



**APPROVAL FOR:
OVERSEAS TRAVEL AND TRAVEL FOR REPRESENTATIONAL PURPOSES WITHIN
AUSTRALIA AND OVERSEAS AT COMMONWEALTH EXPENSE**

INTRODUCTION

1. This Joint Directive applies to all Defence personnel, replaces Secretary/CDF Joint Policy Directive No.1 dated 16 and 21 August 2002, and summarises the approval arrangements and related matters for:

- a. overseas travel on short-term duty (excluding overseas postings or training); and
- b. travel for representational purposes, both within Australia and overseas.

APPROVAL FOR OVERSEAS TRAVEL BY DEFENCE PERSONNEL

2. Requests for overseas travel must demonstrate that the proposed travel is in the interest of the Commonwealth. The following table specifies the Approving Authority for overseas travel by Defence personnel:

Approval for Overseas Travel by Defence Personnel	
Rank/level	Approving Authority
Statutory office-holders: Secretary, CDF, VCDF, CN, CA, CAF	Minister
SES Band 2 & 3 and equivalents, 2-star and non-statutory office holder 3-star officers	Secretary, CDF
All other APS and ADF personnel	Arrangements endorsed by Group Heads

APPROVAL FOR SPOUSE ACCOMPANIED TRAVEL

3. Spouse accompanied *travel for representational purposes* is defined as travel undertaken at Commonwealth expense by a spouse who will perform a representational role while accompanying a Defence official during official travel.

4. Defence personnel have no automatic entitlement to spouse-accompanied travel within Australia or overseas. In some circumstances, approval may however be granted for a Defence official to be accompanied by his/her spouse for all or part of the duty travel. The following table details the Approving Authority for spouse accompanied travel which meets the strict 'public interest' test (see below):

Approval for Spouse Accompanied Travel		
Rank/level	Approving Authority	
	Within Australia	Overseas
Secretary, CDF	Minister	Minister
Other statutory office-holders (VCDF, Service Chiefs)	CDF	Minister
All other Defence personnel	Secretary, CDF	Secretary, CDF

Statutory Office-Holders

5. Travel for representational purposes for the spouse of an office-holder is authorised by determinations made by the Prime Minister (for the Secretary) and the Remuneration Tribunal (for CDF, VCDF, CN, CA and CAF). The determinations provide that the office-holder ‘*may be entitled to be accompanied by his/her spouse or partner for purposes relating to official business at Commonwealth expense when travelling within Australia or overseas in accordance with the Determination.*’

6. Requests by office-holders, for spouse travel for representational purposes, within Australia and overseas, are to note the benefits to the Commonwealth to be derived by the presence of the spouse. Each proposal will be considered on a case-by-case basis.

7. Submissions to the Minister for Defence, in his capacity as Approving Authority, are to include the proforma certificate of approval at Attachment A.

SES/Star Ranks

8. Requests by non-office-holder SES/Star level personnel, for spouse travel for representational purposes, within Australia and overseas, will be considered when the Defence official involved is:

- a. representing an office-holder;
- b. attending an event, a significant aspect of which reflects the efforts of Defence spouses;
- c. the host officer for a major commemorative / ceremonial event; or
- d. the recipient of a significant honour or award, which is not being presented in their home locality.

EL2/O6 and below

9. For all other Defence personnel (EL2 / O6 and below), requests for spouse travel for representational purposes will only be approved in exceptional and compelling circumstances that conform to the principles outlined above for SES/Star ranks.

10. Clauses 3.3.7 and 13.2.10 of the ADF Pay and Conditions Manual (PACMAN) refer.

OTHER AGREEMENTS AND INSTRUCTIONS

11. This Joint Directive and its attachments are without prejudice to any specific entitlements which may be contained in Australian Workplace Agreements made between the Secretary and individual employees.

R.C. SMITH, AO, PSM

Secretary
Department of Defence

27 September 2004

P.J. COSGROVE, AC, MC

General
Chief of the Defence Force

27 September 2004

Attachment:

A. Accompanied Overseas Travel – Statutory Office-Holders

Distribution: SEC, CDF, VCDF, CN, CA, CAF, DEPSEC S, DEPSEC I&S, DEPSEC CS, CEO DMO, CCDG, CDS, HDPE, CFO, CIO, COS ADHQ

Sponsor: HDPE

Attachment A



*REMUNERATION TRIBUNAL ACT 1973
DEFENCE ACT 1903*

ACCOMPANIED OVERSEAS TRAVEL FOR ADF 3-STAR OFFICERS

Certificate under Determination 2004/03: Official Travel by Office Holders

I, STEPHEN FRANCIS SMITH, Minister for Defence, being vested with control of the Australian Defence Force by section 8 of the *Defence Act 1903*, and acting in accordance with subclause 1.10 of Remuneration Tribunal 2004/03: Official Travel by Office Holders, as amended, certify on behalf of the Australian Defence Force that:

1. I have given approval for...[NAME]..., ...[OFFICE]..., to travel overseas on official business between and; and
2. the travel is for the purpose of.....; and
3. having considered the purpose of travel stated above, it is demonstrably in the interests of the Commonwealth for the officer to be accompanied by their spouse or partner.

Dated 20XX

Minister for Defence

