-19. Your individual contribution to our overall response to the pandemic has been exemplary.

Thank you

Greg Moriarty

**Secretary**

Angus J Campbell, AO, DSC

**General**

**Chief of the Defence Force**

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**From:** [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Bcc:** [S47E\(d\)](#)  
**Subject:** A message from the Secretary and the Chief of the Defence Force: COVID-19 update 8 July 2020 [SEC=UNCLASSIFIED]  
**Date:** Wednesday, 8 July 2020 10:23:00 AM  
**Attachments:** [image001.jpg](#)

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UNCLASSIFIED

Title: A message from the Secretary and Chief of the Defence Force email banner



8 July 2020

All

The situation in Victoria demonstrates that we cannot be complacent about the risk of COVID-19, and we must remain vigilant in our efforts to stop the spread.

Defence has plans in place to adjust our workplaces and align to the Government's [Roadmap to a COVIDSafe Australia](#). Our [plans](#) are iterative and take into consideration our business and operational circumstances, and advice from State and Territory governments. This week a number of new travel restrictions have been implemented by State and Territory Governments in response to the rapidly increasing number of confirmed cases.

The Australian Government's [Australia.gov.au](#) website continues to be a trusted source for the most up to date information about COVID-19. We also encourage you to regularly check [Defence's COVID-19 Restrictions matrix](#) to keep abreast of changes as they develop. You can also keep up to date with Directives and guidelines pertaining to COVID-19 [here](#). We also encourage you to sign up to [ForceNet](#) for updates, which can be accessed anytime through your personal or work devices, plus download and activate the [COVIDSafe app](#).

Our support to the Whole-of-Government response to the pandemic continues. This week we are deploying further resources to New South Wales and Victoria to support the health authorities and State Police as they undertake their crucial roles in containing the spread of COVID-19. The assistance we are providing includes:

- Medical and support personnel to assist in public testing initiatives.
- Support to New South Wales Police Force's border control checkpoints on the New South Wales-Victoria border.
- Additional planning support at the Victorian State Control Centre.

We are working closely with the Federal and State governments to ensure that the new restrictions on travel minimise the impact on our continued training and operations. However, ADF members and APS personnel need to be aware of State requirements regarding self-isolation and periods of quarantine when returning from COVID-19 declared hotspots. Managers and Commanders are responsible for factoring this in when travel and/or leave is approved.

In our [previous message](#) we stressed the importance of continuing to remain flexible in work practices. The [rise in cases in Melbourne and the new or reinstated restrictions only reinforce this. It is paramount that we adjust the way we work to protect the health of our personnel, our Defence families and our communities. We are again encouraging all Managers and Commanders to embrace flexible working arrangements, where practicable, and revisit their COVID-19 plans.](#)

We recognise that for many of you these new travel restrictions will impact your plans to see family and friends during the school holiday period. Should you need advice on your individual arrangements, please talk to your Managers and Commanders in the first instance. Should you need support during these challenging times, there are a range of mechanisms available to you. You can reach out and talk to your supervisor, Manager or Commander, or alternatively contact the APS [Employee Assistance Program \(EAP\)](#) 1300 687 327 (1300 OUR EAP) and [Defence All-hours Support Line \(ASL\)](#) for ADF personnel on 1800 628 036.

Thank you for your continued support.

Greg Moriarty  
**Secretary**

Angus J Campbell, AO, DSC  
**General**  
**Chief of the Defence Force**

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**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** A message from the Secretary and the Chief of the Defence Force: COVID-19 update 20 July 2020 [SEC=UNCLASSIFIED]  
**Date:** Monday, 20 July 2020 7:25:47 PM  
**Attachments:** [image001.jpg](#)

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UNCLASSIFIED

Title: A message from the Secretary and Chief of the Defence Force email banner



20 July 2020

All,

The start of the second half of 2020 is proving to be just as challenging as the first.

The rapid increase in COVID-19 cases in Victoria and New South Wales is concerning and we know it is having a considerable impact on the daily lives of Defence people and their families. Defence's support to the whole-of-government response to the COVID-19 pandemic is likely to continue for some time.

Defence personnel must adhere to the restrictions put in place by the states and territories. This includes the mandatory use of face masks in parts of Victoria from 23:59 on Wednesday 22 July 2020. Further advice on masks will be provided by Defence in coming days. It is important to note that a mask does not replace or reduce the importance of complying with existing COVID Safe behaviours like handwashing, physical distancing and cough/sneeze etiquette.

In NSW, a number of new places have been declared 'outbreak' areas, including in Batemans Bay and Campbelltown. For the latest NSW case locations click [here](#). All Defence staff should avoid travelling to or through these areas unless it is essential. If you have been in one of the areas in the past 14 days and need to get tested, report it to 1800 DEFENCE and follow the relevant health orders.

We have included links below to help you find relevant information.

State and Territory governments have also imposed a [range of interstate travel restrictions](#) that may affect your ability to cross borders. The COVID-19 Taskforce has made additional information available to your supervisors, managers, and commanders about work related travel and the current border crossing requirements.

It is our expectation that all Defence personnel, including contractors and Defence industry, limit their travel to essential work only. Please be aware that it remains the case that all travel must be approved by an SES Band 2/2 Star.

OPERATION COVID-19 ASSIST is now at its highest tempo, with more than 2750 personnel deployed around Australia.

In the past week, more than 1000 additional ADF personnel have deployed to Victoria, in addition to the 300 that were already supporting local authorities.

We continue to be impressed by the way all areas of Defence are coming together to support each other and their communities.

Supervisors, managers and commanders must remain flexible in their approach to leave and encouraging people to work flexibly, wherever possible. Working from home, where it works for the organisation and the individual, also remains the preferred option for all Defence personnel, particularly for those in New South Wales, Victoria and the Australian Capital Territory.

To facilitate better flexible work, we have recently launched [VERA](#). VERA is a flexible and secure collaboration platform to help you conduct meetings with participants in multiple locations through video conferencing, as well as share documents and work anywhere, at any time. Since its launch, more than 18,000 Defence personnel have registered.

Finally, we recognise that the on-going challenges of restrictions, the rapidly changing situation and many other factors can take a toll on your mental health, and that of your family. It is vital that we look out for each other and ourselves. It is important that people still take annual leave and have a break from the workplace. There is also a range of support available to you and your families. This includes the [Mental Health and wellbeing information](#) on the DPN and useful resources from [Defence Community Organisation](#).

Thank you

Greg Moriarty  
**Secretary**

Angus J Campbell, AO, DSC  
**General**  
**Chief of the Defence Force**

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**For further Information:**

[Defence Restrictions matrix](#)  
[What you can and can't do under the rules in New South Wales](#)  
[Coronavirus \(COVID-19\) restrictions Victoria](#)  
[Australian Capital Territory - Border Restrictions](#)

Email banner



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**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Bcc:** s47E(d)  
**Subject:** A message from the Secretary and the Chief of the Defence Force: COVID-19 update 30 July 2020 [SEC=UNCLASSIFIED]  
**Date:** Thursday, 30 July 2020 9:08:00 AM  
**Attachments:** [image001.jpg](#)

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UNCLASSIFIED

Title: A message from the Secretary and Chief of the Defence Force email banner



30 July 2020

All

COVID-19 continues to bring new challenges for our nation and for Defence. Defence personnel are making a significant and essential contribution across the country, particularly in Victoria where the situation is changing rapidly. More than 3200 personnel are deployed on Operation COVID-19 Assist, with 1400 of those helping on a growing number of tasks in Victoria. The ADF efforts are critical to the response effort in that State.

States and Territories are acting swiftly to prevent the spread of COVID-19. Queensland has today announced that the border is closed to residents from greater Sydney from 0100 on Saturday.

Please ensure that you are keeping up to date with the latest restrictions and adhering to any self-isolation requirements. [Australia.gov.au](https://www.australia.gov.au) contains the latest official information from Federal, State and Territory governments.

The health and wellbeing of our personnel is a priority, while we also maintain operational readiness. We continue to develop relevant guidance and policy and adapt to the particular challenges of our dispersed workforce. We have business continuity plans now in place across all areas.

We understand that the current restrictions and the ongoing uncertainty will be impacting family and home life for many of you. Nobody can say for certain how the next few weeks and months will unfold, so it is important that we all take time to ensure that any flexible work arrangements that were put in place earlier in the year are sustainable. We urge you to work with your managers and commanders to put arrangements in place that work for your workplace and your current circumstances. Our senior leadership group all agree how crucial flexible work practices are during this time.

Likewise, while you may not have been able to go away for the holiday you had planned this year, taking a break from work remains important to your long term health and wellbeing. We encourage supervisors to develop leave plans for their teams so that individuals who have not taken a break this year are able to schedule some time off.

We are releasing a Keeping Connected campaign to support our people in the following areas:

- Mental health and wellbeing
- Work Health and Safety
- ICT
- Security
- Leave
- Travel

There are also multiple other support mechanisms available to you, including the [Employee Assistance Program](#) (EAP) 1300 687 327 (1300 OUR EAP) and [Defence All-hours Support Line](#) (ASL) for ADF personnel on

1800 628 036.

Your ongoing efforts during these challenging times are greatly appreciated.

Thank-you

Greg Moriarty  
**Secretary**

Angus J Campbell, AO, DSC  
**General**  
**Chief of the Defence Force**

Email banner



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**From:** s47E(d) on behalf of [Secretary CDE](#)  
**To:** [All Defence Staff](#)  
**Subject:** A message from the Secretary and Chief of the Defence Force: COVID-19 Update - 12 January 2021 [SEC=OFFICIAL]  
**Date:** Tuesday, 12 January 2021 6:00:18 PM  
**Attachments:** [image002.png](#)

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**OFFICIAL**

12 January 2021

Colleagues,

As we begin a new year, we have already been reminded how quickly COVID-19 can change our daily operations. On Friday, we directed Defence personnel not to travel to Brisbane until further notice, this direction is now rescinded in line with the latest health advice.

Lockdowns, border closures, and related quarantine requirements, can be implemented quickly by state and territory governments. We must all continue to be vigilant when it comes to monitoring these requirements.

All Defence personnel must continue to display exemplary COVIDSafe behaviours and follow the latest health advice and restrictions in your relevant jurisdiction. Health advice for each state and territory can be found [here](#).

The [Defence COVID-19 restrictions matrix](#) has the latest information on all relevant restrictions and [Joint Directive 26/20](#) remains the extant policy on travel and leave arrangements.

As the situation develops, your commanders and managers will provide you with the latest guidance. It's important to continue to advise your commander or manager of changes in your circumstances. Base Managers and SADFOs will continue to provide tailored messaging for each jurisdiction through the Base Notice network.

For Defence personnel undertaking relocations you must follow the Movement Plan for your relocation and comply with relevant legislation and health orders. If you have questions contact your TOLL Case Manager. If you do not have a Case Manager assigned, please utilise the Chain of Command to seek assistance. The Posting Cycle Movements and Coordination Cell continues to coordinate the relocation priorities between Defence, TOLL and other organisations. Relevant information to assist with your relocation can be found on the PCMCC [page](#).

We recognise the circumstances continue to create uncertainty that may be stressful for you, your team and your family. Please do not hesitate to make use of the [support resources](#) available to you. The latest official COVID-19 news, updates and advice from the Australian Government can be found [here](#).

Your patience and understanding is appreciated, as continue to ensure our workplace is COVIDSafe.

Sincerely

-

Greg Moriarty

Secretary

Department of Defence

David Johnston, AO RAN

Vice Admiral

Vice Chief of the Defence Force

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**From:** s47E(d) on behalf of [Secretary\\_CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** 210503:0955 - [Secretary\_CDF]-[All Defence Staff] A message from the Secretary and Chief of the Defence Force: COVID-19 Update 3 May 2021  
**Date:** Monday, 3 May 2021 9:59:17 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**OFFICIAL**

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3 May 2021

Colleagues

We are pleased to report the Department of Health has granted Defence a limited supply of Pfizer vaccine doses to satisfy immediate preparedness requirements for distribution in the coming weeks. Joint Health Command and the Defence COVID-19 Vaccine Steering Group have coordinated the distribution of these doses to high-priority groups within the Australian Defence Force.

Defence continues to work with the Department of Health to secure an ongoing supply of COVID-19 vaccines. Global vaccine supply shortages continue to impact Australia and other nations. To date, more than 5,500 Defence personnel have been vaccinated with their first or second dose of a COVID-19 vaccine.

Defence recently received and distributed 1,000 doses of the Pfizer COVID-19 vaccine to high-priority groups such as international air crew, units at short notice to move and patrol boat crews. This has allowed Defence to maintain its capabilities and continue to meet important operational tasks.

We are committed to providing COVID-19 vaccination for all ADF, Defence APS and ASD staff. By participating in the Defence vaccine program, individuals help strengthen the protection vaccines provide to the entire Australian community. Maximum uptake of the vaccines will help deliver maximum protection. We strongly encourage you to take part in the Defence vaccine rollout.

The AstraZeneca vaccine will continue to be offered to:

- ADF personnel **over 50 years of age**;
- ADF personnel **under 50 years of age**, where the benefits of vaccination outweigh the risk for that individual, and Pfizer is not available. This includes those involved in activities with a high risk of exposure to COVID-19, such as quarantine support, or currently supporting or preparing for overseas deployments or postings where there is community transmission in that location. This direction is based on the latest advice from the Australian Technical Advisory Group on Immunisation (ATAGI);
- **Individuals younger than 50**, may choose to consent to receiving the AstraZeneca vaccine

even if they are not deploying or conducting high-risk activities, as long as they are informed of, and understand, the risks and benefits. Defence has a robust informed consent process for all vaccinations, so our people who choose to access the AstraZeneca vaccine can make the best decision based on their circumstances;

- **Defence APS and ASD staff**, in line with the above principles, will also be offered, and are strongly encouraged to access, vaccination through the Defence health system.

Defence personnel should access their vaccination through the Defence health system. There is no need to contact your local health centre, you will be contacted by your manager or chain of command when it's time to receive your COVID-19 vaccine through Defence.

Defence staff overseas have a range of options to access an approved vaccine, which are outlined in [Health Bulletin No 01/2021](#). If you are overseas, your manager or commander can advise you on how to access a vaccine.

The Australian Government has announced changes to the national vaccine rollout. Details can be found on the [Department of Health](#) website. These changes do not materially impact the Defence vaccine rollout.

If you have concerns or questions about receiving a vaccine, you should speak directly to your usual healthcare provider.

Please continue to monitor the Joint Health Command [COVID-19 resource page](#) and the [COVID-19 Taskforce portal](#) for more information.

We understand this situation may cause stress and uncertainty. There are a number of support mechanisms available to you, including the [Employee Assistance Program](#) (1800 687 327 (1300 OUR EAP)) and the [ADF's mental health and psychology services](#).

Thank you

Greg Moriarty  
**Secretary**  
**Department of Defence**

Angus J Campbell, AO, DSC  
**General**  
**Chief of the Defence Force**

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**From:** s47E(d) on behalf of [Secretary\\_CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** 210628:1656 - [Secretary\_CDF]-[All Defence Staff] A message from the Secretary and Chief of the Defence Force: COVID-19 Update 28 June 2021  
**Date:** Monday, 28 June 2021 4:56:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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## OFFICIAL

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28 June 2021

Colleagues,

The COVID-19 situation continues to evolve, with stay-at-home orders and additional restrictions in place across multiple States and Territories.

It is crucial that we adhere to the guidelines of State and Territory health authorities. At this time we ask that you review any planned travel, and ensure that only essential travel is undertaken. Any official gatherings, such as conferences or large meetings, should only be held where the business requirement is critical and with in-person attendance minimised in alignment with your local base instructions.

It is essential that Defence remains an exemplar of COVIDSafe behaviours to keep our people and communities safe. We ask that you continue to maintain physical distancing, practice good hand hygiene, understand when to isolate, and follow limits for public gatherings within Defence and in the community.

Please continue to monitor the [COVID-19 Taskforce Portal](#) and read the base notices as they will contain up-to-date information specific to your state or territory. The [COVID-19 Restrictions Matrix](#) contains a consolidated view of the restrictions on services and activities across all states and territories.

Based on health advice, the COVID-19 vaccine is the most effective protection against COVID-19. The Defence rollout of the vaccine is progressing, with approximately 50 per cent of the permanent ADF workforce having received at least their first dose. The Defence rollout is available to all permanent ADF and APS staff and participation is voluntary, but strongly encouraged. When and how you receive your appointment will depend on your location, and instructions will be circulated via your managers, commanders, and base messages.

We recognise that the ongoing nature of the COVID-19 situation may cause stress and uncertainty. We encourage you to check in with your colleagues and staff, and refer to the support services available if needed. There are a number of support mechanisms available, including the [Employee Assistance Program](#) (1300 687 327 (1300 OUR EAP)), 1800 IMSICK (1800 467 425), ADF health services accessed through garrison health centres, and online ([ADF's mental health and psychology services](#)).

### Local restrictions information

Check your local state and territory website for directives, hotspot information and travel restrictions:

- [Australian Capital Territory COVID-19](#)
- [New South Wales COVID-19](#)
- [Northern Territory COVID-19](#)
- [Queensland COVID-19](#)



- [South Australia COVID-19](#)
- [Tasmania COVID-19](#)
- [Victoria COVID-19](#)
- [Western Australia COVID-19](#)

Thank you

Greg Moriarty Angus J Campbell, AO, DSC

**Secretary General**

**Department of Defence Chief of the Defence Force**

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**From:** s47E(d) on behalf of [Secretary\\_CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** 210705:1543 - [Secretary\_CDF]-[All Defence Staff] A message from the Secretary and Chief of the Defence Force: COVID-19 Update 05 July 2021  
**Date:** Monday, 5 July 2021 3:43:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**OFFICIAL**

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05 July 2021

Colleagues,

On Friday, the Prime Minister announced the next steps in Australia's response to the COVID-19 pandemic through the [National Plan to transition Australia's National COVID-19 response](#). This plan is a crucial step towards a vaccinated and open Australia. The four-step phased National Plan is predicated on thresholds of vaccinated people within the national population. As more Australians receive their vaccines, it enables a pathway out of the COVID-19 pandemic, including steps such as reducing lockdowns, trialling quarantine at home and expanding inbound and outbound international travel.

We encourage you to get vaccinated when you have the opportunity. Defence is in a unique position to be able to administer vaccines to our people, and we are pleased that such a high percentage of our workforce are taking the opportunity to get vaccinated. More information about the [Defence COVID-19 Vaccination Roll-out](#) is available through Joint Health Command.

The recent lockdowns and outbreaks across Australia are a reminder that the pandemic is not over. The differing responses mean there is no one size fits all approach to how we conduct business and we will continue to align ourselves, as an organisation, with the State and Territory guidelines. Staying up-to-date, through the State and Territory websites and the [COVID-19 Restrictions Matrix](#), is essential to ensure Defence is always acting as an exemplar of COVIDSafe behaviours.

The rapidly changing responses, lockdowns and level of risk can cause uncertainty and stress. All Defence personnel have access to a range of support services, some of which are listed below. We encourage managers and commanders to check in with your teams and speak further about the mechanisms available and how to access support should you need it.

- The [Employee Assistance Program](#) (1300 687 327 (1300 OUR EAP)),
- 1800 IMSICK (1800 467 425),
- ADF health services accessed through garrison health centres, and
- Online through [ADF's mental health and psychology services](#).

Thank you

Greg Moriarty Angus J Campbell, AO, DSC

**Secretary General**

**Department of Defence Chief of the Defence Force**

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**From:** s47E(d) on behalf of [Secretary\\_CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** 210722:0932 - [Secretary\_CDF]-[All Defence Staff] A message from the Secretary and Chief of the Defence Force: COVID-19 Update 22 July 2021  
**Date:** Thursday, 22 July 2021 9:30:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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## OFFICIAL

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22 July 2021

Colleagues,

The COVID-19 situation is dynamic and changing rapidly. In [Greater Sydney, Victoria](#) and [South Australia](#), stay at home orders have been extended and additional restrictions imposed. States and Territories have updated their border restrictions. You can access the Department of Health [COVID-19 Restriction Checker](#) for advice specific to your State or Territory. Information will continue to be made available through base messages and the [COVID-19 Restrictions Matrix](#).

We have been impressed with the patience and agility demonstrated by our people in supporting these latest restrictions. Recent developments are a reminder the pandemic continues to impact us all and we thank you for the manner in which you continue to adapt. Defence personnel can access the following support services:

- o The [Employee Assistance Program](#) (1300 687 327 (1300 OUR EAP))
- o 1800 IMSICK (1800 467 425)
- o ADF health services accessed through garrison health centres; and
- o Online through [ADF's mental health and psychology services](#).

A sensible and risk-based approach to travel, official and personal, must be taken. Managers and commanders in lockdown-affected areas are responsible for determining workplace attendance in line with government advice. For Victoria, Greater Sydney and South Australia, people who can, should work from home. It is important to [look after yourselves and your team](#) if working remotely.

We want to remind you of our security obligations when working remotely. Please ensure you adhere to all security policies and guidelines, particularly [Assessing and Protecting Official Information](#). We highlight that people **must not** forward official Defence emails to personal email addresses. This is a significant security concern, and all activity is monitored at the internet and email gateways.

Vaccination remains the best mechanism to protect yourself and the community from COVID-19. The [Defence Vaccination Roll-out](#) provides vaccines for all ADF, APS and ASD personnel. How you receive an appointment for your vaccine will depend on your site. Information is released through Garrison Health, base messages, and managers and commanders.

In a location experiencing community transmission, individuals who have received their first dose

of the AstraZeneca vaccine may benefit from bringing forward their second dose to provide greater protection in the short to medium term. This is consistent with current advice from the [Australian Technical Advisory Group on Immunisation \(ATAGI\)](#). If you fall within this group, we encourage you to discuss this with your health team or regular health care provider.

We thank you and your families for rising to new challenges presented by COVID-19. Your continued support to the national effort to combat the pandemic is valued by us and the entire Senior Leadership Group.

Thank you

Greg Moriarty

**Secretary**

**Department of Defence**

Angus J Campbell, AO, DSC

**General**

**Chief of the Defence Force**

cid:image002.png@01D69809.811198B0



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**From:** s47E(d) on behalf of [Secretary\\_CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** 210802:1807 - [Secretary\_CDF]-[All Defence Staff] A message from the Secretary and Chief of the Defence Force: COVID-19 Update 2 August 2021  
**Date:** Monday, 2 August 2021 6:10:55 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**OFFICIAL**

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2 August 2021

To all Defence personnel and their families,

Since the pandemic began, more than 20,000 ADF personnel have deployed on Operation COVID-19 ASSIST, undertaking various roles including assisting with COVID-19 swab testing, contact tracing, and administering vaccines to aged and disability care residents.

APS personnel have also provided support to the whole-of-government response, including to Services Australia for the distribution of payments to businesses and people in need, and to contact-tracing efforts.

Your families have underpinned the Defence response to the COVID-19 pandemic, and we thank them for their support as you work to assist our communities.

Defence has deployed personnel to support the NSW Government's request for assistance in managing the COVID-19 situation in Greater Sydney. The duration of this ADF support is likely to continue for some time, and we are focussed on the health and safety of all personnel involved in this activity. All safety precautions will be taken to minimise the risk to members as they assist NSW authorities in various locations throughout Greater Sydney.

We also recognise the hardships being experienced by all those personnel and their families who are currently experiencing lockdowns or isolation. If you or your family need support, please remember to reach out to any of the support mechanisms available.

- [The Defence Member and Family Helpline](#) (1800 624 608) is available 24/7 for information, support and connection with the community;
- The [Employee Assistance Program](#) (1300 687 327 (1300 OUR EAP));
- 1800 IMSICK (1800 467 425);
- ADF health services accessed through garrison health centres;
- Online through [ADF's mental health and psychology services](#) ; and
- the [ADF Chaplaincy Services](#) which provide a 24/7 in person on call service that is regionally based - call 1300 DEFENCE (1300 467 425) and ask to speak to the on-call Chaplain in your area.

We sincerely thank you and your families, for your ongoing service and support.

Sincerely,

Katherine Jones  
**Acting Secretary**

Angus J Campbell, AO, DSC  
**General**

Department of Defence

Chief of the Defence Force

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**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** 210812:1829 - [Secretary\_CDF]-[All Defence Staff] A message from the Secretary and Chief of the Defence Force: COVID-19 Update 12 August 2021  
**Date:** Thursday, 12 August 2021 6:34:10 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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## OFFICIAL

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12 August 2021

Colleagues,

The COVID-19 situation is changing rapidly. In response to the risks associated with COVID-19 transmission in the community, the ACT Chief Minister advised the [ACT](#) would enter a seven day lockdown from 5pm today (12 August 2021). This is in addition to the stay at home orders currently in place for [Greater Sydney](#) and [Victoria](#); and border restrictions imposed by other States and Territories. You can access the Department of Health [COVID-19 Restriction Checker](#) for advice specific to your State or Territory. Information will continue to be made available through base messages and the [COVID-19 Restrictions Matrix](#).

COVID-19 is an immediate and significant public health issue and we expect all Defence personnel, without exception, to be exemplars of the community and comply with the requirements of the State and Territory Public Health Directions. It is important to [look after yourselves and your team](#) when working remotely. Defence has a range of existing support services that Defence personnel can access:

- o The [Defence Member and Family Helpline](#) (1800 624 608) is available 24/7 for information, support and connection with the community;
- o The [Employee Assistance Program](#) (1300 687 327 (1300 OUR EAP))
- o 1800 IMSICK (1800 467 425)
- o ADF health services accessed through garrison health centres; and
- o Online through [ADF's mental health and psychology services](#).

With respect to the ACT, Federal Government employees can be considered essential workers. This does not mean that everyone needs to attend the workplace. The expectation is that where it is appropriate and practicable to work from home individuals should do so. If you are unsure of the arrangements for your work areas please contact your manager or commander.

Managers and commanders of personnel in the lockdown-affected areas are responsible for determining workplace attendance in line with government advice and their Business Continuity Plans. Consistent with advice from State and Territory health officials, only essential personnel should be present in the workplace; and people who can, should work from home. See our [COVID-19 Leave and Working Arrangements](#) information if you have any questions. It is expected that managers and commanders apply a high degree of common-sense and flexibility in this regard.

Specific Regional Base related Information will continue to be made available through base messages and the [COVID-19 Restrictions Matrix](#) will be updated shortly to reflect recent changes. You can access the Department of Health [COVID-19 Restriction Checker](#) for advice specific to your State or Territory.

We want to remind you of our security obligations when working remotely. Please ensure you adhere to all security policies and guidelines, particularly [Assessing and Protecting Official Information](#). People **must not** forward official Defence emails to personal email addresses. All Defence email activity is monitored at the internet and email gateways.

We thank you and your families for continuing to rise to new challenges presented by COVID-19. Your continued support to the national effort to combat the pandemic is valued by us and the entire Senior Leadership Group.

Thank you

Greg Moriarty

**Secretary**

**Department of Defence**

Angus J Campbell, AO, DSC

**General**

**Chief of the Defence Force**

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**From:** s47E(d) on behalf of [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** 211006:1306 - [Secretary\_CDF]-[All Defence Staff] A message from the Secretary and Chief of the Defence Force: 6 October 2021  
**Date:** Wednesday, 6 October 2021 1:06:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**OFFICIAL**

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6 October 2021

Colleagues,

Defence participates in World Mental Health Day on 10 October each year. It aims to promote education, awareness, and advocacy for mental health, and to reduce stigma to make way for people to seek the help and support they require.

This year's World Mental Health Day theme is *Look up, look out, and look forward*. It is a reminder of the importance of looking after our mental health and wellbeing, as well as the mental health of people around us.

The COVID-19 pandemic has been a particularly challenging time for managing our mental health. Lockdowns, social distancing requirements, travel restrictions and the changing position we find ourselves in can be stressful. This makes prioritising our mental health and wellbeing more important than ever.

Defence recognises that the mental health and wellbeing of our workforce has a direct impact on our capability. The [Defence Mental Health and Wellbeing Strategy 2018-2023](#) was released in 2017 and has in place significant awareness, prevention and early intervention initiatives that target the stigma surrounding mental ill-health.

Defence is proud to support a variety of World Mental Health Day activities. The [Mental Health Day intranet page](#) contains a number of useful links and resources, including an events calendar and a self-host pack to support you in hosting your own activities.

Good mental health and wellbeing is a shared responsibility. As an active leader in military and workplace mental health reform, Defence is committed to providing programs and services responsive to the changing needs of personnel, from self-care to complex interventions. A good starting point for self-care is the Defence mental health and wellbeing app, [HeadStrength](#), which can be downloaded through ForceNet.

For anyone in need of mental health support, visit the [People Connect Mental Health Portal](#) or the [Defence Health ADF Health and Wellbeing Portal](#) for further information. Should any Defence staff require immediate mental health support, a number of [Emergency Contact helplines](#) are available.

Thank you

Greg Moriarty	Angus J Campbell, AO, DSC
Secretary	General
Department of Defence	Chief of the Defence Force

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**From:** [Secretary\\_CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** 211012:0937 - [Secretary\_CDF]-[All Defence Staff] A message from the Secretary and Chief of the Defence Force: COVID-19 Update 12 October 2021  
**Date:** Tuesday, 12 October 2021 9:41:02 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**OFFICIAL**

cid:image001.png@01D69809.811198B0



12 October 2021

Colleagues,

In the coming weeks, States and Territories will progressively reduce COVID-19 restrictions, consistent with the National Plan to transition Australia's National COVID-19 Response.

The transition out of lockdown has been enabled through a high level of vaccination in the community, as well as adoption of health protection measures. We appreciate Defence's dedication in contributing to the national response throughout the pandemic, which has been exemplary.

Information on Defence's vaccination rollout is available through [Joint Health Command](#).

As transition occurs, Defence personnel are to continue to comply with the jurisdiction's health directions relevant to the location in which they live, work or visit. Transitioning from lockdown does not necessarily mean the full workforce should return to the workplace immediately.

We expect commanders, managers and supervisors to continue to work closely with their teams to ensure requirements are understood and adopted. This includes establishing and applying sensible transition arrangements for workplaces that are consistent with business continuity plans.

Advice on [Returning to the Workplace in a COVID-19 Setting](#) has been developed to assist you in this transition. Further advice on changes to jurisdictions' health directions will be disseminated by E&IG Base Managers. This messaging, developed in consultation with the COVID-19 Task Force, will provide effective and coordinated application of requirements on each base.

We appreciate your flexibility and continued effort through this transition and the continued COVID-19 situation.

Support for our people and their families remains paramount and is available through the following services:

- [The Defence Member and Family Helpline](#) (1800 624 608)
- Defence All-hours Support Line (ASL) (1800 628 036)
- [Employee Assistance Program Portal](#) (1300 687 327 (1300 OUR EAP)).
- [Looking after your Mental Health COVID-19](#)
- 1800 IMSICK (1800 467 425)

- ADF health services accessed through [Garrison Health Centres](#).
- Online through ADF's [Mental Health and Psychology Services](#).
- The [ADF Chaplaincy Services](#) provide a 24/7 on-call 1300 DEFENCE (1300 333 362)

Thank you

Greg Moriarty	Angus J Campbell, AO, DSC
Secretary	General
Department of Defence	Chief of the Defence Force

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**From:** [Secretary CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** 211213:1104 - [Secretary\_CDF]-[All Defence Staff] A message from the Secretary and the Chief of the Defence Force: End of Year - 13 December 2021  
**Date:** Monday, 13 December 2021 11:09:19 AM  
**Attachments:** [image003.jpg](#)  
[image004.jpg](#)

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## OFFICIAL

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13 December 2021

Colleagues,

As we approach the end of another busy and challenging year, we sincerely thank each of you for your efforts and continued commitment to achieving our mission.

It has been another tough year, with COVID-19 restrictions impacting our work at home and abroad. We are immensely proud of the innovation and adaptability shown by everyone to overcome obstacles to continue with our key exercises, deployments and regional engagements.

Across the country and the world, you all accepted the challenge, worked together and accomplished great outcomes.

We supported our communities through Operation COVID-19 Assist and APS support to other agencies. We supported our regional neighbours dealing with natural disasters and we supported the evacuation of more than 4,100 people from Afghanistan – one of the largest airlift operations in our history.

There are many achievements to be acknowledged; the introduction of new capabilities across the ADF, the celebration of Air Force's 100<sup>th</sup> anniversary, and successful regional engagement activities such as Indo-Pacific Endeavour and Exercise Talisman Sabre, to name just a few. You should be proud of the contributions you have made.

Where possible, we encourage you to take leave over the holidays and spend time with family and friends. Please stay up-to-date with domestic and international COVID restrictions and familiarise yourself with [Joint Directive 22/2021 COVID-19 Related Travel and Leave Arrangements for Defence Personnel](#).

We thank all those people who remain on duty, in Australia or overseas, to continue Defence business and to serve our nation.

This time of year can be difficult and we ask you to look out for yourself and your colleagues, and seek help if needed. Support for our people and their families is available through your supervisor, Chain of Command and the following services:

- [The Defence Member and Family Helpline](#) (1800 624 608)
- Defence All-hours Support Line (ASL) (1800 628 036)
- [Employee Assistance Program Portal](#) (1300 687 327 (1300 OUR EAP))



- [Looking after your Mental Health COVID-19](#)
- 1800 IMSICK (1800 467 425)
- ADF health services accessed through [Garrison Health Centres](#).
- Online through ADF's [Mental Health and Psychology Services](#).
- The [ADF Chaplaincy Services](#) provide a 24/7 on-call 1300 DEFENCE (1300 333 362)

We wish you a Merry Christmas and a healthy, happy holiday season. Enjoy your well-earned break. Thank you for your continued service and we look forward to a great 2022.

Greg Moriarty	Angus J Campbell, AO, DSC
Secretary	General
Department of Defence	Chief of the Defence Force

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**From:** [Secretary\\_CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** 220429:0855 - [Secretary\_CDF]-[All Defence Staff] A message from the Secretary and the Chief of the Defence Force: Disestablishment of the Defence COVID-19 Task Force 29 April 2022  
**Date:** Friday, 29 April 2022 8:59:21 AM  
**Attachments:** [image003.jpg](#)  
[image004.jpg](#)

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## OFFICIAL

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29 April 2022

Colleagues,

Today marks the formal disestablishment of the Defence COVID-19 Task Force (the Task Force).

In March 2020, the Task Force was established in response to the unprecedented global and domestic COVID-19 pandemic crisis. Since then, over 27000 deployments have been undertaken by more than 19500 Australian Defence Force members and 590 Australian Public Service personnel throughout Australia and the near region. We thank each and every person that has deployed, or supported those that have.

The Task Force has played an integral role in the coordination of the Defence contribution to the lines of effort in support of public health, the economy, national security and the near region. The high level of support, collaboration and collegiality displayed by all elements of the Defence organisation throughout this crisis has underpinned the successful outcomes of the Defence COVID-19 strategy through numerous missions and tasks performed in support of our nation, both domestically and abroad.

Defence personnel have responded to countless requests from state and territory governments, and federal departments through Emergency Management Australia, for support to COVID-19 related tasks. Defence assistance has included: planning and logistics support; contact tracing; COVID-19 testing; vaccination support; border control measures; support to government-sponsored hotel quarantine compliance monitoring; and support to the aged care sector. These tasks have seen our dedicated and committed workforce rapidly adapt to changing circumstances in order to support and advance the national priority of protecting the health of all Australians.

It has not been an easy journey. However, our workforce has demonstrated its ability to quickly rise to the challenge of supporting the Australian community, in good spirits and without complaint.

We have not been immune to the unprecedented impact of COVID-19, with many across our own workforce affected by COVID-19, whether directly themselves or indirectly through the illness of families, loved ones and work colleagues.

The manner in which we have responded to the restrictions placed upon us and the broader community has been exemplary. Not seeking exceptions from these restrictions, but instead being exceptional through initiative and innovation, underpinned by patience, persistence and tenacity, has enabled ongoing delivery of capability and established new benchmarks for more effective and efficient ways of conducting business.

Internally, the Task Force has received outstanding support from the Services and Groups to address all manner of COVID-19 related issues, often with little notice and of a highly variable nature. Noteworthy issues include: the management of lockdowns and lockouts; remote working; restrictions on travel; state and territory initiated restrictions; vaccination requirements; industry support; personal protection health measures; and providing the Defence enterprise with timely, accurate, and consistent information.

The efforts of the Task Force, coupled with the significant community response to whole of government COVID-19 strategies, has enabled Defence to reach a point of maturity in effectively managing and incorporating COVID-19 health prevention measures into normal business strategies for our own workforce and capability management. As such, we are now operating in a 'Living with COVID-19' setting.

This is consistent with the settings outlined in the National Plan to transition Australia's National COVID-19 Response. It is on this basis that the Task Force can now be disestablished.

We are confident that the numerous lessons learned throughout this pandemic crisis will stand us in good stead should Defence be required to respond to issues of a similar nature in the future. The legacy of the combined contributions made by all involved in the Task Force will continue to serve to protect our Defence workforce, families and colleagues, and will continue to deliver the capabilities Defence requires in order to advance and defend Australia and its national interests.

Thank you

Greg Moriarty  
**Secretary**  
**Department of Defence**

Angus J Campbell, AO, DSC  
**General**  
**Chief of the Defence Force**

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**From:** [Secretary\\_CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** 220722:0947 - [Secretary\_CDF]-[All Defence Staff] A message from the Secretary of the Department of Defence and the Chief of the Defence Force: COVID-19 Update 22 July 2022  
**Date:** Friday, 22 July 2022 9:51:23 AM  
**Attachments:** [image004.jpg](#)  
[image001.png](#)

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## OFFICIAL



22 July 2022

Colleagues,

The COVID-19 pandemic is having an ongoing impact on our workforce and the wider community. With an anticipated increase in COVID-19 cases in the coming weeks coinciding with the traditional winter cold and flu season, we must remain vigilant and follow COVID Safe behaviours.

Managers and commanders have a responsibility for the **health and safety** of their teams, and for **ensuring business continuity**. While not mandatory, we are supportive of flexible work from home arrangements where managers and commanders believe it is appropriate for their teams.

Managers and commanders should:

- Be flexible when engaging with their teams regarding working arrangements and actions to **minimise the spread of respiratory infections including COVID-19**; including agreements for **employees to work from home** if they are a close contact of someone who has a cold, flu or COVID.
- Review their current **Business Continuity Plans**.
- Continue to **consider workplace risks** and ensure that appropriate measures are put in place to manage risks in consultation with workers.
- Reconsider **large face-to-face gatherings** and, if necessary, put appropriate control measures in place.
- Include options for **online meeting attendance** where possible.
- Where applicable, ensure staff circumstances are considered in **line with relevant medical advice**, including workplace adjustments or other control measures.

We are all responsible for COVID Safe behaviours and the following simple actions will help to reduce the spread of COVID-19 and other respiratory infections and protect ourselves, families and colleagues:

- **Stay at home** and **get tested** if you are feeling unwell.
- **Practise good hygiene** at all times (this includes regularly washing your hands, and covering your mouth when you cough or sneeze either with a tissue or by coughing into your elbow).
- Continue to **physically distance** (1.5 metres apart) wherever possible.

- **Wearing masks** offers good protection, particularly in larger groups or groups of people outside your usual network of people.
- Monitor and **follow public health advice** issued by your State and Territory health authorities.
- Ensure you are up-to-date with recommended **COVID vaccines**, including **boosters**.

The Australian Public Service Commission has released [Circular 2022/07: Managing the impacts of COVID-19 on Commonwealth agencies](#) to provide advice to Commonwealth agencies and their employees about managing the fluctuating impacts of COVID-19.

Please refer to the [DPG intranet page](#) for more information on flexible working arrangements.

Guidance and resources are available via the [PeopleConnect](#), [Joint Health Command](#) and the [Australian Public Service Commission](#).

Support for our personnel and families remains paramount and is always available through your chain of command, your supervisors and through the following services:

- The [Defence Member and Family Helpline](#) (1800 624 608)
- Defence All-hours Support Line (ASL) (1800 628 036)
- [Employee Assistance Program Portal](#) (1300 687 327 (1300 OUR EAP))
- [Looking after your Mental Health COVID-19](#)
- 1800 IMSICK (1800 467 425)
- ADF health services accessed through [Garrison Health Centres](#)
- Online through ADF's [Mental Health and Psychology Services](#)
- [ADF Chaplaincy Services](#) provide a 24/7 on-call service on 1300 DEFENCE (1300 333 362)

Thank you,

Greg Moriarty  
**Secretary**  
**Department of Defence**

Angus J Campbell, AO, DSC  
**General**  
**Chief of the Defence Force**

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**From:** [Secretary\\_CDF](#)  
**To:** [All Defence Staff](#)  
**Subject:** 221017:1358 - [Secretary\_CDF]-[All Defence Staff] COVID-19 working arrangements update  
**Date:** Monday, 17 October 2022 2:02:08 PM  
**Attachments:** [image001.png](#)  
[image002.jpg](#)

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## OFFICIAL



17 October 2022

Colleagues

The challenges of COVID-19 have continued throughout 2022 and we appreciate your continued efforts to deliver Defence outcomes. We are writing to provide advice on working arrangements following the recent direction from the National Cabinet to further ease COVID-19 restrictions.

From 14 October 2022 it is no longer mandatory for individuals who have COVID-19 symptoms to remain in isolation for five days, however they are encouraged to stay at home while they remain unwell.

While acknowledging the above, it is our expectation that people do not attend a Defence workplace if they are unwell and present a risk to the health of others in the workplace. Specifically, personnel who have infectious diseases such as COVID-19 or the flu are not to attend a Defence workplace.

There remains a shared responsibility for all Australians to minimise the impact of COVID-19. The reduction in mandatory requirements for isolation is a proportionate policy response to the current assessed risks nationally. It is important to remain aware that COVID-19 is still present in our communities and does pose a risk to our most vulnerable and to business continuity.

With restrictions easing, managers and commanders should continue to work closely with their teams and discuss existing working arrangements to determine if any changes are required. This includes establishing and applying sensible return to the workplace transition arrangements and negotiating and formalising flexible working arrangements where employees seek to commence or continue to work flexibly.

Managers and commanders have a responsibility for the **health and safety** of their teams, and for **ensuring business continuity**. While not mandatory, we are supportive of flexible working arrangements where it works for employees, managers and their teams. Working from home is one of many flexible work options that may be available to employees.

We are all responsible for COVID-safe behaviours, so please **stay at home** if you are feeling unwell, **practise good hygiene** at all times, monitor and **follow public health advice** issued by your State or Territory health authorities, and ensure you are up-to-date with recommended **COVID-19 vaccines**, including **boosters**.

Please refer to the [DPG intranet page](#) for more information on flexible working arrangements. Guidance and resources are available via the [PeopleConnect](#), [Joint Health Command](#) and the [Australian Public Service Commission](#).

Support for our personnel and families remains paramount and is always available through your chain of command, your supervisors and through the following services:

1. The [Defence Member and Family Helpline](#) (1800 624 608)
2. Defence All-hours Support Line (ASL) (1800 628 036)
3. [Employee Assistance Program Portal](#) (1300 687 327 (1300 OUR EAP))
4. [Looking after your Mental Health COVID-19](#)
5. 1800 IMSICK (1800 467 425)
6. ADF health services accessed through [Garrison Health Centres](#)
7. Online through ADF's [Mental Health and Psychology Services](#)
8. [ADF Chaplaincy Services](#) provide a 24/7 on-call service on 1300 DEFENCE (1300 333 362)

Thank you

Greg Moriarty  
**Secretary**  
**Department of Defence**

Angus J Campbell, AO, DSC  
**General**  
**Chief of the Defence Force**

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# AUSTRALIAN ARMY

Army Headquarters

R1-4-B003, PO Box 7902, CANBERRA BC ACT 2610

BQ14518889

See distribution

CA DIRECTIVE 03/20

## COVID-19 MANAGEMENT WITHIN ARMY

### References:

- A. CA Directive 03/20: *COVID-19 Management within Army*
- B. Army Operational Order 2020/21: *Army's Support to OP COVID-19* of 01 Apr 20
- C. Joint Directive 15/2020: *COVID-19 Defence Implementation of the 3-Step Framework for a COVIDSafe Australia*
- D. Joint Directive 12/2020: *COVID-19 Defence Travel Restrictions*
- E. Joint Directive 07/2020: *COVID-19 ADF Postings and Relocation for Temporary Duty within Australia*
- F. Joint Directive 13/2020: *COVID-19 Overseas Postings and Related Restrictions*
- G. Joint Directive 09/2020: *COVID-19 Personnel Reporting Requirements*
- H. CDF Directive 04/20: *COVID-19 Australian Defence Force Essential Activities*
- I. *Defence Force Discipline Act 1982*

## INTRODUCTION

1. The ongoing COVID-19 biosecurity emergency poses a serious threat to the health and safety of Defence personnel, all of whom are critical to the maintenance of force capability and operational effectiveness, and extensive measures have been implemented by the civil community and Defence to reduce viral risk. These measures include, but are not limited to, minimising non-essential social contact, exercising proper hygiene and practising appropriate social distancing.

## AIM

2. The aim of this Directive is to outline my requirements for all members of the Australian Army to comply with COVID-19 mitigation and management protocols as set out by Defence, and by Federal, State and Territory governments.

## CHIEF OF ARMY'S INTENT

3. **Purpose.** The Army is to remain Ready Now and Future Ready in order to effectively contribute to the national effort to control the spread of COVID-19, while continuing to maintain its global and regional commitments and contingencies.

4. **Method.** This will be achieved through compliance with COVID-19 related laws and command Directives; the exercise of sound personal judgement to protect the Army's primary capability (its people) and the Army's reputation within the Defence Force as well as its reputation amongst the general population; and through decisive command action for any non-compliance where necessary and appropriate.

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2

5. **Endstate.** The Army remains a highly disciplined force, and is seen an exemplar for controlling the spread of COVID-19.

### **IMPLEMENTATION AND APPLICATION**

6. This Directive replaces CA Directive 03/20—*COVID-19 Management within Army* (Reference A). It is effective immediately and will remain extant until amended or revoked.

7. This Directive is issued as a general order for the purposes of Reference I. Members who fail to comply with mandatory requirements set forth in this Directive will be subject to disciplinary and/or administrative action.

8. This Directive is sponsored by Chief of Staff Army Headquarters.

### **ENFORCING DIRECTIVES**

9. Directives issued by or under the authority of the CDF or a service chief and which are intended to achieve a military object or purpose, can be enforced as a lawful general order for the purpose of Reference I. Mandatory provisions of References B to H therefore constitute lawful general orders by which members are already bound.

10. All Army members are to keep up to date with, and practice to the fullest extent possible, the hygiene standards, social distancing measures and other protocols set out by Defence relating to containment, reporting and management of COVID-19.

11. Disciplinary and/or administrative action may be taken against members who fail to comply with the mandatory provisions of extant COVID-19 Directives, issued by or under the authority of the CDF or me (including but not limited to References B to H).

### **COMPLIANCE WITH COVID-19 MITIGATION AND MANAGEMENT PROTOCOLS**

12. I emphasise and direct that all Army members must, at all times:

a. Comply with any extant Federal, State and Territory laws, regulations, orders and directions relating to the containment, reporting and management of COVID-19, unless a specific written exemption has been approved. This includes, but is not limited to, compliance with control measures, requirements and restrictions on:

- (1) social distancing
- (2) quarantine
- (3) self-isolation
- (4) public gatherings
- (5) border control measures.

b. Comply with all mandatory provisions in extant COVID-19 Directives issued by or under the authority of the CDF or me (including References B to H).

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c. Comply with all lawful commands which relate to COVID-19 transmission reduction and management protocols.

13. For the avoidance of doubt, any gatherings of personnel in live-in-lines, off-base accommodation or in public, which contravene the measures referred to in paragraph 12, are prohibited.

14. Personnel are to remain cognisant of social distancing and restrictions on public gatherings when attending cafes, retail premises and other public places. Failure to adhere to extant COVID-19 mitigation and management protocols when in public can have significant reputational consequences for Army. All Army members, whether in uniform or not, are to refrain from being in a public place, where it has the ability to bring the reputation of the Army, or wider-ADF, into disrepute.

15. I expect all Army members to exercise good judgement about the conduct of ADF essential activities IAW Reference H (and any subsequent revisions or replacements).

### CONCLUSION

16. This Directive outlines the COVID-19 social distancing and other transmission mitigation protocols that all Army members must comply with. COVID-19 is an indiscriminate threat, which Army members cannot become complacent about. Army members must ensure that their actions do not contribute to the spread of COVID-19; the actions of every individual matter. I expect every Army member to remain highly disciplined and exercise sound judgement, to ensure that you, your fellow Service men and women, and your families do not become casualties of this threat.

s22

**Richard M Burr, AO, DSC, MVO**  
Lieutenant General  
Chief of Army

13 July 2020

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**JOINT DIRECTIVE 04/2020 BY THE CHIEF OF THE DEFENCE FORCE AND  
SECRETARY, DEPARTMENT OF DEFENCE**

**COVID-19: SOCIAL DISTANCING AND TRANSMISSION REDUCTION**

**INTRODUCTION**

1. Maintaining continuity of business and delivering essential capabilities remains a fundamental priority of the Department of Defence. We must, at the same time, balance this with the requirement to manage the risks associated with COVID-19, as well as continue contributing to national efforts managing the outbreak and protecting vulnerable members of our community. The principal national objective at this time is to slow and control the outbreak of COVID-19 in Australia, to limit the burden on our health system and enforcing measures to reduce transmission of the virus.

**PURPOSE**

2. The purpose of this Directive is outline social distancing and transmission reduction practices that all Defence personnel must follow regarding COVID-19. These practices are critical in the control of the COVID-19 pandemic.

3. Commanders, managers, and supervisors are to use this document to inform risk assessment and decision making in implementing social distancing and transmission reduction measures across the department. It is essential that any advice commanders, managers, and supervisors provide is consistent with the advice in [Annex A](#). This advice is based on the best available evidence at this time. It is likely that these measures will need to be sustained for a period of six months or longer.

**SOCIAL DISTANCING PRINCIPLES**

4. COVID-19 is a contagious viral infection that causes mild respiratory illness in most people. Individuals can present with a range of symptoms from very mild fever, sore throat, runny nose, and aching through to more severe symptoms of respiratory compromise with potentially life-threatening complications. Vulnerable people are at particular risk of developing severe illness.

5. COVID-19 is spread by contact with respiratory droplets (droplet transmission) produced, for example, when an infectious person coughs or sneezes, as distinct from airborne transmission.

6. Social distancing helps slow the spread of viruses such as COVID-19 by reducing the exposure of individuals to droplets.

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7. Individual behaviour is crucial to controlling the spread of COVID-19. High levels of personal hygiene, social distancing, early self-isolation, and seeking medical advice (remotely, unless symptoms are severe) are key.
8. The current Australian Government recommendations on social distancing are designed to reduce transmission between individuals and to minimise the number of people who may require isolation. This will also reduce unnecessary testing, further reducing the burden on the health system. Implementing these measures early will assist to slow the spread of COVID-19 from local clusters to other areas. [Annex B](#) provides an overview of how social distancing will contribute to achieving this national objective.
9. To reduce the risk of contact with respiratory droplets, individuals should maintain a distance of 1.5 metres (m) from others.
10. **Indoor gatherings.** Non-essential indoor gatherings of 100 people or more are not permitted until further notice. The following must also be observed:
  - a. There must not be a density of more than one person per 4 square metres (4m<sup>2</sup>) of floor space in any venue to ensure that there is adequate separation between individuals.
  - b. Time spent in a closed space must be limited to four hours for a seated occasion (e.g. meetings, training sessions, meals), or two hours for an event where individuals are moving around and interacting (e.g. leadership workshops, awards presentations). This is to reduce contact between individuals and limit contamination of surfaces.
11. **Outdoor gatherings.** Gatherings outdoors of 500 people or more are not permitted until further notice. Further, there must not be a density of more than one person per 4m<sup>2</sup> in any occupied space.
12. [Annex C](#) provides a risk-informed decision tool for assessment of public gatherings. This tool is to be used by Groups and Services when reviewing the requirement for planned activities.
13. Personnel who are at higher risk of severe disease (e.g. those with a chronic illness or the elderly) should seek personalised advice from their healthcare provider on how best to manage their health risks during this time. Commanders, managers, and supervisors must take into consideration these recommendations when making workplace arrangements.
14. While social distancing is the focus of this Directive, hand hygiene as well as cough and sneeze etiquette is equally as important in reducing transmission (outlined in [Annex A](#)).

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## IMPLEMENTATION

15. This Directive is effective immediately and will remain extant until amended or withdrawn by us.

16. This Directive is sponsored by Lieutenant General JJ Frewen, Head COVID-19 Taskforce, and Rear Admiral Sarah Sharkey, Surgeon General Australian Defence Force.

s22

**Greg Moriarty**  
Secretary

18 March 2020

s22

**Angus J Campbell**  
General  
Chief of the Defence Force

18 March 2020

### Annexes:

- A. Social distancing and transmission reduction advice
- B. The impact of social distancing and transmission reduction intervention on the spread of COVID-19
- C. COVID-19 - Risk-informed decision tool for assessment of public gatherings

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ANNEX A TO  
JOINT DIRECTIVE 04/2020  
MAR 20

## SOCIAL DISTANCING AND TRANSMISSION REDUCTION ADVICE

### Actions for individuals to reduce exposures and stay healthy

1. In times of high transmission, the most effective preventive strategies are simple social and hygiene behaviours which will also protect against other communicable diseases such as influenza. You must:
  - a. Wash your hands frequently with soap and water for 40 seconds, before and after eating, and after going to the toilet. Make sure your hands are dried well afterwards.
  - b. Consider additional hand sanitising with alcohol-based hand rub for 20 seconds. Your hands are safe when they are dry.
  - c. Cover your cough and sneeze with the crook of your elbow or a disposable tissue, dispose of tissues immediately, and then wash or sanitise your hands.
  - d. Stop greeting people by shaking hands or kissing.
  - e. Avoid touching your face with your unwashed hands.
  - f. Stay at home if you are unwell.
  - g. Consider vaccination against influenza.
  - h. Avoid crowds where possible, and maintain a distance of 1.5m from others when in public.
2. The wearing of surgical masks is only helpful when worn by people who are infectious and in the healthcare setting. If you are well, you should not wear a face mask unless specifically directed to under health or other biosecurity advice.

### Cleaning and sanitation

3. Estate and Infrastructure Group (E&IG) will assess the required frequency of cleaning of communal work and living-in areas, as well as supply cleaning products to work areas.
4. Individuals have a responsibility for their own hygiene. As an interim measure, individuals (or units) will need to supply their own cleaning products for their workstation or accommodation. Individuals are to:
  - a. Undertake daily cleaning of their own workstation and live-in accommodation.
  - b. Clean the workstation before and after use if more than one person uses it.
  - c. Clean high touch services (e.g. light switches, door handles, countertops, chair backs) regularly.
5. **Communal use items.** Shared Personal Protective Equipment must undergo appropriate disinfection procedures after use. All individuals are to carry their own pen, and all communal pens are to be discarded.

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**Commanders, managers, and supervisors responsibilities and guidance**

6. Commanders, managers, and supervisors are to ensure social distancing principles are adhered to in determining the optimal workplace arrangements. The primary objective is to maintain the health and readiness of the workforce. Commanders, managers, and supervisors must:

- a. Consider alternatives to face-to-face meetings and training.
- b. Use teleconferencing/videoconferencing if possible.
- c. Minimise the number of people in physical attendance if face-to-face meetings are essential.
- d. Keep meeting durations to less than four hours, and make sure the room is large enough so that there is no more than one person per 4m<sup>2</sup>. This is to ensure adequate separation between individuals, reduce interactions and limit contamination of surfaces.
- e. Consider alternate venues, such as larger spaces or outdoors venues.
- f. Review the [cleaning and sanitising procedures](#) below and ensure that adequate hand washing facilities (basins, liquid soap, and paper towel/hand dryers) or hand sanitiser dispensers are available in the workplace or venue.
- g. Consider limiting the attendance of personnel from core skill groups at the same event or occasion to preserve the continuity of critical functions.
- h. Work with contractors and the external workforce to best meet the intent of these principles.

7. **Work hours and flexible work arrangements.** Traditional working hours may be difficult to sustain during this phase, and work should be arranged to outcomes, not to set work hours. Consider:

- a. Flexibilities such as staggering the work arrangements for your team, particularly if you are in a workplace such as a ship where maintaining the social distancing requirements may be more challenging.
- b. The types of work that can be conducted from home. Note that personnel on home-located work arrangements should be made aware of [WHS policies](#) to ensure their health and wellbeing, and of protective security management. Personnel should complete the [home-based WHS self-assessment](#) to identify any risks associated with any home-located work arrangements.

8. **Mandatory and other workplace related training.** All mandatory and other training should be provided on-line, or via A/V-link, where possible rather than in the classroom setting.

9. **Workstations arrangements.** Individuals are to be seated 1.5m apart where feasible. This may require workstations to be separated by 1.5m, or individuals to be seated at alternative workstations. Commanders, managers, and supervisors should make every effort to meet the intent of the social distancing principles, and conduct a risk assessment if they are unable to meet them.

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10. If less than 1.5m apart:
  - a. Alternative measures need to be implemented, including staggering work times and alternative working arrangements (such as working from home).
  - b. The presence of physical barriers between desks that are close together (e.g. partitions) will sufficiently reduce the risk of droplet spread where desks are less than 1.5m apart.
11. **ICT systems.** ICT systems such as DREAMS and teleconferencing systems can facilitate social distancing measures. In planning workplace contingencies:
  - a. Consider the sustainability of IT systems when implementing alternative work arrangements.
  - b. Be aware of CIOG's plan to support additional DREAMS tokens/ access (iPhone), devices, and teleconferencing capabilities.
  - c. Commanders, managers, and supervisors are to approve DREAMS token requests in accordance with Group or Service priorities.
12. **Actions for managing critical functions and personnel.** More stringent containment measures may be considered to ensure the workforce delivering critical functions is preserved. Continuity plans for managing personnel who perform these functions will identify specific measures such as:
  - a. Directing some personnel/groups not to attend meetings in person, especially individuals with specific skillsets or those in critical appointments, for whom even a two-week isolation period would compromise strategic objectives.
  - b. Dispersing critical work functions across multiple locations.
  - c. Identifying alternative personnel who can deliver the function.
  - d. Directing personnel to work from home, if possible.
13. Separate direction will be provided by the Surgeon General Australian Defence Force for the management of personnel working in the delivery of healthcare.
14. **Transport.** If Defence personnel are unwell, the individual should stay at home and not travel unless seeking medical care. The 100 person indoor limit does not apply to essential travel. Vulnerable people should not undertake travel at all.
15. The risk of acquiring COVID-19 on aircraft is low. However all non-essential air travel should be cancelled in order to minimise the movement of people who are unknowingly incubating the virus to other communities.
16. Commanders, managers, and supervisors must apply the following advice to travel for meetings, training, exercises, and planning conferences:
  - a. Where travel is considered essential, decision makers should consider the potential impact of the traveling staff member subsequently requiring quarantine, isolation, or becoming unwell.

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- b. All returning overseas travellers will need to comply with the Australian Government directed 14 days self-isolation, or other State/Territory direction.
  - c. Travel advice and current travel warnings on the Smart Traveller website must be observed.
17. Use of private transport to get to work is the preferred mode of transport to limit exposure to COVID-19, however it is recognised that many Defence member use public transport. As such, commanders, managers, and supervisors must:
- a. Consider staggering start and finish times to reduce the risk of overcrowding on public transport.
  - b. Consider remote or home work arrangements.
  - c. Ensure service transport vehicles are frequently cleaned, particularly high frequency touch points.
18. Commuters must practice hand hygiene and social distancing where possible.
19. Long distance bus or train service pose a higher risk, and should be reconsidered if not essential.
20. **Taxi and ride share vehicles.** If possible, passengers should sit in the back seat. The air conditioner/ heating setting should be set to external flow, as opposed to recycled.
21. Separate guidance will be issued relating to domestic and international air travel. Travel in relation to operations will be on the advice of CJOPS.
22. **Actions for events, gatherings and other activities.** Public gatherings may result in large numbers of people being in close contact for extended periods of time and can contribute to the spread of COVID-19. The decision to proceed with an event or to restrict, modify, postpone or cancel the event should be based on a thorough risk assessment. This includes for conferences and social events.
23. **Indoor gatherings.** Non-essential indoor gatherings of 100 people or more are not permitted until further notice. The following must also be observed:
- a. There must not be a density of more than one person per 4m<sup>2</sup> of floor space in any venue to ensure that there is adequate separation between individuals.
  - b. Time spent in a closed space must be limited to four hours for a seated occasion (e.g. meetings, training sessions, meals), or two hours for an event where individuals are moving around and interacting (e.g. leadership workshops, awards presentations). This is to reduce contact between individuals and limit contamination of surfaces.
24. **Outdoor gatherings.** Gatherings outdoors of 500 people or more are not permitted until further notice. Further, there must not be a density of more than one person per 4m<sup>2</sup> in any occupied space.
25. [Annex C](#) provides a risk-informed decision tool for assessment of public gatherings. This tool is to be used by Groups and Services when reviewing the requirement for planned activities.

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26. The Defence Work Experience program will cease until further notice.
27. Graduation parades and other public parades can be held if they comply with social distancing principles. However, no member of the public is to attend until 30 September 2020. This includes Defence personnel who are attending because of a personal connection with a graduate. In the meantime, parades can be recorded and the footage provided to members of the public.

**Actions for sporting activities and the use of gyms**

28. ADF sporting activities sponsored by the ADF Sport Cell will cease until further notice.
29. Participants should not attend or participate in sport or attend the gymnasium if they:
- are unwell
  - have travelled internationally or been exposed to a person with COVID-19 in the preceding 14 days
  - are in a vulnerable demographic (chronic illness or are immunosuppressed)
30. Organised sport should be cancelled where it involves travel beyond the local community. Contact sports have a greater risk of transmission than other sports and should be cancelled.
31. All participants in sporting activities must:
- Ensure high levels of personal hygiene (no sharing drink bottles, handshaking, hugging etc).
  - Minimise physical contact and practice social distancing.
  - Avoid pre- and post-match celebrations.
  - Ensure density of people in change rooms is maintained at no more than one person per 4m<sup>2</sup>.
32. Group physical training (PT) activities should comply with social distancing principles, including minimising physical contact between people, maximising space between people and minimising the sharing of equipment.
- An outdoor location for group PT is preferred.
  - Equipment must be thoroughly cleaned after use by each individual.
  - Equipment must not be shared by individuals during the activity unless adequate time and facilities for cleaning is provided.
33. **Swimming pools.** There is no evidence that the virus will survive in well managed and maintained pools that are chlorinated in accordance with Australian standards and guidelines. People should minimise time spent in the facility outside of the pool and comply with social distancing and personal hygiene measures when in change rooms and outside the pool. Shower with soap before attending the facility.

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34. For further clarification on the conduct of and participation in sport please contact ADF Sports Cell.

35. E&IG will ensure that gymnasiums have appropriate cleaning products available in adequate quantities, and hand sanitiser dispensers in each room.

**Actions in dining messes and base cafeterias**

36. The primary transmission route for COVID-19 is person to person, and there is therefore a risk that it may be transmitted via utensils or plates that have been handled by someone who has COVID-19.

37. All catering staff are to not attend work if they feel unwell. All food is to be prepared by staff trained in safe food handling practices and appropriate hand washing facilities are to be accessible for staff.

38. Mess and café managers must provide alcohol based hand rub or dedicated handwashing facilities (basins, liquid soap and paper towel/hand dryers) at the entrance of each dining space. 100% compliance with handwashing must be ensured on entering the facility.

39. Mess and café managers should ensure the venue complies with social distancing principles, which include:

- a. No more than 100 people at a time are to be seated in a single room, and a density of no more than one person per 4m<sup>2</sup> of floor space is permitted in any room.
- b. Seats are to be positioned at least 1.5m apart in dining halls.

40. To achieve this, mess managers may need to consider lengthening meal times and alternate dining arrangements, such as expanding the facility to utilise outdoor areas.

**Actions for social venues, pubs, clubs**

41. The total number of people in a venue, including staff, must be fewer than 100 per uninterrupted space and accommodate no more than one person per 4m<sup>2</sup>.

**Actions for training establishments**

42. Commanders, managers, and supervisors in training establishments must comply with social distancing principles, which include:

- a. Training and education should be provided on-line, or via A/V-link, where possible rather than in the class-room or theatre setting.
- b. No more than 100 people in a lecture theatre at any one time.
- c. A density of no more than one person per 4m<sup>2</sup> of floor space is permitted in any room.
- d. Lectures or classes should not last longer than 4 hours.
- e. Consider outdoor training opportunities.

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- f. Reconsider the need to conduct practical training that requires physical interaction, and limit the sharing of equipment.

**Actions for ADF Cadet units**

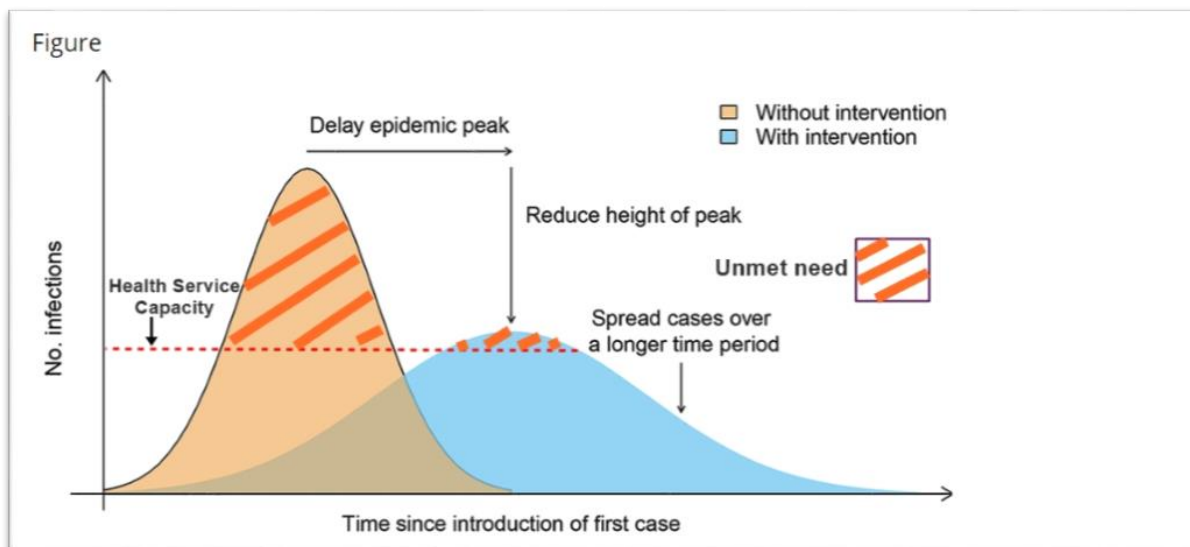
- 43. School-based units can continue cadet activities that are part of normal school curriculum provided they comply with the social distancing policy of the school and do not interact with other Cadet units.
- 44. Adult volunteers within the cadet organisations may continue to undertake activities such as adult leader development courses and planning but should comply with social distancing principles.
- 45. Special program cadet unit activities endorsed by Service Chiefs can continue but should comply with social distancing principles.
- 46. At this time, all other ADF Cadet activities are cancelled until further notice.

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ANNEX B TO  
JOINT DIRECTIVE 04/2020  
MAR 20

**THE IMPACT OF SOCIAL DISTANCING AND TRANSMISSION REDUCTION  
INTERVENTION ON THE SPREAD OF COVID-19**

1. Social distancing is one of the key measures currently being utilised to limit the transmission of COVID-19 in Australia. While social distancing will not completely control the transmission of COVID-19, every measure taken by individuals, institutions, or agencies to reduce the spread of infection will contribute to reducing the burden on Australia's health system.
2. Slowing the spread of COVID-19 will reduce the risk that Australia's health system will be overwhelmed, which means it can continue to provide its essential functions to the community and cope with the additional burden of those who become ill with COVID-19. The sickest people in our community will be able to access the care that they need and many deaths will be avoided.
3. The figure below demonstrates the impact of effective social distancing and transmission reduction interventions on the timing and amplitude of the peak burden of disease. It is important to note the intent to ensure the disease burden does not exceed the capacity of the health system to manage. This will by necessity result in an overall increased duration of the epidemic.



Source: NSW Department of Health

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**OFFICIAL****ANNEX C TO  
JOINT DIRECTIVE 04/2020  
MAR 20****RISK-INFORMED DECISION TOOL FOR ASSESSMENT OF PUBLIC  
GATHERINGS**

1. The decision to proceed with an event or to restrict, modify, postpone or cancel the event should be based on a thorough risk assessment. This involves assessing the epidemiology, related impacts, and the importance of each of the factors involved in the risk assessment. Consider and document all other aspects of the event that may be relevant the assessment. This tool has been prepared by the Commonwealth Department of Health.

**Instructions**

2. **Step 1.** Answer the questions below and apply the score for each component of the risk considerations. Total the score and review the assessed risk. If there are risk mitigations to be considered proceed to Step 2.

**RISK CONSIDERATIONS WHEN ASSESSING A PUBLIC GATHERING**

<b>Epidemiology</b> <i>Score each 'yes' as indicated. Seek advice through local garrison health facility or supporting health unit if unknown</i>	<b>Yes/No</b>	<b>Score</b>
Where the event is to be held there are cases due to importations but limited local transmission (20 points)		
Where the event is to be held there are localised outbreaks and some sustained human-to-human transmission.(50 points)		
Where the event is to be held there is widespread sustained transmission.(50 points)		
<b>Population attending the event</b> <i>Score each 'yes' as indicated</i>	<b>Yes/No</b>	<b>Score</b>
Are persons attending the event coming from regions where there is community transmission of COVID-19 or from countries with unreliable surveillance of the disease? (30 points)		
Are persons attending the event from demographic groups at greater risk of severe disease, such as older adults? (30 points)		
Are persons attending the event members of critical infrastructure roles, such as healthcare workers? (30 points)		
<b>Size of the event</b> <i>Score each 'yes' as indicated</i>	<b>Yes/No</b>	<b>Score</b>
The group attending will be < 50 people (10 points)		
The group attending will be 51 - 500 people (20 points)		
The group attending will be 501- 2000 people (30 points)		
The group attending will be 2000 -10,000 (40 points)		
The group attending will be more than 10,000 (50 points)		
<b>Other aspects of the event likely to impact transmission</b> <i>Score each 'yes' as indicated</i>	<b>Yes/No</b>	<b>Score</b>
Is the event held indoors? (20 points)		
Does the event run over multiple days? (20 points)		



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Will there be crowding (participants are unlikely to be able to maintain distance of 1.5 metres throughout the event)? (20 points)		
Does the event involve activities likely to promote transmission (Activities that could contribute to spread: singing, cheering, close physical contact such as when participating in contact sports, sharing food or beverages, share physical objects (i.e. pens) or fill out forms (registration, electoral information)? (30 points)		
<b>TOTAL</b>		

**RISK ASSESSMENT**

High Risk	>150
Medium Risk	>100
Lower Risk	0-100

IF RISK MITIGATIONS NEED TO BE CONSIDERED, PROCEED TO STEP 2. BELOW

**RISK MITIGATIONS**

3. **Step 2.** Answer the questions below and apply the score for each component. Total the score and subtract from the total obtained at Step1 for your final risk assessment.

<b>Are there risk mitigations in place which are likely to reduce transmission</b> <i>Score each 'yes' as indicated. 'Unknown' equates to a 'No'</i>	<b>Yes/No</b>	<b>Score</b>
Is the event going to support appropriate hygiene measures (Provide sanitising hand rub dispensers, regularly refill, provide washing facilities, tissues and bins for disposal)? (5 points)		
Is the event going to promote appropriate hygiene measures (signage and other advice around appropriate hygiene and respiratory behaviours)? (5 points)		
Is the event able to support and promote appropriate behaviours (provide information and advice on appropriate respiratory and hygiene measures, to not attend if unwell, to not attend if exposed to an infected person or have travelled to a high risk area in the two weeks before the event)? (10 points)		
Is the event able to ensure appropriate social distancing? (20 points)		
Are event organisers able to contact and communicate and provide advice to participants before, during and after the event? (10 points)		
Are event organisers planning to undertake relevant training for staff? (5 points)		
Is the cleaning program sufficient to reduce risk of transmission at in high risk and other areas? (10 points)		
Has the event included health advice throughout planning phases? (5 points)		
<b>TOTAL</b>		

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**RISK ASSESSMENT**

High Risk	>150
Medium Risk	>100
Lower Risk	0-100

**The Step 1 Total - Step 2 Total = Final risk assessment score**

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**JOINT DIRECTIVE 05/2020 BY THE CHIEF OF THE DEFENCE FORCE AND  
SECRETARY, DEPARTMENT OF DEFENCE**

**COVID-19: OVERSEAS TRAVEL**

**Reference:**

- A. Joint Directive 04/2020 *Social distancing and transmission reduction*
- B. DEFGRAM 126/2020 COVID-19 *Defence Travel Advice*

**INTRODUCTION**

1. The National Security Committee of Cabinet has raised the advice for all overseas travel to Level Four - Do Not Travel. The Governor-General has declared a human biosecurity emergency, given the risks of COVID-19 to human health and the need to control its spread in Australia. The Government announced that as of 12:00am AEDT Monday, 16 March 2020, all incoming international travellers are to self-isolate for 14 days.

**PURPOSE**

2. The purpose of this Directive is to provide direction on all overseas travel to be undertaken by Defence personnel in response to the rapidly evolving COVID-19 situation.

**OFFICIAL TRAVEL**

- 3. This Joint Directive **does not apply** to personnel travelling on, or in support of, operational tasking mandated by the Chief of Joint Operations.
- 4. Effective immediately, all Defence personnel are directed not to travel overseas on official travel until further notice, due to the Level Four travel restrictions.
- 5. Defence personnel currently overseas on official travel are to return to Australia as soon as possible. All isolation requirements are to be followed as determined by the Australian Government and in accordance with Department of Health guidelines.
- 6. As the current situation evolves, further direction will be provided to non-operational personnel posted overseas.
- 7. Defence personnel should not undertake domestic official travel unless considered essential for operational requirements. Use of alternate methods of communication is preferred.

**PRIVATE TRAVEL**

8. **Permanent ADF Members.** Effective immediately, ADF members are directed to not undertake private overseas travel. All locations outside Australia are now considered to be

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restricted destinations (Do Not Travel) in accordance with Defence Determination 2016/19 Conditions of Service as replicated in PACMAN 1.3.68.

9. DFAT advises that Australians who are already overseas who wish to return to Australia should do so as soon as possible. ADF members currently overseas on private travel arrangements will be required to isolate upon return to Australia in accordance with Department of Health guidelines. Short absence from duty will be granted for this purpose. Extant medical absence provisions apply for members who become diagnosed with COVID-19.

10. ADF members who are now unable to travel overseas due to the restrictions may seek to take their leave in a domestic location or may request to cancel their leave. A member's request to cancel their leave will not constitute a recall to duty for operational purposes. Therefore, reimbursement for unrecoverable costs associated with the cancellation of travel will not be available.

11. Commanders and managers are to contact ADF members currently undertaking private travel overseas to confirm arrangements for the members' return to Australia.

12. **APS Employees and ADF Reservists.** APS employees should reconsider all overseas private travel in accordance with the latest Do Not Travel advice, detailed on [Smartraveller](https://www.smartraveller.gov.au/crisis/covid-19-and-travel)<sup>1</sup>.

13. DFAT advises that Australians who are already overseas who wish to return to Australia should do so as soon as possible. Effective 19 March 2020, any APS employee who undertakes private overseas travel, despite the Government's Do Not Travel announcement, will use their own accrued annual or long service leave for the purposes of the 14 days self-isolation on return to Australia. If accrued annual or long service leave is not available, employees will need to access leave without pay. If the employee is or becomes unwell, personal leave may be accessed with appropriate medical evidence. Work from home arrangements may be negotiated with supervisor agreement, if the employee is well.

#### IMPLEMENTATION

14. This Directive is effective immediately and will remain extant until amended or withdrawn.

15. This Directive is sponsored by Fiona McSpeerin, Assistant Secretary, People Policy and Employment Conditions. This Directive is to be reviewed by 30 September 2020 or if arrangements significantly change.

s22

Greg Moriarty  
Secretary

19 March 2020

s22

Angus J Campbell  
General  
Chief of the Defence Force

19 March 2020

<sup>1</sup> <https://www.smartraveller.gov.au/crisis/covid-19-and-travel>

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**JOINT DIRECTIVE 06/2020 BY THE CHIEF OF THE DEFENCE FORCE AND  
SECRETARY, DEPARTMENT OF DEFENCE**

**COVID-19: DOMESTIC TRAVEL**

**INTRODUCTION**

1. Maintaining continuity of business and delivering essential capabilities remains a fundamental priority of the Department of Defence. We must, at the same time, balance this with the requirement to manage the risks associated with COVID-19, as well as contributing to national efforts managing the outbreak and protecting vulnerable members of our community.

**PURPOSE**

2. The purpose of this Directive is to provide direction on domestic travel undertaken by ADF members and APS employees (Defence personnel) in support of national efforts to limit the burden on the Australian health system, and enforcing measures to reduce transmission of COVID-19.

**DOMESTIC OFFICIAL TRAVEL ARRANGEMENTS**

3. Defence personnel are encouraged to limit all official (business) travel.
4. This Joint Directive does not apply to:
  - a. personnel travelling on, or in support of, operational tasking by the Chief of Joint Operations
  - b. travel associated with enlistment, appointment to, or separation from, the ADF
  - c. reunion travel for Members with Dependents (Unaccompanied)
  - d. travel granted for urgent compassionate circumstances
  - e. other conditions of service travel
5. Defence personnel currently on domestic official (business) travel are to return to their posting location as soon as reasonably practicable.

**DOMESTIC PRIVATE TRAVEL ARRANGEMENTS**

6. All Defence personnel should re-consider any plans for private travel for recreational purposes. All personnel should support national efforts to reduce the transmission of COVID-19 limiting domestic travel where possible.

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## IMPLEMENTATION

7. This Directive is effective immediately and will remain extant until amended or withdrawn.
8. This Directive is sponsored by Ms Fiona McSpeerin, Assistant Secretary, People Policy and Employment Conditions. This Directive is to be reviewed by 30 June 2020 or if circumstances significantly change.

s22

**Greg Moriarty**  
Secretary

*20* March 2020

s22

**Angus J Campbell**  
General  
Chief of the Defence Force

*20* March 2020

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**JOINT DIRECTIVE 07/2020 BY THE CHIEF OF THE DEFENCE FORCE AND  
SECRETARY, DEPARTMENT OF DEFENCE**

**COVID-19: AUSTRALIAN DEFENCE FORCE POSTINGS AND RELOCATION  
FOR TEMPORARY DUTY WITHIN AUSTRALIA**

**Reference:**

A. Joint SEC/CDF Directive 06/2020 COVID-19: Domestic Travel

**INTRODUCTION**

1. The posting and relocation for temporary duty of Australian Defence Force (ADF) personnel generates a significant volume of domestic travel each year. While the main posting cycle occurs in the December/January period, postings and relocations for temporary duty also occur throughout the year, particularly associated with completion of training courses. The need to limit domestic travel during the COVID-19 pandemic requires careful consideration of essential travel and the deferral of non-essential postings and temporary duty that requires domestic travel.

**PURPOSE**

2. The purpose of this Directive is to limit postings, and relocation for temporary duty, of ADF personnel with an effective date that would require domestic travel to an interstate or intrastate locality during the COVID-19 pandemic.
3. This Directive does not apply to:
  - a. force assignment for operations
  - b. posting of ADF personnel to or from an international location
  - c. relocation of Australian Public Service (APS) personnel.

**BACKGROUND**

4. Defence has a responsibility to reduce the risk of community transmission of COVID-19; Defence personnel have been encouraged to limit all official domestic travel as a result (reference A). Posting and relocation for temporary duty decisions that would result in a requirement for an ADF member to travel to a new posting or duty locality must be considered against a backdrop of State and Territory restrictions on cross border travel and/or restrictions on movement within a State or Territory.

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5. In line with Government and community expectations, the ADF is required to consider whether postings and temporary duty that will necessitate travel to a new posting or duty locality are essential, or whether other arrangements can be made. The ADF must also consider the nature of the ADF as an essential national capability and the need to continue force generation, and in particular the need to post personnel who are completing initial entry and trade training to ADF units to meet directed levels of capability. It is estimated that there will be over 6000 postings in the April-June 2020 period, most of these being from training, and therefore active consideration is required to maintain force generation.

### INTENT

6. ADF personnel are not to be posted or relocated for temporary duty to a locality that will require travel to a different State or Territory, or to an area within a State or Territory that is subject to COVID-19 movement restrictions, with an effective date that falls within the duration of this directive, unless **essential** for the preservation of capability and force generation requirements, or for compelling compassionate reasons. The effective date of routine and non-essential postings and temporary duty necessitating such travel will be deferred while restrictions remain in force.

### CONSIDERATIONS

7. The following considerations apply to determining whether a posting or relocation for temporary duty is **essential**:

- a. contribution to meeting capability preparedness requirements
  - b. support to Defence critical functions identified in the Defence or Service Business Continuity Plan
  - c. impact on force generation
  - d. compelling compassionate reasons.
8. Posting authorities should also consider:
- a. whether a posting or relocation for temporary duty can be practically effected, having regard to any limitations on Defence arrangements for removal of personal effects to the new locality
  - b. the impact of State or Territory restrictions on cross-border movement
  - c. whether a posting or temporary duty can be effected in a manner that does not require domestic travel (e.g. through remote working arrangements)
  - d. discussing with the ADF member any implications for their dependents, including unaccompanied posting, conditions of service, and support options and needs (e.g. Defence Community Organisation)
  - e. the extant Departmental and Government direction regarding COVID-19 at the time of the decision, including restrictions on official travel and the impact of social distancing, quarantine and self-isolation requirements.

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9. When approving a routine or non-essential posting with an effective date beyond the current expected duration of this Directive, posting authorities should consider the potential for restrictions to be extended.

10. This Directive does not impact the conditions of service for ADF personnel regarding dependents accompanying a posted member.

11. Guidance around reunion travel for Members with Dependents Unaccompanied (MWD(U)) personnel will be issued separately given there are a range of capability and conditions of service issues.

### AUTHORITY

12. The decision to post or relocate for temporary duty to a locality that will require travel to a different State or Territory, or to an area within a State or Territory that is subject to COVID-19 movement restrictions, with an effective date that falls within the duration of this directive, will be made by the Director General Personnel for Navy and Air Force (DGNP and DGPERs-AF respectively) and the Director General Career Management Agency (DG-CMA) for Army, or by their delegate not below the rank of O6.

### IMPLEMENTATION

13. This Directive is effective immediately and will remain in effect for six months, with review at three months.

14. The point of contact for this Directive is Commodore Michele Miller, RAN, Chief of Staff, Australian Defence Force Headquarters, email: cos.adfhq@defence.gov.au.

s22



**Greg Moriarty**  
Secretary

25 March 2020

s22



**Angus J Campbell**  
General  
Chief of the Defence Force

25 March 2020

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**JOINT DIRECTIVE 08/2020 BY THE CHIEF OF THE DEFENCE FORCE AND  
SECRETARY, DEPARTMENT OF DEFENCE**

**COVID-19: AMPLIFICATION OF TRAVEL RELATED POLICIES**

**References:**

- A. Joint SEC/CDF Directive 07/2020 COVID-19: *Australian Defence Force Postings and Relocation for Temporary Duty Within Australia*
- B. Joint SEC/CDF Directive 06/2020 COVID-19: *Domestic Travel*
- C. Joint SEC/CDF Directive 05/2020 COVID-10: *Overseas Travel*

**INTRODUCTION**

1. The Australian Government has implemented strict travel measures in order to reduce the transmission of COVID-19. Defence must support these national efforts through observing these measures, while continuing to maintain operational effectiveness.

**PURPOSE**

2. The purpose of this Directive is to provide direction on all travel undertaken by ADF members and APS employees (Defence personnel). This Directive supersedes and replaces Joint Directive 05/2020 and Joint Directive 06/2020 which are hereby cancelled.

**TRAVEL RESTRICTIONS**

- 3. Ongoing Defence vigilance is required to assist national efforts to reduce the transmission of COVID-19.
- 4. This Joint Directive does not apply to:
  - a. personnel travelling on, or in support of, operational tasking by the Chief of Joint Operations
  - b. travel granted for compassionate circumstances
  - c. travel for postings and relocation for temporary duty within Australia for which Joint Directive 07/2020 (Reference A) applies.

**OFFICIAL TRAVEL**

- 5. On 24 March 2020, the Prime Minister announced a ban on all overseas travel, with few exceptions.
- 6. Defence personnel currently on domestic official (business) travel are to return to their posting or normal duty location as soon as possible and in accordance with any instructions from their chain of command.

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7. Course sponsors, who are supporting short-duration training for ADF personnel away from their home locality are to consider the orderly suspension of the activity and return of those personnel to their normal place of duty. Only essential training activities may continue, and such continuation must strictly adhere to social distancing and interstate quarantine restrictions upon the return of workforces. Short training courses yet to commence are to be suspended until further notice and ADF personnel are not to travel. Exclusions for conduct of courses may only be granted by Deputy Service Chiefs where outcomes are considered critical to the sustainment of long term capability.

### OVERSEAS TRAVEL

8. Government direction is that Australian citizens and permanent residents must not leave Australia. All Defence personnel are to follow this direction, excepting those detailed in paragraph 4 of this Directive.

### DOMESTIC PRIVATE TRAVEL ARRANGEMENTS

9. Defence personnel seeking approval for private domestic travel are expected to comply with all State, Territory and Federal Government travel restrictions and instructions.

#### APS employees – private travel

10. APS employees should carefully re-consider any plans for private travel outside their local area during this time, in accordance with Government restrictions and instructions. The Government has advised that all Australians should only undertake essential travel and should not travel to vulnerable communities. Employees are expected to comply with all State, Territory and Federal Government restrictions, including any self-isolation requirements.

#### ADF members - private travel

11. All ADF members are to comply with all State, Territory and Federal Government travel restrictions and instructions, including any isolation requirements. **ADF members are not to undertake private travel outside their local area, as defined by local Commanders, when not required for duty, including on weekends, until further notice.** Administrative or disciplinary action may be taken against members who travel in contravention to Government restrictions and this Joint Directive.

12. ADF members who are now unable to undertake travel due to the restrictions may choose to take their leave in their current location, or cancel the leave request. Unless recalled to duty for operational purposes, reimbursement for unrecoverable costs associated with the cancellation of travel will not be available.

#### ADF members - Defence funded travel, including MWD (U) provisions.

13. Defence will not facilitate or fund travel to locations that will result in non-compliance with Government restrictions. This is with the exception of travel that meets any tests for exceptional circumstances set by the relevant State or Territory or Federal Government or as detailed in paragraph 4 of this Directive. Requests for members to travel to their dependant's location (for example, MWD(U) reunion travel or recreation leave travel 'Next of Kin travel') may only be considered by Commanding Officers by exception, subject to capability requirements.

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14. If State, Territory and Federal Government travel restrictions permit some movement (e.g. only with a 14 day quarantine), essential travel to these locations may only be approved if:

- a. the travel and subsequent restrictions do not adversely impact Defence capabilities
- b. the individual is able to work remotely from that location for an uncertain period.

15. The above criteria are to be applied in approving reunion re-location (one-way travel approvals). If it is assessed by the Commanding Officer that the member cannot be effective working remotely, but the extended absence from the work location can be permitted, their travel must only be approved with an associated granting of Recreation Leave or other accrued leave. Failing this, their travel request is to be denied.

### IMPLEMENTATION

16. This Directive is effective immediately and will remain extant until amended or withdrawn.

17. This Directive is sponsored by Ms Fiona McSpeerin, Assistant Secretary, People Policy and Employment Conditions. For ADF Commanders and members, issues with this Directive are to be fed back through the Chain of Command to the Service Headquarters Chief of Staff, and if necessary, for sponsoring to People Policy and Employment Conditions for Secretary and CDF consideration. This Directive is to be reviewed by 30 June 2020 or earlier if circumstances significantly change.

s22



**Greg Moriarty**  
Secretary

27 March 2020

s22



**Angus J Campbell**  
General  
Chief of the Defence Force

27 March 2020

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# CHIEF OF THE DEFENCE FORCE

EC20-001259

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## CDF DIRECTIVE 04/2020

### COVID-19: AUSTRALIAN DEFENCE FORCE ESSENTIAL ACTIVITIES (ISSUE 1)

#### INTRODUCTION

1. The ADF is designated as an essential service to support the Government and the Australian people during the COVID-19 pandemic. However, **not every part of the ADF is essential in the current response to COVID-19**. We, like all Australians, are responsible for cutting the transmission chains for COVID-19 and our people must have a clear understanding of what this means for them, their workplace, and their community.

#### BACKGROUND

2. On Sunday 29 March 2020, the Prime Minister announced additional community measures to prevent the spread of COVID-19. Public gatherings, excluding household members, were reduced to a maximum of two people.

3. While the Government's restriction on public gatherings does not apply to essential workplaces like Defence, it is incumbent on the ADF to ensure that any gatherings of our people are only for **ADF essential activities**. These activities, to the maximum extent possible, must accord with the directions in Joint Directive 04/2020 on social distancing and transmission reduction. ADF members must also comply with Government, State and Territory quarantine/isolation and border control measures, unless a specific written exemption has been approved.

#### DIRECTION

4. In the context of the COVID-19 pandemic, the following are **ADF essential activities**:
- a. Operation COVID-19 ASSIST campaign plan
  - b. Government directed operations
  - c. direct support to, preparation for, and sustainment of, Government directed operations
  - d. maintenance of high readiness contingency forces as per the CPD, held at or less than 72 hours Notice to Move
  - e. near regional engagement under the Attaché Corps and the evolved Defence Cooperation Program
  - f. force generation, via *ab initio* training and critical/at risk trade training, to maintain and sustain capability

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g. WHS compliance, health, medical, chaplaincy, welfare support, military justice, and community liaison

h. EBC endorsed ADF critical functions in the Defence Business Continuity Plan.

5. **Management of non-essential force elements.** Where elements of the force do not satisfy essential activity requirements, Service and Joint Chiefs shall suspend such activities and, to the maximum extent possible, follow the most restrictive COVID-19 measures. This minimalistic approach may include reduction of some personnel within units conducting essential activities in paragraph 4.

6. Headquarters and staff, where practical, should conduct Home Located Work (HLW) or conduct work on a rotational basis to minimise transmission risks. Personnel conducting HLW should be contactable and must, during working hours, be prepared to be recalled within two hours.

7. **Facilities.** Facilities directed to close by the Government are only authorised for use to ensure the safety and competency of personnel undertaking the specified essential activities at paragraph 4.

8. **Individual Readiness.** Individual Readiness (IR) requirements for personnel not assigned to, or preparing for, operations is to be extended by six months, initially. This aligns with currency extensions authorised by Commander Joint Health Command for dental and medical IR requirements for non-specialist ADF personnel.

**IMPLEMENTATION**

9. This Directive is effective immediately and will be reviewed and updated as circumstances require in what is a rapidly evolving situation.

10. The point of contact for this Directive is Commodore Michele Miller, RAN, Chief of Staff, Australian Defence Force Headquarters, email: cos.adfhq@defence.gov.au.

s22

Angus J Campbell  
General  
Chief of the Defence Force

31 March 2020

**Distribution**

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**JOINT DIRECTIVE 09/2020 BY THE CHIEF OF THE DEFENCE FORCE AND  
SECRETARY, DEPARTMENT OF DEFENCE**

**COVID-19 PERSONNEL REPORTING REQUIREMENTS**

**References:**

- A. [Privacy Act 1988 \(Cth\)](#)
- B. [Australian Privacy Principles](#)
- C. [Coronavirus \(COVID-19\): Understanding your privacy obligations to your staff –](#)  
Office of the Australian Information Commissioner
- D. [Defence Privacy Policy](#)
- E. Defence Health Manual, Vol 1 Part 3 Chapter 1, [Privacy of Health Information](#)

**INTRODUCTION**

1. Maintaining continuity of business and delivering essential capabilities remains a fundamental priority of Defence. Our ability to deliver these capabilities, while simultaneously looking after the health, safety, and welfare of our people requires that we have a clear understanding of the impact of COVID-19.

**PURPOSE**

2. The purpose of this Directive is to outline the COVID-19 reporting procedures that all Defence personnel must follow: ADF, APS, Contractors and foreign military personnel currently working within Defence.

**BACKGROUND**

3. Defence is obligated to maintain a safe workplace for staff and visitors during the COVID-19 pandemic, and the collection of information relating to COVID-19 exposure across the Department is central to our ability to do so.

- 4. COVID-19 information collected by Defence will be used to support the following:
  - a. management and provision of Base services, including cleaning and safe delivery of meals to ADF living-in members who are in isolation
  - b. understanding current workforce capability impacts and workforce availability
  - c. reporting requirements, including reporting to Government, Defence senior leadership, and to the public
  - d. Defence Business Continuity planning
  - e. identification of lessons learnt in relation to Defence's response to a pandemic.

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5. Assistant Secretary People Systems and Payroll Services will provide aggregated reports to the Defence COVID-19 Taskforce on a daily basis. Requests for additional reports will be managed through the COVID-19 Taskforce to Defence People Group.

6. The collection and use of COVID-19 data by Defence will be undertaken in accordance with References A to E. The following outlines key elements of Defence's approach:

- a. Defence will limit personal information collected to only what is reasonably necessary for managing the impact of COVID-19 in Defence and maintaining Defence business continuity.
- b. Information will be collected and secured in Defence's Human Resource Management System, PMKeyS, with access to the information strictly controlled. Access to the information will be removed from all users given provisional access for the purposes of managing and reporting on COVID-19 at the end of the pandemic.
- c. Reporting will not identify individuals;
- d. Reporting of COVID-19 data will be based on aggregated data provided by Assistant Secretary People Systems and Payroll Services.
- e. Personal information will only be disclosed where a genuine need-to-know exists, such as in relation to health, safety, or welfare and in accordance with References A to E.

### COVID-19 REPORTING REQUIREMENT

7. Personnel who test positive to COVID-19 are required to notify the Joint Health Command Incident Room ([jhc.covid-19@defence.gov.au](mailto:jhc.covid-19@defence.gov.au)) within 30 minutes of being informed of a positive diagnosis.

8. The following additional and separate reporting requirements also apply. Attachment A provides a flowchart of the requirements.

9. **What to report.** All Defence personnel, including contractors, are required to report if they are personally impacted by the COVID-19 pandemic, via the processes below, at paragraph 11. This includes where:

- a. COVID-19 is confirmed
- b. COVID-19 is suspected
- c. the individual is displaying COVID-19-like symptoms, but does not meet criteria for testing or has been directed to self-isolate
- d. the individual is unable to work or unable to be recalled, for example due to other illness or caring arrangements.

10. Personnel are required to report any changes in:

- a. their ability to work, which includes when an individual is able to return to work

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- b. any significant changes in their pandemic status, which includes a change in status from suspected to confirmed diagnosis of COVID-19, or when they have recovered
- c. isolation address, including hospital admission or discharge when practicable and safe.

11. **How to report.** Personnel are required to report any changes in status via the following mechanisms:

Personnel Type	Report to – primary:	Report to – alternate:
ADF (all SERCAT), including Protected Identity. Foreign military	Unit administration staff who will record your details directly into PMKeyS.	1800 DEFENCE (1800 333 362), where an operator will record details directly into PMKeyS.
APS	1800 DEFENCE (1800 333 362), where an operator will record details directly into PMKeyS.	Supervisor, who will record your details into PMKeyS Self Service via <i>Manager Self Service &gt; Leave (Mgr) (History) &gt; Pandemic Notification</i> .
APS Protected Identity	Supervisor, who will record your details into PMKeyS Self Service via <i>Manager Self Service &gt; Leave (Mgr) (History) &gt; Pandemic Notification</i> .	1800 DEFENCE (1800 333 362), where an operator with appropriate clearance will record details directly into PMKeyS.
Contractors	1800 DEFENCE (1800 333 362), where an operator will record details directly into PMKeyS.	
Cadets, and Officers and Instructors of Cadets	Information voluntarily reported to Chain of command, with reporting to 1800 DEFENCE by chain of command.	

12. When reporting their circumstances for COVID-19 purposes, personnel will be asked to supply the following information:

Information Required	PMKeyS Pandemic Function Options
ID Number	<ul style="list-style-type: none"> <li>PMKeyS Employee ID; or</li> <li>Other Defence Support (ODS) Number for contractors</li> </ul>
Able to work?	<ul style="list-style-type: none"> <li>No (unable to work or report for duty, which includes medically unfit for duty or caring); or</li> <li>Yes (to be reported once a person is able to return to work or duty; includes if able to work from home, or an alternate site)</li> </ul>
Absence reason	<ul style="list-style-type: none"> <li>Personal illness;</li> <li>Caring – pandemic;</li> <li>Caring – not pandemic;</li> <li>Sent home; or</li> <li>Unable to travel.</li> </ul>

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Illness Status	<ul style="list-style-type: none"> <li>• Pandemic illness confirmed;</li> <li>• Pandemic illness suspected; or</li> <li>• Other / unknown (includes COVID-19-like symptoms or isolation)</li> </ul>
Dates	Start and End Date for the notification
Address	The address at which the individual is isolating themselves.

13. The reporting requirements outlined here do not replace the need to apply for leave where applicable.

14. All personnel have an obligation to keep their supervisors regularly informed, notifying as quickly as practicable.

15. **Supervisor responsibilities.** Supervisors are responsible for ensuring that their personnel have reported in accordance with this Directive.

16. Where the supervisor is responsible for recording the notification, the details must be logged in PMKeyS Self Service via *Manager Self Service > Leave (Mgr) (History) > Pandemic Notification*.

17. To enhance information security and maintain privacy, supervisors are unable to view or amend information for their personnel, even if they have entered the information themselves. If information requires amending, this will need to be advised to 1800 DEFENCE.

**IMPLEMENTATION**

18. This Directive is effective immediately and will expire at the conclusion of the COVID-19 pandemic.

19. This Directive is sponsored by Dr. Paul Robards, Assistant Secretary People Systems and Payroll Services.

s22



**Greg Moriarty**  
Secretary

7 April 2020

s22



**Angus J Campbell**  
General  
Chief of the Defence Force

7 April 2020

**Attachment:**

A. COVID-19 Personnel Reporting Flowchart

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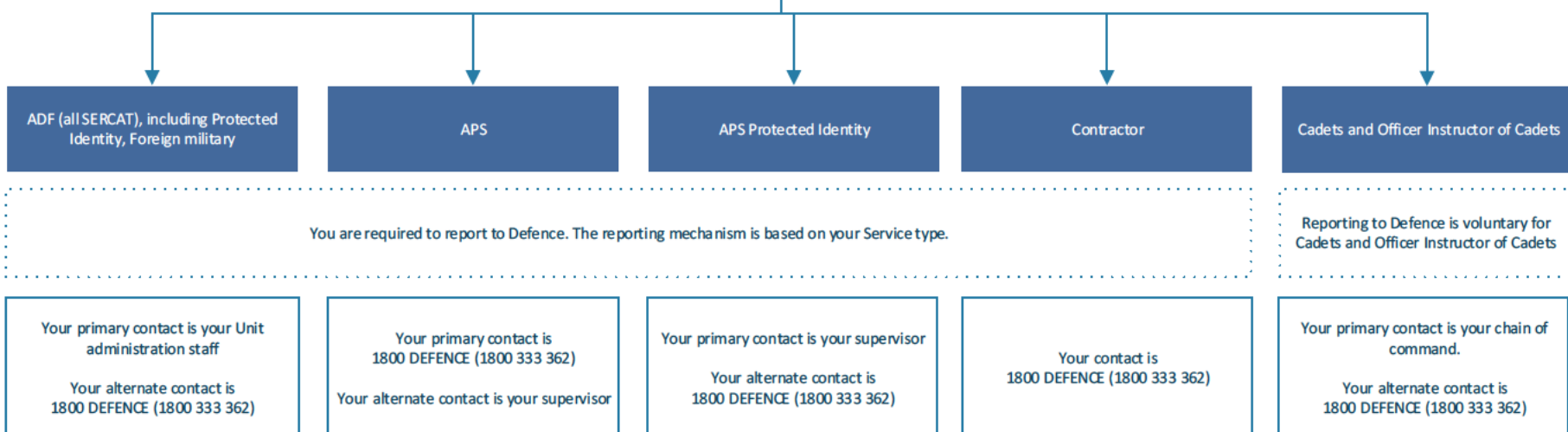
ANNEX A TO  
JOINT DIRECTIVE 09/2020  
APR 20

# Defence COVID-19 Personnel Reporting Process

**Important:** reporting via the following mechanisms does not negate your responsibility to also keep your supervisor or chain of command informed of your absence or illness, nor the requirement to submit a leave application (where applicable) to your supervisor or chain of command.

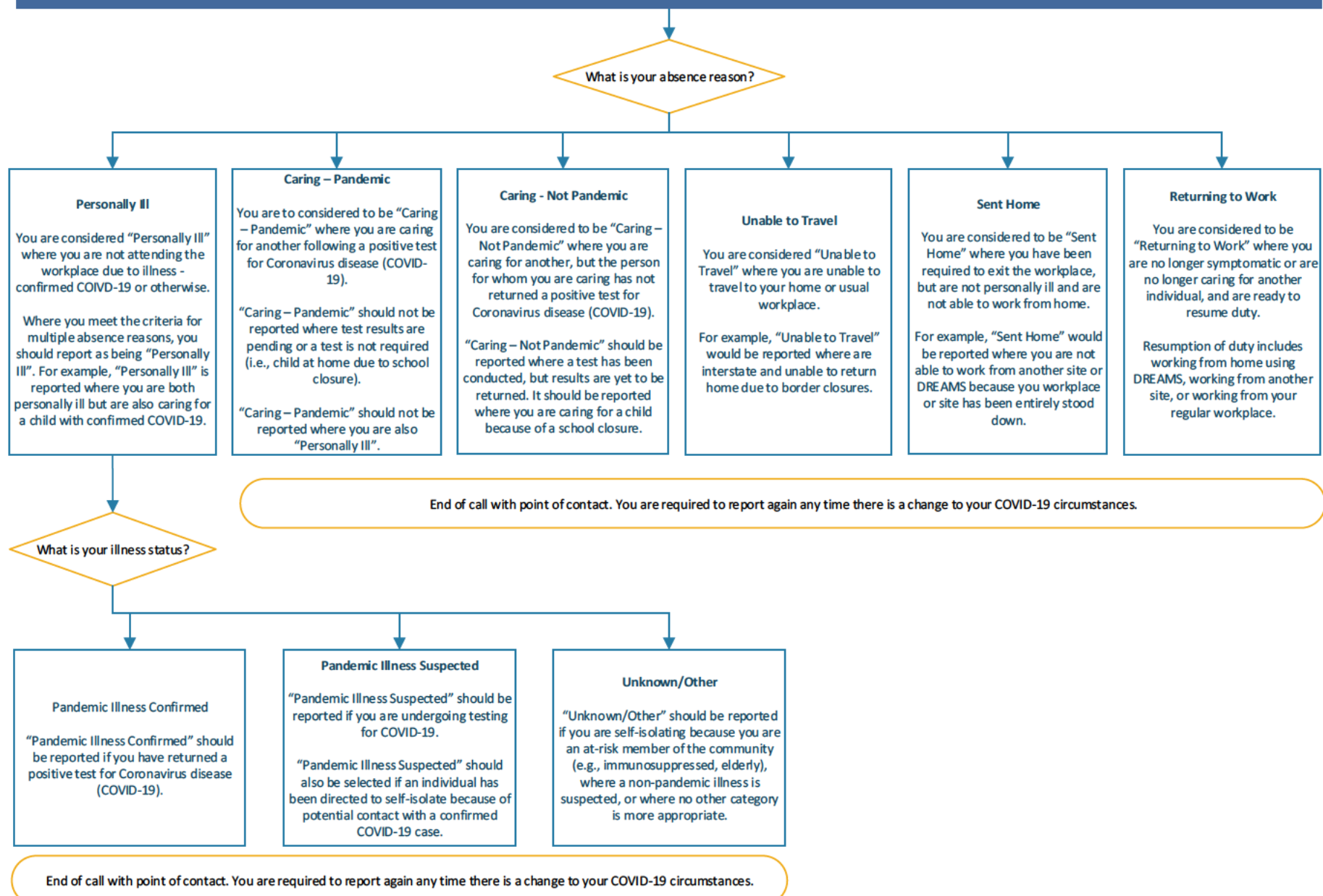
Are you:

- confirmed to have COVID-19?
- suspected to have COVID-19 following overseas travel or contact with a individual confirmed to have COVID-19?
- displaying COVID-19 like symptoms, but have not been overseas travel or in contact with a individual confirmed to have COVID-19?
- caring for another person as a result of the pandemic?
- reporting a change in previously reported pandemic circumstances?
- ready to return to work following recovery from a previously reported illness, or cessation of caring responsibilities?



The person you contact will ask you a series of questions to ensure your pandemic status is accurately reported in PMKeyS.

You will be required to supply (a) your PMKeyS ID or ODS number (for contractors), (b) the start and end dates of your absence, (c) your physical address for the duration of your absence, and (d) any other information Defence needs to know in relation to your pandemic status, absence, or illness.



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EC20-001391

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**JOINT DIRECTIVE 10/20 BY THE CHIEF OF THE DEFENCE FORCE AND  
SECRETARY, DEPARTMENT OF DEFENCE**

**FOR THE JOINT COORDINATION OF THE DEFENCE COVID-19 STRATEGY**

**References:**

- A. Defence COVID-19 Strategy, dated 15 April 2020
- B. CDF EXECUTO 2020/03 – Operation COVID-19 ASSIST – ADF Response to COVID-19
- C. Department of Health, *‘Emergency Response Plan for Communicable Disease Incidents of National Significance: National Arrangements’*
- D. *Australian Health Sector Emergency Response Plan for Novel Coronavirus (COVID-19)*, dated February 2020

**INTRODUCTION**

- 1. Australia is facing an unprecedented national emergency as the COVID-19 pandemic causes a global health and economic crisis. Defence is dedicating significant resources to support public health, the economy, and domestic security in this extraordinary situation.
- 2. The Defence COVID-19 Strategy (Ref A) articulates a single enterprise plan for Defence to surge support and supplement the efforts of Commonwealth, States, and Territories across public health, the economy, domestic security, and support to the near region during the COVID-19 pandemic. The Strategy enables the deliberate tasking of Defence and sets the agenda for its timely, expected, and scaled contribution.

**PURPOSE**

- 3. The purpose of this directive is to:
  - a. Establish the joint command and control structure required to enact the Defence COVID-19 Strategy.
  - b. Clarify Defence’s external and internal roles and responsibilities in managing the response to the COVID-19 pandemic.
  - c. Complement the orders given by the Chief of the Defence Force in CDF EXECUTO 2020/03 – Operation COVID-19 ASSIST – ADF Response to COVID-19 (Ref B).

**BACKGROUND**

- 4. On 25 February 2020, the Department of Health activated the *National Communicable Disease Plan* (Ref C) and the *Emergency Response Plan for Novel Coronavirus (COVID-19)* (Ref D), taking the lead for the COVID-19 domestic public health crisis. On 3 March 2020, Emergency Management Australia, within the Department of Home

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Affairs, implemented the concept of a National Coordination Mechanism to support the Department of Health response and to operationalise the *National Communicable Disease Plan* to effectively coordinate Australian Government planning and preparedness for the non-health impacts of COVID-19.

5. The scope, scale, and anticipated duration of the COVID-19 crisis will place unprecedented demands and coordination requirements on the Defence enterprise. In response, the Chief of the Defence Force (CDF) and the Secretary of Defence (the Secretary) have authorised a change to existing command and control arrangements outlined within this Directive. These arrangements ensure Defence can effectively integrate with the National Coordination Mechanism and respond to the extraordinary circumstances of the pandemic. These arrangements compliment the orders of Ref B, where CDF established Op COVID-19 ASSIST.

### EXTERNAL ROLES AND RESPONSIBILITIES

6. **Department of Health.** The Department of Health is leading the Australian government response to the domestic public health crisis. Defence health resources are requested and prioritised through the Department of Health.

7. **Emergency Management Australia (EMA).** The Department of Home Affairs through EMA is leading whole of government coordination efforts across the Commonwealth, States, and Territories, as well as private sector and industry to support the Department of Health response. EMA is conducting this coordination through the National Coordination Mechanism (NCM).

8. The NCM establishes a coordination hub that will deconflict and synchronise activities and interdependencies, prioritise and coordinate lines of effort, task and coordinate activities within the control of the Commonwealth, and engage directly with States and Territories to link COVID-19 management activities. All Defence resources are requested and prioritised through the NCM. Defence has liaison officers embedded within EMA to facilitate communication and coordination of Defence activities with this mechanism.

9. **Department of Foreign Affairs and Trade (DFAT).** DFAT will coordinate the Government's international Humanitarian Aid/Disaster Relief response to COVID-19 as directed by the National Security Committee of Cabinet.

### INTERNAL ROLES AND RESPONSIBILITIES

10. To establish the joint command and control structure required to enact the Defence COVID-19 Strategy, the CDF and the Secretary direct the following roles, responsibilities, and authorities:

11. **Commander of the COVID-19 Task Force (COMD COVID-19 TF):**

a. **Internal Coordination.** In accordance with Ref B, COMD COVID-19 TF is delegated Coordinating Authority for all Department of Defence COVID-19 responses and is the Defence strategic level coordinating lead for all COVID-19 matters. COMD COVID-19 TF is the lead authority for Defence coordination across and within each designated Defence COVID-19 strategic Line of Effort. Designated officers are tasked in this directive to directly support COMD COVID-19 TF on specific Lines of Effort as articulated in Ref A.

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- b. **External Coordination.** As the coordinating authority, COMD COVID-19 TF will coordinate all Defence interaction with the NCM. Direct liaison is established between COMD COVID-19 TF and the Department of Home Affairs (including EMA), the Department of Health, and DFAT.
  - c. **Operations, Activities, and Changes to Policies or Procedures.** All COVID-19 related operations and activities will be coordinated centrally through COMD COVID-19 TF, including Groups and Services internal COVID-19 related policies, procedures, or changes. COMD COVID-19 TF will attend Defence's Tier 1, 2 and 3 Committees, and Defence's Strategic Command Group to advise on COVID-19 TF operations and activities.
  - d. **Orders, Directives, and Submissions.** All orders, directives, and submissions (including strategic-level joint orders and directives, Ministerial and Cabinet Submissions) on COVID-19 matters will be coordinated by COMD COVID-19 TF in the final instance, before progressing to review and signature by the CDF and Secretary.
  - e. **Media and Public Release.** COMD COVID-19 TF is the release authority for public affairs material related to Defence support to the national COVID-19 effort. This includes Departmental public affairs material on COVID-19 matters.
12. **VCDF.** Vice Chief of Defence Force, in collaboration with Deputy Secretary Capability Acquisition and Sustainment Group and Deputy Secretary Estate and Infrastructure Group, is to support COMD COVID-19 TF in coordinating Defence efforts against Line of Effort 2: Support the Economy. VCDF leads on engagement with MINDP regarding ADF support to ceremonial activities and ADFPP options impacted by COVID-19. VCDF is the coordinating authority for COVID-19 related impacts on the CPD.
13. **ASSOC SEC.** The Associate Secretary is responsible for ongoing management and adjustment of Defence's continuity of business plan to account for COVID-19 impacts.
14. **CJC.** Commander Joint Capabilities is to support COMD COVID-19 TF in coordinating Defence efforts against Line of Effort 1: Support to Public Health. Commander Joint Health (CJHLTH) remains the principle provider of health service to the ADF and retains technical control of all Defence Health capabilities and operational command and control of garrison health facilities.
15. **CJOPS.** Chief of Joint Operations is to support COMD COVID-19 TF by planning and executing Defence's combined and interagency COVID-19 related domestic and international operations and activities. CJOPS is the implementation lead for Line of Effort 3: Safeguard National Security. CJOPS is to support DEPSEC SP&I in the execution of Defence efforts against Line of Effort 4: Support the Near Region.
16. **DEPSEC SP&I.** Deputy Secretary Strategic Policy and Intelligence Group is to support COMD COVID-19 TF in coordinating Defence efforts against Line of Effort 4: Support the Near Region. Any request for assistance in South West Pacific, Southeast Asia, or the Indo Pacific will be considered on a case by case basis by the CDF and SEC, with forces and command and control arrangements assigned accordingly.
17. **DEPSEC DP.** Deputy Secretary Defence People is responsible for the development and maintenance of Departmental people policies relating to COVID-19, including

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engagement with the Department of Veterans' Affairs and whole-of-government people matters.

18. **CDS.** Chief Defence Scientist is to provide science and technology support to the COMD COVID-19 TF, and to the whole-of-Government efforts on COVID-19 when requested.

19. **DDIO.** Director Defence Intelligence Organisation, supported by Director Australian Geospatial-Intelligence Organisation (AGO), is the authority for a common intelligence picture of the international COVID-19 pandemic, and responsible for Defence intelligence coordination and support.

20. **HMSC.** HMSC will provide staff support to COMD COVID-19 TF for the issue of strategic-level joint orders and directives.

21. **SGADF.** Surgeon General of the Australian Defence Force is the authority for Defence's health policies on COVID-19. SGADF will provide strategic health advice to COMD COVID-19 TF, as required and is the authority for a common operating picture of Defence personnel affected by COVID-19. SGADF will coordinate Defence's health policies with other Government health policy makers and is Defence's representative on the Australian Health Protection Principle Committees.

22. **COMD JTF 629.** CJTF629 will lead the Joint Task Force to execute Defence tasks to support the Australian domestic effort through a series of tailored state and/or territory based Joint Task Groups. All tasks will be authorised through Defence Assistance to the Civil Community (DACC) mechanisms.

### DEFENCE COVID-19 COMMAND AND CONTROL STRUCTURE

23. Command and control for Op COVID-19 ASSIST is represented in Figure 1.

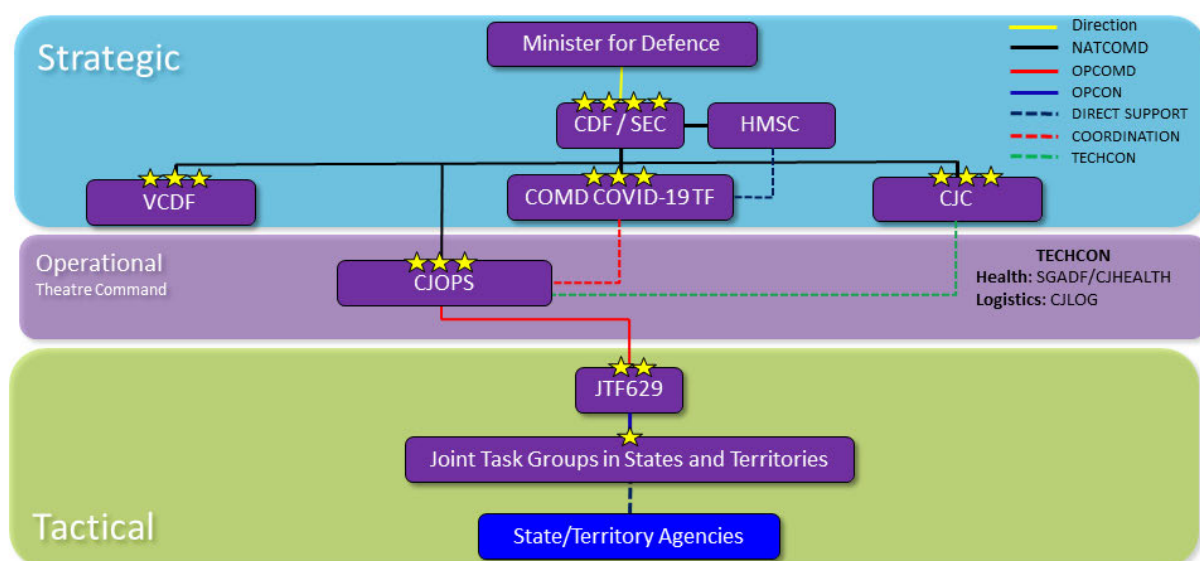


Figure 1: Command and control for Op COVID-19 ASSIST

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**IMPLEMENTATION**

24. This Directive will remain extant until the release of a ceasing order or a replacement directive.

25. This Joint Coordination Directive is sponsored by COMD COVID-19 TF. It is to be reviewed by 1 Oct 2020 or if arrangements significantly change.

**ACKNOWLEDGEMENT**

26. Group and Service heads are to acknowledge receipt of this Joint Directive by signing and returning Annex A within 14 days of issue.

s22



**Greg Moriarty**  
Secretary

15 April 2020

s22



**Angus J Campbell**  
General  
Chief of the Defence Force

15 April 2020

**Annex:**

A. Acknowledgement of Joint Directive 10/2020

**Distribution**

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## ACKNOWLEDGEMENT OF JOINT DIRECTIVE

I \_\_\_\_\_ acknowledge receipt of Joint Directive 10/2020 and will comply with the instructions detailed within.

Position Held: \_\_\_\_\_

Date: \_\_\_\_\_ April 2020

Annex is to be submitted to the Offices of the Secretary and Chief of the Defence Force, via Executive Support Unit ([executive.support@defence.gov.au](mailto:executive.support@defence.gov.au)).

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**JOINT DIRECTIVE 12/2020 BY THE CHIEF OF THE DEFENCE FORCE AND  
SECRETARY, DEPARTMENT OF DEFENCE**

**COVID-19: DEFENCE TRAVEL RESTRICTIONS**

**References:**

- A. Joint Directive 08/2020 *COVID 19: Amplification of Travel Related Policies* of 27 Mar 20
- B. Joint SEC/CDF Directive 07/2020 *COVID-19: Australian Defence Force postings and relocation for temporary duty within Australia* of 25 Mar 20
- C. CDF Directive 04/2020 *ADF Essential Activities* of 31 Mar 20
- D. CDF TASKORD 2020/43 *Revised arrangements for Whole of ADF response to COVID-19*

**INTRODUCTION**

1. Defence must support the Australian Government efforts to reduce the transmission of COVID-19 while continuing to maintain operational effectiveness. While Federal, State, and Territory governments have begun to ease travel restrictions, further change is expected. Defence personnel must bear in mind that, due to the nature and spread of COVID-19, further restrictions may be put in place or lifted at the national, regional, and local levels.
2. Defence personnel are to be exemplary in meeting Federal, State, and Territory requirements, whether for business or personal travel.

**PURPOSE**

3. The purpose of this Directive is to ensure that travel undertaken by Defence personnel, and Defence-funded travel by ADF dependants, supports Australian Government efforts to reduce the transmission of COVID-19, while continuing to maintain operational effectiveness.
4. This Directive supersedes and replaces Reference A, which is hereby cancelled.

**SCOPE**

5. This Directive applies to all Defence personnel posted to and residing within Australia, except in the following circumstances:
  - a. travel for, or in support of, operational tasking by the Chief of Joint Operations
  - b. travel for postings and relocation for temporary duty within Australia where Reference B applies.

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6. A Joint Directive for overseas postings and associated travel will be issued separately.

**DEFINITIONS**

7. For the purposes of this Directive, the following are defined as:
- a. **Approval Authority.** Group Heads and Service Chiefs, or an appropriate Two Star/Band Two delegate, are Approval Authorities within their respective Groups or Services for the purpose of this Directive.
  - b. **Defence personnel.** This includes all ADF members and APS employees within the Department of Defence.
  - c. **Essential Defence Activities.** Reference C defines ADF essential activities.<sup>1</sup> In addition, Approval Authorities are responsible for determining which Defence activities are to be considered essential within their area of responsibility.
  - d. **Essential Defence Travel.** This is Defence-funded travel in support of Essential Defence Activities. Approval Authorities are responsible for determining which Defence travel is to be considered essential within their area of responsibility.
  - e. **Exemption.** This is a waiver granted by a Federal, State, or Territory government allowing an individual to travel to or from an area that would not normally be allowed under current travel restrictions.
  - f. **Non-Essential Defence Travel.** This is Defence-funded travel that is not in direct support of Essential Defence Activities.

**TRAVELLER RESPONSIBILITIES**

8. Defence personnel are to remain cognisant that Defence is to be an exemplar in supporting national efforts to suppress the transmission of COVID-19 and should therefore carefully consider any need for travel. This is regardless of whether the travel is for official or private purposes, or Defence or privately funded.
9. All Defence personnel are to comply with relevant Federal, State, and Territory travel restrictions unless an exemption has been granted. Defence personnel must be mindful of the possibility of becoming isolated or needing to undertake a period of quarantine due to changing circumstances. Quarantine requirements and border closures may change at very short notice, for example, in response to local COVID-19 outbreaks.
10. **Borders.** All Defence personnel are to comply with all government border restrictions (including within a State or Territory where imposed) unless an exemption has been confirmed. Additional absence likely to result from cross-border travel quarantine

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<sup>1</sup> These are: 'Operation COVID-19 ASSIST campaign plan; Government directed operations; direct support to, preparation for, and sustainment of, Government directed operations; maintenance of high readiness contingency forces as per the CPD, held at or less than 72 hours Notice to Move; near regional engagement under the Attaché Corps and the evolved Defence Cooperation Program; force generation, via ab initio training and critical/at risk trade training, to maintain and sustain capability; WHS compliance, health, medical, chaplaincy, welfare support, military justice, and community liaison; EBC endorsed ADF critical functions in the Defence Business Continuity Plan.'



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requirements is to be considered by commanders or managers at the time of approving the leave or travel. Defence will not generally rely on, or seek, exemption from quarantine requirements.

**OVERSEAS TRAVEL RESTRICTIONS**

11. Defence personnel are to comply with extant Federal Government restrictions on overseas travel unless approval has been granted by their Approval Authority and an exemption is obtained.
12. **Short-term business travel overseas (non-essential).** All Non-Essential Defence Travel overseas for business is suspended until further notice.
13. **Short-term business travel overseas (essential).** Defence personnel required to undertake Essential Defence Travel overseas are to seek approval through their Approval Authority. Appropriate government travel approvals are to be obtained prior to travel commencing.
14. **ADF compassionate travel from Australia to overseas locations.** Commanders may approve ADF compassionate travel to an overseas location in accordance with extant policy, but are to notify the respective Service Headquarters prior to the member's departure from Australia. Members must accept the risk regarding availability of regular public transport flights; and members must abide by associated quarantine requirements if applicable overseas and on re-entry to Australia.
15. **Defence personnel unable to return from overseas locations.** Defence personnel currently unable to return from overseas locations are to follow any local isolation requirements, seek consular assistance as required, and monitor the Smart Traveller website<sup>2</sup> and other Australian government websites for credible information. Personnel are to remain in regular contact with their chain of command as required or at agreed intervals.

**DOMESTIC TRAVEL RESTRICTIONS**

16. **Defence-funded business travel.** Commanders and managers approving travel are expected to limit approvals to Essential Defence Travel during the current time. Where travel is essential, commanders and managers are to ensure that appropriate exemptions and permits are obtained prior to the travel commencing, and that plans are in place for any required quarantine or isolation periods.
17. **Private travel – APS employees.** APS employees should carefully consider any plans for private travel during this time, and comply with Federal, State and Territory government restrictions and recommendations. Employees are expected to comply with all restrictions, including any requirements for quarantine or isolation. Any quarantine or isolation period is to be covered by the employee's own leave.
18. **Private travel – ADF members.** ADF members are to comply with Federal, State and Territory government travel restrictions. In accordance with reference D, the Senior Australian Defence Force Officer (SADFO) for a base or facility may impose additional local area travel restrictions, in consultation with resident units, if necessary to manage emerging

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<sup>2</sup> [www.smarttraveller.gov.au/news-and-updates/covid-19-helping-australians-return-home](https://www.smarttraveller.gov.au/news-and-updates/covid-19-helping-australians-return-home)

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risk in a local area. SADFOs within the same region should work collectively to ensure regional consistency. Administrative or disciplinary action may be taken against members who travel in contravention to government or SADFO restrictions or this Joint Directive. Defence-funded leave and reunion travel for ADF members should comply with government travel restrictions and is to be authorised in accordance with extant policy. Obtaining State or Territory permits required to undertake the travel remain the responsibility of the individual.

19. **COVIDSafe App.** All Defence personnel, and particularly those undertaking domestic travel, are encouraged to download the COVIDSafe app to facilitate faster contact tracing of personnel who have been in close contact with someone diagnosed with COVID-19.

### **TRAVEL EXEMPTION APPLICATIONS**

20. Defence personnel are not to commence travel until all Government exemptions or permits have been obtained and plans have been made to meet isolation or quarantine requirements. Commanders and managers are expected to provide support to members in obtaining exemptions or permits for travel on compassionate or welfare grounds.

### **TRAVEL WITHIN HIGH RISK AREAS**

21. Personnel should ensure they are aware whether an area they are travelling through or to is a known COVID-19 hotspots either in Australia or overseas. This information is available on the relevant state, territory or country's health website. Any individual who is travelling to a high risk area should ensure they practice strict social distancing, respiratory hygiene and handwashing, and be alert to the development of any respiratory symptoms or fever. Personnel who are well do not need to wear a surgical mask unless required to do so by a health authority. There is little evidence that widespread use of surgical masks in healthy people prevents transmission in public.

### **QUARANTINE OR ISOLATION**

22. Defence personnel are to comply with all quarantine or isolation requirements unless specifically exempted by the appropriate Government agency.<sup>3</sup> Defence personnel are liable for any quarantine/isolation costs associated with private travel.

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<sup>3</sup> Australian Interstate Travel Restrictions and Government enforced hotel quarantine or self-isolation requirements can be found here: [www.interstatequarantine.org.au/state-and-territory-border-closures/](http://www.interstatequarantine.org.au/state-and-territory-border-closures/)

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## IMPLEMENTATION

23. This Directive is effective immediately and will remain extant until amended or withdrawn. This Directive is sponsored by COS ADFHQ, CDRE Michele Miller, contactable on email [cos.adfhq@defence.gov.au](mailto:cos.adfhq@defence.gov.au). This Directive is to be reviewed by 31 July 2020 or earlier if circumstances significantly change.

s22



**Greg Moriarty**  
Secretary

13 May 2020

s22



**Angus J Campbell**  
General  
Chief of the Defence Force

13 May 2020

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**JOINT DIRECTIVE 13/2020 BY THE CHIEF OF THE DEFENCE FORCE AND  
SECRETARY, DEPARTMENT OF DEFENCE**

**COVID-19: OVERSEAS POSTINGS AND RELATED TRAVEL RESTRICTIONS**

**Reference:**

- A. Joint SEC/CDF Directive 12/2020: COVID-19 *Defence Travel Restrictions*

**INTRODUCTION**

1. The Australian Government has implemented strict overseas travel measures in order to reduce the importation and transmission of COVID-19 with direct implications for overseas postings. Defence must support these national efforts through observing these measures, while continuing to maintain operational effectiveness.

**PURPOSE**

2. This Directive provides direction on the enterprise-wide approach to non-operational long-term overseas postings and associated overseas posting related travel and conditions of service travel for all ADF members and APS employees (Defence personnel).
3. This Joint Directive does not apply to:
- a. personnel travelling on, or in support of, operational tasking by the Chief of Joint Operations
  - b. travel within Australia for which Reference A applies
  - c. overseas travel not associated with non-operational long-term overseas postings, for which Reference A applies.

**BACKGROUND**

4. From midnight 25 March 2020, the Australian Government banned all overseas travel, unless necessary for official government business or compassionate reasons to help stop the spread of COVID-19. Reference A reinforces this position and provides direction on all travel undertaken by Defence personnel.
5. Overseas positions and postings are currently managed independently across Defence by International Policy Division for positions related with the Defence International Engagement Policy (DIEP) and by individual Groups and Services for postings and positions not associated with the DIEP.

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## COMMENCEMENT OR ROTATION OF OVERSEAS POSITIONS

### Review of overseas positions commencing posting or rotating before 01 October 2020

6. All overseas posting travel originating from Australia is suspended until further notice, unless the posting or rotation necessary for compassionate reasons or is deemed **essential** as set out in Reference A.
7. Group Heads and Service Chiefs are to review all overseas positions scheduled to commence or rotate prior to 01 October 2020 and make the necessary arrangements to defer those postings until after 01 October 2020 or cancel them. Notification of these decisions is to be provided to the individual and the Overseas Administration Team as soon as practicable.
8. In undertaking this review Group Heads and Service Chiefs should seek to make arrangements in the first instance so that the movement of personnel to the overseas location is not necessary. This may be achieved through alternate means such as extending the posting of, or re-tasking, personnel already overseas; having personnel work remotely from Australia to support those already at the overseas location until such time as travel can resume; suspending non-essential activities for a period of time; or any combination of the above.

### Approval to commence or rotate a posting before 01 October 2020

9. The decision to approve the commencement, or rotation, of an individual to an overseas position and subsequent travel to the location prior to 01 October 2020 lies with the relevant Group Head or Service Chief. Movement should only be approved where the position is **essential** and the impacts to Defence capability and International Relations cannot be appropriately mitigated by alternative arrangements. Any approval to return personnel to overseas posting locations is decided on as needed and case-by-case basis, and is not an indication of broader approvals for postings or a return to business as usual.
10. In support of the decision maker, a statement from the Senior Defence Representative (SDR) at Post, is required to provide an assessment of the ability of the overseas position location to accept new arrivals and the capacity of the host country to support their integration. In addition, the position owner is to justify the criticality and impacts of the position, including other arrangements that could or could not be made to mitigate the absence.
11. All postings remain subject to Work Health and Safety (WHS) and security risk assessments. SDRs are responsible for completing risk assessments for all personnel before approval to travel the overseas posted location.
12. Groups and Services may seek input from the SDR directly, alternatively requests for SDR input can be facilitated through the Directorate of Attaché and Overseas Management via email at [daom.overseaspostadmin@defence.gov.au](mailto:daom.overseaspostadmin@defence.gov.au).

## RETURN TO OVERSEAS POSTINGS

13. There may be circumstances where Defence personnel have returned to Australia and are now being prevented from returning to the overseas posted locations.
14. The SDR at Post is authorised to plan for and lead discussions regarding the return of staff for essential tasks. The requirement should be based on the need for the person to return to conduct **essential** tasks that cannot be conducted by other personnel, or remotely, and not simply for continuation of the posting. Justification for replenishment should be provided to

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the relevant Group Head or Service Chief and include a risk assessment as described in paragraph 10 of this Directive.

### **Delayed dependant departure**

15. Any overseas posting approved for departure prior to 01 October 2020 will commence as an unaccompanied posting. Dependant departures at Commonwealth expense will not proceed until further notice. Dependants who were withdrawn, evacuated or were unable to return to Post due to travel restrictions may not return until such time as they are approved to do so by the Secretary, CDF or their delegate. Further information and guidance relating to dependant travel will be provided in due course.

16. Personnel whose dependants are unable to accompany them to an overseas posting due to this Directive or travel restrictions (of the Australian or host government), remain entitled to have their dependants join them in the overseas posting location at a point in time when such restrictions are lifted. A minimum period of 12 months remaining in post is required to maintain an entitlement for a removal overseas at Commonwealth expense unless otherwise authorised by the Secretary, CDF or their delegate.

## **CONDITIONS OF SERVICE TRAVEL**

17. The restrictions on travel and quarantine or self-isolation requirements have implications for reunion and compassionate travel.

### **Overseas Reunion Travel**

18. Given border closures, flight disruptions, quarantine or self-isolation and travel restrictions, reunion visits to locations outside Australia are suspended until further notice. Reunions are only to take place in Australia, not at the overseas posting location, or in a third location. In considering an application to approve leave associated with Reunion Travel, Posts should consider where prolonged restrictions on movement are likely to cause significant distress or welfare issues

### **Reverse Reunion Visits**

19. Defence personnel with dependants in Australia remain eligible for reverse reunion visits under extant policy provisions. Reunion visits are not to occur before the three month mark following the departure of their dependants from post. Posts expecting multiple absences are to plan their schedule of reunion visits as part of business continuity planning.

20. In addition to any quarantine or self-isolation period(s) required in Australia and/or the host country on return, personnel should plan for at least fourteen days leave with their dependants. This minimum period reflects the Department's intention for personnel to have an appropriate period of rest and a reasonable opportunity to reconnect with families given the significant financial and administrative costs of implementing these arrangements.

21. Where possible, personnel should work remotely to post while in quarantine / self-isolation, taking into account WHS and security requirements. Personnel should make every effort to ensure they are equipped and able to work remotely prior to departing their overseas position location. If not feasible, personnel must apply for leave for any period of enforced quarantine or self-isolation.

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22. Further information is available on the DPN in the [COVID-19 – Leave and Working Arrangements Quick Guide](#)<sup>1</sup>. For the actual reunion period, personnel are to utilise existing leave entitlements.

23. In lieu of a reunion visit it may be prudent to permanently rotate the incumbents at the overseas position location. In this case an exemption for a posting prior to 01 October 2020 should be sought from the relevant Group Head or Service Chief.

**Respite travel**

24. Personnel without recognised dependants in Australia who wish to take respite in Australia may do so at their own expense or utilising Assisted leave travel, if applicable and appropriate. This should be planned and conducted as if it were a reverse reunion visit and remains subject to any quarantine or self-isolation period required in Australia and/or the host country on return.

**Compassionate travel**

25. Policy relating to the benefits and approval process for compassionate travel remain unchanged. Consideration should be given to the impact on resource levels at the overseas position location if personnel are unable to return, as well as potential quarantine or self-isolation requirements. For non-essential staff, consideration should also be given as to whether an evacuation or withdrawal from the overseas location is a more prudent option rather than a shorter absence.

**Isolation costs associated with Conditions of Service travel**

26. The accommodation, meal or other costs of any quarantine / self-isolation periods associated with reunion, respite or compassionate travel either in Australia or at an overseas location are a personal responsibility. The Department will not provide accommodation, meal or incidental benefits during this period.

**Overseas Allowances during Conditions of Service travel**

27. Personnel are reminded that absences from their overseas posting location for greater than 28 days will have an impact on their Overseas Living Allowances and Hardship / Location Allowance (if applicable).

**TASKFORCE NOTIFICATION**

28. SDRs are to notify the Defence COVID-19 Taskforce via email ([covid19.tf@defence.gov.au](mailto:covid19.tf@defence.gov.au)) of all instances of conditions of service and respite travel as described above.

**RETURNING TO AUSTRALIA FROM OVERSEAS AND MOVING DOMESTICALLY WITHIN AUSTRALIA**

29. All personnel returning from overseas are to familiarise themselves and comply with Reference A whilst in Australia.

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<sup>1</sup> <https://objective/id:BN13168893>



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## IMPLEMENTATION

30. This Directive is effective immediately and will remain extant until amended or withdrawn.

31. This Directive is sponsored by Fiona McSpeerin, Assistant Secretary People Policy and Employment Conditions Branch. For ADF Commanders and APS supervisors, issues with this Directive are to be fed back through the Chain of Command to the Service Headquarters or Group Chief of Staff, and if necessary, for sponsoring to People Policy and Employment Conditions Branch for Secretary and CDF consideration. This Directive is to be reviewed by 31 July 2020 or earlier if circumstances significantly change.

s22



**Greg Moriarty**  
Secretary

13 May 2020

s22



**Angus J Campbell**  
General  
Chief of the Defence Force

13 May 2020

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**JOINT DIRECTIVE 15/2020 BY THE CHIEF OF THE DEFENCE FORCE AND  
SECRETARY, DEPARTMENT OF DEFENCE**

**COVID-19: DEFENCE IMPLEMENTATION OF THE 3-STEP FRAMEWORK FOR  
A COVIDSAFE AUSTRALIA**

**References:**

- A. [3-Step Framework for a COVIDSafe Australia](#), 8 May 2020
- B. Joint Directive 04/2020: *COVID-19 Social Distancing and Transmission Reduction*
- C. [Joint Directive 01/2019: Implementation of the Joint Framework for Base Accountabilities](#)
- D. CDF TASKORD 2020/43 - *Revised Arrangements for Whole of ADF Response to COVID-19*
- E. [Joint Directive 12/2020: COVID-19 Defence Travel Restrictions](#)
- F. [Joint Directive 13/2020: COVID-19 Overseas Postings and Related Restrictions](#)
- G. [SGADF Health Advice – COVID-19 Personal Hygiene and Physical Distancing of 15 May 20](#)
- H. [Defence COVID-19 Restrictions Matrix](#) (document regularly updated to reflect amendments to State and Territory restrictions)

**INTRODUCTION**

1. On 8 May 2020, the Prime Minister advised that the National Security Committee of Cabinet had agreed to a three step, principles based framework for the management of restrictions related to the COVID-19 outbreak within Australia (the *3-Step Framework for a COVIDSafe Australia*, at Ref A). State and Territory governments are also implementing and amending restrictions relevant to their specific circumstances.

2. Defence must remain responsive to Federal, State, and Territory based arrangements as Australia focuses on a pathway to a COVIDSafe Australia. Maintaining continuity of business and delivering essential capabilities remains a fundamental priority for Defence. Our ability to deliver these capabilities – while simultaneously looking after the health, safety, and welfare of our people – requires that we have a clear understanding of the impact of COVID-19 on Defence business and the ability to adjust the conduct of these essential activities as required.

**PURPOSE**

3. The purpose of this Directive is to outline Defence's implementation of the national 3-Step Framework for a COVIDSafe Australia (Ref A). This also ensures Defence's alignment with relevant state and territory restrictions or requirements.

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4. This Directive also provides up-to-date advice on COVID-19 prevention such as social distancing, personal hygiene, and other precautions outlined in Joint Directive 04/2020: *COVID-19 Social Distancing and Transmission Reduction* (Ref B) and supersedes that Directive.

### **SCOPE**

5. This Directive is to be followed by all Defence personnel: ADF, APS, contractors, and foreign military personnel currently working within Defence.

6. Commanders, managers and supervisors are to use this document to inform risk assessment and decision making in implementing personal hygiene and physical distancing measures across the Department. It is essential that any advice commanders, managers and supervisors provide is consistent with the advice within Refs C to H. This advice is based on the latest Australian Government guidance at this time. It is likely that these measures will continue to be required for the foreseeable future.

7. This Directive also provides direction to Service Chiefs and Group Heads for policy compliance, and to the Senior Australian Defence Force Officers (SADFO) and Base Managers (BM) for COVID-19 responsibilities, as they relate to the resumption of Defence's activities within the scope of State and Territory restrictions.

### **DEFENCE POLICY ALIGNMENT WITH STATE AND TERRITORY RESTRICTIONS**

8. As states and territories ease restrictions within their jurisdictions, Defence will seek to align to local arrangements where practicable. This will include:

- a. management and provision of Base services, including accommodation, messing, canteens, cafe, bars, chapels, transport, gymnasiums and pools.
- b. enabling individual and collective training, including in-class room facilitated and outdoors.
- c. events, conferences and exercises.
- d. community and industry engagement.

9. Defence policies remain extant with regards to physical distancing hygiene, domestic and international travel, and leave, however local state or territory guidance on the use of facilities, local travel and physical distancing measures are to be aligned where practicable. Ref G empowers SADFO to align local workplace arrangements with relevant state and territory guidelines.

10. Local collaboration and cooperation between commanders, managers, and state and territory jurisdictions is critical to ensure an effective response during the COVID-19 crisis. All Defence commanders and managers are to familiarise themselves of the latest whole of government advice, Defence and relevant state or territory policy, implementing them so far as reasonably practicable, taking into account operational and other capability considerations.

### **AUTHORITY FOR ADJUSTING LOCAL DEFENCE RESTRICTIONS**

11. This Directive authorises SADFO, in consultation with Service Chiefs and BM, to adjust Defence COVID-19 related restrictions in line with their requisite State or Territory guidelines.

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Collaboration and cooperation between SADFO and BM is critical to ensure an effective response to the COVID-19 pandemic. The authority of the BM and SADFO extends only to the site for which they hold their appointment. The authority of the BM and SADFO can only be used where no other Defence policy or legislation applies.

12. Commander Defence COVID-19 Taskforce maintains oversight of any relaxation of COVID-19 related restrictions across Defence. SADFOs are the key executors of local COVID-19 related restrictions and will provide recommendations on amending local restrictions on requisite Defence establishments and training activities to relevant Service Chiefs.

13. Joint Directive 01/2019: *Implementation of the Joint Framework for Base Accountabilities* (Ref C) remains the primary specification of authority of the SADFO and BM in undertaking their duties, with amplification on COVID-19 related arrangements detailed within CDF TASKORD 2020/43 - Revised Arrangements for Whole of ADF Response to COVID-19 (Ref D).

## PERSONAL HYGIENE AND PHYSICAL DISTANCING

14. Personal hygiene and physical distancing will remain critical in the control of COVID-19, and Defence personnel must comply with these principles. As COVID-19 remains active in the community, it is vital that personnel remain disciplined in maintaining these measures. High levels of personal hygiene, remaining home from work when unwell, physical distancing, early [quarantine](#), and seeking medical advice (remotely, unless symptoms are severe) are key. Surgeon General ADF (SGADF) guidance on personal hygiene and physical distancing is found on the [Joint Health Command COVID-19 resource page](#).

15. Personnel who are at higher risk of severe disease (e.g. those with a chronic illness or the elderly) should seek personalised advice from their healthcare provider on how best to manage their health risks during this time. Commanders, managers, and supervisors must take into consideration these recommendations when making workplace arrangements.

16. Commanders, managers, and supervisors are to consider how physical distancing principles are adhered to in determining the optimal workplace arrangements and work with contractors and the external workforce to best meet the intent of these principles. The primary objective is to maintain the health and readiness of the workforce while the risk of local outbreak remains.

## TRAVEL

17. Refs E and F provide guidance on domestic and international travel. Local or regional travel arrangements must align with State and Territory restrictions on personal travel. Commanders, managers, and supervisors are to remain mindful that not every part of the Defence is essential for the current purpose of COVID-19, despite Defence being considered an essential service. Defence personnel continue to be subject to State and Territory quarantine requirements where applicable, including those personnel returning from operational deployments.

## IMPLEMENTATION

18. This Directive replaces Joint Directive 04/2020: *COVID-19 Social Distancing and Transmission Reduction* (Ref B). It is effective immediately and will remain extant until amended or withdrawn.

19. This Directive is sponsored by LTGEN John Frewen, Commander Defence COVID-19 Taskforce and RADM Sarah Sharkey, Surgeon General Australian Defence Force and Commander Joint Health Command. For ADF Commanders and members, issues with this

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Directive are to be fed back through the Chain of Command to the Service Headquarters Chief of Staff, and if necessary, for sponsoring to Defence COVID-19 Taskforce for Secretary and CDF consideration. This Directive is to be reviewed by 31 August 2020 or earlier if circumstances significantly change.

s22

**Greg Moriarty**  
Secretary

25 May 2020

s22

**Angus J Campbell**  
General  
Chief of the Defence Force

25 May 2020

**Enclosures:**

1. [SGADF Health Advice – COVID-19 Personal Hygiene and Physical Distancing of 15 May 20](#)
2. [Defence COVID-19 Restrictions Matrix of 18 May 20](#) (document regularly updated to reflect amendments to State and Territory restrictions)

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**JOINT DIRECTIVE 22/2020 BY THE CHIEF OF THE DEFENCE FORCE AND  
SECRETARY, DEPARTMENT OF DEFENCE**

**COMMAND, CONTROL, AND COORDINATION OF HIGH RISK WEATHER  
SEASON AND OTHER CONTINGENCY RESPONSES IN A COVID-19  
ENVIRONMENT**

**References:**

- A. Joint SEC-CDF Directive 10/20 – for the coordination of the Defence COVID-19 strategy of 15 Apr 2020.
- B. CDF EXECUTO 2020/03 – Operation COVID-19 ASSIST – ADF response to COVID-19 of 250825Z Mar 2020.
- C. AMDT 1 TO CDF WNGO 2020/017 – High Risk Weather Season 2020-2021 of 050524Z August 2020.
- D. CDF TASKORD 2020/074 – Command, Control and Coordination of High Risk Weather Season and other Contingency Responses in a COVID-19 Environment.
- E. Role Charter – 151126 – MSC – HMSC of 26 Nov 2015.

**INTRODUCTION**

1. Defence must remain responsive to Federal, State, and Territory based arrangements as Australia focuses on a pathway to a COVIDSafe Australia. Ongoing management of the pandemic in Australia and the region is likely for at least the next 12 months. Defence can expect to provide support to Commonwealth, State, and Territory COVID-19 responses until the pandemic is under control. In addition, COVID-19 will impact all aspects of domestic and regional Defence operations and activities, including ADF domestic and regional responses during the High Risk Weather Season (HRWS).

**PURPOSE**

2. The purpose of this Directive is to ensure Defence is responsive to requests for support and assistance during the COVID-19 pandemic, through definition and understanding of command, control, and coordination arrangements. These arrangements must be understood by all commanders, the Senior Leadership Group (SLG), and principal support staffs.

3. A flat command, control, and coordination structure is required to enable both a single point of contact in Defence for the Senior Leadership of the Australian Government for all COVID-19 related matters and a unified Joint Task Force (JTF) structure to execute all

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domestic Defence Assistance to the Civil Community (DACC) tasks over the HRWS and regional response operations.

## **BACKGROUND**

4. The experiences and lessons of 2019-2020 reinforced that Defence interactions with Federal, State, and Territory leaders and agencies must be clearly defined, while remaining efficient and effective for critical stakeholders who are external to Defence. Specified points of contact and arrangements must support the rapid passage of information across and through the Defence command, control, and coordination networks. It is imperative all levels within all Groups and Services support this objective and the system operates as an all-informed network able to deliver quality information and advice to key Federal, State, and Territory agencies, as well as Defence Senior Leadership, in a timely manner.

5. Reference A established the Joint C2 structure to enact the Defence COVID-19 strategy, clarified external and internal roles and responsibilities in managing the response to the COVID-19 pandemic, and complements Reference B. Reference C directs on order, and when requested, the ADF is to be prepared to support Commonwealth, State, and Territory whole-of-government responses to disasters or emergencies in Australia and the region in order to protect lives, property and the environment.

6. This Directive specifies the command, control, and coordination arrangements for COVID-19, HRWS and other domestic and regional contingency responses in a COVID-19 environment. Reference D complements this direction and should be read in conjunction. References A-C remain extant; however, direction and guidance in this Directive and Reference E take precedence.

## **INTERNAL ROLES AND RESPONSIBILITIES**

7. **VCDF (through HMSC)** is to:

- a. Provide strategic level coordination, planning guidance, and situational awareness of potential and current ADF commitments (for all military commitments, but accountable to Commander Defence COVID-19 Taskforce for all COVID-19 support).
- b. Coordinate Defence support to the National Crisis Management machinery (for all Defence commitments, but accountable to Commander Defence COVID-19 Taskforce for all COVID-19 support).
- c. Provide the coordinated joint military strategic input for engagement with Government, other agencies, allies and coalition partners (for all military commitments, but accountable to Commander Defence COVID-19 Taskforce for all COVID-19 support).
- d. Provide the operations function to Commander Defence COVID-19 Taskforce.

8. **Commander Defence COVID-19 Taskforce** is to:

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- a. Coordinate Defence support to Australian Government COVID-19 efforts, supported by CJOPS and HMSC, in accordance with extant DACC processes and procedures.
  - b. Ensure Defence is updated with policy and coordination changes in keeping with whole-of-government and Defence response to COVID-19.
  - c. Ensure compliance with Commonwealth policy and direction for COVID-19, as well as engagement with the Associate Secretary on enterprise matters.
  - d. Support CJOPS execute domestic and regional operations and tasks through the provision of COVID-19 policy advice and the coordination with relevant external agencies with respect to COVID-19 matters.
  - e. Be the primary and lead Defence point of contact at the Federal and interagency level on behalf of Secretary and CDF for reporting and advising on Defence responses and actions in relation to COVID-19 support, HRWS domestic and offshore operations.
  - f. Through the Posting Cycle Movement Coordination Cell, act as the single point of coordination and oversight for all movements related to the 2020-21 domestic posting cycle, including quarantine and requisite coordination with the state and territory authorities.
9. **CJOPS** is to:
- a. Support Commander Defence COVID-19 Taskforce through the planning and execution of approved COVID-19 support tasks, including the sustainment of assigned forces.
  - b. Lead the planning and execution of all non-COVID-19 domestic and regional operations and tasks.
10. **Service Chiefs and Groups Heads** are to:
- a. Support Commander Defence COVID-19 Taskforce as requested for all COVID-19 related matters.
  - b. Support CJOPS as requested to plan domestic and regional operations and tasks.

#### **DEFENCE COVID-19 COMMAND AND CONTROL**

11. The command, control, and coordination arrangements for the HRWS are depicted at Annex A.
12. Commander Defence COVID-19 Taskforce is the supported commander for all COVID-19 matters and requests for Defence assistance. All Service Chiefs and Group Heads are to work in support of Commander Defence COVID-19 Taskforce for all COVID-19 matters and requests for Defence assistance. Commander Defence COVID-19 Taskforce is the approval authority (delegated to his Deputy Commander Military Support Effects) for Operation COVID-19 ASSIST DACC requests.

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13. CJOPS is the supported commander for the execution of non-COVID-19 related domestic and regional operations, as well as approved tasks. All Service Chiefs, Group Heads, and Commander Defence COVID-19 Taskforce are to work in support of CJOPS for the execution of non-COVID-19 related domestic and regional operations and approved tasks. CJOPS has theatre command of all personnel and capabilities for all operations and approved tasks for matters relating to COVID-19.

14. Direct Liaison Authority (DIRLAUTH) is approved between Commander Defence COVID-19 Taskforce and the domestic JTF (JTF 629) and the subordinate Joint Task Groups (JTG) for the purposes of rapid responses to urgent Government requests for information and to provide urgent direction and guidance. On behalf of Secretary and CDF, Commander Defence COVID-19 Taskforce will be required to report and engage on the full range of Defence support in relation to COVID-19, as well as HRWS operations on and offshore. All Groups and Services are to push information, issues, and risks to Commander Defence COVID-19 Taskforce to enable the COVID-19 Taskforce to perform this function. This arrangement does not circumvent the Command arrangements detailed in this Directive and Reference D, but is designed to operate in concert with these arrangements, resulting in an all-informed Defence network that delivers the timely and accurate flow of information.

15. In accordance with Reference A, DIRLAUTH is approved between Commander Defence COVID-19 Taskforce and the Department of Home Affairs (including Emergency Management Australia [EMA]), the Department of Health, and the Department of Foreign Affairs and Trade, as well as the Department of Prime Minister and Cabinet, for all COVID-19 related matters.

16. DIRLAUTH is approved between the SGADF and the Commonwealth Chief Medical Officer, and State and Territory Chief Health Officers for health matters related to COVID-19 or HRWS activities. For COVID-19 related matters, SGADF is accountable to Commander Defence COVID-19 Taskforce.

17. HMSC retains all accountabilities directed in Reference E. For COVID-19 related matters, HMSC is accountable to Commander Defence COVID-19 Taskforce. The accountabilities include those tasks in paragraph 7.

18. The COVID-19 Taskforce is to be included as a 'for information' addressee in the distribution of situation reports and other updates for all domestic and regional operations and tasks which relate to responses to HRWS events and other similar contingencies.

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## IMPLEMENTATION

19. This Directive is effective immediately and will remain extant until the release of a ceasing order or a replacement Directive.

20. This Directive is sponsored by HMSC. It is to be reviewed by 1 March 2021 or if arrangements significantly change.

s22



**Katherine Jones**  
Acting Secretary

10 September 2020

s22



**Angus J Campbell, AO, DSC**  
General  
Chief of the Defence Force

9 September 2020

### Annexes:

A. 2020-2021 HRWS – Command, Control and Coordination

### Distribution

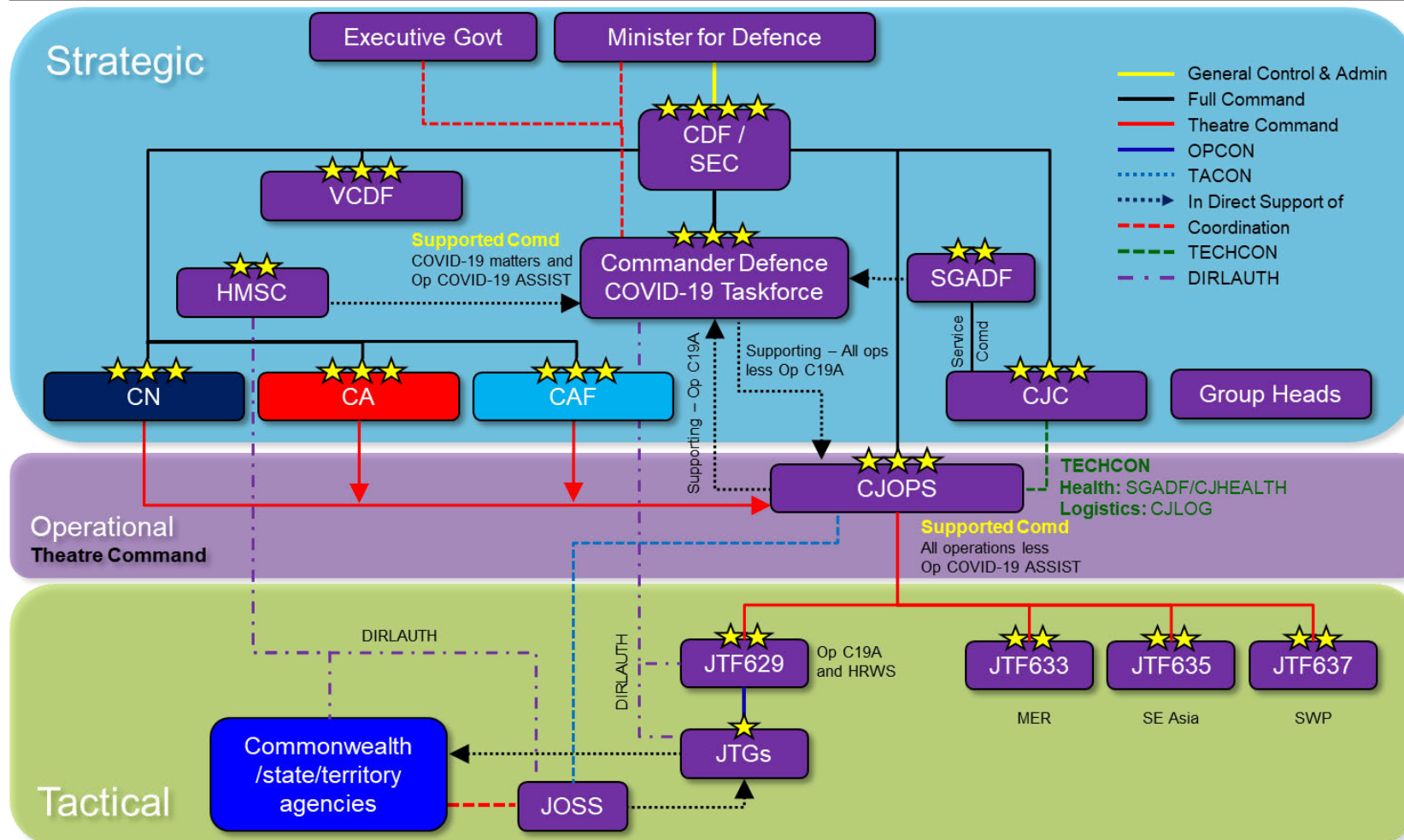
Associate Secretary  
VCDF  
COMD COVID-19 TF  
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# ANNEX A TO JOINT DIRECTIVE 22/2020

## 2020-2021 HRWS – COMMAND, CONTROL AND COORDINATION

- **Commander Defence COVID-19 Taskforce** is the supported commander for all COVID-19 matters and requests for Defence assistance. All Service Chiefs and Group Heads are to work in support of Commander COVID-19 Taskforce for all COVID-19 matters and requests for Defence assistance.
- **CJOPS** is the supported Commander for the execution of non-COVID-19 related domestic and regional operations and approved tasks. All Service Chiefs, Group Heads and Commander COVID-19 Taskforce are to work in support of CJOPS for the execution of non-COVID-19 related domestic and regional operations and approved tasks.



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**JOINT DIRECTIVE 25/2020 BY THE CHIEF OF THE DEFENCE FORCE AND  
SECRETARY, DEPARTMENT OF DEFENCE**

**COVID-19: DOMESTIC POSTINGS AND RELATED TRAVEL RESTRICTIONS**

**References:**

- A. Joint Directive 15/2020: *COVID-19 Defence Implementation of the 3-Step Framework for a COVIDSafe Australia*
- B. Joint Directive 23/2020: *COVID-19 Overseas Postings and Related Travel Restrictions*
- C. Joint Directive 12/2020: *COVID-19 Defence Travel Restrictions*
- D. Defence Determination, Conditions of Service Amendment (COVID-19 Postings) Determination 2020 (No. 19) of 25 September 2020
- E. CDF *Instrument of Authorisations 2019/01-Amendment 2019(No.2)* of 13 August 2019

**INTRODUCTION**

1. Defence must remain responsive to Federal, State, and Territory based arrangements as Australia focuses on a pathway to a COVIDSafe Australia (Reference A). Maintaining continuity of business and delivering essential capabilities remains a fundamental priority for Defence.
2. Our ability to deliver these capabilities – while simultaneously looking after the health, safety, and welfare of our people – requires that we have a clear understanding of the impact of COVID-19 on Defence business and the ability to adjust the conduct of these essential activities as required. This has limited Defence's conduct of posting movements by reducing postings to essential relocations only.
3. In accordance with relevant Federal, State and Territory arrangements, Defence will conduct the 2020-21 peak posting period in a deliberate and sequenced manner, while continuing to maintain operational readiness.

**PURPOSE**

4. This Directive specifies the Defence-wide approach to domestic postings and the domestic travel component of overseas postings or posting related travel. It also outlines temporary Conditions of Service amendments in relation to domestic postings for Defence personnel.

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5. For overseas postings, this Directive should be read in conjunction with Reference B.

**SCOPE**

6. This Directive applies to all Defence personnel undertaking posting-related domestic travel during the 2020-2021 posting period. This comprises all Defence funded domestic removals, including domestic removals associated with an overseas posting, dependants moving to a posting location, transition from Service postings, and compassionate postings.
7. This Directive does not apply to non-posting Defence business or leave-related travel, for which Reference C applies.

**BACKGROUND**

8. During 2020 State and Territory Governments have implemented varying levels of social, travel and border restrictions within their respective jurisdictions to control the spread of COVID-19. In response to these restrictions Groups and Services have actively reduced non-essential posting movement domestically and overseas.
9. Over the 2020-21 peak posting period (extended to cover the period from 1 October 2020 to 28 February 2021) a significant number of inter-state postings are planned to occur. Many of these movements will require quarantine. Therefore, Defence will coordinate posting movement during this period to ensure the health and safety of Defence personnel, their dependants and the broader Australian community.
10. The Posting Cycle Movement Coordination Cell (PCMCC) was established on 1 September 2020 to act as the single point of coordination for all posting related movements of Defence personnel over the 2020-21 posting period.

**THE POSTING CYCLE MOVEMENT COORDINATION CELL**

11. The PCMCC is to coordinate the posting movements of Defence personnel and their dependants undertaking Commonwealth funded posting removals and related posting travel through the period 1 October 2020 to 28 February 2021.

**PCMCC functions**

12. The PCMCC is to ensure Defence maintains its continuity of business and delivering essential capabilities, whilst enabling the safe and controlled movement of Defence personnel and their dependants. The PCMCC is responsible for the following key functions:
- a. **Provide** capability assurance through the coordinated application of priorities, as agreed by respective Service Career Management Agencies, to posting movements.
  - b. **Coordinate**, with relevant Groups and Services, the posting related movement of Defence personnel and their dependants across State and Territory boundaries.
  - c. **Ensure** that the health and wellbeing of our people and their families are understood and considered during the movement process.

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- d. **Coordinate** Defence resources in order to be able to efficiently and effectively respond to the impacts of changing border restrictions on Defence personnel, their dependents, and operational capability.

**POSTING CONSIDERATIONS**

13. Minimising posting movement to essential postings only remains a key principle for the 2020-21 posting period. The following considerations remain relevant when determining whether a posting is **essential**:

- a. Contribution to meeting capability preparedness requirements.
- b. Support to Defence critical functions identified in the Defence or Service Business Continuity Plan.
- c. Impact on force generation.
- d. Compelling personal reasons.

**CHANGES TO POSTING MOVEMENT**

14. Where possible, existing processes and delegated authorities will be used by Defence personnel to request posting related movement. However, this posting period will be more prescriptive in the travel mode, as well as the dates personnel and dependants can travel. Defence will implement the following changes to the management of postings throughout the 2020-2021 posting period:

- a. **Posting prioritisation.** Where states have directed a quarantine requirement, the PCMCC is to plan and sequence quarantining in government approved accommodation taking into consideration any capacity issues. Group Heads and Service Chiefs, through Human Resource and Career Management agencies, are to review their personnel postings and be prepared to prioritise posting sequencing with the PCMCC.
- b. **Move Plans.** Move Plans will be provided by TOLL in accordance with PCMCC direction. Move Plans will be a point to point plan calculated from the posted person's losing posting locality to the members gaining posting locality. Personnel are to comply with the Move Plan, through:
  - i. undertaking travel on the dates specified
  - ii. undertaking travel via the specified mode (by air or through their own means)
  - iii. travelling via the approved route unless a change to that route is authorised by the PCMCC.
- c. **Travel modes.** Travel modes are dependent on the State and Territory border restrictions, with air travel being the preferred mode of all interstate travel during this period. Defence personnel may submit their travel preferences via their Application for Relocation (AFR). However, the mode of travel to be used may be directed by the PCMCC. Approved travel modes may be subject to change.

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- d. **Leave during travel.** The dates allocated for posting travel must be adhered to. Annual leave is not approved during a period of posting travel. A person's travel departure date identified in the Move Plan triggers the commencement of posting travel. The posting travel ceases on arrival at the final destination. Annual leave outside of posting travel is to be approved and managed by the Chain of Command in accordance with Defence policy.
- e. **Essential workers.** Defence will not seek approval for posted personnel to be deemed 'essential workers' during the posting cycle unless a member is deemed by their Service as a critical asset or capability for operational purposes. Therefore, posted personnel are not authorised to request or utilise an exemption from quarantine unless directed by DG PCMCC for operationally critical circumstances.
- f. **Exceptional circumstances.** Personnel may request consideration of exceptional personal circumstances that may impact on their ability to comply with TOLL Move Plans. Requests for consideration of exceptional circumstances are to be supported by the Chain of Command (with DCO input if required) and submitted, with supporting documentation, to TOLL Case Managers for PCMCC consideration. Where applicable, approval remains dependant on the relevant State or Territory Government arrangements and Defence direction. Defence personnel are to inform TOLL of the outcome of this request and are to provide TOLL with any approval documentation. If the PCMCC does not approve the request Career Management consideration may be required to assess the priority of the posting.
- g. **Individual Responsibilities.** Defence personnel are responsible for obtaining the respective State or Territory border entry pass for themselves and their dependents. Defence personnel must travel in accordance with the Move Plan as detailed in para 13.b. Defence personnel must enter their itinerary into PMKeyS. If Defence personnel need to change their Move Plan due to unforeseen circumstances they are to contact the TOLL hotline on 1800 819 167 and notify their Chain of Command.

#### **Quarantine or self-isolation monitoring and support**

- 15. When coordinating the posting movement, the PCMCC is to also consider relevant requirements to ensure quarantine capacity will not be breached. This includes:
  - a. Personnel and dependants returning from overseas posting, with support from International Policy Division (FASIP).
  - b. Personnel returning from operations, with support from HQJOC.
  - c. Personnel enlisted or appointed and posted into *ab-initio* training establishments, with support from Defence Force Recruiting.
- 16. HQJOC, through Joint Task Force (JTF) 629, is to control the support arrangements to State and Territory Government-operated quarantine facilities. As the specifics of this support may change on a case by case basis, Services must be prepared to force assign general duty and/or specialist personnel to support ADF quarantine requirements, as well as minimising the burden on State and Territory resources.

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17. The PCMCC is to provide JTF 629 daily, weekly, and monthly forecasts on posted personnel and dependants arriving into a state where there is a quarantining requirement to support planning requirements.

**Command and control during travel**

18. Due to the risk that border travel restrictions may change at short notice the command and supervisory responsibilities for Defence personnel travelling during this period are detailed in Annex A.

**Compliance**

19. Disregarding Defence, Federal, State, or Territory direction may put communities and Defence capabilities at risk, and will not be tolerated. Defence personnel are to be exemplary in meeting Federal, State, and Territory requirements during this period.

20. **Application to Defence Personnel.** Defence members who fail to comply with this Directive may be subject to administrative and/or disciplinary action.

21. **Application to non-serving dependants.** Defence has assumed responsibility for funding and administering the movements of Defence personnel and their dependants across borders to preserve Defence capability. Defence is also committed to assisting Defence personnel and their families with the additional burden imposed by the COVID-19 restrictions. Therefore, non-serving dependants are strongly encouraged to adhere to the Move Plan issued to their serving family member. Dependants who choose not to follow their Move Plan will be responsible for any costs and accommodation associated with non-compliance.

**CONDITIONS OF SERVICE**

18. Defence People Group (DPG) have reviewed the conditions of service associated with posting travel to address the unique and controlled nature of this years' postings. Reference D balances both the needs of Defence personnel and the Defence enterprise during this posting period and provides additional benefits to posted members impacted by COVID-19.

19. To temporarily reduce movements across borders, interstate house-finding trips will not be approved. Where possible, personnel are to utilise independent parties in location (with authority to act as an agent) to pre-accept housing. Housing requirements will be considered as part of the existing TOLL or DHA removal process and directed as part of the Move Plan. Defence personnel with dependents with recognised special needs are to ensure their requirements are detailed in their AFR, and are to ensure their TOLL Case Manager is aware of their requirements.

**Delegations**

20. Delegations for removal, relocation, and housing entitlements remain in accordance with Reference E. Individuals are to refer to their respective personnel policy cells, through their Chain of Command, for clarification or approval of non-standard requests or, if applicable, directly to the TOLL or DHA delegate.

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**WELFARE**

21. Defence personnel and their families are likely to feel overwhelmed or anxious at different times during the posting period. Providing early support will foster a healthier workforce with greater resilience.
22. DCO delivers a range of national programs and support services to assist families to effectively manage and reduce the effects of relocation on family wellbeing. Personnel requiring support services, welfare, or health assistance during this period can contact:
- a. Defence Family Helpline on 1800 624 608
  - b. Joint Health Command All-hours Support Line on 1800 628 036
  - c. 1800 IMSICK (1800 467 425). This helpline remains the principle helpline if a member is showing signs of COVID-19 or has travelled through a COVID transmission area (hotspot).
23. The PCMCC will liaise with DCO to ensure that all families impacted by travel restrictions are supported through this period.

**IMPLEMENTATION**

24. This Directive is effective immediately and will remain extant until amended or withdrawn. This Directive replaces *Joint Directive 07/2020 COVID-19: Australian Defence Force Postings and Relocation for Temporary Duty within Australia*, which is hereby withdrawn.
25. This Directive is sponsored by COMD COVID-19 TF, LTGEN JJ Frewen. For ADF Commanders and APS supervisors, issues with this Directive are to be passed back through the Chain of Command, to the Service Headquarters or Group Chiefs of Staff for PCMCC consideration.
26. This Directive is to be reviewed by 28 February 2021, or earlier if circumstances significantly change.

s22

**Greg Moriarty**  
Secretary

October 2020

s22

**Angus J Campbell, AO, DSC**  
General  
Chief of the Defence Force

October 2020

**Annex:**

- A. 2020-2021 Peak Posting Period Command and Control During Travel

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**DG ASD**

**All Senior Defence Representatives (in Overseas Locations)**

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## 2020-2021 PEAK POSTING PERIOD COMMAND AND CONTROL DURING TRAVEL

1. **Losing organisation** is to:
  - a. Ensure that their personnel apply for the border entry pass in accordance with the direction in paragraph 11f.
  - b. Ensure that travelling personnel complete a travel itinerary and update contact details in PMKeyS prior to taking leave and/or commencing travel.
  - c. Not approve leave during the travel period detailed in the TOLL Move Plan.
  - d. After TOLL issues the Move Plan, liaise with the gaining organisation and the travelling personnel to agree to a date from which the command and supervisory responsibility for the travelling personnel transfers to the gaining organisation.
  - e. Retain responsibility for the Command and supervision of travelling personnel until such time as they transfer to the control of the gaining organisation.
  - f. Be prepared to provide assistance, with TOLL, to travelling unit personnel with any welfare issues that may arise during transit, including the ability to assist if border closures result in short notice amendments to individual travel itineraries.
2. **Gaining organisation** is to:
  - a. Liaise with the losing organisation and the travelling personnel to agree to a handover date of Command and supervisory responsibilities. This is dependent on the directed travel itinerary as this date may be before or after the posting order WEF date.
  - b. Facilitate the handover of command and supervision of travelling Defence personnel.
  - c. Be prepared to assist local JTG 629 in the provision of individual welfare support where applicable.
3. **JTF 629** is to:
  - a. Provide local direction to all Defence personnel and their dependents for the duration of their quarantine period.
  - b. Provide local direction and support to Defence personnel at respective State or Territory points of entry who may be impacted by State or Territory Government officials.

- c. Advise the losing organisation of any administrative, welfare or disciplinary issues while under quarantine.
- d. Be prepared to assist losing and gaining organisations with the provision of welfare support to personnel undergoing quarantine.

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**JOINT DIRECTIVE 23/2020 BY THE CHIEF OF THE DEFENCE FORCE AND  
SECRETARY, DEPARTMENT OF DEFENCE**

**COVID-19: OVERSEAS POSTINGS AND RELATED TRAVEL RESTRICTIONS**

**References:**

- A. Joint Directive 15/2020: *COVID-19 Defence Implementation of the 3-Step Framework for a COVIDSafe Australia*
- B. Joint Directive 25/2020: *COVID-19 Domestic Postings and Related Travel Restrictions*
- C. Joint Directive 12/2020: *COVID-19 Defence Travel Restrictions*
- D. CDF Directive 04/2020: *ADF Essential Activities*
- E. Joint Directive 09/2020: *COVID-19 Personnel Reporting Requirements*
- F. Defence Determination 2016/19 – *Conditions of service* (as replicated in PACMAN)

**INTRODUCTION**

1. Defence must remain responsive to Federal, State, and Territory based arrangements as Australia focuses on a pathway to a COVIDSafe Australia (Reference A). Maintaining continuity of business and delivering essential capabilities remains a fundamental priority for Defence.
2. Concurrently, the Australian Government has implemented strict overseas travel measures in order to reduce the importation and transmission of COVID-19. The prevalence of the virus in Australia and overseas remains fluid, and the environment in which staff and their families commenced a posting or are expecting to post may have significantly changed because of COVID-19-related restrictions.

**PURPOSE**

3. This Directive specifies the Defence-wide approach to long-term overseas postings and the international travel component of overseas postings or posting related travel. It also outlines temporary Conditions of Service amendments in relation to overseas postings for Defence personnel.
4. For domestic postings, please see Reference B.

**SCOPE**

5. This Joint Directive applies to all ADF members and APS employees (Defence personnel), and their dependants (where applicable), who are:
  - a. undertaking or ceasing a long-term overseas posting

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- b. undertaking Commonwealth funded travel, official travel, and conditions of service travel, in association with a long-term overseas posting
- 6. This Joint Directive does not apply to:
  - a. personnel travelling on, or in support of, operational tasking by the Chief of Joint Operations (CJOPS)
  - b. short-term business travel overseas, originating in Australia, for which Reference C applies

**DEFINITIONS**

- 7. For the purpose of this Directive, the following are defined as:
  - a. **Approval Authority.** Group Heads and Service Chiefs, or an appropriate delegate as specified below, are Approval Authorities within their respective Groups or Service for the purpose of this Directive.
  - b. **Essential Defence Activities.** Reference D defines ADF essential activities. In addition, Approval Authorities are responsible for determining which Defence activities are to be considered essential within their area of responsibility.
  - c. **Essential Defence Travel.** This is Defence-funded travel in support of Essential Defence Activities. Approval Authorities are responsible for determining which Defence travel is to be considered essential within their area of responsibility.
- 8. It is important to note that 'essential' in this context does not refer to 'Essential Workers' as understood by Federal, State, or Territory authorities.
- 9. Defence will not seek approval for posted personnel to be deemed 'essential workers' during the posting cycle unless a member is deemed by their Service as a critical asset or capability for operational purposes. Therefore, posted personnel are not authorised to request or utilise an exemption from quarantine unless directed by DG PCMCC for operationally critical circumstances.
- 10. A graphical representation of the process and delegates is at Annex A.

**COMMENCING OVERSEAS POSTINGS**

**Commencing or rotating a posting**

- 11. Whether a posting is determined as critical to essential Defence activities is to be determined by the relevant Group or Service Approval Authority (not below 2 Star / Band-2) in accordance with Reference D. This is to involve an assessment of:
  - a. whether the position contributes to essential Defence activity as determined by the Group or Service Approval Authority
  - b. the rationale/basis for the position;
  - c. whether there is redundancy established elsewhere in the host nation for the function or whether alternative arrangements can be implemented in Australia;
  - d. whether the position confers irreplaceable technical or strategic influence;
  - e. whether there are any reciprocal commitments;

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- f. any goodwill or reputational issues from gapping the position; and
  - g. whether there has been a strategic 'direction' to fill the position.
12. Defence personnel are to undertake a DCO-led overseas posting suitability assessment, including a comprehensive assessment of the individual and their immediate family. This also assesses their capability to post accompanied or unaccompanied.
13. The assessment should consider the possibility of being unaccompanied for an extended period of time, and the implications for them and their family, including their capacity for adaptation and proposed plans and strategies to assist with this. The outcome of this assessment is not binding but goes to inform and assist the member's decision whether to proceed with the posting.

**Accompanied postings**

14. Once essentiality of the position has been agreed, Approval Authorities may resume accompanied postings (excepting locations listed in paragraph 19). The Approval Authority to commence or rotate an accompanied post within the relevant Group or Service is:
- a. Director General Navy People;
  - b. Director General Career Management - Army;
  - c. Director General Personnel - Air Force; or
  - d. A 1 Star / Band-1 officer identified by the Group Head for the other Groups.
15. Approval authorities assessing whether to allow Defence personnel to post overseas accompanied are to consider:
- a. the safety of personnel and their accompanying families to travel, integrate and live in the respective host nation, given the Australian Government's health direction and advice relating to COVID-19;
  - b. the morale and welfare of the member / employee and their family should the posting be deemed unaccompanied;
  - c. the outcome of the Defence Community Organisation (DCO) overseas posting suitability assessment;
  - d. the positive value that accompanying family provide in solidifying community integration within the host nation, especially in roles with a heavy representational role; and
  - e. the extant Departmental and Government direction regarding COVID-19 at the time of the decision, including restrictions on official travel and the impact of social distancing, quarantine and self-isolation requirements; and
  - f. input from the Senior Defence Representative (SDR) at Post.
16. The input provided by SDRs is to, at a minimum, provide an assessment of the WHS and security risk for each location<sup>1</sup> and the ability for Defence personnel and their dependants to be facilitated and integrated by Post and the host nation. SDRs must ensure they address the additional risk factors associated with travel to countries which were designated as 'do not travel' prior to the COVID-19 pandemic (see Annex B).

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<sup>1</sup> Where Defence personnel are posted to multiple locations in a country, the SDR advice should be detailed enough so that personnel posting in are aware of the situation that will apply to them in their posting location.

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17. SDRs may base their input on an assessment and evaluation that they conduct specifically for the posted position, or where appropriate, they can draw upon the existing advice of the Department of Foreign Affairs and Trade (DFAT) or other government agencies. A sample assessment template is available at Annex C. SDR input is to be provided to the Directorate of Attaché and Overseas Management via email at [daom.overseaspostadmin@defence.gov.au](mailto:daom.overseaspostadmin@defence.gov.au) within two weeks of the release of this Directive and is to be updated as local conditions evolve.

18. Approval authorities are to provide documentation to the COVID-19 Taskforce for oversight, once they are satisfied that sufficient risk mitigation strategies have been undertaken, including confirmation from the member / employee that they accept the known risks.

19. Defence continues to have concerns about a number of posting locations where the COVID-19 risk to personnel remains high. Postings to these locations are to continue as unaccompanied until further notice or unless approved by the Secretary or CDF on a case-by-case basis. The current list of locations to which this applies is available on the Defence Intranet at <https://objective/id:BN20203699>. SDRs and the Service Career Management Agencies will be advised each time the list is amended.

20. Some countries require proof of a negative COVID-19 test result prior to arrival. It is a common requirement for this test to be conducted within the 72 hours prior to arrival in the host country. Members, employees and their dependants are to familiarise themselves with the specific requirements of the country they are travelling to and comply accordingly. If any of the travelling party return a positive result they must not travel, follow the process at Reference E and abide by the relevant State & Territory guidelines.

21. Due to the high health risk involved, Defence will not support official travel for any Defence personnel or dependants who are immunocompromised or at higher medical risk should they contract COVID-19. ADF members are to discuss this during their pre-posting medical. APS employees and all dependants should seek further advice from the TravelDoctor well in advance of their posting to discuss their suitability to proceed.

22. Personnel whose dependants are unable to accompany them to an overseas posting due to this Directive or travel restrictions of the Australian or host government, remain entitled to have their dependants join them in the overseas posting location at a point in time when such restrictions are lifted. In accordance with Reference F, Chapter 14, a minimum period of 12 months remaining at post is required to maintain an entitlement for a removal overseas at Commonwealth expense. Discretion exists within the Groups and Services where the period remaining at post is between 6 and 12 months.

**VOLUNTARY AND DIRECTED DEPARTURES**

23. During the height of the pandemic a number of posts were directed to evacuate non-essential staff and dependants, or an offer to evacuate was provided. Directions or offers of evacuation going forward will align with DFAT where Defence has personnel in reasonable geographic proximity to the DFAT presence.

24. Secretary or CDF approval is required for arrangements other than those consistent with DFAT. As the situation stabilises, the directions or offers for evacuation will be revoked by DFAT on a location by location basis. Approval of the Secretary or CDF is required to revoke directions that were not issued by DFAT or in advance of DFAT.

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25. The evacuation conditions of service provided in Reference F, Chapter 14A only apply to departures from locations where an evacuation direction or offer is approved. The lifting of an evacuation offer or direction is not considered an approval for those evacuated to return to post; this is covered in paragraphs 26-30. The current list of locations with directed or voluntary departures is available on the Defence Intranet at <https://objective/id:BN19569374>. SDRs and the Service Career Management Agencies will be advised via email each time the list is amended.

**RETURN TO OVERSEAS POSTINGS**

26. There may be circumstances where Defence personnel have returned to Australia and are now being prevented from returning to the overseas posted locations. Defence personnel and dependants who were withdrawn, evacuated or were unable to return to Post due to travel restrictions may not return until such time as they are approved to do so. The return to post decision is a separate, but potentially concurrent process to the lifting of an evacuation direction or offer as described above.

27. Defence will return dependants to post where DFAT has approved the return of non-essential staff and dependants.

28. Defence posts personnel to a number of locations which do not have a DFAT presence. In these cases the Approval Authorities listed below are authorised to approve the return to a location for which DFAT has not issued advice, only where it is in the same country as a DFAT approved return location:

- a. A 1 Star / Band 1 officer in International Policy Division;
- b. Director General Navy People;
- c. Director General Career Management - Army;
- d. Director General Personnel - Air Force; or
- e. A 1 Star / Band-1 officer identified by the Group Head for the other Groups.

29. In approving returns to a location where DFAT has not specifically approved the return, the Approval Authority will consider whether the advice applicable to the DFAT approved location is generally applicable to the location under consideration and any further information available from the SDR with respect to the specific posting location.

30. Only the Secretary, the CDF, Service Chiefs or Group Heads can approve dependant returns in advance of DFAT's decision to return dependants or to a country where DFAT does not have personnel. The current list of locations approved for the return of non-essential staff and dependants is available on the Defence Intranet at <https://objective/id:BN17210539>. SDRs and the Service Career Management Agencies will be advised via email each time the list is amended.

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**NON-BUSINESS TRAVEL**

31. The restrictions on travel and quarantine / self-isolation requirements have implications for reunion and compassionate travel.

**Overseas Reunion Travel**

32. Given border closures, flight disruptions, the requirement for quarantine or self-isolation, and travel restrictions, reunion visits to locations outside Australia are suspended until further notice.

33. Reunions are only to take place in Australia (ie. reverse reunion), not at the overseas posting location, or in a third location. In considering an application to approve leave associated with Reunion Travel, Posts should consider whether prolonged restrictions on movement and quarantine are likely to cause significant distress, welfare issues and the capability impact of prolonged workplace absences.

**Reverse Reunion Visits**

34. Defence personnel or their spouse / partner with dependants in Australia remain eligible for reverse reunion visits under extant policy provisions. Reunion visits are not to occur before the three month mark following the departure of their dependants from post or from the commencement of an unaccompanied posting. Posts expecting multiple absences are to plan their schedule of reunion visits as part of business continuity planning.

35. In addition to any quarantine or self-isolation period(s) required in Australia and/or the host country on return, personnel should plan for at least fourteen days leave with their dependants. This minimum period reflects the Department's intention for personnel to have an appropriate period of rest and a reasonable opportunity to reconnect with families given the significant financial and administrative costs of implementing these arrangements.

36. Where possible, personnel should work remotely to post while in quarantine / self-isolation, taking into account WHS and security requirements. Personnel should make every effort to ensure they are equipped and able to work remotely prior to departing their overseas position location. If not feasible, personnel must apply for leave for any period of enforced quarantine / self-isolation.

37. Further information is available on the Defence Intranet in the [COVID-19 – Leave and Working Arrangements Quick Guide](#)<sup>2</sup>. For the actual reunion period, personnel are to utilise existing leave entitlements.

**Respite travel**

38. Personnel without recognised dependants in Australia who wish to take respite in Australia may do so at their own expense or utilising Assisted leave travel, if applicable and appropriate. This should be planned and conducted as if it were a reverse reunion visit and remains subject to any quarantine / self-isolation period required in Australia and/or the host country on return.

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<sup>2</sup> <https://objective/id:BN13168893>

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### **Compassionate travel**

39. Policy relating to the benefits and approval process for compassionate travel remain unchanged in accordance with Reference F, Chapter 15. Consideration should be given to the impact on resource levels at the overseas position location if personnel are unable to return, as well as potential quarantine or self-isolation requirements.

### **Personal travel to countries other than Australia**

40. Personnel on overseas postings are to consider the travel restrictions applicable when considering personal travel from their posting location to another overseas country. Personnel should apply the same standards to themselves that apply to the broader Australian community through DFAT's travel advice, to ensure no double standards. ADF members are to remain cognisant of the Leave Travel Restrictions at Reference F, Chapter 5 Part 2. Further information is available on the Defence Intranet in the [Factsheet - Private travel during the COVID-19 pandemic in countries designated 'do not travel'](#)<sup>3</sup>.

### **Isolation costs associated with Conditions of Service travel**

41. Isolation / quarantine costs associated with Commonwealth funded overseas travel will be covered in accordance with the criteria outlined in Reference F, Chapter 12. Isolation or quarantine costs associated with self-funded travel remain a personal responsibility.

### **Overseas Allowances during Conditions of Service travel**

42. Personnel are reminded that absences from their overseas posting location for greater than 28 days will have an impact on their Overseas Living Allowances and Location Allowance (if applicable) unless the absence is in association with an evacuation or is unavoidable. The quarantine period does not form part of the 28 day absence.

## **BUSINESS TRAVEL FROM ONE OVERSEAS COUNTRY TO ANOTHER**

43. Defence personnel required to undertake Essential Defence Travel from one overseas country to another are to seek approval through their Approval Authority (not below 2 Star / Band-2). This does not apply to accredited staff travelling to countries within their accreditation. For the purpose of this Directive, the NATO MILREP can conduct business travel within the Schengen Zone and to European NATO countries. Appropriate government travel approvals are to be obtained prior to travel commencing.

## **RETURNING TO AUSTRALIA FROM OVERSEAS AND MOVING DOMESTICALLY WITHIN AUSTRALIA**

44. All personnel returning from overseas are to familiarise themselves and comply with Reference B whilst in Australia.

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<sup>3</sup> <https://objective/id:BN20410401>

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**IMPLEMENTATION**

45. This Directive is effective immediately and will remain extant until amended or withdrawn.
46. This Directive supersedes and replaces Joint Directive 13/2020: *COVID-19 Overseas Postings and Related Restrictions*, which is hereby withdrawn.
47. If personnel are unable to access the linked documents through the Defence Intranet a copy can be requested from [overseasconditions.policy@defence.gov.au](mailto:overseasconditions.policy@defence.gov.au).
48. This Directive is sponsored by s47E(d), a/Assistant Secretary People Policy and Employment Conditions Branch. For ADF Commanders and APS supervisors, issues with this Directive are to be fed back through the Chain of Command to the Service Headquarters / Group Chief of Staff, and if necessary, for sponsoring to People Policy and Employment Conditions Branch for Secretary and CDF consideration.
49. This Directive is to be reviewed by 01 April 2021 or earlier if circumstances change significantly.

s22



**Greg Moriarty**  
Secretary

Oct 2020

s22



**Angus J Campbell**  
General  
Chief of the Defence Force

Oct 2020

**Distribution:**

**Associate Secretary**

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**DEPSEC CAS**

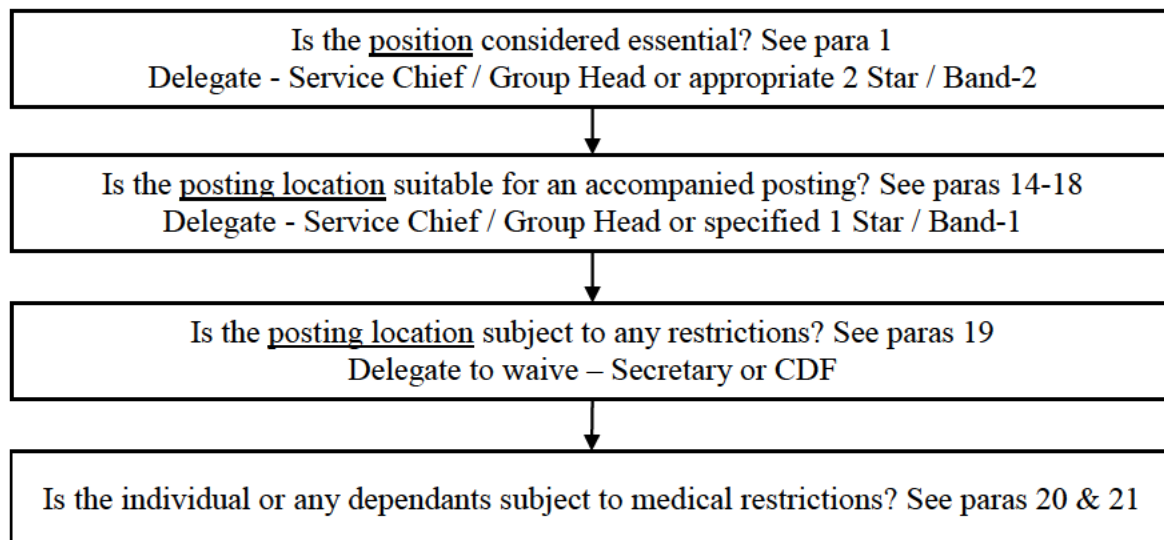
**DEPSEC DP**

**DEPSEC E&I**

**DEPSEC SP&I**

**All Senior Defence Representatives (in Overseas Locations)**



**OFFICIAL****ANNEX A TO  
JOINT DIRECTIVE 23/2020  
OCT 20****PROCESS CHART****OFFICIAL**

**OFFICIAL****ANNEX B TO  
JOINT DIRECTIVE 23/2020  
OCT 20****COUNTRIES DESIGNATED ‘DO NOT TRAVEL’ OR ‘RECONSIDER YOUR NEED  
TO TRAVEL’ PRIOR TO THE COVID-19 PANDEMIC**

<b>Destination</b>	<b>Overall level of advice</b>
Afghanistan	Do not travel
Algeria	Reconsider your need to travel
Burkina Faso	Reconsider your need to travel
Burundi	Do not travel
Central African Republic	Do not travel
Chad	Do not travel
Democratic Republic of the Congo	Reconsider your need to travel
Egypt	Reconsider your need to travel
Eritrea	Reconsider your need to travel
Haiti	Reconsider your need to travel
Iran	Reconsider your need to travel
Iraq	Do not travel
Libya	Do not travel
Mali	Do not travel
Mauritania	Reconsider your need to travel
Niger	Do not travel
Nigeria	Reconsider your need to travel
North Korea	Reconsider your need to travel
Pakistan	Reconsider your need to travel
Saudi Arabia	Reconsider your need to travel
Somalia	Do not travel
South Sudan	Do not travel
Sudan	Reconsider your need to travel
Syria	Do not travel
Venezuela	Do not travel
Yemen	Do not travel

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**OFFICIAL****ANNEX C TO  
JOINT DIRECTIVE 23/2020  
OCT 20****SAMPLE LOCATION ASSESSMENT**

<b>Post:</b>
<b>Date of Assessment:</b>
<b>Summary of Situation at Post:</b>
<b>Recommendation:</b>
<b>Detailed Description of Situation:</b>
<b>Commercial Flight Availability:</b>
<b>Capacity of Host Nation to support returns:</b>
<b>Arrival / Quarantine Requirements:</b>
<b>Capability of Health System:</b>
<b>General Health Risk Assessment:</b>
<b>Medivac Availability:</b>
<b>Local COVID-19 Mitigation Strategy:</b>
<b>Local Movement Restrictions / Safety:</b>
<b>Local Education System Availability:</b>
<b>Risk of Instability, Violence, Terrorism:</b>
<b>Position of like-minded missions:</b>
<b>Ability of Host Nation to provide effective support:</b>

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**OFFICIAL****ANNEX C TO  
JOINT DIRECTIVE 23/2020  
OCT 20**

<b>Operational Considerations:</b>
<b>Other Comments:</b>
<b>Assessment Prepared by:</b>
<b>HADS / DA / SDR Comments:</b>
<b>Endorsed by:</b>

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**JOINT DIRECTIVE 26/2020 BY THE CHIEF OF THE DEFENCE FORCE AND  
SECRETARY, DEPARTMENT OF DEFENCE**

**COVID-19: 2020-21 TRAVEL AND LEAVE ARRANGEMENTS FOR DEFENCE  
PERSONNEL**

**References:**

- A. Joint Directive 15/2020: *COVID-19 Defence Implementation of the 3-Step Framework for a COVIDSafe Australia*
- B. Joint SEC/CDF Directive 25/2020 *COVID-19: Domestic Postings and Related Travel Restrictions*
- C. Joint SEC/CDF Directive 23/2020 *COVID-19: Overseas Postings and Related Travel Restrictions.*
- D. CDF TASKORD 2020/43 *Revised arrangements for Whole of ADF response to COVID-19*
- E. Defence Determination 2016/19

**INTRODUCTION**

1. Defence must remain responsive to Federal, State, and Territory based arrangements as Australia focuses on a pathway to being COVIDSafe (Reference A). Maintaining continuity of business and delivering essential capabilities remains a fundamental priority for Defence.

2. Our ability to deliver these capabilities – while simultaneously looking after the health, safety, and welfare of our people – requires that we have a clear understanding of the impact of COVID-19 on Defence business. Defence also needs to have the ability to adjust the conduct of Defence business as required.

3. Defence personnel are to be exemplars in meeting Federal, State, and Territory requirements, whether for business or personal travel. As such, the conduct of travel and leave taken during the COVID pandemic period is to be carefully planned and managed. This ensures Defence of the essential nature of official travel, and provides visibility on the movements of personnel – especially if our people travel to a place that emerges as a hot spot.

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## PURPOSE

4. The purpose of this Directive is to ensure that travel undertaken by Defence personnel, and Defence funded travel by ADF dependants, supports Australian Government efforts to reduce the transmission of COVID-19, while continuing to maintain operational effectiveness.

## SCOPE

5. This Directive applies to all Defence personnel posted to and residing within Australia, except in the following circumstances:

- a. travel for, or in support of, operational tasking by the Chief of Joint Operations.
- b. travel for postings and relocation for duty within Australia where Reference B applies.
- c. travel for overseas postings and associated travel where Reference C applies.

6. This Directive provides direction and guidance on the following:

- a. Domestic Travel (both Defence funded and private) in Annex A
- b. Overseas Travel (Defence funded) in Annex B

## DEFINITIONS

7. For the purposes of this Directive, the following are defined as:

- a. **Approval Authority.** Approval Authorities for Defence-funded travel and leave approval are outlined in the respective Annexes.
- b. **Defence Personnel.** This includes all ADF members and APS employees within the Department of Defence.
- c. **Essential Defence Activities.** Approval Authorities are responsible for determining which Defence activities are to be considered essential. Considerations by the Approval Authority include the risk to Defence members of transmitting or contracting COVID-19, the risk to the Australian public of transmitting or contracting COVID-19, other methods to achieve the outcome that are at least minimally effective, and the reputational risk to Defence of undertaking travel during the COVID-19 pandemic.
- d. **Border Exemption.** This is a waiver granted by a Federal, State, or Territory government allowing an individual to travel to or from an area that would not normally be allowed under current travel restrictions.
- e. **Leave.** This refers to all types of leave including personal, annual, recreation, war service leave, long service leave or leave without pay with the intention of undertaking travel during the COVID-19 pandemic.

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- f. **Leave Travel.** This refers to Defence funded travel undertaken while personnel are absent on leave.

### **LEAVE AND LEAVE TRAVEL**

8. Defence personnel are strongly encouraged to take leave for respite and wellbeing but should consider the appropriateness of travelling outside of local areas and to locations that will or may result in quarantine being required. If personnel choose to travel to or from locations where quarantine or isolation arrangements are, or become required as a result of the travel, as with all members of the general public, Defence personnel should have sufficient personal financial resources and leave balances to cover total quarantine costs.
9. Defence personnel are to be strongly encouraged to proceed on leave, even if they are unable to travel to their preferred destination. The cancellation of travel as a consequence of changing State and Territory requirements would not necessarily lead to the cancellation of leave.
10. The principles to be applied to leave travel are:
- a. Respite opportunities are available, though desired destinations may be restricted.
  - b. Defence personnel will fully comply with all State and Territory requirements and health orders.
  - c. Travelling outside the posting locality comes with consideration and acceptance of risk by both the manager or commander and the ADF member or APS employee.
  - d. For ADF members, only domestic leave travel is to be taken. APS employees are strongly encouraged to only undertake travel domestically.
  - e. Personnel are not to travel from or into COVID hot-spots as defined by the relevant state and territory governments.
  - f. Defence personnel must be prepared to be flexible and change travel plans if required.

### **MANAGER AND COMMANDER RESPONSIBILITIES**

11. Managers and commanders are to discuss travel plans with personnel prior to approving leave and/or travel. Additional absence likely to result from cross-border travel quarantine requirements is to be considered by managers and commanders at the time of approving the leave or travel.
12. Managers and commanders should consider relevant risks and identify measures that can be implemented to minimise the potential exposure to COVID-19 by personnel undertaking approved travel.

### **TRAVELLER RESPONSIBILITIES**

13. Defence personnel are to remain cognisant that Defence is to be an exemplar in supporting national efforts to suppress the transmission of COVID-19 and should therefore

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carefully consider any need for travel. This is regardless of whether the travel is for official or private purposes, or Defence or privately funded.

14. All Defence personnel are to comply with relevant Federal, State, and Territory travel and border restrictions unless a border exemption has been granted. Defence personnel must be mindful of the possibility of becoming isolated or needing to undertake a period of quarantine due to changing circumstances. Quarantine requirements and border closures may change at very short notice, for example, in response to local COVID-19 outbreaks.

15. All Defence personnel are to ensure they check details of areas they are travelling to or through to ensure that area is not a COVID hot spot. This information is available on the relevant Federal, State, or Territory health website. Defence personnel can also consult the [COVID-19 TF portal](#) (available on the Defence Intranet page) for further guidance.

### QUARANTINE OR ISOLATION

16. It is expected that Defence will not generally rely on, or seek, exemptions from quarantine requirements.

17. Where State and Territory quarantine exemptions are available for operational requirements, and are approved for use by the COVID-19 TF, these are not to be accessed by Defence personnel travelling on leave.

18. Defence will fund quarantine cost arrangements for Defence personnel in the following circumstances:

- a. **Reunion Travel and Reverse Reunion Travel.** For an MWD(U) ADF member who has been unable to reunite with their dependant(s) for a period greater than six months due to COVID-19, quarantine will be funded for the ADF member once only during this six month period. Defence will pay for entitled reunion travel costs, in addition to quarantine costs and *Short Absence from Duty – Isolation* (if required) for ADF members in this circumstance IAW Defence Determination 2016/19.
- b. **Compassionate Travel.** For an ADF member and/or spouse for whom compassionate travel is approved, Defence will pay for travel costs, quarantine costs and provide *Short Absence from Duty – Isolation* (if required) for ADF members in this circumstance IAW Defence Determination 2016/19.
- c. **Business Travel.** Where personnel are required to quarantine as a result of essential Defence travel, hotel and associated quarantine costs will be covered by the line area.

19. **Recreation Leave Travel.** Defence will not fund quarantine costs for ADF members undertaking Recreation Leave Travel. In order to support ADF members eligible for Recreation Leave Travel, whose nominated family for Recreation Leave Travel purposes reside within an area that would require quarantine on the forward or return journey, ADF members are permitted to nominate a different relative in a location that does not require quarantine. For the 2020-21 period, this election does not need to be enduring. For those ADF members who do not have another relative who they can nominate, their travel benefit is to the nearest capital city that does not have a quarantine impost.

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## REPORTING AND RECORDING

20. All Defence personnel are to utilise the 'My Itinerary' function in PMKeyS ESS to record planned leave travel and personal travel with an overnight stay. All unplanned overnight travel is to be updated in 'My Itinerary' as soon as practical. This includes personnel travelling over reduced staffing periods and who are not making a formal leave request (the 'My Itinerary' function can be used without the need to submit an absence request). Utilisation of the PMKeyS 'My Itinerary' function is critical for tracking our personnel in both High Risk Weather Season (HRWS) events and emerging COVID hot spots. Defence personnel are to ensure that their PMKeyS details are current.
21. ADF members are to confirm with their chain of command within 72 hours of departure that their leave or travel plans are still able to occur given any State and Territory restrictions. Managers and commanders are responsible for ensuring the confirmation of all leave plans prior to departure.
22. ADF members under 18 years of age are to be individually case managed as per the extant principles in conjunction with Parent or Guardian engagement.
23. APS employees are encouraged to maintain contact with their supervisors regarding leave and travel plans.
24. **COVIDSafe App.** All Defence personnel, and particularly those undertaking domestic travel, should download the COVIDSafe app to facilitate faster contact tracing of personnel who have been in close contact with someone diagnosed with COVID-19.

## IMPLEMENTATION

25. This Directive supersedes and replaces CDF Directive 04/2020 *ADF Essential Activities* of 31 Mar 20 and Joint SEC/CDF Directive 12/2020 *COVID-19: Defence Travel Restrictions* of 13 May 2020, which are hereby cancelled.
26. This Directive is effective immediately and will remain extant until amended or withdrawn. The sponsor is Assistant Secretary People Policy and Employment Conditions Branch, contactable on email [DPGPPEC.Correspondence@defence.gov.au](mailto:DPGPPEC.Correspondence@defence.gov.au). This Directive is to be reviewed by 1 March 2021 or earlier if circumstances significantly change.

27.

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**Greg Moriarty** /  
Secretary

28 October 2020

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**Angus J Campbell**  
General  
Chief of the Defence Force

28 October 2020

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ANNEX A TO  
JOINT DIRECTIVE 26/2020

DOMESTIC TRAVEL

DEFENCE FUNDED TRAVEL

1. **Defence Business Travel.** Approval for travel must be gained through relevant Approval Authorities as outlined below. Approval Authorities are expected to limit approvals to Essential Defence Travel. Where travel is essential, commanders and managers are to ensure that appropriate border exemptions and permits are obtained prior to the travel commencing. Commanders and Managers are to review the relevant restrictions of States and Territories 24 - 48 hours prior to departure to ensure continued compliance.
2. **Defence Funded Leave Travel.** All Defence funded leave travel must comply with the Leave Travel Principles outlined in paragraph 10 of Joint Directive 26/2020.
3. **Medical Travel.** ADF members required to undertake essential medical travel are to seek approval through their chain of command on confirmatory advice from Joint Health Command in accordance with extant policy.

PRIVATE TRAVEL

4. All Defence personnel undertaking privately funded travel are encouraged to consider and comply with the principles as outlined in paragraph 10 of Joint Directive 26/2020. This includes any private travel that occurs outside of Defence leave, such as on weekends, over reduced staffing periods, and public holidays.
5. **Private travel – APS Employees.** APS employees should carefully consider any plans for private travel during this time, and comply with Federal, State and Territory government restrictions and recommendations. APS employees are expected to comply with all restrictions, including any requirements for quarantine or isolation. Any quarantine or isolation period is to be covered by the employee's own leave.
6. APS employees are strongly encouraged not to intentionally travel to any COVID hot spots.
7. **Private travel – ADF Members.** Travel is not to be approved for ADF members travelling to a known COVID hot spot unless they are authorised to undertake Compassionate Leave or Reunion Travel.
8. If an ADF member's or APS employee's travel is cancelled for **operational** reasons and they are therefore recalled to another destination, unrecoverable costs may be claimed from Defence in limited circumstances.

APPROVAL AUTHORITIES

9. **Leave Travel.** Unit Commanders and managers (O4 or above) are responsible for the decision to approve or deny a leave application for an ADF member to a locality that will require travel to a different State or Territory, or to an area within a State or Territory that is subject to COVID-19 movement restrictions in accordance with the flow chart below.

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10. **Defence Business Travel.** Group Heads and Service Chiefs, or an appropriate One Star/Band One delegate responsible for the business activity, are Approval Authorities within their respective Groups or Services for domestic Defence Business Travel.

11. APS leave approval is in accordance with extant policy. Managers and commanders are to monitor the travel plans of APS employees and encourage any travel to be undertaken in accordance with the principles outlined at paragraph 10 of Joint Directive 26/2020.

12. For exceptional circumstances, chiefs of command are to consult with the COVID-19 Taskforce via [covid19.tf@defence.gov.au](mailto:covid19.tf@defence.gov.au) for further guidance.

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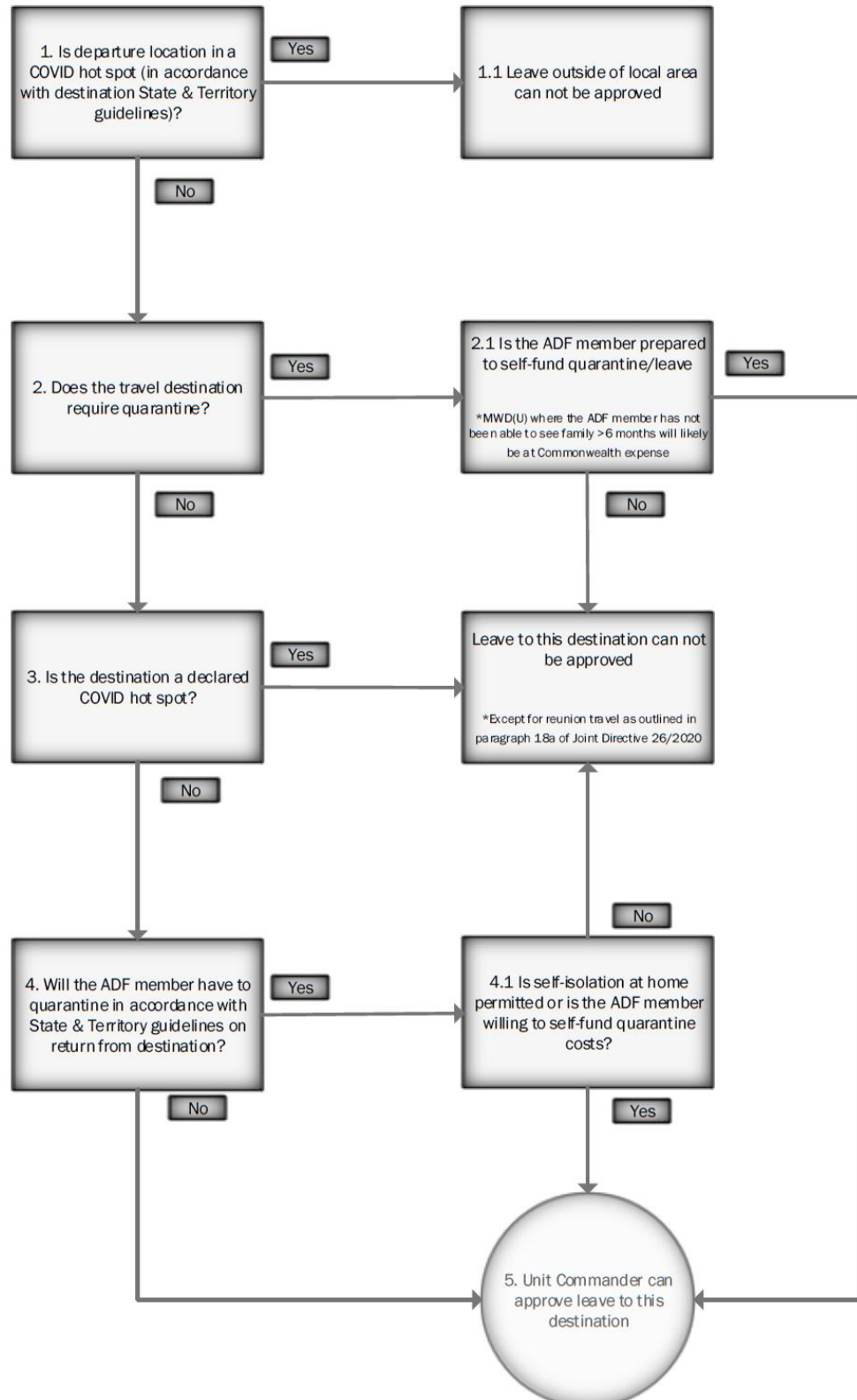
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## LEAVE TRAVEL APPROVAL FLOWCHART

### FLOWCHART FOR LEAVE APPROVAL

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ANNEX B TO  
JOINT DIRECTIVE 26/2020

OVERSEAS TRAVEL

DEFENCE FUNDED TRAVEL

1. Defence personnel are to comply with extant Federal Government restrictions on overseas travel unless approval has been granted by their Approval Authority and a border exemption is obtained.
2. **Short-term business travel overseas.** Defence personnel required to undertake overseas travel that is necessary for achieving Essential Defence Activities are to seek approval through their Approval Authority. Appropriate government travel approvals are to be obtained prior to travel commencing.
3. **ADF compassionate travel from Australia to overseas locations.** Commanders may approve ADF compassionate travel to an overseas location in accordance with extant policy, but are to notify their respective Service Headquarters prior to the ADF member's departure from Australia. ADF members must accept the risk regarding availability of regular public transport flights; and ADF members must abide by associated quarantine requirements if applicable overseas and on re-entry to Australia.
4. **Personnel posted overseas.** Personnel returning from an overseas posting to Australia are required to complete their duties and return via the most direct approved route in the shortest time to reduce risk of exposure to COVID-19. Extended periods of recreation leave may not be taken overseas prior to beginning posting travel, this includes leave in conjunction with rest periods. Approval Authorities may only approve incidental personal travel combined with official travel in exceptional circumstances (Reference C).

PRIVATE TRAVEL

5. **APS Private Travel.** Defence's existing policies strongly discourages the taking of leave for the APS in countries designated as 'Do Not Travel' by the Department of Foreign Affairs and Trade. APS employees are strongly encouraged to reconsider overseas travel during the COVID-19 pandemic.
6. **ADF Private Travel.** ADF members are not to travel overseas in accordance with the principles provided in Directive 26/2020 at paragraph 10c. For ADF personnel posted overseas, Defence's existing policies prohibit the taking of leave for the ADF in countries designated as 'Do Not Travel' by the Department of Foreign Affairs and Trade. ADF leave applications are automatically cancelled upon arrival in a 'Do Not Travel' country if they do not meet the appropriate conditions or an appropriate waiver has not been provided in accordance with Defence Determination 2016/19 Conditions of Service (as replicated in the Pay and Conditions Manual) Chapter 5 Part 2.

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## APPROVAL AUTHORITIES

7. **Leave Travel.** For the purpose of providing a leave travel restriction waiver the Approval Authority for countries listed in the footnote below<sup>1</sup> remains the Deputy Chief of Joint Operations. For all other countries the Approval Authority is the appropriate 2 Star Officer in the ADF member's chain of command. Where the ADF members chain of command does not include a 2 Star Officer, the Approval Authority is the ADF members Deputy Service Chief.
8. **Defence Business travel.** Group Heads and Service Chiefs, or an appropriate Two Star/Band Two delegate, are Approval Authorities within their respective Groups or Services for the purpose of determining essentiality of international Defence Business Travel.
9. **SLG Travel.** Members of the senior leadership group required to undertake Essential Defence Travel overseas are to seek approval from the Minister for Defence as the Approval Authority. Appropriate government travel approvals are to be obtained prior to committing to the activity.
10. For exceptional circumstances, chains of command are to consult with the COVID-19 Taskforce via [covid19.tf@defence.gov.au](mailto:covid19.tf@defence.gov.au) for further guidance.

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<sup>1</sup> Afghanistan, Burundi, Central African Republic, Chad, Iraq, Libya, Mali, Niger, Somalia, South Sudan, Syria, Venezuela and Yemen.

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**Australian Government**  
**Department of Defence**

**JOINT DIRECTIVE 22/2021**  
**BY THE SECRETARY AND THE CHIEF OF THE DEFENCE FORCE**  
**COVID-19 RELATED TRAVEL AND LEAVE ARRANGEMENTS FOR**  
**DEFENCE PERSONNEL**

**REFERENCES**

- A. National Plan to transition Australia's National COVID-19 Response
- B. Joint Directive 20/2021: COVID-19: Domestic Postings and Related Travel Restrictions
- C. Joint Directive 23/2020: COVID-19: Overseas Postings and Related Travel Restrictions
- D. Joint Directive 16/2021: Defence-Sponsored Foreign Arrivals
- E. Joint Directive 07/2021: Quarantine Arrangements for Incoming International Travel into Australia by Defence Personnel and Contractors Undertaking Defence-Sponsored Travel
- F. *Defence Determination 2016/19, Conditions of service* (as replicated in PACMAN)
- G. CDF TASKORD 2020/43: *Revised arrangements for Whole of ADF response to COVID-19*
- H. CDF TASKORD 2021/47: Amplification to SEC/CDF Joint Directive 22/2020

**INTRODUCTION**

1. Defence must remain responsive to changing Commonwealth, State, and Territory COVID-19 measures as Australia moves through the phases of the National Plan to transition Australia's National COVID-19 Response (Reference A). COVID-19 measures will remain dynamic into 2022 and take time to harmonise across all jurisdictions. Both domestic and international travel will continue to be impacted, with international travel capacity taking time to return to pre-COVID-19 levels. Arrival into some ports of entry will continue to require forms of quarantine and impose limitations on transiting between jurisdictions.
2. Maintaining business continuity and delivering essential capabilities remains a fundamental Defence priority. Our ability to deliver these capabilities, whilst simultaneously looking after the health, safety, and welfare of our people, requires a clear understanding of COVID-19 impacts on Defence business. Defence must remain agile and adjust the conduct of Defence business as required.

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3. Defence personnel, including Defence contractors travelling on Defence sponsored travel, are to be exemplars in supporting national efforts to suppress the transition of COVID-19 both with domestic and international travel. Adherence to Commonwealth, State and Territory requirements as detailed on the [Smartraveller website](#) (including vaccination requirements) is essential when undertaking Defence sponsored travel.

4. Despite reduced travel restrictions, the conduct of travel and leave is to be carefully planned and managed. This includes ensuring only essential travel is approved and maintaining visibility of the movements of individuals, especially for travel to locations of heightened risk of COVID-19 transmission.

**PURPOSE**

5. The purpose of this Directive is to ensure all travel undertaken by Defence personnel, including privately-funded travel and Defence-funded travel by Defence dependants, supports Australian Government efforts to reduce COVID-19 transmission while implementing the National Plan.

6. The Directive also provides advice to travel sponsors in relation to travel undertaken by contractors and foreign nationals, in addition to that provided in Reference D.

**SCOPE**

7. This Directive applies to all Defence personnel and travel sponsors for travel being undertaken by contractors, except for travel for, or in support of, operational tasking by the Chief of Joint Operations.

8. This Directive should be read in conjunction with References B and C (as amended).

**DEFINITIONS**

8. For the purposes of this Directive, the following are defined as:

a. **Approval Authority.** Approval Authorities are persons exercising delegate approval for Defence-funded travel and leave approval.

b. **Defence Personnel.** This includes all ADF members, Defence APS employees, ADF and APS dependents whilst on Defence funded travel, and foreign military and Defence personnel posted to Defence working for the Department of Defence.

c. **Defence Contractors.** This includes employees of contractors to Defence and individuals engaged under a contract, which includes a contractor, consultant, or outsourced provider as defined in FINMAN 2.

d. **Essential Defence Activities.** Approval Authorities are to determine which Defence activities are to be considered essential. Considerations by the Approval Authority include the risk to Defence members of transmitting or contracting COVID-19, the risk to the Australian public of transmitting or contracting COVID-19, other methods to achieve the outcome that

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are at least minimally effective, and the reputational risk to Defence of undertaking travel during the COVID-19 pandemic.

e. **Border Exemption.** This is a waiver granted by a Commonwealth, State, or Territory government agency allowing an individual to travel to or from an area that would not normally be allowed under current travel restrictions. This does not constitute exemption from quarantine where required.

f. **Leave.** This refers to all types of leave including, but not limited to, personal, annual, compassionate, recreation, war service leave, long service leave, or leave without pay with the intention of undertaking travel during the COVID-19 pandemic.

g. **International Travel Advice Levels.** DFAT has reinstated the use of the Travel Advice Level system, removing the “travel bubble zones” as their overarching safety and risk level associated with overseas locations. Designated safe to travel countries can be viewed on the [Smartraveller](#) website.

h. **Vaccines.** A COVID-19 vaccine is defined as one approved by the Australian Therapeutic Goods Administration (TGA) for use in Australia.

### LEAVE AND TRAVEL

9. Defence personnel are strongly encouraged to take leave for respite and wellbeing.

10. The principles to be applied to leave and both business and private travel include:

a. Defence personnel including dependents undertaking Defence funded travel, will comply with all requirements and health orders applicable to the location through which they are transiting and to which they are travelling, whether in Australia or overseas.

b. All travel activities require assessment and acceptance of risks, including those posed by COVID-19, by the manager, commander, travel approver (where applicable) and the traveller.

c. In the event of cancellation of leave due to changing restrictions, managers and commanders should work flexibly with Defence personnel to identify appropriate alternative dates and arrangements to ensure that personnel take regular respite periods.

d. Cancellation of travel as a consequence of changing Commonwealth, State, and Territory or international requirements may not constitute a suitable reason for cancellation of leave.

### JOINT RESPONSIBILITIES

11. **Travel Planning.** All parties are to discuss and should carefully consider the need for travel prior to approving or booking leave and/or travel. This also applies to sponsors and/or delegates arranging travel to Australia for contractors.

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12. **Risk Management.** Managers, commanders and travellers should consider relevant risks and identify measures that can be implemented to minimise the potential exposure to COVID-19 by personnel undertaking approved travel including both Defence funded and private travel.

### MANAGER AND COMMANDER RESPONSIBILITIES

13. **Organisational Planning.** Additional or extended absences of Defence personnel arising from quarantine or isolation requirements associated with travel are to be considered by managers and commanders at the time of approving the leave or travel.

14. **Welfare.** Managers and commanders are responsible for the welfare of travellers whilst in quarantine as part of Defence funded travel. Sponsors of Defence contractors travelling into Australia are to engage with the contractor's employer to monitor their wellbeing whilst in quarantine.

15. **Entering Australia from Overseas.** Sponsors of foreign Defence personnel and contractors undertaking Defence-sponsored travel into Australia should satisfy themselves that all travellers understand their obligations to adhere to relevant Commonwealth, State, and Territory restrictions. This includes adherence to exemption and travel restriction requirements.

16. Activities involving the entry of 50 or more foreign-Defence sponsored visitors into the Australian Migration Zone are to be managed IAW Reference D.

### TRAVELLER RESPONSIBILITIES

17. Travellers are responsible for:

a Maintaining awareness of restrictions applicable to the location to which they are travelling including any locations through which they are transiting. These details change regularly. Domestic travellers must refer to the official state or territory travel advice website for the latest advice. International travellers are to maintain awareness of requirements as detailed on the [Smartraveller](#) website.

b Having sufficient personal financial resources and leave balances to cover all quarantine costs and associated periods (if required). See paragraphs 28-30 for instances where Defence will / will not fund quarantine / isolation costs.

c Meeting all vaccination requirements for the location(s) to which they are travelling, including any locations through which they are transiting.

### COVID-19 VACCINATION REQUIREMENTS

18. The health and safety of Defence personnel and their communities is paramount. COVID-19 vaccinations are the best way to keep you, your family and the community safe<sup>1</sup>.

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<sup>1</sup> [About Australia's COVID-19 vaccine rollout | Australian Government Department of Health](#)

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19. Managers, Commanders and contract managers, are to undertake a risk assessment prior to Defence personnel undertaking Defence funded travel. This risk assessment must consider:

- a. the COVID-19 situation in the home, transit and destination locations,
- b. the type of work to be performed; and
- c. the vaccination requirements prescribed by the relevant state, territory and location(s) to which personnel are travelling.

20. Where risks are identified, the manager or commander must identify opportunities to eliminate or mitigate the risks and, where this is not possible, a decision must be made with respect to the essential nature of the work being performed.

21. **Domestic Travel (Recreation Leave Travel).** Defence personnel, including Defence contractors travelling on Defence sponsored travel are to comply with vaccination entry requirements applicable to the jurisdiction to which they are travelling and through which they are transiting. These requirements are to be assessed and incorporated into the decision making / approval process.

22. **International Duty Travel.** Defence personnel are not to undertake international duty travel unless they have met applicable routine vaccination requirements including a full course of COVID-19 vaccination. To ensure optimal protection, Defence personnel and their dependants eligible to receive the vaccine at the time of departure must have completed their full COVID-19 vaccination course a minimum of 7 days prior to leaving Australia, or as required by their travel destination(s). Travellers are to meet the lead time from the date of receipt of their last vaccination as required to meet entry requirements for their destination and any location through which they are transiting.

23. **Dependants Overseas Travel.** In order to undertake Defence sponsored travel, dependants are required to adhere to the vaccination requirements set out by the Commonwealth, and applicable State, Territory and overseas location to which are through which the travel is undertaken.

24. Defence considers overseas travel for unvaccinated dependants, who are eligible to be vaccinated, as being unsafe and therefore personnel are to proceed as unaccompanied, due to safety reasons.

25. Personnel whose dependants are unable to accompany them to an overseas posting due to this Directive remain entitled to have their dependants join them in the overseas posting location at a point in time when such restrictions are lifted or vaccination requirements are met.

26. In accordance with Reference F, Chapter 14, a minimum period of 12 months remaining at post is required to maintain an entitlement for a removal overseas at Commonwealth expense. Discretion exists within the Groups and Services where the period remaining at post is between 6 and 12 months.

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27. Defence personnel, and their dependants who are eligible to receive the vaccine, who are currently overseas at a post or on official travel, must be fully vaccinated for COVID-19 as soon as possible. Non-compliance with this requirement will be managed on a case-by-case basis, depending on factors such as location risk level, availability of vaccines, time remaining at post and capability requirements.

### QUARANTINE OR ISOLATION

28. Defence personnel and Defence contractors undertaking Defence-sponsored travel will not seek exemptions from quarantine requirements, including undertaking government-supervised quarantine in their first port of entry into Australia, other than as outlined in Reference D.

29. Defence will fund quarantine cost arrangements for Defence personnel in the following circumstances:

- a. **Domestic Reunion Travel.** For an MWD(U) ADF member who has been unable to reunite with their dependant(s) for a period greater than six months due to COVID-19, quarantine will be funded for the ADF member once only during this six month period. Defence will pay for entitled reunion travel costs, for the Australian travel component, in addition to quarantine costs and Short Absence from Duty – Isolation (if required) for ADF members in this circumstance, in accordance with Reference E.
  - b. **Compassionate Travel within Australia.** For an ADF member and/or spouse for whom compassionate travel is approved, Defence will pay for travel costs, quarantine costs and provide Short Absence from Duty – Isolation (if required) for ADF members in this circumstance, in accordance with Reference E.
  - c. **Domestic Business Travel.** Where personnel are required to quarantine as a result of essential Defence travel, hotel and associated quarantine costs will be covered by the line area. Short Absence from Duty – Isolation (if required) will be provided for ADF members in this circumstance, in accordance with Reference E.
  - d. **Operational Tasking.** For personnel travelling on, or in support of, operational activity tasking, the extant processes for return to Australia and subsequent quarantine, as coordinated by Headquarters Joint Operations Command and JTF 629. Where standing exemptions are available, such as those facilitated under relevant public health orders with individual States and Territories for aircrew and supporting maintenance personnel, these will continue to apply.
30. Defence will **not fund** quarantine arrangements for Defence personnel in the following circumstances:
- a. **Recreation Leave Travel.** Defence will not fund quarantine costs associated with ADF members undertaking Recreation Leave Travel. In order to support ADF members eligible for Recreation Leave Travel whose nominated family for Recreation Leave Travel purposes reside within an area that would require quarantine on the forward or return journey, ADF members are permitted to nominate a different relative in a location that does not require quarantine. For the 2021-22 financial year, this election does not need to be enduring. For

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those ADF members who do not have another relative who they can nominate, their travel benefit is to the nearest capital city that does not have a quarantine impost.

b. **Recreational International Leave Travel.** ADF personnel are only able to travel to countries with an Advice Level of Level One (*Exercise normal safety precautions*) and Level Two (*Exercise a high degree of caution*) as defined on the [Smartraveller](#) website. These levels assume a level of risk similar to a large Australian city, but travellers are recommended to take extra precautions when visiting.

c. **Privately Funded Domestic and International Travel.** Isolation and quarantine costs associated with privately funded domestic and overseas travel are the traveller's responsibility. For overseas travel, this includes travel to their home location if their arrival port differs from originally planned. Travellers undertaking quarantine as a result of international private travel will be required to use their own leave for the period of their quarantine.

## REPORTING AND RECORDING

### Travel for Defence Business Purposes

31. CJOPS will centrally coordinate and prioritise the allocation of quarantine facility requirements (where required by jurisdictions) for all Defence members and other personnel sponsored by Defence (uniform, civilian, contractors, and visiting foreign forces).

32. The Defence Synchronisation Tool (DST) is to be utilised by Defence personnel to forecast all movements that require quarantine, acknowledging that personnel arriving into Australia (from a non-travel bubble country) may be required to quarantine or isolate IAW Reference H. It is the responsibility of each Group and Service to input and maintain the data in DST to ensure accuracy in understanding likely quarantine requirements against State or Territory stipulated capacity.

33. Agreed demand for quarantine requirements is to be passed from HQJOC, as the central coordinating authority to JTF 629, for subsequent action. Once quarantine arrangements have been identified JTF 629 will advise Service or Groups POC, or the respective individual.

34. The requirement to use the DST will be reviewed regularly and separate advice regarding use and operation will be released by CJOPS.

### Travel for Leave

35. All Defence personnel are to utilise the 'My Itinerary' function in PMKeyS ESS to record planned leave travel and personal travel with an overnight stay. All unplanned overnight travel is to be updated in 'My Itinerary' as soon as practicable. This includes personnel travelling over reduced staffing periods and who are not making a formal leave request (the 'My Itinerary' function can be used without the need to submit an absence request). Utilisation of the PMKeyS 'My Itinerary' function is critical for tracking our personnel in emerging COVID-19 hotspots. Defence personnel are to ensure that their PMKeyS details are current.

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36. ADF members are to confirm with their chain of command within 72 hours of departure that their leave or travel plans are still able to occur given any Commonwealth, State and Territory restrictions. Managers and commanders are responsible for ensuring the confirmation of all leave plans prior to departure.

37. ADF members under 18 years of age are to be individually case managed as per the extant principles in conjunction with parent and guardian engagement.

38. APS employees are encouraged to maintain contact with their supervisors regarding leave and travel plans.

39. **COVIDSafe and Medicare Express Plus App.** All Defence personnel, and particularly those undertaking domestic travel, should download the COVIDSafe and Vaccination App to facilitate faster contact tracing of personnel. These government applications may be downloaded on Defence devices.

#### APPROVAL AUTHORITIES

##### 40. Defence Business Travel

a. **Domestic Travel.** Travel approvals are to be consistent with [Defence Financial Delegations \(Delegations\) and Accountable Authority Instruments \(AAIs\)](#) requirements and other [requirements as applicable to domestic or overseas travel](#). Approvers are responsible for ensuring all provisions in this directive are met, including discussion with Unit commanders prior to booking travel.

b. **International Travel.** Group Heads and Service Chiefs, or an appropriate Two Star/Band Two delegate, are Approval Authorities within their respective Groups or Services. Groups Heads and Service Chiefs, or their delegates, are responsible for determining whether proposed international Defence Business Travel by Defence personnel or contractors undertaking Defence-sponsored travel is essential.

c. **Senior Leadership Group International Travel.** Members of the Senior Leadership Group required to undertake Essential Defence Travel overseas are to seek approval from the Secretary or the CDF as the Approval Authority. Appropriate government travel approvals are to be obtained by the relevant work area prior to committing to the activity.

d. **Incoming Defence-sponsored contractor travel.** The sponsor and approval authority of any incoming travel into Australia by a Defence sponsored contractor is responsible for contractor compliance with applicable Commonwealth, State, and Territory requirements and restrictions.

e. Sponsors and approval authorities must satisfy themselves that any incoming travel into Australia by Defence sponsored contractors meets the intent of both this Directive and Reference D. Sponsors of Defence sponsored contractors travelling into Australia are not to seek any exemptions from Commonwealth, State, and Territory restrictions and should actively monitor their travel arrangements in Australia.

41. **ADF compassionate travel from Australia to overseas locations.** Commanders may approve ADF compassionate travel to an overseas location in accordance with extant policy. Defence may pay for travel and quarantine costs (if required) associated with the domestic

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component of the compassionate travel. Defence may provide Short Absence from Duty – Isolation (if required) for the domestic quarantine for ADF members in this circumstance in accordance with Reference E.

42. **ADF Leave Travel.** ADF leave travel approvals are to be consistent with Reference F and the accompanying Instrument of Authorisation 2021 (No. 4) as signed by the CDF (see the Pay and Conditions website for a compilation of these two documents). Approvers are responsible for ensuring all provisions in this Directive are met, including discussion with Unit commanders prior to booking travel, particularly international travel.

43. ADF members travelling to a location listed as a restricted destination<sup>1</sup> are required to obtain a Leave Travel Restriction Waiver<sup>2</sup>. For the purpose of providing a leave travel restriction waiver the Approval Authority remains the Deputy Chief of Joint Operations.

44. **Medical Travel.** ADF members required to undertake essential medical travel are to seek approval through their chain of command on confirmatory advice from Joint Health Command in accordance with extant policy.

45. APS Leave. APS leave approval is in accordance with extant policy.

46. In exceptional circumstances, chains of command are to consult with the COVID-19 Taskforce via [covid19.tf@defence.gov.au](mailto:covid19.tf@defence.gov.au) for further guidance.

## IMPLEMENTATION

47. This Directive is effective immediately and will remain extant until amended or withdrawn. This Directive supersedes and replaces Joint Directive 19/2021: *COVID-19: 2021-22 Travel and Leave Arrangements* for Defence Personnel, which is hereby cancelled.

48. This Directive is to be reviewed by 27 May 2022 or earlier if circumstances significantly change. The sponsor is the Commander COVID-19 Taskforce.

s22

Greg Moriarty  
Secretary

3 December 2021

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Angus J Campbell  
General  
Chief of the Defence Force

1 December 2021

<sup>1</sup> A list of restricted destinations is provided at [Reference F 1.3.68 \(https://pay-conditions.defence.gov.au/pacman/chapter-1/part-3/div-1#r\)](https://pay-conditions.defence.gov.au/pacman/chapter-1/part-3/div-1#r).

<sup>2</sup> Policy for leave to travel to a restriction destination and application for a leave travel restriction waiver can be found at Reference F [Chapter 5 Part 2 \(https://pay-conditions.defence.gov.au/pacman/chapter-5/part-2\)](https://pay-conditions.defence.gov.au/pacman/chapter-5/part-2).

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**Annexes:**

**Annex A – Amended International Travel Requirements**

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**ANNEX A TO  
JOINT DIRECTIVE 22/2021  
NOV 21**

**AMENDED INTERNATIONAL TRAVEL REQUIREMENTS**

1. From 01 November 2021, Australia's international borders have progressively reopened, with fully vaccinated Australians able to depart Australia without applying for an exemption. In line with this reopening, DFAT has introduced country-specific travel advice levels for 177 destinations on the [Smartraveller website](#).
2. The outlined amendments below are specific to the Australian Government, noting other countries maintain their individual specific travel requirements and restrictions.
3. Amendments to the overseas travel ban by the Australian Government include:
  - a. The Australian Government will permit fully vaccinated Australian citizens and permanent residents to travel overseas provided they can show evidence that they have been vaccinated at least seven days prior with a vaccine that is approved or recognised by the TGA.
  - b. Evidence of vaccination, for Australians departing Australia, can be provided through a vaccination certificate, which is available through the MyGov or Medicare portal.
  - c. The changes to the travel ban will allow travel by children under 12 years of age, and those with certification that they cannot be vaccinated for medical reasons.
  - d. People who do not meet these eligibility requirements will continue to require a travel exemption to travel overseas, and may be subject to passenger caps and state and territory managed quarantine arrangements as applicable upon their return to Australia.
4. Amended entry requirements for incoming international flights include:
  - a. Requirement for a COVID-19 PCR test to be taken, currently three (3) days before the incoming international flight is scheduled to commence, rather than the previous strict requirement of 72 hours prior to scheduled flight commencement.
  - b. Requirement for a medical certificate to be provided detailing a traveller's medical condition which prevents them from taking a COVID-19 PCR test, within 30 days before their scheduled international flight.
  - c. Removal of the exemption from the PCR testing requirement for people on an incoming international flight from safe travel zone countries outlined on the [Smartraveller website](#). This means that all travellers on flights from New Zealand must now provide proof of a negative COVID-19 PCR test result from a laboratory as outlined on the [Smartraveller – New Zealand website](#).
  - d. Introduction of an exemption to pre-departure testing for 'persistent shedders' of the COVID-19 virus. This may enable eligible travellers who have recovered from COVID-19 and are not infectious, but are still testing positive to travel if certain conditions are met.
  - e. Introduction of an exemption to pre-departure requirements in relation to exposure and negative testing for people who are on an international emergency medical evacuation flight.

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**Australian Government**  
**Department of Defence**

**JOINT DIRECTIVE 07/2021**  
**BY THE SECRETARY AND THE CHIEF OF THE DEFENCE FORCE**  
**QUARANTINE ARRANGEMENTS FOR INCOMING**  
**INTERNATIONAL TRAVEL INTO AUSTRALIA BY DEFENCE**  
**PERSONNEL AND CONTRACTORS UNDERTAKING DEFENCE-**  
**SPONSORED TRAVEL**

**REFERENCES**

- A. Joint Directive 15/2020 – *3-Step Framework for a COVIDSafe Australia*
- B. *2020 Defence Strategic Update*
- C. Joint Directive 26/2020 – *Travel and Leave Arrangements for Defence Personnel*

**INTRODUCTION**

1. Defence must remain responsive to Commonwealth, State, and Territory COVID-19 restrictions, articulated at Reference A, including the requirement to undergo 14 days government-supervised quarantine upon arrival in Australia.
2. Maintaining continuity of business, delivering essential capabilities, and meeting our strategic objectives remain a fundamental priority for Defence. Defence is supporting limited international travel for Defence officials where it is essential to the Defence mission.

**PURPOSE**

3. The purpose of this Directive is to provide guidance on quarantine arrangements on return to Australia for Defence personnel and contractors undertaking Defence-sponsored travel.

**BACKGROUND**

4. On 25 March 2020, the Prime Minister announced a mandatory hotel quarantine program for all international entrants to Australia, in order to control the spread of the COVID-19 pandemic.

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5. In 2020, international travel was severely disrupted due to the impacts of COVID-19 across the globe. As access to COVID-19 vaccines become more readily available, there has been a commensurate increase in in-person international engagement and activities.

6. Even with the recommencement of some international travel globally, the Australian Government will continue to take a conservative approach to the management of individuals arriving in Australia for the foreseeable future, including the need to undergo 14 days of government-supervised quarantine.

**TRAVEL INTO AUSTRALIA FROM OVERSEAS**

7. Reference B recognises the need for Defence to strengthen its engagement with Australia's international partners in support of shared regional security interests. In recognition of this, some limited essential international travel has recommenced, where no feasible virtual alternative to travel exists.

8. Defence personnel and contractors undertaking Defence-sponsored travel must comply with relevant Commonwealth, State, and Territory restrictions upon arrival into Australia. This includes undertaking government-supervised quarantine at their first port of entry into Australia.

9. For personnel travelling on, or in support of, operational tasking for Chief of Joint Operations (CJOPS) the extant processes for return to Australia and subsequent quarantine, as coordinated by Headquarters Joint Operations Command and Joint Task Force 629 (JTF 629), will remain in force.

10. Advice on travel and leave arrangements, including the approval process for international travel, is outlined at Reference C.

**QUARANTINE ARRANGEMENTS**

**Government-supervised quarantine arrangements upon arrival in Australia**

11. Defence personnel and contractors undertaking Defence-sponsored travel are expected to undergo the mandatory 14 days government-supervised quarantine at their first port of entry into Australia.

12. Defence activities and travel into Australia must not impact on the return of Australians from overseas. To ensure this, Defence personnel and sponsors of travel by Defence contractors are required to facilitate their quarantine arrangements through Joint Task Force 629 (JTF 629, also known as the COVID-19 management task force) at the earliest opportunity.

13. Defence personnel and sponsors of contractors undertaking Defence-sponsored travel are required to input all details of their travel in the Defence Synchronisation Tool to ensure that all forecast movements requiring quarantine are reported and recorded. If travel is not entered with sufficient notice, travel is not guaranteed.

14. The coordination of quarantine arrangements will be collected from the Defence Synchronisation Tool by Joint Operations Command as the central coordinating authority to

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JTF 629 for subsequent action. JTF 629 will advise the sponsoring travel authority or respective individual of the outcome of their request for quarantine at their port of entry.

15. All travel into Australia requires an individual travel exemption from the Australian Border Force. The Australian Border Force requires at least four weeks' notice of planned inward travel into Australia to consider any travel exemption. Defence personnel and contractors undertaking Defence-sponsored travel should refer to the Australian Border Force website to apprise themselves of the latest information on requirements to obtain a travel exemption into Australia.

16. The COVID-19 Taskforce will not support alternative quarantine arrangements to government-supervised quarantine except as outlined below.

**Alternative quarantine arrangements in the Australian Capital Territory (ACT)**

17. At this time, there is no government-supervised quarantine facility in the ACT.

18. In recognition of this, the ACT Government has indicated that, in very limited circumstances, quarantine in a private residence in the ACT may be considered for Australian Government officials travelling on essential official business. This arrangement is not suitable for Defence employees returning via Canberra Airport or RAAF Fairbairn, but residing in NSW (such as in Queanbeyan).

19. The Taskforce has developed a principles-based approach that aligns with the Department of Foreign Affairs and Trade's *Centralised Travel to Australia Policy*. These principles are:

- a. Officials may be eligible to undertake private quarantine in the ACT upon return from directed international travel if the activity is essential and in support of Defence's strategic mission.
- b. Defence personnel are not automatically able to access private quarantine. All applications are subject to the agreement of ACT Health upon review of a comprehensive risk management plan and assurance that officials adhere to quarantine and testing requirements.
- c. Sponsors of travel must clearly articulate a business case in a decision brief for Commander COVID-19 Taskforce to facilitate an application for an alternative quarantine arrangement.
- d. The Taskforce will facilitate engagement with ACT Health to consider all applications for private quarantine and ACT Health will notify the travelling individual/s on the outcome of their application.
- e. All travel must be in accordance with References A and C.
- f. Alternative quarantine arrangements are not available to contractors undertaking Defence-sponsored travel, and cannot be arranged with ACT Health.

20. These principles are supported by certain conditions of travel in order to qualify, which are:

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- a. The first port of entry into Australia is Canberra Airport or RAAF Fairbairn. Entry into other ports will require government-supervised quarantine to be undertaken in that location.
- b. The quarantine period cannot be reduced or altered, and all testing requirements set out by ACT Health must be fulfilled.
- c. The quarantine must be conducted in full within the ACT.

**IMPLEMENTATION**

21. This Directive is effective immediately and will remain extant until amended or withdrawn.

22. This Directive is sponsored by Commander COVID-19 Taskforce. This Directive is to be reviewed by 30 September 2021 or if requirements significantly change.

s22



**Greg Moriarty**  
Secretary

12 May 2021

**All Staff**

s22



**Angus J Campbell**  
General  
Chief of the Defence Force

12 May 2021

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**JOINT DIRECTIVE 08/2021**  
**BY THE SECRETARY AND THE CHIEF OF THE DEFENCE FORCE**  
**COVID-19 TRAVEL AND LEAVE ARRANGEMENTS FOR DEFENCE**  
**PERSONNEL**

**REFERENCES**

- A. Joint Directive 15/2020: *COVID-19 Defence Implementation of the 3-Step Framework for a COVIDSafe Australia*
- B. Joint Directive 25/2020: *COVID-19: Domestic Postings and Related Travel Restrictions*
- C. Joint Directive 23/2020: *COVID-19: Overseas Postings and Related Travel Restrictions*
- D. Joint Directive 07/2021: *Quarantine Arrangements for Incoming International Travel into Australia by Defence Personnel and Contractors Undertaking Defence-Sponsored Travel*
- E. *Defence Determination 2016/19, Conditions of service* (as replicated in PACMAN)
- F. CDF TASKORD 2020/43: *Revised arrangements for Whole of ADF response to COVID-19*
- G. *Fact Sheet on private travel during the COVID-19 pandemic within and to countries designated 'do not travel'*

**INTRODUCTION**

1. Defence must remain responsive to Commonwealth, State, and Territory COVID-19 restrictions, articulated at Reference A. Maintaining continuity of business and delivering essential capabilities remains a fundamental priority for Defence.
2. Our ability to deliver these capabilities – while simultaneously looking after the health, safety, and welfare of our people – requires that we have a clear understanding of the impact of COVID-19 on Defence business. Defence also needs to have the ability to adjust the conduct of Defence business as required.
3. Defence personnel are to be exemplars in meeting Commonwealth, State, and Territory requirements, whether Defence initiated and sponsored travel or for personal travel. Sponsors of travel into Australia by contractors should also ensure that these individuals meet this intent.

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4. As such, the conduct of travel and leave is to be carefully planned and managed. This assures that only essential travel is conducted by Defence, and provides visibility of the movements of individuals – especially if our people travel to a place where a heightened risk of COVID-19 transmission emerges.

**PURPOSE**

5. The purpose of this Directive is to ensure that all travel undertaken by Defence personnel, including privately-funded travel and Defence funded travel by ADF dependants, supports Australian Government efforts to reduce the transmission of COVID-19 while continuing to maintain operational effectiveness.

6. It also provides advice to sponsors of travel into Australia by contractors.

**SCOPE**

7. This Directive applies to all Defence personnel and sponsors of travel into Australia by contractors, except in the following circumstances:

- a. Travel for, or in support of, operational tasking by the Chief of Joint Operations.
- b. Travel for postings and relocation for duty within Australia, where Reference B applies.
- c. Travel for overseas postings and associated travel, where Reference C applies.

8. This Directive provides direction and guidance on the following:

- a. **Domestic Travel** (both Defence funded and private) **in Annex A.**
- b. **International Travel** (both Defence funded and private) **in Annex B.**

**DEFINITIONS**

9. For the purposes of this Directive, the following are defined as:

- a. **Approval Authority.** Approval Authorities for Defence-funded travel and leave approval are outlined in the respective Annexes.
- b. **Defence Personnel.** This includes all ADF members, Defence APS employees, or foreign military posted to Defence and within or working for the Department of Defence.
- c. **Defence Contractors.** This includes individuals engaged under a contract, which includes a contractor, consultant, or outsourced provider as defined in FINMAN 2.
- d. **Essential Defence Activities.** Approval Authorities are responsible for determining which Defence activities are to be considered essential. Considerations by the Approval Authority include the risk to Defence members of transmitting or contracting COVID-19, the risk to the Australian public of transmitting or contracting

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COVID-19, other methods to achieve the outcome that are at least minimally effective, and the reputational risk to Defence of undertaking travel during the COVID-19 pandemic.

- e. **Border Exemption.** This is a waiver granted by a Commonwealth, State, or Territory government agency allowing an individual to travel to or from an area that would not normally be allowed under current travel restrictions. This does not constitute exemption from quarantine where required.
- f. **Leave.** This refers to all types of leave including, but not limited to, personal, annual, compassionate, recreation, war service leave, long service leave, or leave without pay with the intention of undertaking travel during the COVID-19 pandemic.
- g. **Leave Travel.** This refers to Defence funded travel undertaken while Defence personnel are absent from duty.
- h. **Defence events.** Defence events are public or private gatherings where the Department of Defence is the lead organiser or financier.
- i. **Defence sponsored events.** This refers to events where the Department of Defence is not the lead organiser but provides financial sponsorship or general administrative and logistics support.
- j. **Safe travel zone ('travel bubbles').** Safe travel zones are routes of travel that have eased COVID-19 border restrictions, either in Australia, in the destination, or both. Travel zones may involve exemptions from travel bans, quarantine-free travel or fewer to no COVID-19 testing requirements. Safe travel zones are determined by the Australian Government and are available at [smartraveller.gov.au/travelzones](https://smartraveller.gov.au/travelzones).
- k. **Vaccines.** A COVID-19 vaccine is one that is approved by the Australian Therapeutic Goods Administration (or international organisation of similar standing) for use in Australia, after being fully assessed for safety and efficacy.

## LEAVE AND LEAVE TRAVEL

10. Defence personnel are strongly encouraged to take leave for respite and wellbeing. They should consider the appropriateness of travelling outside of local areas and to locations that may result in quarantine being required. If personnel choose to travel to or from locations where quarantine or isolation arrangements are, or become, required as a result of the travel, as with all members of the general public they are to accept all risk. Defence personnel should have sufficient personal financial resources and leave balances to cover the total quarantine costs and period in such circumstances.

11. Defence personnel are to be encouraged to proceed on leave to assist in their ongoing wellbeing, even if they are unable to travel to their preferred destination. In the event of cancellation of leave due to changing restrictions, managers and commanders should work flexibly with Defence personnel to identify appropriate alternative dates and arrangements to ensure that personnel take regular respite periods.

12. The cancellation of travel as a consequence of changing Commonwealth, State, and Territory requirements may not constitute an operational reason for of cancellation of leave.

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13. The principles to be applied to leave and leave travel are:
- a. Respite opportunities should be taken, even if personnel are unable to travel to their preferred destination.
  - b. Defence personnel will fully comply with all Commonwealth, State, and Territory requirements and health orders.
  - c. Travelling outside the posting locality comes with consideration and acceptance of risk by both the manager or commander and the ADF member or APS employee.
  - d. ADF personnel may only travel to a destination that is approved under Commonwealth, State, and Territory regulations or internationally to a country with a safe travel zone with Australia. APS employees are strongly encouraged to only undertake travel domestically as outlined above, or internationally to a country with a safe travel zone with Australia.
  - e. Defence personnel who travel internationally must comply with all local COVID-19 restrictions and health orders.
  - f. Personnel are not to travel from, or into, COVID-19 hotspots as defined by the relevant State and Territory governments. Certain exemptions apply for ADF members (refer to Quarantine or Isolation for further detail, below).
  - g. Defence personnel must be prepared to be flexible and change travel plans if required.
  - h. A COVID-19 vaccination does not remove the need to follow relevant restrictions including quarantine, and the need to follow COVIDSafe behaviours.

**MANAGER AND COMMANDER RESPONSIBILITIES**

14. Managers and commanders are to discuss travel plans with personnel prior to approving leave and/or travel. Sponsors, or their delegates, are to discuss travel plans with Defence contractors who are entering Australia and foreign military personnel on Defence-sponsored travel. Additional absences of Defence personnel likely to result from cross-border travel quarantine requirements are to be considered by managers and commanders at the time of approving the leave or travel.
15. Managers and commanders should consider relevant risks and identify measures that can be implemented to minimise the potential exposure to COVID-19 by personnel undertaking approved travel including both Defence funded and private travel.
16. Should quarantine or isolation be required for Defence personnel, managers and commanders are responsible for the duty of care for travellers whilst in quarantine. This responsibility equally applies for bringing personnel into Australia for support. Sponsors of Defence contractors travelling into Australia have a duty of care to their wellbeing whilst in quarantine.
17. Sponsors of Defence personnel and contractors undertaking Defence-sponsored travel travelling into Australia should satisfy themselves that these individuals understand their obligations to adhere to relevant Commonwealth, State, and Territory restrictions. This

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includes staying apprised of the information relating to exemptions and travel restrictions, where applicable on the Australian Border Force website for incoming international arrivals.

**TRAVELLER RESPONSIBILITIES**

18. Defence personnel are to remain aware that Defence is to be an exemplar in supporting national efforts to suppress the transmission of COVID-19, and should therefore carefully consider any need for travel. This is regardless of whether the travel is for official or private purposes, and whether the travel is Defence or privately funded. Managers, commanders, and travellers are to ensure that suitable individual leave and financial resources are available in the case that private travel is disrupted.

19. All Defence personnel are to comply with relevant Commonwealth, State, and Territory travel and border restrictions (unless a border exemption has been granted under exceptional circumstances). Defence personnel undertaking travel must comply with COVID-19 related restrictions in place en route and at their destination. Defence personnel must be mindful of the possibility of State or Territory required isolation, or the need to complete mandatory quarantine due to changing circumstances. Quarantine requirements and border closures may change or be implemented at very short notice.

20. All Defence personnel are to ensure they check details of travel areas to ensure that area is not a COVID-19 hotspot. Where these locations are declared hotspots, the travellers are to advise their manager or commander and take directed action. This information is available on the relevant Commonwealth, State, or Territory health website. Defence personnel can also consult the COVID-19 Task Force portal (available on the Defence [Intranet page](#)) for further guidance. Defence personnel undertaking international travel must maintain an individual responsibility to check details of COVID-19 related information for their destination.

**QUARANTINE OR ISOLATION**

21. Defence personnel and Defence contractors undertaking Defence-sponsored travel will not seek exemptions from quarantine requirements, including undertaking 14 days government-supervised quarantine in their first port of entry into Australia, other than as outlined in Reference D.

22. Defence will fund quarantine cost arrangements for Defence personnel in the following circumstances:

- a. **Domestic Reunion Travel.** For an MWD(U) ADF member who has been unable to reunite with their dependant(s) for a period greater than six months due to COVID-19, quarantine will be funded for the ADF member once only during this six month period. Defence will pay for entitled reunion travel costs, for the Australian travel component, in addition to quarantine costs and *Short Absence from Duty – Isolation* (if required) for ADF members in this circumstance, in accordance with Reference E.
- b. **Compassionate Travel within Australia.** For an ADF member and/or spouse for whom compassionate travel is approved, Defence will pay for travel costs, quarantine costs and provide *Short Absence from Duty – Isolation* (if required) for ADF members in this circumstance, in accordance with Reference E.
- c. **Domestic Business Travel.** Where personnel are required to quarantine as a result of essential Defence travel, hotel and associated quarantine costs will be covered by the

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line area. *Short Absence from Duty – Isolation* (if required) will be provided for ADF members in this circumstance, in accordance with Reference E.

23. **Recreation Leave Travel.** Defence will not fund quarantine costs for ADF members undertaking Recreation Leave Travel. In order to support ADF members eligible for Recreation Leave Travel, whose nominated family for Recreation Leave Travel purposes reside within an area that would require quarantine on the forward or return journey, ADF members are permitted to nominate a different relative in a location that does not require quarantine. For the 2020-21 period, this election does not need to be enduring. For those ADF members who do not have another relative who they can nominate, their travel benefit is to the nearest capital city that does not have a quarantine impost.

24. For personnel travelling on, or in support of, operational activity tasking, the extant processes for return to Australia and subsequent quarantine, as coordinated by Headquarters Joint Operations Command and JTF 629, will remain in force. Where standing exemptions are available, such as those facilitated under relevant public health orders with individual States and Territories for aircrew and supporting maintenance personnel, these will continue to apply.

## **REPORTING AND RECORDING**

### **Travel for Business Purposes**

25. In accordance with Reference D, CJOPS is required to centrally coordinate and prioritise the allocation of quarantine facility requirements for all Defence members and other personnel sponsored by Defence (uniform, civilian, contractors, and visiting foreign forces). To enable this requirement, the Defence Synchronisation Tool (DST) is to be utilised by Defence personnel to forecast all movements that will require quarantine, acknowledging that any personnel arriving into Australia (from a non-travel bubble country) are currently required to quarantine or isolate. It is the responsibility of each Group and Service to input and maintain the data in DST to ensure accuracy in understanding likely quarantine requirements against State or Territory stipulated capacity.

26. Agreed demand for quarantine requirements is to be passed from HQJOC, as the central coordinating authority to JTF 629, for subsequent action. Once quarantine arrangements have been identified JTF 629 will advise Service or Groups POC, or the respective individual.

### **Travel for Leave**

27. All Defence personnel are to utilise the 'My Itinerary' function in PMKeyS ESS to record planned leave travel and personal travel with an overnight stay. All unplanned overnight travel is to be updated in 'My Itinerary' as soon as practical. This includes personnel travelling over reduced staffing periods and who are not making a formal leave request (the 'My Itinerary' function can be used without the need to submit an absence request). Utilisation of the PMKeyS 'My Itinerary' function is critical for tracking our personnel in emerging COVID-19 hotspots. Defence personnel are to ensure that their PMKeyS details are current.

28. ADF members are to confirm with their chain of command within 72 hours of departure that their leave or travel plans are still able to occur given any Commonwealth,

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State, and Territory restrictions. Managers and commanders are responsible for ensuring the confirmation of all leave plans prior to departure.

29. ADF members under 18 years of age are to be individually case managed as per the extant principles in conjunction with parent and guardian engagement.

30. APS employees are encouraged to maintain contact with their supervisors regarding leave and travel plans.

31. **COVIDSafe App.** All Defence personnel, and particularly those undertaking domestic travel, should download the COVIDSafe app to facilitate faster contact tracing of personnel.

### IMPLEMENTATION

32. This Directive supersedes and replaces Joint Directive 26/2020: *2020-21 Travel and Leave Arrangements for Defence Personnel*, which is hereby cancelled.

33. This Directive is effective immediately and will remain extant until amended or withdrawn. The sponsor is the Commander COVID-19 Taskforce. This Directive is to be reviewed by 30 November 2021 or earlier if circumstances significantly change.

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**Greg Moriarty**  
Secretary

2 \ May 2021

s22

**Angus J Campbell**  
General  
Chief of the Defence Force

2 \ May 2021

### Annexes:

**Annex A – Domestic Defence Funded Travel**

**Annex B – Overseas Defence Funded Travel**

### Distribution

Associate Secretary

VCDF

CN

CA

CAF

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**CJOPS**

**CDS**

**CFO**

**CIO**

**CJC**

**CDI**

**DEPSEC CAS**

**DEPSEC DP**

**DEPSEC E&I**

**DEPSEC SP&I**

**COMD COVID-19 TF**

**All Staff**

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ANNEX A TO  
JOINT DIRECTIVE 08/2021  
MAY 21

### DOMESTIC DEFENCE FUNDED TRAVEL

1. **Defence Business Travel.** Approval for travel must be gained through relevant Approval Authorities, as outlined below. Approval Authorities are expected to limit approvals to Essential Defence Travel. Where travel is essential, the Approval Authority is to ensure that appropriate border exemptions and permits are obtained prior to the travel commencing. Personnel are to review the relevant restrictions of States and Territories, in consultation with their manager, 24 to 48 hours prior to departure to ensure continued compliance. [*Note: this paragraph has been amended on 11 June 2021, see EC21-002133*]
2. **Defence Funded Leave Travel.** All Defence funded leave travel, must comply with the Leave Travel Principles outlined, in paragraph 12 of this Directive (above).
3. **Medical Travel.** ADF members required to undertake essential medical travel are to seek approval through their chain of command on confirmatory advice from Joint Health Command in accordance with extant policy.

### PRIVATE TRAVEL

4. **Private Travel – ADF members.** ADF members undertaking privately funded travel are to comply with the principles as outlined in paragraph 12 of this Directive (above). This includes any private travel that occurs outside of Defence leave, such as on weekends, over reduced staffing periods, and public holidays. ADF members are expected to comply with all restrictions, including any requirements for quarantine or isolation. Any quarantine or isolation period (except where exclusions apply) is to be covered by the member's own leave and financial resources.
5. **Private travel – APS Employees.** APS employees should carefully consider any plans for private travel during this time, and comply with Commonwealth, State, and Territory government restrictions. APS employees are expected to comply with all restrictions, including any requirements for quarantine or isolation. Any quarantine or isolation period is to be covered by the employee's own leave and financial resources.
6. APS employees are strongly encouraged not to intentionally travel to any COVID-19 hotspots.
7. **Private travel – ADF Members.** Travel is not to be approved for ADF members travelling to a known COVID-19 hotspot unless they are authorised to undertake Compassionate Leave or Reunion Travel.
8. If an ADF member's or APS employee's travel is cancelled for **operational** reasons and they are therefore recalled to another destination, unrecoverable costs may be claimed from Defence in limited circumstances.

### Events

9. **Defence events.** All Defence events must be critically examined and approved by the appropriate Approval Authority before proceeding.

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10. **Defence sponsored events – APS employees.** APS employees must exercise careful judgement before attending a Defence sponsored event in a personal capacity particularly if attendance requires travel outside their local area.

11. Should employees be required to enter government-supervised quarantine, as a result of travelling to a Defence sponsored event in a personal capacity, the employee may be responsible for any associated leave and costs. The employee can work remotely where possible and with agreement from their individual work area while in Government supervised quarantine or alternatively use their accrued annual or long service leave.

12. **Defence sponsored events – ADF members.** Travel is not to be approved for members travelling to a known COVID-19 hotspot.

13. If an ADF member is required to attend a Defence sponsored event whilst on duty any requirement to quarantine will be considered to be duty and relevant conditions of service will be applicable.

14. ADF members who attend a Defence sponsored event in their personal capacity must ensure they have access to sufficient personal leave and financial resources to cover any costs associated with Government supervised quarantine should it be required.

**APPROVAL AUTHORITIES**

15. **Defence Business Travel.** Group Heads and Service Chiefs, may appoint an appropriate delegate (Unit Commanders and managers (O5/EL1 or above)) responsible for the business activity, who are Approval Authorities within their respective Groups or Services for domestic Defence Business Travel. Approval for any travel must be sufficiently documented, for example a section 23 Form signed with comments outlining the essential nature of the proposed travel is sufficient. All Groups and Services are responsible for appropriate record keeping of all approved travel. *[Note: this paragraph has been amended on 11 June 2021, see EC21-002133]*

16. The Approval Authority maintains responsibility for Defence personnel travelling on Defence business domestically, this includes costs and loss to capability in the event of unexpected lockdowns or changes to domestic travel directions and ensuring that persons travelling adhere to Commonwealth, State, and Territory COVID-19 restrictions as outlined on the jurisdictions websites. *[Note: this paragraph has been amended on 11 June 2021, see EC21-002133]*

17. **ADF Leave Travel.** Unit Commanders and managers (O5/EL1 or above) are responsible for the decision to approve or deny a leave application for an ADF member to a locality that will require travel to an area within a State or Territory that is subject to community transmission of COVID-19, movement restrictions, or to a country with a reciprocal travel bubble in place with Australia.

18. **APS Leave.** APS leave approval is in accordance with extant policy. Managers and commanders are to monitor the travel plans of APS employees and encourage any travel to be undertaken in accordance with the principles outlined at paragraph 12 of this Directive (above).

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19. For exceptional circumstances, chains of command are to consult with the COVID-19 Taskforce via [covid19.tf@defence.gov.au](mailto:covid19.tf@defence.gov.au) for further guidance.

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ANNEX B TO  
JOINT DIRECTIVE 08/2021  
MAY 21

## OVERSEAS TRAVEL DEFENCE-FUNDED TRAVEL

1. Defence personnel are to comply with extant Commonwealth restrictions on overseas travel unless approval has been granted by their Approval Authority and a border exemption is obtained.
2. **Pre-flight testing and Government supervised quarantine.** All arrivals into Australia including Defence personnel need to complete a travel declaration, present a negative Polymerase Chain Reaction (PCR) test within 72 hours prior to departure, undergo mandatory 14-day quarantine (where a safe travel zone arrangement does not exist) except as outlined in Reference D and comply with State and Territory guidelines on arrival.
3. **Incoming Defence-sponsored contractor travel.** The sponsor of any incoming travel into Australia by a Defence contractor is responsible for contractor compliance with extant Commonwealth, State, and Territory restrictions, including 14 days government-supervised quarantine at their first port of entry into Australia and presenting a negative PCR test within 72 hours prior to departure (where a safe travel zone arrangement does not exist). Sponsors should be satisfied that any incoming travel into Australia by Defence contractors meets the intent of both this Directive and Reference D. Sponsors of Defence contractors travelling into Australia are not to seek any exemptions from Commonwealth, State, and Territory restrictions and should actively monitor their travel arrangements in Australia.
4. **Recognition and recording of quarantine requirements.** Defence personnel and contractors are not to assume they will be considered outside Australia's weekly arrival caps, particularly for Defence groups of five or more. Weekly arrival caps are subject to change. Travelling out of Australia comes with the risk of being unable to return due to the changing COVID-19 environment. In the event that circumstances change while Defence personnel are overseas, and that the State and Territory international traveller caps adversely affect return travel, no exemption is to be sought. All overseas movements by Defence personnel and contractors undertaking Defence-sponsored travel are to be entered into the Defence Synchronisation Tool (DST) and kept accurate for the purpose of quarantine tracking. Approval Authorities are to verify the method to be used for DST update, at time of approval.
5. **Quarantine.** Isolation and quarantine costs associated with Commonwealth funded overseas travel will be covered in accordance with the criteria outlined in Reference E, Chapter 12 Part 5. Isolation or quarantine costs associated with self-funded travel remain a personal responsibility
6. **Short-term business travel overseas.** Defence personnel required to undertake overseas travel that is necessary for achieving essential Defence activities are to seek approval through their Approval Authority. Appropriate government travel approvals are to be obtained prior to travel commencing. Defence Personnel are to travel via the most direct approved route in the shortest time to reduce risk of exposure to COVID-19. Approval Authorities may only approve incidental personal travel combined with official travel in exceptional circumstances (Reference E).
7. **ADF compassionate travel from Australia to overseas locations.** Commanders may approve ADF compassionate travel to an overseas location in accordance with extant policy, but are to notify their respective Service Headquarters prior to the ADF member's departure from Australia. ADF members must accept the risk regarding availability of regular public

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transport flights; and ADF members must abide by associated quarantine requirements if applicable overseas and on re-entry to Australia as outlined in Reference D. Defence may pay for travel and quarantine costs associated with the domestic component of the compassionate travel. Defence may provide *Short Absence from Duty – Isolation* (if required) for the domestic quarantine for ADF members in this circumstance in accordance with Reference E.

8. **Personnel posted overseas.** Personnel commencing a long-term overseas posting or returning to Australia at the end of a long-term overseas posting are required to return via the most direct approved route in the shortest time to reduce risk of exposure to COVID-19. Extended periods of recreation leave may not be taken overseas prior to beginning or during posting travel, this includes leave in conjunction with rest periods. Approval Authorities may only approve incidental personal travel combined with official travel in exceptional circumstances (Reference C).

### INTERNATIONAL PRIVATE TRAVEL

9. **International Private Travel for Defence Personnel in Australia.** Defence's existing policies strongly discourage the taking of leave for APS employees to countries designated as 'Do Not Travel' by the Department of Foreign Affairs and Trade (Reference G). APS employees are strongly encouraged to reconsider overseas travel during the COVID-19 pandemic.

10. Where the travel does not align with Reference G, Defence's existing policies prohibit the taking of leave for the ADF in countries designated as 'Do Not Travel' by the Department of Foreign Affairs and Trade. Relevant ADF leave applications are automatically cancelled upon declaration of a 'Do Not Travel' country if they do not meet the appropriate conditions or an appropriate Approval Authority has provided endorsement in accordance with Reference E (Chapter 5 Part 2).

11. **Private Travel for Defence Personnel Posted Overseas.** Defence Personnel posted overseas may undertake essential private travel to a third country for purposes such as medical, compassionate, mental health, or family welfare reasons.

- a. Further information is available on the Defence Intranet in the Factsheet - [Private travel during the COVID-19 pandemic in countries designated 'do not travel'](#) (Reference G).

### APPROVAL AUTHORITIES

12. **Leave Travel.** For a country with a reciprocal travel bubble in place with Australia the Approval Authority is the Unit Commander and manager (O5/EL1 or above) in alignment of the principles in paragraph 14 of Annex A to this Directive.

13. For the purpose of providing a leave travel restriction waiver the Approval Authority for countries listed in the footnote below remains the Deputy Chief of Joint Operations.<sup>1</sup> For all other countries, the Approval Authority is the appropriate Two Star Officer in the ADF member's chain of command. Where the ADF member's chain of command does not include

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<sup>1</sup> Afghanistan, Burundi, Central African Republic, Chad, Iraq, Libya, Mali, Niger, Somalia, South Sudan, Syria, Venezuela and Yemen.

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a Two Star Officer, the Approval Authority is the ADF member's Deputy Service Chief.

14. APS leave approval is in accordance with extant policy. Managers and commanders are to monitor the travel plans of APS employees and encourage any travel to be undertaken in accordance with the principles outlined at paragraph 12 of this Directive (above).

15. **Defence Business travel.** Group Heads and Service Chiefs, or an appropriate Two Star/Band Two delegate, are Approval Authorities within their respective Groups or Services. Groups Heads and Service Chiefs, or their delegates, are responsible for determining whether proposed international Defence Business Travel by Defence personnel or contractors undertaking Defence-sponsored travel is essential. All Groups and Services are responsible for appropriate record keeping of all approved travel including maintaining correct records in the Defence Synchronisation Tool.

a. Group Heads and Service Chiefs maintain responsibility for ADF and APS travelling on Defence business internationally, as well as contractors undertaking Defence-sponsored travel into Australia. This includes ensuring that persons travelling adhere to Commonwealth, State, and Territory COVID-19 restrictions, and quarantine arrangements as outlined in Reference D.

16. **Senior Leadership Group Travel.** Members of the Senior Leadership Group required to undertake Essential Defence Travel overseas are to seek approval from the Secretary or the CDF as the Approval Authority. Appropriate government travel approvals are to be obtained prior to committing to the activity.

17. For exceptional circumstances, chains of command are to consult with the COVID-19 Taskforce via [covid19.tf@defence.gov.au](mailto:covid19.tf@defence.gov.au) for further guidance.

18. All Groups and Services are responsible for creating a clear and consistent method of seeking Band Two or Two Star approval, including to use or develop templates best suited their Chain of Command and Defence Senior Leadership Group.

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# **CHIEF OF THE DEFENCE FORCE**

EC21-002089

**See distribution**

## **CDF DIRECTIVE 06/2021**

**CHIEF OF DEFENCE FORCE DIRECTIVE TO**  
**§22 [REDACTED] LIEUTENANT GENERAL J.J. FREWEN**

### **COORDINATOR GENERAL, NATIONAL COVID VACCINE TASKFORCE OPERATION COVID SHIELD**

#### **Reference:**

- A. Letter from the Prime Minister of Australia, dated 08 June 2021

#### **INTRODUCTION**

1. The Government has directed the establishment of a National COVID Vaccine Taskforce (NCVTF) to lead OPERATION COVID SHIELD, the whole-of-government effort to ensure public confidence in the national vaccine rollout and ensure the vaccination of as many Australians as early as possible, within the available vaccine supply.

#### **PURPOSE**

2. This Directive assigns you as Coordinator General OP COVID SHIELD, in accordance with Reference A.

#### **ROLE**

3. You are assigned for duty as Coordinator General OP COVID SHIELD. Pursuant to the authority assigned to you by the Prime Minister at Reference A, you will provide oversight and control of relevant assets and resources across all Commonwealth government departments and agencies to achieve the OP COVID SHIELD mission.
4. You remain accountable to me and the Secretary of the Department of Defence for the behaviour, work, health, and safety of Defence personnel seconded for duty to your headquarters.

#### **COMMAND AND CONTROL**

5. I will retain full command of all ADF forces assigned to OP COVID SHIELD for the duration of your assignment. You will exercise Operational Control of ADF personnel assigned to OP COVID SHIELD. You will be in direct support of the Prime Minister and supporting the Minister for Health.

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## **RESPONSIBILITIES**

6. You are to:
  - a. plan and implement the whole-of-government national COVID-19 vaccination program, as per guidance contained within Reference A;
  - b. lead the establishment of the interagency NCVTF;
  - c. develop the whole-of-government campaign plan to achieve the objectives of OP COVID SHIELD;
  - d. exercise operational control over Defence personnel assigned to OP COVID SHIELD;
  - e. ensure that reporting chains are established to facilitate performance reporting and other necessary reports for all Defence personnel assigned for duty and seconded to OP COVID SHIELD; and
  - f. advise me, through HMSC, on significant OP COVID SHIELD issues of strategic importance likely to affect Defence and Defence personnel.

## **AUTHORISATIONS**

7. Your authority to control other Commonwealth department resources engaged in the national COVID-19 vaccination program is provided at Reference A.
8. As Coordinator General OP COVID SHIELD, you are authorised to engage directly with Commonwealth agencies and senior officials as required to perform your duties and achieve the task force mission, per Reference A.
9. You are appointed as an Awarding Authority for the purpose of commendations in accordance with Defence Honours and Awards Manual Volume 1 Chapter 39.

## **REPORTING**

10. You are to report primarily to the Prime Minister and the Minister for Health. You are to report to me, through HMSC, on Defence-related OP COVID SHIELD issues.

## **ADMINISTRATION**

11. Administrative details relating to the establishment and operation of the NCVTF will be set out in arrangements between the participating Commonwealth Agencies. Service Chiefs and Group Heads remain responsible for the administration of the Australian Defence Force and Australian Public Service personnel assigned for duty to your headquarters.

## **IMPLEMENTATION**

12. This Directive is sponsored by the Chief of Staff to CDF, and is effective immediately. This Directive will cease on completion of your secondment and post activity report.

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## ACKNOWLEDGEMENT


13. You are to acknowledge receipt of the directive by returning Annex A to the Staff Officer (Administration) to the CDF.

s22



**Angus J Campbell**  
General  
Chief of the Defence Force

s47E(d)



PO Box 7900  
CANBERRA BC ACT 2610

10 June 2021

### Annex:

A. Acknowledgement of CDF Directive 06/2021

### Distribution:

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**ANNEX A TO  
CDF DIRECTIVE 06/2021  
JUN 21**

**ACKNOWLEDGEMENT OF CDF DIRECTIVE**

I acknowledge receipt of CDF Directive 06/2021 and will comply with the instructions detailed within.

**J.J. Frewen**

LTGEN

Coordinator General, National COVID Vaccine Taskforce

June 2021

Annex is to be submitted to the Staff Officer (Administration) to the CDF.

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**Australian Government**  
**Department of Defence**

**JOINT DIRECTIVE 15/2021**  
**BY THE SECRETARY AND THE CHIEF OF THE DEFENCE FORCE**  
**COMPLIANCE WITH COMMONWEALTH, STATE AND TERRITORY**  
**COVID-19 RESTRICTIONS**

**REFERENCES**

- A. [\*Joint Directive 15/2020 – Defence Implementation of the 3-Step Framework for a COVIDSAFE Australia of 21 May 2020\*](#)
- B. [\*Public Service Act 1999\*](#)
- C. [\*Defence Force Discipline Act 1982\*](#)

**INTRODUCTION**

1. Maintaining continuity of business and delivering essential capabilities remains a fundamental priority for Defence. Defence must remain responsive to Commonwealth, State, and Territory COVID-19 restrictions.

2. Defence continues to play a highly visible role in the Australian community, assisting Commonwealth, State, and Territory authorities with the management of the COVID-19 global pandemic. We expect all Defence personnel<sup>1</sup> and Defence contractors<sup>2</sup> to be exemplars in complying with Commonwealth, State, and Territory requirements, as well as meeting community expectations, as articulated at Reference A. Failure to meet these requirements and expectations has the potential to damage confidence in, and support for, Defence and its personnel.

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<sup>1</sup> All Australian Public Service employees in the Department of Defence, Defence locally engaged employees, Defence civilians, Defence members and the equivalents from other Defence organisations on exchange to Defence.

<sup>2</sup> Individuals who are on Defence premises or performing work for Defence who are engaged under a contract, which includes a contractor, consultant, or outsourced provider as defined in FINMAN 2.

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## PURPOSE

3. This Directive reinforces the expectation that all Defence personnel will comply with any applicable Commonwealth, State, and Territory COVID-19 restrictions and directions.<sup>3</sup>

## COMPLIANCE WITH COVID-19 RESTRICTIONS

4. **Compliance.** We expect all Defence personnel to maintain awareness of, and strictly comply with, the requirements of applicable Commonwealth, State, and Territory COVID-19 restrictions and directions, unless they have a valid exemption.
5. **Notification and Management.** Defence personnel must notify their supervisor if compliance with a COVID-19 restriction or direction will affect their ability to attend their workplace or perform their duties.<sup>4</sup> Commanders and managers are to implement flexible working arrangements where necessary that allow essential Defence business to continue, while enabling individuals to manage their family and personal obligations, in so far as this is practicable. Working arrangements must comply with applicable Commonwealth, State, and Territory COVID-19 restrictions and directions, unless a valid exemption applies.
6. **Reporting of significant breaches.** We expect Commanders and managers who become aware of significant breaches by Defence personnel and Defence contractors of Commonwealth, State or Territory COVID-19 restrictions or directions, to report those breaches to the relevant civilian police agency. 'Significant breaches' are those that have the potential to cause reputational harm to Defence. This is in addition to the requirement to report and manage incidents through extant processes.
7. Where there is doubt whether a potential breach reaches this threshold, or whether exceptional circumstances exist that could affect whether a significant breach should be reported, commanders and managers are to seek guidance from their next higher commander or supervisor prior to reporting the breach.
8. The Joint Military Police Unit (JMPU) is available to assist commanders and managers in reporting these breaches to civilian police and can be contacted either via telephone on the 1311MP Hotline (131167) or via [email](#). Where commanders and managers elect to report a breach directly to the civilian police, they are also to notify JMPU. JMPU is to notify the COVID-TF of all breaches reported to civilian police to ensure strategic visibility of the situation.
9. **Further Defence Action.** Commanders and managers are also to consider whether initiating administrative or disciplinary action, including under References B and C, is appropriate in the circumstances. Where there is doubt over potential conflict with civilian processes, commanders and managers are encouraged to seek legal advice.
10. **Defence contractors.** Contract managers are to ensure that all Defence contractors are aware of their responsibilities under relevant Commonwealth, State and Territory restrictions and directions.

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<sup>3</sup> Various described as Chief Health Officer Directions, Public Health Orders, or State of Emergency Directions.

<sup>4</sup> For example, Defence personnel living in regional New South Wales, but commuting to work in the Australian Capital Territory. Another example is Defence personnel living in a NSW COVID-19 'declared area' who work in a part of NSW that is outside the 'declared area'.

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## IMPLEMENTATION

11. This Directive is sponsored by the Commander COVID-19 Taskforce. This Directive is effective immediately and will remain extant until amended or withdrawn by us.

s22

**Greg Moriarty**  
Secretary

17 September 2021

s22

**Angus J Campbell**  
General  
Chief of the Defence Force

17 September 2021

### Distribution

Associate Secretary

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**Australian Government**  
**Department of Defence**

**JOINT DIRECTIVE 19/2021**  
**BY THE SECRETARY AND THE CHIEF OF THE DEFENCE FORCE**  
**COVID-19 RELATED TRAVEL AND LEAVE ARRANGEMENTS FOR**  
**DEFENCE PERSONNEL**

**REFERENCES**

- A. Joint Directive 15/2020: *COVID-19 Defence Implementation of the 3-Step Framework for a COVIDSafe Australia*
- B. Joint Directive 25/2020: *COVID-19: Domestic Postings and Related Travel Restrictions*
- C. Joint Directive 23/2020: *COVID-19: Overseas Postings and Related Travel Restrictions*
- D. Joint Directive 07/2021: *Quarantine Arrangements for Incoming International Travel into Australia by Defence Personnel and Contractors Undertaking Defence-Sponsored Travel*
- E. *Defence Determination 2016/19, Conditions of service* (as replicated in PACMAN)
- F. CDF TASKORD 2020/43: *Revised arrangements for Whole of ADF response to COVID-19*
- G. *Fact Sheet on private travel during the COVID-19 pandemic within and to countries designated 'do not travel'*

**INTRODUCTION**

1. Defence must remain responsive to Commonwealth, State, and Territory COVID-19 restrictions, articulated at Reference A. Maintaining continuity of business and delivering essential capabilities remains a fundamental priority for Defence.
2. Our ability to deliver these capabilities – while simultaneously looking after the health, safety, and welfare of our people – requires that we have a clear understanding of the impact of COVID-19 on Defence business. Defence also needs to have the ability to adjust the conduct of Defence business as required.
3. Defence personnel are to be exemplars in meeting Commonwealth, State, and Territory requirements, whether Defence initiated and sponsored travel or for personal travel. Sponsors of travel into Australia by contractors should also ensure that these individuals meet this intent.

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4. As such, the conduct of travel and leave is to be carefully planned and managed. This assures that only essential travel is conducted by Defence, and provides visibility of the movements of individuals – especially if our people travel to a place where a heightened risk of COVID-19 transmission emerges.

**PURPOSE**

5. The purpose of this Directive is to ensure that all travel undertaken by Defence personnel, including privately-funded travel and Defence-funded travel by dependants of Defence personnel, supports Australian Government efforts to reduce the transmission of COVID-19 while continuing to maintain operational effectiveness.

6. It also provides advice to sponsors of travel that is being undertaken by contractors.

**SCOPE**

7. This Directive applies to all Defence personnel and sponsors of travel that is being undertaken by contractors, except in the following circumstances:

a. Travel for, or in support of, operational tasking by the Chief of Joint Operations.

8. This Directive should be read in conjunction with Reference B and Reference C; it provides direction and guidance on the following:

a. **Domestic Travel** (both Defence funded and private) in **Annex A**.

b. **International Travel** (both Defence funded and private) in **Annex B**.

**DEFINITIONS**

7. For the purposes of this Directive, the following are defined as:

a. **Approval Authority.** Approval Authorities for Defence-funded travel and leave approval are outlined in the respective Annexes.

b. **Defence Personnel.** This includes all ADF members, Defence APS employees, or foreign military posted to Defence and within or working for the Department of Defence.

c. **Defence Contractors.** This includes individuals engaged under a contract, which includes a contractor, consultant, or outsourced provider as defined in FINMAN 2.

d. **Essential Defence Activities.** Approval Authorities are responsible for determining which Defence activities are to be considered essential. Considerations by the Approval Authority include the risk to Defence members of transmitting or contracting COVID-19, the risk to the Australian public of transmitting or contracting COVID-19, other methods to achieve the outcome that are at least minimally effective, and the reputational risk to Defence of undertaking travel during the COVID-19 pandemic.

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- e. **Border Exemption.** This is a waiver granted by a Commonwealth, State, or Territory government agency allowing an individual to travel to or from an area that would not normally be allowed under current travel restrictions. This does not constitute exemption from quarantine where required.
- f. **Leave.** This refers to all types of leave including, but not limited to, personal, annual, compassionate, recreation, war service leave, long service leave, or leave without pay with the intention of undertaking travel during the COVID-19 pandemic.
- g. **Leave Travel.** This refers to Defence funded travel undertaken while Defence personnel are absent from duty.
- h. **Defence events.** Defence events are public or private gatherings where the Department of Defence is the lead organiser or financier.
- i. **Defence sponsored events.** This refers to events where the Department of Defence is not the lead organiser but provides financial sponsorship or general administrative and logistics support.
- j. **Safe travel zone ('travel bubbles').** Safe travel zones are routes of travel that have eased COVID-19 border restrictions, either in Australia, in the destination, or both. Travel zones may involve exemptions from travel bans, quarantine-free travel or fewer to no COVID-19 testing requirements. Safe travel zones are determined by the Australian Government and are available at [smartraveller.gov.au/travelzones](https://smartraveller.gov.au/travelzones).
- k. **Vaccines.** A COVID-19 vaccine is one that is approved by the Australian Therapeutic Goods Administration (or international organisation of similar standing) for use in Australia, after being fully assessed for safety and efficacy.

### LEAVE AND LEAVE TRAVEL

- 8. Defence personnel are strongly encouraged to take leave for respite and wellbeing. They should consider the appropriateness of travelling outside of local areas and to locations that may result in quarantine being required. If personnel choose to travel to or from locations where quarantine or isolation arrangements are, or become, required as a result of the travel, as with all members of the general public they are to accept all risk. Defence personnel should have sufficient personal financial resources and leave balances to cover the total quarantine costs and period in such circumstances.
- 9. Defence personnel are to be encouraged to proceed on leave to assist in their ongoing wellbeing, even if they are unable to travel to their preferred destination. In the event of cancellation of leave due to changing restrictions, managers and commanders should work flexibly with Defence personnel to identify appropriate alternative dates and arrangements to ensure that personnel take regular respite periods.
- 10. The cancellation of travel as a consequence of changing Commonwealth, State, and Territory requirements may not constitute an operational reason for of cancellation of leave.
- 11. The principles to be applied to leave and leave travel are:

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- a. Respite opportunities should be taken, even if personnel are unable to travel to their preferred destination.
- b. Defence personnel will fully comply with all Commonwealth, State, and Territory requirements and health orders.
- c. Travelling outside the posting locality comes with consideration and acceptance of risk by both the manager or commander and the ADF member or APS employee.
- d. ADF personnel may only travel to a destination that is approved under Commonwealth, State, and Territory regulations or internationally to a country with a safe travel zone with Australia. APS employees are strongly encouraged to only undertake travel domestically as outlined above, or internationally to a country with a safe travel zone with Australia.
- e. Defence personnel who travel internationally must comply with all local COVID-19 restrictions and health orders.
- f. Personnel are not to travel from, or into, COVID-19 hotspots as defined by the relevant State and Territory governments. Certain exemptions apply for ADF members (refer to Quarantine or Isolation for further detail, below).
- g. Defence personnel must be prepared to be flexible and change travel plans if required.
- h. A COVID-19 vaccination does not remove the need to follow relevant restrictions including quarantine, and the need to follow COVIDSafe behaviours.

**MANAGER AND COMMANDER RESPONSIBILITIES**

- 12. Managers and commanders are to discuss travel plans with personnel prior to approving leave and/or travel. Sponsors, or their delegates, are to discuss travel plans with Defence contractors who are entering Australia and foreign military personnel on Defence sponsored travel. Additional absences of Defence personnel likely to result from cross-border travel quarantine requirements are to be considered by managers and commanders at the time of approving the leave or travel.
- 13. Managers and commanders should consider relevant risks and identify measures that can be implemented to minimise the potential exposure to COVID-19 by personnel undertaking approved travel including both Defence funded and private travel.
- 14. Should quarantine or isolation be required for Defence personnel, managers and commanders are responsible for the duty of care for travellers whilst in quarantine. This responsibility equally applies for bringing personnel into Australia for support. Sponsors of Defence contractors travelling into Australia have a duty of care to their wellbeing whilst in quarantine.
- 15. Sponsors of Defence personnel and contractors undertaking Defence-sponsored travel travelling into Australia should satisfy themselves that these individuals understand their

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obligations to adhere to relevant Commonwealth, State, and Territory restrictions. This includes staying apprised of the information relating to exemptions and travel restrictions, where applicable on the Australian Border Force website for incoming international arrivals.

**TRAVELLER RESPONSIBILITIES**

16. Defence personnel are to remain aware that Defence is to be an exemplar in supporting national efforts to suppress the transmission of COVID-19, and should therefore carefully consider any need for travel. This is regardless of whether the travel is for official or private purposes, and whether the travel is Defence or privately funded. Managers, commanders, and travellers are to ensure that suitable individual leave and financial resources are available in the case that private travel is disrupted.

17. All Defence personnel are to comply with relevant Commonwealth, State, and Territory travel and border restrictions (unless a border exemption has been granted under exceptional circumstances). Defence personnel undertaking travel must comply with COVID-19 related restrictions in place en route and at their destination. Defence personnel must be mindful of the possibility of State or Territory required isolation, or the need to complete mandatory quarantine due to changing circumstances. Quarantine requirements and border closures may change or be implemented at very short notice.

18. All Defence personnel are to ensure they check details of travel areas to ensure that area is not a COVID-19 hotspot. Where these locations are declared hotspots, the travellers are to advise their manager or commander and take directed action. This information is available on the relevant Commonwealth, State, or Territory health website. Defence personnel can also consult the COVID-19 Task Force portal (available on the Defence [Intranet page](#)) for further guidance. Defence personnel undertaking international travel must maintain an individual responsibility to check details of COVID-19 related information for their destination.

**COVID VACCINATION REQUIREMENTS**

19. The health and safety of Defence personnel and their communities is paramount. COVID-19 vaccinations are a core avenue through which Defence can manage the risks to our people and the community.

20. Managers and commanders are to undertake a risk assessment prior to Defence personnel undertaking duty travel. This risk assessment must consider the COVID-19 situation in the home, transit and destination locations, the type of work to be performed and the vaccination status of the Defence personnel undertaking the travel. Where risks are identified the manager or commander must identify opportunities to eliminate or mitigate the risks and where this is not possible a decision must be made with respect to the essential nature of the work being performed.

21. Defence personnel are not to undertake international duty travel unless they have completed a full course of COVID-19 vaccination. To ensure optimal protection, Defence personnel and their dependants eligible to receive the vaccine at the time of departure must have completed their full COVID-19 vaccination course a minimum of two weeks prior to leaving Australia.



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22. Defence personnel, and their dependants who are eligible to receive the vaccine, who are currently overseas at a post or on official travel, must be fully vaccinated for COVID-19 as soon as possible. Failure to complete this action will be managed on a case-by-case basis, depending on factors such as location risk level, availability of vaccines, time remaining at post and capability requirements.
23. Fully vaccinated Defence personnel may still travel internationally where their dependants who are eligible to be vaccinated refuse to be vaccinated. Defence will not sponsor travel for unvaccinated dependants.
24. When planning travel, all Defence personnel must take into account that some countries will not consider an individual to be fully vaccinated until after 14 days from the final vaccine dose.
25. Defence members who have yet to complete their COVID-19 vaccinations are not exempt from being force assigned to domestic COVID operations in support of Commonwealth, state and territory efforts. Commanders and managers must ensure that members who are not fully vaccinated are assigned to roles and tasks that minimise exposure to COVID-19 to as low as practicable. These decisions must be informed by a risk assessment.
26. Defence personnel who are contract managers must apply the same risk assessment and principles outlined in this directive when making decisions about the travel of Defence contractors.
27. All Defence personnel who are required to undertake international duty travel will be prioritised by Defence for their COVID-19 vaccination.

QUARANTINE OR ISOLATION

28. Defence personnel and Defence contractors undertaking Defence-sponsored travel will not seek exemptions from quarantine requirements, including undertaking 14 days government-supervised quarantine in their first port of entry into Australia, other than as outlined in Reference D.
29. Defence will fund quarantine cost arrangements for Defence personnel in the following circumstances:
- a. **Domestic Reunion Travel.** For an MWD(U) ADF member who has been unable to reunite with their dependant(s) for a period greater than six months due to COVID-19, quarantine will be funded for the ADF member once only during this six month period. Defence will pay for entitled reunion travel costs, for the Australian travel component, in addition to quarantine costs and *Short Absence from Duty – Isolation* (if required) for ADF members in this circumstance, in accordance with Reference E.
  - b. **Compassionate Travel within Australia.** For an ADF member and/or spouse for whom compassionate travel is approved, Defence will pay for travel costs, quarantine costs and provide *Short Absence from Duty – Isolation* (if required) for ADF members in this circumstance, in accordance with Reference E.

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- c. **Domestic Business Travel.** Where personnel are required to quarantine as a result of essential Defence travel, hotel and associated quarantine costs will be covered by the line area. *Short Absence from Duty – Isolation* (if required) will be provided for ADF members in this circumstance, in accordance with Reference E.

30. **Recreation Leave Travel.** Defence will not fund quarantine costs for ADF members undertaking Recreation Leave Travel. In order to support ADF members eligible for Recreation Leave Travel, whose nominated family for Recreation Leave Travel purposes reside within an area that would require quarantine on the forward or return journey, ADF members are permitted to nominate a different relative in a location that does not require quarantine. For the 2021-22 period, this election does not need to be enduring. For those ADF members who do not have another relative who they can nominate, their travel benefit is to the nearest capital city that does not have a quarantine impost.

31. For personnel travelling on, or in support of, operational activity tasking, the extant processes for return to Australia and subsequent quarantine, as coordinated by Headquarters Joint Operations Command and JTF 629, will remain in force. Where standing exemptions are available, such as those facilitated under relevant public health orders with individual States and Territories for aircrew and supporting maintenance personnel, these will continue to apply.

## REPORTING AND RECORDING

### Travel for Business Purposes

32. In accordance with Reference D, CJOPS is required to centrally coordinate and prioritise the allocation of quarantine facility requirements for all Defence members and other personnel sponsored by Defence (uniform, civilian, contractors, and visiting foreign forces). To enable this requirement, the Defence Synchronisation Tool (DST) is to be utilised by Defence personnel to forecast all movements that will require quarantine, acknowledging that any personnel arriving into Australia (from a non-travel bubble country) are currently required to quarantine or isolate. It is the responsibility of each Group and Service to input and maintain the data in DST to ensure accuracy in understanding likely quarantine requirements against State or Territory stipulated capacity.

33. Agreed demand for quarantine requirements is to be passed from HQJOC, as the central coordinating authority to JTF 629, for subsequent action. Once quarantine arrangements have been identified JTF 629 will advise Service or Groups POC, or the respective individual.

### Travel for Leave

34. All Defence personnel are to utilise the 'My Itinerary' function in PMKeyS ESS to record planned leave travel and personal travel with an overnight stay. All unplanned overnight travel is to be updated in 'My Itinerary' as soon as practical. This includes personnel travelling over reduced staffing periods and who are not making a formal leave request (the 'My Itinerary' function can be used without the need to submit an absence request). Utilisation of the PMKeyS 'My Itinerary' function is critical for tracking our personnel in emerging COVID-19 hotspots. Defence personnel are to ensure that their PMKeyS details are current.

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35. ADF members are to confirm with their chain of command within 72 hours of departure that their leave or travel plans are still able to occur given any Commonwealth, State, and Territory restrictions. Managers and commanders are responsible for ensuring the confirmation of all leave plans prior to departure.

36. ADF members under 18 years of age are to be individually case managed as per the extant principles in conjunction with parent and guardian engagement.

37. APS employees are encouraged to maintain contact with their supervisors regarding leave and travel plans.

38. **COVIDSafe App.** All Defence personnel, and particularly those undertaking domestic travel, should download the COVIDSafe app to facilitate faster contact tracing of personnel.

**IMPLEMENTATION**

39. This Directive supersedes and replaces Joint Directive 08/2021: *COVID-19: 2021-22 Travel and Leave Arrangements for Defence Personnel*, which is hereby cancelled.

40. This Directive is effective immediately and will remain extant until amended or withdrawn. The sponsor is the Commander COVID-19 Taskforce. This Directive is to be reviewed by 27 May 2022 or earlier if circumstances significantly change.

s22



**Greg Moriarty**  
Secretary

27 September 2021

s22



**Angus J Campbell**  
General  
Chief of the Defence Force

27 September 2021

**Annexes:**

**Annex A – Domestic Defence Funded Travel**

**Annex B – Overseas Defence Funded Travel**

**Distribution**

**ALL STAFF**

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ANNEX A TO  
JOINT DIRECTIVE 19/2021  
SEP 21

### DOMESTIC DEFENCE FUNDED TRAVEL

1. **Defence Business Travel.** Approval for travel must be gained through relevant Approval Authorities, as outlined below. Approval Authorities are expected to limit approvals to Essential Defence Travel. Where travel is essential, the Approval Authority is to ensure that appropriate border exemptions and permits are obtained prior to the travel commencing. Personnel are to review the relevant restrictions of States and Territories, in consultation with their manager, 24 to 48 hours prior to departure to ensure continued compliance.
2. **Defence Funded Leave Travel.** All Defence funded leave travel, must comply with the Leave Travel Principles outlined, in paragraph 12 of this Directive (above).
3. **Medical Travel.** ADF members required to undertake essential medical travel are to seek approval through their chain of command on confirmatory advice from Joint Health Command in accordance with extant policy.

### PRIVATE TRAVEL

4. **Private Travel – ADF members.** ADF members undertaking privately funded travel are to comply with the principles as outlined in paragraph 11 of this Directive (above). This includes any private travel that occurs outside of Defence leave, such as on weekends, over reduced staffing periods, and public holidays. ADF members are expected to comply with all restrictions, including any requirements for quarantine or isolation. Any quarantine or isolation period (except where exclusions apply) is to be covered by the member's own leave and financial resources.
5. **Private travel – APS Employees.** APS employees should carefully consider any plans for private travel during this time, and comply with Commonwealth, State, and Territory government restrictions. APS employees are expected to comply with all restrictions, including any requirements for quarantine or isolation. Any quarantine or isolation period is to be covered by the employee's own leave and financial resources.
6. APS employees are strongly encouraged not to intentionally travel to any COVID-19 hotspots.
7. **Private travel – ADF Members.** Travel is not to be approved for ADF members travelling to a known COVID-19 hotspot unless they are authorised to undertake Compassionate Leave or Reunion Travel.
8. If an ADF member's or APS employee's travel is cancelled for **operational** reasons and they are therefore recalled to another destination, unrecoverable costs may be claimed from Defence in limited circumstances.

### Events

9. **Defence events.** All Defence events must be critically examined and approved by the appropriate Approval Authority (of the event) before proceeding.

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10. **Defence sponsored events – APS employees.** APS employees must exercise careful judgement before attending a Defence sponsored event in a personal capacity particularly if attendance requires travel outside their local area.
11. Should employees be required to enter government-supervised quarantine, as a result of travelling to a Defence sponsored event in a personal capacity, the employee may be responsible for any associated leave and costs. The employee can work remotely where possible and with agreement from their individual work area while in Government supervised quarantine or alternatively use their accrued annual or long service leave.
12. **Defence sponsored events – ADF members.** Travel is not to be approved for members travelling to a known COVID-19 hotspot.
13. If an ADF member is required to attend a Defence sponsored event whilst on duty any requirement to quarantine will be considered to be duty and relevant conditions of service will be applicable.
14. ADF members who attend a Defence sponsored event in their personal capacity must ensure they have access to sufficient personal leave and financial resources to cover any costs associated with Government supervised quarantine should it be required.

**APPROVAL AUTHORITIES**

15. **Defence Business Travel.** Group Heads and Service Chiefs, may appoint an appropriate delegate (Unit Commanders and managers (O5/EL1 or above)) responsible for the business activity, who are Approval Authorities within their respective Groups or Services for domestic Defence Business Travel. Approval for any travel must be sufficiently documented, for example a section 23 Form signed with comments outlining the essential nature of the proposed travel is sufficient. All Groups and Services are responsible for appropriate record keeping of all approved travel.
16. The Approval Authority maintains responsibility for Defence personnel travelling on Defence business domestically, this includes costs and loss to capability in the event of unexpected lockdowns or changes to domestic travel directions and ensuring that persons travelling adhere to Commonwealth, State, and Territory COVID-19 restrictions as outlined on the jurisdictions websites.
17. **ADF Leave Travel.** Unit Commanders and managers (O5/EL1 or above), are responsible for the decision to approve or deny a leave application for an ADF member to a locality that will require travel to an area within a State or Territory that is subject to community transmission of COVID-19, movement restrictions, or to a country with a reciprocal travel bubble in place with Australia.
18. **APS Leave.** APS leave approval is in accordance with extant policy. Managers and commanders are to monitor the travel plans of APS employees and encourage any travel to be undertaken in accordance with the principles outlined at paragraph 13, page 4 of this Joint Directive.

For exceptional circumstances, chains of command are to consult with the COVID-19 Taskforce via [covid19.tf@defence.gov.au](mailto:covid19.tf@defence.gov.au) for further guidance.

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ANNEX B TO  
JOINT DIRECTIVE 19/2021  
SEP 21

**OVERSEAS TRAVEL DEFENCE-FUNDED TRAVEL**

1. Defence personnel are to comply with extant Commonwealth restrictions on overseas travel unless approval has been granted by their Approval Authority and a border exemption is obtained.
2. **Pre-flight testing and Government supervised quarantine.** All arrivals into Australia including Defence personnel need to complete a travel declaration, present a negative Polymerase Chain Reaction (PCR) test within 72 hours prior to departure, undergo mandatory 14-day quarantine (where a safe travel zone arrangement does not exist) except as outlined in Reference D and comply with State and Territory guidelines on arrival.
3. **Incoming Defence-sponsored contractor travel.** The sponsor of any incoming travel into Australia by a Defence contractor is responsible for contractor compliance with extant Commonwealth, State, and Territory restrictions, including 14 days government-supervised quarantine at their first port of entry into Australia and presenting a negative PCR test within 72 hours prior to departure (where a safe travel zone arrangement does not exist). Sponsors should be satisfied that any incoming travel into Australia by Defence contractors meets the intent of both this Directive and Reference D. Sponsors of Defence contractors travelling into Australia are not to seek any exemptions from Commonwealth, State, and Territory restrictions and should actively monitor their travel arrangements in Australia.
4. **Recognition and recording of quarantine requirements.** Defence personnel and contractors are not to assume they will be considered outside Australia's weekly arrival caps, particularly for Defence groups of five or more. Weekly arrival caps are subject to change. Travelling out of Australia comes with the risk of being unable to return due to the changing COVID-19 environment. In the event that circumstances change while Defence personnel are overseas, and that the State and Territory international traveller caps adversely affect return travel, no exemption is to be sought. All overseas movements by Defence personnel and contractors undertaking Defence-sponsored travel are to be entered into the Defence Synchronisation Tool (DST) and kept accurate for the purpose of quarantine tracking. Approval Authorities are to verify the method to be used for DST update, at time of approval.
5. **Quarantine.** Isolation and quarantine costs associated with Commonwealth funded overseas travel will be covered in accordance with the criteria outlined in Reference E, Chapter 12 Part 5. Isolation or quarantine costs associated with self-funded travel remain a personal responsibility
6. **Short-term business travel overseas.** Defence personnel required to undertake overseas travel that is necessary for achieving essential Defence activities are to seek approval through their Approval Authority. Appropriate government travel approvals are to be obtained prior to travel commencing. Defence Personnel are to travel via the most direct approved route in the shortest time to reduce risk of exposure to COVID-19. Approval Authorities may only approve incidental personal travel combined with official travel in exceptional circumstances (Reference E).

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7. **ADF compassionate travel from Australia to overseas locations.** Commanders may approve ADF compassionate travel to an overseas location in accordance with extant policy, but are to notify their respective Service Headquarters prior to the ADF member's departure from Australia. ADF members must accept the risk regarding availability of regular public transport flights; and ADF members must abide by associated quarantine requirements if applicable overseas and on re-entry to Australia as outlined in Reference D. Defence may pay for travel and quarantine costs associated with the domestic component of the compassionate travel. Defence may provide Short Absence from Duty – Isolation (if required) for the domestic quarantine for ADF members in this circumstance in accordance with Reference E.

8. **Personnel posted overseas.** Personnel commencing a long-term overseas posting or returning to Australia at the end of a long-term overseas posting are required to return via the most direct approved route in the shortest time to reduce risk of exposure to COVID-19. Extended periods of recreation leave may not be taken overseas prior to beginning or during posting travel, this includes leave in conjunction with rest periods. Approval Authorities may only approve incidental personal travel combined with official travel in exceptional circumstances (Reference C).

**INTERNATIONAL PRIVATE TRAVEL**

9. **International Private Travel for Defence Personnel in Australia.** Defence's existing policies strongly discourage the taking of leave for APS employees to countries designated as 'Do Not Travel' by the Department of Foreign Affairs and Trade (Reference G). APS employees are strongly encouraged to reconsider overseas travel during the COVID-19 pandemic.

10. Where the travel does not align with Reference G, Defence's existing policies prohibit the taking of leave for the ADF in countries designated as 'Do Not Travel' by the Department of Foreign Affairs and Trade. Relevant ADF leave applications are automatically cancelled upon declaration of a 'Do Not Travel' country if they do not meet the appropriate conditions or an appropriate Approval Authority has provided endorsement in accordance with Reference E (Chapter 5 Part 2).

11. **Private Travel for Defence Personnel Posted Overseas.** Defence Personnel posted overseas may undertake essential private travel to a third country for purposes such as medical, compassionate, mental health, or family welfare reasons.

- a. Further information is available on the Defence Intranet in the Factsheet - [Private travel during the COVID-19 pandemic in countries designated 'do not travel'](#) (Reference G).

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APPROVAL AUTHORITIES

12. **Leave Travel.** For a country with a reciprocal travel bubble in place with Australia the Approval Authority is the Unit Commander and manager (O5/EL1 or above) in alignment of the principles in paragraph 14 of Annex A to this Directive.

13. For the purpose of providing a leave travel restriction waiver the Approval Authority for countries listed in the footnote below remains the Deputy Chief of Joint Operations.<sup>1</sup> For all other countries, the Approval Authority is the appropriate Two Star Officer in the ADF member's chain of command. Where the ADF member's chain of command does not include a Two Star Officer, the Approval Authority is the ADF member's Deputy Service Chief.

14. APS leave approval is in accordance with extant policy. Managers and commanders are to monitor the travel plans of APS employees and encourage any travel to be undertaken in accordance with the principles outlined at paragraph 12 of this Directive (above).

15. **Defence Business travel.** Group Heads and Service Chiefs, or an appropriate Two Star/Band Two delegate, are Approval Authorities within their respective Groups or Services. Groups Heads and Service Chiefs, or their delegates, are responsible for determining whether proposed international Defence Business Travel by Defence personnel or contractors undertaking Defence-sponsored travel is essential. All Groups and Services are responsible for appropriate record keeping of all approved travel including maintaining correct records in the Defence Synchronisation Tool.

a. Group Heads and Service Chiefs maintain responsibility for ADF and APS travelling on Defence business internationally, as well as contractors undertaking Defence sponsored travel into Australia. This includes ensuring that persons travelling adhere to Commonwealth, State, and Territory COVID-19 restrictions, and quarantine arrangements as outlined in Reference D.

16. **Senior Leadership Group Travel.** Members of the Senior Leadership Group required to undertake Essential Defence Travel overseas are to seek approval from the Secretary or the CDF as the Approval Authority. Appropriate government travel approvals are to be obtained prior to committing to the activity.

17. For exceptional circumstances, chains of command are to consult with the COVID-19 Taskforce via [covid19.tf@defence.gov.au](mailto:covid19.tf@defence.gov.au) for further guidance.

18. All Groups and Services are responsible for creating a clear and consistent method of seeking Band Two or Two Star approval, including to use or develop templates best suited their Chain of Command and Defence Senior Leadership Group.

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<sup>1</sup> Afghanistan, Burundi, Central African Republic, Chad, Iraq, Libya, Mali, Niger, Somalia, South Sudan, Syria, Venezuela and Yemen.

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**Australian Government**  
**Department of Defence**

**JOINT DIRECTIVE 20/2021**  
**BY THE SECRETARY AND THE CHIEF OF THE DEFENCE FORCE**  
**COVID-19: POSTING RELATED DOMESTIC RELOCATIONS**

**REFERENCES**

- A. Joint Directive 15/2020: *COVID-19 Defence Implementation of the 3-Step Framework for a COVIDSafe Australia*
- B. Joint Directive 23/2020: *COVID-19: Overseas Postings and Related Travel Restrictions* (under review)
- C. Joint Directive 19/2021: *COVID-19 Related Travel and Leave Arrangements for Defence Personnel*
- D. CDF *Instrument of Authorisations 2019/01-Amendment 2019(No.2)* of 13 August 2019
- E. Defence Determination 2016/19

**INTRODUCTION**

1. Defence must remain responsive to Commonwealth, State and Territory guidelines and requirements as Australia focuses on a pathway to a COVIDSafe Australia, as per Reference A. Maintaining continuity of business and delivering essential capabilities remains a fundamental priority for Defence – while simultaneously looking after the health, safety and welfare of our people.
2. Defence is committed to assisting Defence personnel and their families with the additional restrictions imposed by COVID-19. Defence will continue to conduct posting related relocations in a deliberate and sequenced manner to maintain essential operational capability and readiness and comply with Commonwealth, State and Territory requirements regarding travel.

**PURPOSE**

3. This Directive outlines the Defence-wide approach to posting related domestic relocations for the 2021-22 peak posting period.

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**SCOPE**

4. This Directive applies to all Defence personnel undertaking Defence funded domestic relocations, including domestic removals, domestic removals associated with an overseas posting, members and dependants moving to a posting location, transition from Service postings, and compassionate postings requiring a relocation.

5. For overseas postings, this Directive is to be read in conjunction with Reference B. This Directive does not apply to non-posting related Defence business or leave-related travel, for which Reference C applies.

**DEFINITIONS**

6. For the purposes of this Directive, the following are defined as:

- a. **Approval Authority.** Group Heads and Service Chiefs, or an appropriate delegate (at Reference D) are Approval Authorities within their respective Groups or Service for the purpose of this Directive.
- b. **Defence Personnel.** This includes all ADF members and Defence APS employees working for the Department of Defence.
- c. **Dependants.** This refers to Defence recognised dependants of Defence personnel.
- d. **Leave.** This refers to all types of leave including, but not limited to: personal, annual, compassionate, recreation, war service, long service, reunion, and leave without pay.
- e. **Non-Essential travel.** Posting related relocation travel is not considered essential travel for the purposes of Federal, State, and Territory COVID-19 restrictions.

**THE POSTING CYCLE MOVEMENT AND COORDINATION CELL**

**Background**

7. The national COVID-19 situation is expected to remain dynamic throughout the peak posting period (October 2021 – February 2022). While the nation may commence the transition to Phase C of the National Plan to transition Australia's National COVID-19 response, some restrictions and lockdowns may continue in some form. Relocation movements are expected to be impacted.

8. The Posting Cycle Movement and Coordination Cell (PCMCC) was raised in 2020 to act as the single point of coordination for relocation related movements over the 2020-21 posting period. Consistent with recommendations from the After Action Review, on completion of that posting cycle, the PCMCC commenced transitioning to a Business As Usual (BAU) model in conjunction with the Services and E&IG. The Services have commenced a normal posting period for 2021-22.

**Role of PCMCC**

9. The PCMCC's role is to develop and manage relocation controls required for Defence to comply with Commonwealth, State and Territory COVID-19 related direction. The

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PCMCC will also assist with the management of disrupted relocations and the management of force flow for State-mandated quarantine relevant to domestic relocations.

**ENGAGEMENT OF TOLL**

10. TOLL has been engaged by Defence to deliver relocation administration, removal and storage of furniture, effects and vehicles, and related services to the ADF and eligible APS in Australia and internationally.

11. For the 2021-22 COVID-19 domestic posting period, as far as possible, the PCMCC will apply a 'business as usual' approach whereby the individual and TOLL have direct engagement to facilitate a relocation.

**CONTROL MEASURES**

12. To ensure compliance with Commonwealth, State and Territory COVID-19 requirements, Defence will implement the following control measures:

- a. **Border Pass and/or Quarantine Exemptions.** Posting related relocation travel is not essential travel. Therefore, Defence personnel are not authorised to request or utilise an exemption for border entry and/or quarantine based on being a Defence member.
- b. **Pausing Relocation Movements.** Relocations occurring from areas affected by a lockdown or movement restriction may be paused and movement plans adjusted to accommodate the restrictions such as quarantine requirements.
- c. **Relocation from an area not in lockdown into an area under lockdown.** Relocations from areas not in lockdown into areas under lockdown should continue based on current conditions as per the Posting Related Domestic Relocations Travel Matrix. Under extenuating circumstances a member may apply for an exception to delay their relocation for welfare reasons.
- d. **Mode of travel.** Air is the preferred mode of travel however:
  - (1) **'Air' versus 'Own Means' travel.** Defence personnel and families who wish to relocate by own means travel may do so, however they will be required to follow the gaining location's entry requirements. If directed to enter by 'Air' as indicated on the [2021/22 Posting Related Domestic Relocations Travel Matrix](#), special conditions in accordance with Reference E, Chapter 6 will apply.
  - (2) As border restrictions are dynamic, all Defence members and their families should be prepared for short-notice changes. TOLL will work with members to manage these including any changes to the mode of travel necessary.
- e. **Travel routes.** For own means travel, Defence personnel are responsible for the selection of suitable 'point to point' travel routes that comply with the TOLL issued Move Plan. Routes should take into consideration the supporting infrastructure in case of State/Territory lockdown changes preventing continued travel. Additionally, they must follow the restrictions for any State/Territory they transit through.

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- f. **Personal leave during relocation travel.** Requests for leave to be taken during posting related relocation travel are not to be approved. Leave outside of relocation travel (before or after) may be approved by the Chain of Command or Manager in accordance with Defence policy. For the purposes of consistency and fair application throughout the posting period, regardless of State/Territory changes to restrictions, this control will remain in place until at least 28 February 2022.
- g. **Quarantine.** Defence personnel relocating interstate are to comply with State/Territory quarantine requirements and regulations including the restrictions of States through which members' transit.
- h. **Quarantine Obligations associated with personal leave.** In accordance with Reference C; all quarantine requirements including costs and additional leave requirements due to quarantine as a consequence of personal leave are a member's responsibility.
- i. **Applying for Border Passes and Permits.** Defence personnel are responsible for ensuring they and their family obtain all necessary border passes or permits. Defence personnel must familiarise themselves with respective border crossing requirements prior to conducting relocations and keep track of changes.
  - (1) Defence personnel are to apply as 'new residents' or 'permanently relocating', not essential workers.
  - (2) Where there are quarantine requirements, quarantine bookings are directly linked with obtaining a border pass.
  - (3) Obtaining a border pass can be a very lengthy process with significant delays.
  - (4) States/Territories may require Defence personnel and their families to be partially or fully COVID-19 vaccinated prior to entering respective locations. Defence personnel must comply with State/Territory direction.
- j. **House Hunting Trips.** In order to reduce non-essential movements across borders, interstate house hunting trips will not be approved. Where possible, personnel are to utilise independent parties in location (with authority to act as an agent) to pre-accept housing. Defence personnel with dependants with recognised special needs are to ensure their requirements are detailed in their Application for Relocation (AFR), and are to ensure their TOLL Case Manager is aware of their requirements.
- k. **TOLL.** Defence will direct TOLL as to whether relocations can proceed given State/Territory restrictions. The direction will be provided in the [2021/22 Posting Related Domestic Relocations Travel Matrix](#).
- l. **Move Plans.** Move Plans provided by TOLL will be 'point to point' from the losing posting locality to the member's gaining posting locality. Personnel are to comply with the Move Plan by:
  - (1) Undertaking travel on the dates specified, noting these may change in the event of border closures.
  - (2) A person's travel departure date identified in the Move Plan triggers the commencement of posting travel.

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- (3) The posting travel ceases on arrival at the final destination in accordance with the Move Plan.
- (4) Defence personnel must enter their itinerary into PMKeyS prior to travel.
- (5) If Defence personnel need to change their Move Plan due to unforeseen circumstances they are to contact the TOLL hotline on 1800 819 167 and notify their Chain of Command or Manager. Changes will only be approved by TOLL by exception.

**Communication of changes to control measures**

13. All control measures will be reviewed by the PCMCC on a regular basis. The Posting Related Domestic Relocations Travel Matrix located on the [PCMCC Web Page](#) is utilised to provide Defence direction to TOLL but also provides a summary of border restrictions and communicates changes to control measures.

**AUTHORITY TO CONDUCT/CONTINUE WITH RELOCATIONS**

14. Defence members, in addition to obtaining the required border passes/permits as at paragraph 12(i), relocations must also be approved by TOLL in order to relocate at Commonwealth expense. Consequently:
- a. Defence personnel are not to cancel relocations based on the content of the PCMCC Matrix. TOLL will attempt to meet the requested dates, however if the Matrix remains 'red' in the gaining locality, respective Case Managers will work with Defence personnel to reschedule the planned dates.
  - b. Defence personnel must cease relocation travel if advised by TOLL that their relocation travel is paused or cancelled. TOLL are acting on Defence direction when pausing or cancelling a relocation including for relocations already in progress.
  - c. Commanders and managers do not have the authority to approve a member to continue with their relocation once the Defence member is advised by TOLL that their relocation/relocation travel has been paused or cancelled, regardless of the mode of travel.
  - d. Defence personnel who continue with non-TOLL approved relocation travel (or their unit if travel was approved by the unit) may incur the costs associated with travel. These costs could include, but not be limited to: quarantine, travelling allowance and/or extended temporary accommodation.

**APPLICATION FOR RELOCATION**

15. Defence personnel are to submit their Application for Relocation (AFR) as soon as possible after receiving their posting order. AFR information is used by TOLL to ensure availability of essential relocation support services. AFRs are not to be submitted without dates or with fake dates.

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**EXCEPTION REQUESTS**

16. Exceptions to Defence imposed controls on relocations can be made for significant operational capability or compelling compassionate reasons including for personnel separating from Defence. Requests are to be made utilising the chain of command and supported through functional HQs or Service Career Management Agencies. These will then be actioned through the PCMCC. TOLL do not process or administer exception requests of this nature.

17. Applications are to reach the PCMCC within 14 days of the planned relocation/uplift date. An exception request form to be utilised is at **Annex A** and can be located in the following link: [PCMCC Relocation Exception Request Form](#).

**COMMAND AND CONTROL DURING TRAVEL**

18. Due to the dynamic environment, the command and supervisory responsibilities for Defence personnel travelling during this period are reinforced in **Annex B**. Losing units/organisations remain responsible for the administration and welfare of Defence personnel and families until they join their new unit or organisation unless other arrangements are formally established.

**DEFENCE VALUES AND BEHAVIOURS**

19. Relocating is a stressful time for Defence personnel and their families and for those associated with delivering relocations. The difficult and dynamic COVID-19 situation adds to this stress. Defence personnel are reminded to display Defence Values and Behaviours when interacting with TOLL and all other relocation, housing, travel support staff and relocation supporting organisations.

**DELEGATIONS**

20. **Delegations.** Delegations for removal, relocation, and housing benefits remain in accordance with Reference E. Individuals are to refer to their respective personnel policy cells, through their Chain of Command or Manager, for clarification or approval of non-standard requests or, if applicable, directly to the TOLL or DHA delegate.

21. **Entitlements.** The Directorate of Relocations and Housing are responsible for concerns related to relocation entitlements and can be contacted at: [drh.relocations@defence.gov.au](mailto:drh.relocations@defence.gov.au).

22. **Conditions of Service.** The conditions of service associated with posting travel impacted by COVID-19 remain as per Reference E.

**WELFARE**

23. Defence Member and Family Support Branch (DMFS – formerly DCO) delivers a range of national programs and support services to assist families. Personnel requiring support services, welfare or health assistance can contact:

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- a. [The Defence Member and Family Helpline](#) (1800 624 608).
- b. Defence All-Hours Support Line (ASL) (1800 628 036).
- c. [Employee Assistance Program Portal](#) (1300 687 327 (1300 OUR EAP)).
- d. 1800 IMSICK (1800 467 425).
- e. ADF health services accessed through [Garrison Health Centres](#).
- f. Online through ADF's [Mental Health and Psychology Services](#).
- g. The [ADF Chaplaincy Services](#) provide a 24/7 on-call 1300 DEFENCE (1300 333 362).

**IMPLEMENTATION**

24. This Directive is effective immediately. It supersedes and replaces Joint Directive 25/2020 which is hereby cancelled.

25. This Directive will be reviewed by 28 February 2022 and will remain extant until amended or withdrawn.

s22

**Greg Moriarty**  
Secretary

3 November 2021

s22

**Angus Campbell**  
General  
Chief of the Defence Force

3 November 2021

**Annexes:**

- A. PCMCC Relocation Exception Request Form
- B. Command and Control During Domestic Relocation Travel

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**DEPSEC E&IG**  
**DEPSEC SP&I**  
**COMD DSCC (ASD)**  
**All Senior Defence Representatives (in Overseas Locations)**

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ANNEX A TO  
JOINT DIRECTIVE 20/2021  
OCT 21

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## PCMCC RELOCATION EXCEPTION REQUEST

Unit OBJ Ref:	Requesting Unit:
---------------	------------------

### Member Details:

PMKeyS	Rank	Name	Categorisation

### Dependant Details (if relocating):

Under 18s:

Include title/rank/PMKeyS (for serving spouse), given name and surname. Please also include DOB for under 18 year olds.

### COVID-19 Vaccination status

*Note: some States/Territories may require proof of receipt of a COVID-19 vaccine(s) for members and dependants (where eligible) LAW State/Territory legislation. Defence cannot provide exemptions to State/Territory Public Health Orders. Members should review relevant border entry requirements and ensure that they and their dependants meet these requirements prior to seeking a relocation exception request. Members who are unable to meet State/Territory entry requirements should address this with their respective Service Career Management Agency (CMA).*

### Exception Request:

Reason: <input type="text"/>	TOLL Case Number:
Losing Unit:	Losing Location:
Gaining Unit:	Gaining Location:
Posting WEF:	Requested Relocation Date:
Justification:	Supporting Documentation Attached: <input type="checkbox"/>

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Quarantine plan and/or requirements (if applicable):

Unit Commanding Officer (minimum O5/EL1) - <i>NOT REQUIRED FOR NAVY</i>	
Rank	Name

Service HQ / CMA authorised representative	
Comments:	
Endorsed:	
Rank	Name

PCMCC Case Manager	
Comments:	
Approved:	
Rank	Name

Service HQ / CMA Representative Mailboxes:  
Navy  
Career Management - Navy Posting Relocations Cell

Army  
Career Management - Army Posting Relocations Cell

Air Force  
HQAC A1 PERSCAP (Air Command Units)  
Career Management - Air Force Posting Relocations Cell (Non-Air Command Units)

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**CLASSIFICATION or DLM**

**ANNEX B TO  
JOINT DIRECTIVE 20/2021  
OCT 21**

**RELOCATIONS - COMMAND AND CONTROL DURING TRAVEL**

1. **Losing organisation** is to:
  - a. Ensure personnel apply for the border entry pass and do not apply as an 'essential' or Defence worker. Members are to apply as 'new residents' or 'permanently relocating'.
  - b. Ensure that travelling personnel complete a travel itinerary and update contact details in PMKeyS prior to commencing relocation travel and taking leave.
  - c. Not approve personal leave during the relocation travel period detailed in the TOLL Move Plan. Personal leave can be taken before or after a completed relocation, ensuring members are available for their downlift.
  - d. After TOLL issues the Move Plan, liaise with the gaining organisation and the travelling personnel to agree a date for transfer of command and supervisory responsibilities.
  - e. Retain responsibility for the command and supervision of travelling personnel until such time as they transfer to the control of the gaining organisation. Unless organised otherwise, the losing unit is responsible for member administration and welfare until the member has formally joined the gaining unit.
  - f. Be prepared to provide assistance to travelling unit personnel with any welfare issues that may arise during transit, including the ability to assist if border closures result in short notice amendments to individual travel itineraries.
2. **Gaining organisation** is to:
  - a. Liaise with the losing organisation and the travelling personnel to agree to a handover date of command and supervisory responsibilities. This is dependent on the directed travel itinerary and may be before or after the posting order 'with effect from' date.
  - b. Facilitate the handover of command and supervision of respective travelling Defence personnel.

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Australian Government

Department of Defence

EC21-004285

See distribution

**JOINT DIRECTIVE 23/2021 BY THE CHIEF OF THE DEFENCE FORCE AND  
SECRETARY, DEPARTMENT OF DEFENCE**

**COVID-19: OVERSEAS POSTINGS AND RELATED TRAVEL RESTRICTIONS**

**References:**

- A. National Plan to transition Australia's National COVID-19 Response
- B. Joint Directive 20/2021: *COVID-19 Posting Related Domestic Relocations*
- C. Joint Directive 22/2021: *COVID-19 Related Travel and Leave Arrangements for Defence Personnel*
- D. Joint Directive 09/2020: *COVID-19 Personnel Reporting Requirements*
- E. *Defence Determination 2016/19 – Conditions of service* (as replicated in PACMAN)

**INTRODUCTION**

1. Defence must remain responsive to changing Commonwealth, State, and Territory COVID-19 measures as Australia moves through the phases of the National Plan to transition Australia's National COVID-19 Response (Reference A). Maintaining continuity of business and delivering essential capabilities remains a fundamental priority for Defence – while simultaneously looking after the health, safety, and welfare of our people.
2. The national COVID-19 situation is expected to remain dynamic throughout the current peak posting period (November 2021 – February 2022). As the National Plan to transition Australia's COVID-19 response moves into Phase C, some restrictions, including quarantine and travel restrictions, may continue in some form and may change at short notice.
3. Defence will continue to conduct international relocations and postings in compliance with relevant Commonwealth, State, Territory and host nation arrangements. This will be done in a deliberate and sequenced manner, while maintaining operational capability and readiness.

**PURPOSE**

4. This Directive specifies the Defence-wide approach to international relocations and posting related travel. For domestic postings, see Reference B.

**SCOPE**

5. This Directive applies to all Defence personnel, and their dependants (where applicable), who are:
  - a. commencing, undertaking or ceasing a long-term overseas postings
  - b. undertaking Commonwealth funded travel and official travel in association with a long-term overseas posting

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6. This Joint Directive does not apply to personnel travelling on, or in support of, operational tasking by the Chief of Joint Operations (CJOPS) or personnel travelling on short-term business travel overseas, originating in Australia.

7. This Directive should be read in conjunction with the references and associated information on the COVID-19 portal on the DPN.

## DEFINITIONS

8. For the purpose of this Directive, the following are defined as:
- a. **Approval Authority.** Group Heads and Service Chiefs, or an appropriate delegate as specified below, are Approval Authorities within their respective Groups or Service for the purpose of this Directive.
  - b. **Defence Personnel.** This includes all ADF members and Defence APS employees working for the Department of Defence.
  - c. **Essential Defence Activities.** Approval Authorities are to determine which Defence activities are to be considered essential. Considerations by the Approval Authority include the risk to Defence members of transmitting or contracting COVID-19, other methods to achieve the outcome that are at least minimally effective, and the reputational risk to Defence of undertaking travel during the COVID-19 pandemic.

## COMMENCING OVERSEAS POSTINGS

### Commencing or rotating a posting

9. Whether a posting is critical to Essential Defence Activities is to be determined by the relevant Group or Service Approval Authority or their delegate (not below 2 Star / Band-2). This is to involve an assessment of:
- a. whether the position contributes to essential Defence activity as determined by the Group or Service Approval Authority
  - b. the rationale/basis for the position
  - c. whether there is redundancy established elsewhere in the host nation for the function or if alternative arrangements can be implemented in Australia
  - d. whether the position confers irreplaceable technical or strategic influence
  - e. whether there are any reciprocal commitments
  - f. any goodwill or reputational issues from gapping the position
  - g. whether there has been a strategic direction to fill the position.
10. Defence personnel are to undertake a Defence Member and Family Support (DMFS) overseas posting suitability assessment, including a comprehensive assessment of the individual and their immediate family. This also assesses their ability to post accompanied or unaccompanied.
11. The assessment should consider the possibility of the member being unaccompanied for an extended period of time, and the implications for them and their family. The outcome of this assessment is not binding, but goes to inform the decision whether to proceed with the posting.

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## Accompanied postings

12. Once essentiality of the position has been agreed, Approval Authorities may approve accompanied postings (except to locations listed in paragraph 17). The Approval Authority to commence or rotate an accompanied post within the relevant Group or Service is:

- a. Director General Navy People
- b. Director General Career Management - Army
- c. Director General Personnel - Air Force
- d. A 1 Star / Band-1 officer identified by the Group Head for the other Groups.

13. Approval authorities assessing whether to approve Defence personnel to post overseas accompanied are to consider:

- a. the safety of personnel and their accompanying families when travelling, integrating and living in the respective host nation, given the Australian Government's health direction and advice relating to COVID-19
- b. the morale and welfare of the member and their family should the posting be deemed unaccompanied
- c. the recommendations of the DMFS overseas posting suitability assessment
- d. the positive value that accompanying family provide in roles with heavy representational responsibilities
- e. the extant Departmental and Government direction regarding COVID-19 at the time of the decision, including restrictions on official travel
- f. input from the Senior Defence Representative (SDR) at Post.

14. The input provided by SDRs is to, at a minimum, provide an assessment of the WHS and security risk for each location<sup>1</sup>, and the ability for members and their dependants to be integrated into Post. SDRs must ensure they address the additional risk factors associated with travel to countries which are designated as 'do not travel' by the Department of Foreign Affairs and Trade (DFAT) on their [Smartraveller](#) website.

15. SDRs are to base their input on an assessment and evaluation specific to the posted position, drawing upon the existing advice of DFAT or other government agencies. A sample assessment template is available at Annex A.

16. Approval authorities are to satisfy themselves that sufficient risk mitigation strategies have been undertaken, including confirmation from the member that they accept the known risks. The DPG COVID-19 Emerging Issues Team (DPG.Covid19@defence.gov.au) is the appropriate point of contact for the provision of COVID-19 Risk Assessments.

17. Postings to locations where the COVID-19 risk to personnel remains high are to continue as unaccompanied unless approved by the Secretary or CDF on a case-by-case basis. The current list of locations to which this applies is available on the Defence Intranet at <https://objective/id:BN20203699>. SDRs and the Service Career Management Agencies (CMA) will be advised of each amendment to this list.

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<sup>1</sup> Where Defence personnel are posted to multiple locations in a country, the SDR advice should be detailed enough so that personnel posting in are aware of the situation that will apply to them in their posting location.

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18. Personnel and their dependants are to familiarise themselves with the specific requirements of the country they are travelling to and comply with testing and quarantine requirements accordingly. If any of the travelling party return a positive result prior to departure they must not travel, follow the process at Reference D and abide by the relevant State & Territory guidelines.

19. Due to the high health risk involved, Defence will not support official travel for any Defence personnel or dependants who are immunocompromised or at higher medical risk should they contract COVID-19. ADF members are to discuss this during their pre-posting medical. APS employees and all dependants of Defence personnel should seek further advice from the Travel Doctor well in advance of their posting to discuss their suitability to proceed.

20. In accordance with Reference C, Defence personnel and their accompanying dependants are required to have completed a full course of the COVID-19 vaccine prior to undertaking any international duty travel. Accompanying dependants are also required to be fully vaccinated at a minimum of two weeks prior to departure. Defence will not sponsor travel for unvaccinated personnel and their dependants, who are eligible for a COVID-19 vaccination. All personnel are to familiarise themselves with Reference C prior to undertaking any travel.

21. Personnel whose dependants are unable to accompany them to an overseas posting due to this Directive or the travel restrictions of the Australian or host government, remain entitled to have their dependants join them in the overseas posting location at a point in time when such restrictions are lifted. In accordance with Reference E, a minimum period of 12 months remaining at post is required to maintain an entitlement for a removal overseas at Commonwealth expense. Discretion exists within the Groups and Services where the period remaining at post is between 6 and 12 months.

### **VOLUNTARY AND DIRECTED DEPARTURES**

22. Directions or offers of evacuation will align with DFAT where Defence has personnel in reasonable geographic proximity to the DFAT presence. Secretary or CDF approval is required for arrangements other than those consistent with DFAT. As the situation stabilises, the directions or offers for evacuation will be revoked by DFAT on a location by location basis.

23. The evacuation conditions of service provided in Reference E, Chapter 14A only apply to departures from locations where an evacuation direction or offer is approved. The lifting of an evacuation offer or direction is not considered an approval for those evacuated to return to post in accordance with the reference. The current list of locations with directed or voluntary departures is available on the Defence Intranet at <https://objective/id:BN19569374>. SDRs and CMAs will be advised via email each time the list is amended.

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## **RETURN TO OVERSEAS POSTINGS**

24. Defence personnel and dependants who are withdrawn, evacuated or unable to return to Post due to travel restrictions may not return until such time as they are approved to do so. The return to post decision is a separate, but potentially concurrent process to the lifting of an evacuation direction or offer as described above.

25. In overseas posting locations which do not have a DFAT presence, the Approval Authorities listed below will authorise the return to a location only where it is in the same country as a DFAT approved return location:

- a. A 1 Star / Band 1 officer in International Policy Division
- b. Director General Navy People / Director General Career Management – Army / Director General Personnel - Air Force
- c. A 1 Star / Band-1 officer identified by the Group Head for the other Groups.

26. In approving returns to a location where DFAT has not specifically approved the return, the Approval Authority will consider whether the advice applicable to the DFAT approved location is generally applicable to the location under consideration and any further information available from the SDR with respect to the specific posting location.

27. Defence will return dependants to post where DFAT has approved the return of non-essential staff and dependants. Only the Secretary, the CDF, Service Chiefs or Group Heads can approve dependant returns in advance of DFAT's decision to return dependants or to a country where DFAT does not have personnel.

## **TRAVEL TO OR FROM POSTING AND DOMESTICALLY WITHIN AUSTRALIA**

28. All personnel are to familiarise themselves and comply with References B and C prior to undertaking any travel.

29. Personnel commencing a long-term overseas posting or returning to Australia are required to travel via the most direct approved route in the shortest time-frame to reduce risk of exposure to COVID-19. In accordance with Reference E Chapter 14 Part 4 Division 3 rest periods may be taken during or at the end of a period of eligible international travel however, leave may not be taken during posting travel, this includes leave in conjunction with rest periods as outlined in Reference E. Approval Authorities may only approve incidental personal leave and associated travel combined with official travel in exceptional circumstances in accordance with Reference C.

30. Personnel returning to Australia will need to comply with entry requirements, including quarantine and vaccination requirements determined by the relevant jurisdiction as applicable to the location of arrival, transiting and final destination. Exemptions from any applicable quarantine or vaccination requirements will not be sought.

31. Personnel undertaking privately funded travel to Australia may be eligible for quarantine accommodation assistance in accordance with Reference E.

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## IMPLEMENTATION

32. This Directive supersedes and replaces Joint Directive 23/2020: *COVID-19 Overseas Postings and Related Restrictions*, which is hereby withdrawn.

33. This Directive is effective immediately and is to be reviewed by 27 May 2022. It will remain extant until amended or withdrawn.

34. This Directive is sponsored by Assistant Secretary People Policy and Employment Conditions, Ms Fiona McSpeerin. All queries related to this directive are to be emailed to [overseasconditions.policy@defence.gov.au](mailto:overseasconditions.policy@defence.gov.au)

s22



**Greg Moriarty**  
Secretary

3 December 2021

s22



**Angus J Campbell**  
General  
Chief of the Defence Force

3 December 2021

### Distribution:

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**All Senior Defence Representatives (in Overseas Locations)**

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**ANNEX A TO  
JOINT DIRECTIVE 23/2021  
NOV 21**

**SAMPLE LOCATION ASSESSMENT**

<b>Post:</b>	<b>Date of Assessment:</b>
<b>Summary of Situation at Post:</b>	
<b>Recommendation:</b>	
<b>Detailed Description of Situation:</b>	
<b>Commercial Flight Availability:</b>	<b>Medivac Availability:</b>
<b>Arrival / Quarantine Requirements:</b>	
<b>Capability of Health System:</b>	<b>General Health Risk Assessment:</b>
<b>Local COVID-19 Mitigation Strategy:</b>	
<b>Local Movement Restrictions / Safety:</b>	
<b>Local Education System Availability:</b>	
<b>Risk of Instability, Violence, Terrorism:</b>	
<b>Position of like-minded missions:</b>	
<b>Ability of Host Nation to provide effective support:</b>	<b>Capacity of Host Nation to support returns:</b>
<b>Other Comments:</b>	<b>HADS / DA / SDR Comments:</b>
<b>Assessment Prepared by:</b>	<b>Endorsed by:</b>

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**Australian Government**  
**Department of Defence**

**JOINT DIRECTIVE 24/2021**  
**BY THE SECRETARY AND THE CHIEF OF THE DEFENCE FORCE**  
**DISESTABLISHMENT OF THE DEFENCE COVID-19 TASK FORCE**

**REFERENCES**

- A. Defence COVID-19 Strategy, dated 15 April 2020
- B. Prime Minister and Cabinet '*National Plan to Transition Australia's National COVID-19 Response*' (referred to as '*The National Plan*')

**INTRODUCTION**

1. On 27 February 2020, the Commonwealth Government declared the COVID-19 pandemic. In response to the emerging crisis, Defence established the Defence COVID-19 Task Force. In April 2020, Defence published the Defence COVID-19 Strategy (Ref A) to support the national health and economic response to the pandemic, and to ensure continuity of essential Defence business.
2. The *National Plan to Transition Australia's National COVID-19 Response (The National Plan)* (Ref B) was agreed at National Cabinet on 06 August 2021. *The National Plan* sets out a pathway for transitioning to 'living with COVID-19' and is underpinned by the national vaccination program.
3. The success of the vaccination program has allowed most jurisdictions to accelerate transition to Phase C in *The National Plan*. By the end of December 2021, domestic travel between most jurisdictions will be possible without quarantine or isolation for fully vaccinated persons. Remaining jurisdictions are expected to make this transition early in 2022.
4. Routine Defence support to the public health response is now no longer required, and all support tasks being provided to the states and territories will be concluded by mid-December. The four lines of effort in the Defence COVID-19 Strategy have been achieved. While COVID-19 virus will remain a risk to the Defence enterprise for some time to come, Defence needs to shift to a 'Business As Usual' setting for managing this risk to sustainably deliver Defence outcomes and meet Government requirements.

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**PURPOSE**

5. The purpose of this Directive is to direct the actions required to transition the management of COVID-19 to a 'Business as Usual' setting, providing the conditions for the disestablishment of the Defence COVID-19 Task Force.

**TRANSITION TO 'LIVING WITH COVID-19' BUSINESS AS USUAL POSTURE**

6. The functions and responsibilities of the Defence COVID-19 Task Force are to be transitioned to the appropriate Defence entity or concluded by 29 April 2022. The Commander COVID-19 Task Force is to:

- a. Review existing Defence documentation and processes to enable continuity of Defence business post disestablishment of the COVID-19 Task Force.
- b. engage with internal and external stakeholders to ensure that:
  - i. All COVID-19 related documents (directives, policies, instructions or guidance), including but not limited to those sponsored by the COVID-19 Task Force, are reviewed to determine continued requirement.
  - ii. Where a continued requirement is determined, parties collaborate to embed in existing documents, with modifications, clarification or adjustments as necessary.
  - iii. Transition from existing to alternate practices/policies commences as soon as reasonably practicable, subject to completion of necessary consultation.
  - iv. There is a clear and recorded line of sight (roadmap) from existing COVID-19 Task Force sponsored documents to their new location (including advice if no longer required). Formal advice regarding the parties accountability and responsible for documents is provided to Defence Senior Leadership Group.
  - v. Superseded documents are cancelled and removed from organisational references and nomenclature.
  - vi. An information and artefact management strategy is established and enacted to establish both a narrative and a lessons learned process to inform Defence's response to future events/incidents of a similar nature and to support any inquiries or questions (eg Senate Estimates).
  - vii. An awareness program is established to enable the cultural transition necessary to embed and reinforce the leadership responsibilities and accountabilities associated with and arising from, the dis-establishment of the COVID-19 Task Force.
  - viii. Support mechanisms are in place for all personnel that may be affected by these changes.

7. Service Chiefs and Group Heads are requested to provide the support required to achieve the transition plan, including participation in and contribution to document review activities and awareness programs.

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## **REPORTING**

8. Regular reporting is to be provided to SEC/CDF on the progress of transition activities, with the initial progress report provided by 31 January 2022.

## **AUTHORITIES, ACCOUNTABILITIES AND RESPONSIBILITIES**

9. Commander COVID-19 Task Force is to enact the requirements contained herein and is accountable for achievement of the transition.

## **IMPLEMENTATION**

10. This Directive will remain extant until the disestablishment of the COVID-19 Task Force, at which time it is deemed to be cancelled.

11. This Directive is sponsored by Commander, COVID-19 Task Force.

s22

**Greg Moriarty**  
Secretary

10 December 2021

s22

**Angus J Campbell**  
General  
Chief of the Defence Force

10 December 2021

## **Distribution**

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**DIRECTIVE 03/2022  
BY THE CHIEF OF THE DEFENCE FORCE**

**CHIEF OF DEFENCE FORCE DIRECTIVE TO  
s22 REAR ADMIRAL ROBERT W. PLATH AS TEAM LEADER  
AGED CARE SUPPORT PLANNING AND COORDINATION TEAM**

**REFERENCES**

- A. 072238Z FEB 2022FRAGO 2 TO TASKORD 2022-17 – OP COVID-19 ASSIST - DACC 5 - ADF SUPPORT TO AGED CARE

**INTRODUCTION**

1. On 07 February 2022, National Cabinet agreed to augment the Commonwealth Department of Health (DoH) to address reductions in staff availability as a result of COVID-19 which has affected both the clinical care provided in, and general operation of, Aged Care Facilities.
2. The Government has directed the Department of Defence to support the DoH COVID-19 pandemic response efforts in the Aged Care Sector.

**PURPOSE**

3. In accordance with Reference A, this Directive assigns you for duty to the DoH as the Team Leader of the embedded Defence Planning and Coordination Team.

**ROLE**

4. The role of the Aged Care Coordination and Planning Team is to augment and support the DoH aged care response. In particular, you are to optimise the effect of the Defence capabilities force assigned to Operation COVID Assist for support to the Aged Care Sector. As the Team Leader of the embedded Defence Planning and Coordination Team, you

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are to take all reasonable and lawful steps to ensure the optimisation of Defence capabilities force assigned to Operation COVID Assist for support to the Aged Care Sector.

5. You are accountable to me for the behaviour, work, health and safety of ADF members assigned for duty in the embedded Coordination and Planning Team in the DoH.

6. Chief of Joint Operations through Commander Joint Task Force 629 remains responsible for the administration and discipline of the ADF members force assigned in support of Operation COVID Assist for support to the Aged Care Sector.

**RESPONSIBILITIES**

7. You have the following responsibilities:

- a. provide advice to DoH to optimise the employment of Defence resources made available
- b. establish a mechanism, in consultation with Military Strategic Commitments and Joint Operations Command, for receiving and processing of requests for Defence support to Commonwealth-funded aged care facilities;
- c. assist the DoH with planning and prioritisation functions as they pertain to the aged care sector
- d. support the Chief of Joint Operations Command in proactive messaging regarding Defence involvement in the aged care sector
- e. exercise Operational Control over ADF personnel assigned for duty in the embedded Defence Planning and Coordination Team in the DoH
- f. ensure that reporting chains are established to provide annual or supplementary reports and other necessary reports on ADF members assigned for duty in the embedded Defence Planning and Coordination Team in the DoH
- g. comply with all obligations under the *Work, Health and Safety Act 2011* that apply to you in your position as Team Leader
- h. provide advice to me through Head Military Strategic Commitments (HMSC) on significant issues of strategic importance concerning the DoH likely to affect Defence
- i. provide to me, through HMSC, copies of all interagency arrangement proposals that have a consequence for Defence and in particular matters that relate to the command and control of the ADF members.

**AUTHORISATIONS**

8. You have appropriate authority to direct the day to day activities and tasks of ADF members assigned for duty in the embedded Defence Planning and Coordination Team in the DoH.

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9. You may communicate directly with other Commonwealth agencies and senior officials as required to perform your duties as Team Leader.

10. You are authorised to liaise directly with other elements of the Department of Defence as required to perform your duties.

**REPORTING**

11. You are to provide reports to me by exception only (through HMSC), on issues relating to Defence participation in the augmentation of the DoH for support to Aged Care. Your experience and judgement will dictate when it is appropriate for you to contact me directly.

**ADMINISTRATION**

12. Administrative details (accommodation, communications, finance etc.) will be set out in arrangements with the DoH. You will be provided with a copy of any relevant administrative arrangements agreed between Defence and DoH.

**IMPLEMENTATION**

13. This Directive is effective immediately and will remain extant until amended or withdrawn by me.

14. This Directive is sponsored by Head Military Strategic Commitments. This Directive is to be reviewed by 31 December 2022 or if arrangements significantly change.

**ACKNOWLEDGEMENT**

15. You are to acknowledge receipt of this Directive by signing and returning Annex A within 14 days of issue.

s22

**Angus J Campbell, AO, DSC**  
General  
Chief of the Defence Force

s47E(d)

PO Box 7900  
CANBERRA BC ACT 2610

26 February 2022

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**Annex:**

A. Acknowledgement of CDF Directive 03/2022

**Distribution:  
RADM Plath**

For Information:

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CAF

DEPSEC SP&I

DEPSEC DP

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FASMECC

CHIEF COUNSEL

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**ANNEX A TO  
CDF DIRECTIVE 03/2022  
FEB 22**

**ACKNOWLEDGEMENT OF CDF DIRECTIVE**

I acknowledge receipt of CDF Directive 03/2022 and will comply with the instructions detailed within.

**RADM Plath, AM**  
Rear Admiral, Royal Australian Navy  
Team Leader, Defence Planning and Coordination Team

March 2022

~~OFFICIAL SENSITIVE~~**Australian Government****Department of Defence**

**JOINT DIRECTIVE 05/2022**  
**BY THE SECRETARY AND THE CHIEF OF THE DEFENCE FORCE**  
**COVID-19 DOMESTIC AND INTERNATIONAL TRAVEL**  
**REQUIREMENTS**

**REFERENCES**

- A. *National Plan to transition Australia's National COVID-19 Response*
- B. *Defence Determination 2016/19, Conditions of service* (as replicated in PACMAN)

**INTRODUCTION**

1. Defence must remain responsive to the changing Commonwealth, State and Territory COVID-19 measures as Australia moves through the phases of the National Plan to transition Australia's National COVID-19 Response (Reference A).
2. Defence personnel, including contractors and any other persons undertaking Defence-funded travel, are to be exemplars in Australia's National COVID-19 response when undertaking domestic and international travel. Adherence to Commonwealth, State and Territory requirements, which are accessible from the [Smartraveller](#) website (including vaccination requirements), is essential when undertaking any Defence-funded travel.

**PURPOSE**

3. The purpose of this Directive is to ensure Defence personnel, Defence contractors and dependants understand the COVID-19 vaccination requirements when undertaking domestic and international Defence-funded travel.

**SCOPE**

4. This Directive applies to individuals undertaking Defence-funded travel.
5. This Directive does not apply to privately funded travel.



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## DEFINITIONS

6. For the purpose of this Directive, the following are defined as:
- a. **Defence personnel.** All ADF members (SERCAT 3-7), Defence APS employees, foreign military posted to the Department of Defence and Defence Contractors, as defined below.
  - b. **Dependant.** Partners, children and any other recognised dependants of Defence personnel in accordance with Reference B, and are provided with a Defence-funded travel benefit.
  - c. **Defence Contractors.** Employees of contractors to Defence and individuals engaged under a contract, which includes a contractor, consultant, or outsourced provider as defined in by Defence Financial Delegations Glossary.
  - d. **COVID-19 Vaccine.** A COVID-19 vaccine is defined as a vaccine:
    - i. approved by the Australian Therapeutic Goods Administration (TGA) for use in Australia; or
    - ii. recognised by the TGA for the purposes of travel to Australia.

## COVID-19 VACCINATION REQUIREMENTS

7. The health and safety of Defence personnel and their communities is paramount. COVID-19 vaccinations are the best way to keep you, your family and community safe.

### Domestic Travel

8. Defence personnel and their dependants travelling on Defence-funded travel must adhere to vaccination entry requirements applicable to the jurisdiction to which they are travelling to and through which they are transiting. These requirements are to be assessed and incorporated into the decision making and travel approval process.

### International Travel

9. Defence personnel and their dependants who are eligible to receive the COVID-19 vaccination are not to undertake international travel unless they are fully vaccinated with a course of a COVID-19 vaccine. Travellers are to meet the lead time from the date of receipt of their last vaccination as required to meet entry requirements for their destination and any location through which they are transiting.
10. Defence will not fund international travel for unvaccinated personnel and their dependants who are eligible for a COVID-19 vaccination and do not hold a valid medical exemption.
11. Defence will sponsor travel for dependents who are not eligible to be vaccinated, as per TGA guidance, or have a valid medical exemption.
12. Defence personnel, whose dependants are unable to accompany them on the commencement of an overseas posting as a result of this Directive remain eligible to have

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their dependants join them in the overseas posting location once they have met vaccination requirements. In accordance with Reference B, Chapter 12, a minimum period of 12 months remaining at post is required to maintain eligibility for a removal overseas at Commonwealth expense. Discretion exists within the Groups and Services if the period remaining at post is between 6 and 12 months.

13. Defence personnel and their dependants who are eligible to receive the vaccine and are currently overseas at a post or on official travel must be fully vaccinated for COVID-19 as soon as possible, unless medically exempt. Non-compliance with this requirement will be managed on a case-by-case basis, depending on the outcome of a risk assessment and factors such as location risk level, availability of vaccines, time remaining at post and capability requirements.

#### **Medical Exemption from the COVID-19 vaccination**

14. Travel by Defence personnel and dependants who hold a valid medical exemption from the COVID-19 vaccination must undergo a risk assessment (as outlined in paragraphs 15 and 16 of this Directive) in consultation with their relevant manager or commander or the travel approver.

#### **Risk Assessment**

15. A risk assessment for travellers who hold a valid medical exemption for the COVID-19 vaccination must be undertaken prior to Defence-funded domestic and international travel. Evidence of the medical exemption must be provided to the manager or commander or the relevant travel approver as part of the the risk assessment process.

This risk assessment must consider:

- a. if the travel is essential;
- b. the [risk assessment](#) relevant to the destination location;
- c. the COVID-19 situation in the home, transit and destination location(s);
- d. the type of work to be performed;
- e. the vaccination status of the traveller(s) including any medical exemption for the COVID-19 vaccination; and
- f. the vaccination requirements prescribed by the home, transit and destination location(s).

16. If risks are identified, the manager or commander must identify opportunities to eliminate or mitigate the risks and, where this is not possible, a decision must be made with respect to the essential nature of the travel.

#### **IMPLEMENTATION**

17. This Directive is effective immediately and will remain extant until amended or withdrawn.

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18. This Directive supersedes and replaces Joint Directive 22/2021: *COVID-19 Related Travel and Leave Arrangements for Defence Personnel* and Joint Directive 23/2021: *COVID-19 Overseas Postings and Related Travel Restrictions*, which are hereby cancelled.

19. The sponsor is Assistant Secretary People Policy and Employment Conditions.

s47E(d)



**Greg Moriarty**  
Secretary

16 May 2022

s47E(d)



**Angus Campbell**  
General  
Chief of the Defence Force

16 May 2022

**Distribution**

**ALL STAFF**





## CHIEF OF THE DEFENCE FORCE ORDER OF THE DAY

### OPERATION COVID-19 ASSIST

Today is a significant milestone in Defence's support to national COVID-19 response efforts, marking the cessation of Operation COVID-19 ASSIST.

As a result of the unprecedented global and domestic COVID-19 pandemic, Defence established a COVID-19 Task Force in March 2020 to coordinate its contribution to national response efforts. A key component of this response was the activation of the Australian Defence Force (ADF), with personnel responding to requests from state and territory governments, and federal departments through Emergency Management Australia, for support to COVID-19 related tasks.

Under the auspices of Operation COVID-19 ASSIST, more than 19,000 ADF and APS personnel provided assistance across a broad range of support activities, including: planning and logistics support; contact tracing; COVID-19 testing; vaccination support; border control measures; support to government-sponsored hotel quarantine compliance monitoring; and support to the aged care sector.

To all involved personnel, I say thank you. Many of the tasks you were required to undertake were, in many ways, significantly outside the norms of your training and daily duties. Nonetheless, you completed them with dedication, adaptability, compassion and professionalism; representing the finest traditions of the ADF and earning the respect and admiration of the Australian community.

I am deeply proud of your service, and am sincerely grateful for the steadfast support of your families. You made a significant contribution to our nation at a time of great need, and you should all be deeply proud of your efforts.

Bravo Zulu

s47E(d)

**Angus J Campbell, AO, DSC**  
General  
Chief of the Defence Force

7 October 2022