



## Instrument of Authorisation 2022 (No. 3)

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I, GENERAL ANGUS JOHN CAMPBELL, Chief of the Defence Force, make this Instrument of Authorisation under sections 58B and 58H of the *Defence Act 1903*.

Dated 4 August 2022

A handwritten signature in black ink, appearing to read 'A. J. Campbell', written in a cursive style.

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

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## 1 Name

This instrument is the *Instrument of Authorisation 2022 (No. 3)*.

## 2 Commencement

1. Each provision of this instrument specified in column 1 of the table commences, or is taken to have commenced, in accordance with column 2 of the table. Any other statement in column 2 has effect according to its terms.

| <b>Commencement information</b>   |  |                     |
|---|--|---------------------|
| <b>Column 1</b>   | <b>Column 2</b>  | <b>Column 3</b>     |
| <b>Provisions</b>   | <b>Commencement</b>  | <b>Date/Details</b> |
| 1. Sections 1 to 2 and anything in this Instrument not covered in this table. | The day of signature.  |                     |
| 2. Sections 3 to 5 and schedules 1 to 5.                                      | The later of:<br>a. 4 August 2022; and<br>b. the day of signature. |                     |

**Note:** This table relates only to the provisions of this instrument as originally made. It will not be amended to deal with any later amendments of this instrument.

2. Any information in column 3 of the table is not part of this instrument. Information may be inserted in this column, or information in it may be edited, in any published version of this instrument.

## 3 Revocation

I revoke all previous Instruments of Authorisation made by the Chief of the Defence Force in relation to determinations made under sections 58B and 58H of the *Defence Act 1903*.

## 4 Authorisations

1. I authorise the persons holding, occupying or performing the duties of the following offices to exercise, for and on my behalf, all my powers specified in determinations made under sections 58B and 58H of the *Defence Act 1903* other than those powers listed in section 5 of this Instrument.
  - a. Vice Chief of the Defence Force;
  - b. Chief of Navy;
  - c. Chief of Army;
  - d. Chief of Air Force;
  - e. Deputy Chief of Navy;
  - f. Deputy Chief of Army;
  - g. Deputy Chief of Air Force;
  - h. Head People Capability; and

- i. Assistant Secretary People Policy and Employment Conditions.
2. I authorise the persons holding, occupying or performing the duties of the following offices to exercise, for and on my behalf, my power specified in subparagraph 2.3.22.1.b.ii of Defence Determination 2016/19, Conditions of service, made under section 58B of the *Defence Act 1903*.
  - a. Vice Chief of the Defence Force;
  - b. Chief of Navy;
  - c. Chief of Army; and
  - d. Chief of Air Force.
3. I authorise the persons or class of persons holding, occupying, or performing the duties of the offices listed in an item in a Schedule to this Instrument to exercise the powers specified in the item for and on my behalf.
4. For the purposes of subsection 3, the persons or class of persons holding, occupying, or performing the duties of the offices listed that specifies a rank or minimum rank in an item in the Schedule to this Instrument includes the following:
  - a. a member holding an equivalent rank to the rank specified; and
  - b. unless prevented by an agreement or arrangement between the Commonwealth and the member's military force, a member of a foreign military force at an equivalent rank to the rank specified.

## 5 Exceptions

For the purpose of subsection 4(1), this Instrument does not authorise a person to exercise any of the following powers under Defence Determination 2016/19, Conditions of service:

- a. section 1.7.3;
- b. section 2.3.7, exception;
- c. subparagraph 2.3.22.1.b.ii;
- d. subsection 3.2.22.2, exception;
- e. subsection 3.2.52.3, table item 4;
- f. subsection 3.5.14D.1, for decisions relating to members ranked Brigadier and higher;
- g. subparagraph 3.5.14E.b.iii, for decisions relating to members ranked Brigadier and higher;
- h. section 3.5.14F, for decisions relating to members ranked Brigadier and higher;
- i. subsection 7.2.11.3;
- j. subsection 7.6.26.2;
- k. paragraph 7.6.63.2.b;
- l. subsection 9.3.85.1;
- m. paragraph 10.3.2.1.a;

- n. section 12.6.3;
- o. paragraph 13.2.13.1.b;
- p. subsection 14.6.17.1;
- q. subsection 16.1.3.1; and
- r. paragraph 16.1.4.1.

# Schedule 1—Defence Determination, Conditions of service 2016/19

## Chapter 1 Introduction (Required reading)

| Item | Provision             | General description  | Authorised person  |
|------|-----------------------|--|--|
| 1.1  | Paragraph 1.3.55.1.b  | Approve a greater area than an area described in paragraph 1.3.55.1.a. as a posting location, if certain criteria are met. | <p><b>For Navy and Air Force members</b><br/>Director, Commanding Officer, Officer Commanding or Unit Executive (Air Force only) not below MAJ(E)/APS 6 in the member’s direct chain of command or supervision.</p> <p><b>For Army members</b><br/>Commanding Officer not below MAJ in the member’s direct chain of command.</p>   |
| 1.2  | Subsection 1.3.57.6   | Decide that the member’s posting period starts on a day before or after the specified posting period.                      | <p>An employee of Toll Transitions who performs the duties of:</p> <ul style="list-style-type: none"> <li>- National Relocations Administration Services Manager</li> <li>- Regional Relocations Manager</li> <li>- Relocation Administration Services Manager</li> <li>- Senior Case Manager</li> </ul> <p>Director Relocations and Housing<br/>Assistant Director Relocations and Housing<br/>Assistant Contract Manager Relocations and Housing</p> |
| 1.3  | Paragraph 1.3.81A.1.d | Approve a person from a group of specified people as a close relative.   | Supervisor not below WO2(E)/APS 4 in the member’s direct chain of command or supervision.  |
| 1.4  | Subsection 1.3.85.1   | Recognise a person as a dependant on the basis that the person has an interdependent relationship with a member.           | <p>Director General Navy People<br/>Director Navy Recruiting, Retention and Transitions<br/>Deputy Director Navy Employment Conditions<br/>Director General Army People Capability</p>   |
|      | Subsection 1.3.85.2   | Recognise a child as a dependant if the child is expected to live with the member for less than 90 nights a year.          | <p>Director Personnel Policy – Army<br/>Staff Officer Grade 1 – Delegations – Army<br/>Staff Officer Grade 1 – Personnel Policy – Army</p>   |

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|     | Subsection 1.3.85.3   | Recognise a member's live-in carer as a dependant.   | Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force<br>Deputy Director Personnel Policy – Air Force  |
| 1.5 | Subsection 1.3.85.5   | Recognise a person who does not normally live with the member as a dependant.                                  | Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions  |
|     | Paragraph 1.3.85.5A.c | Recognise a person who does not normally live with the member as a dependant.                                  | Director General Army People Capability<br>Director Personnel Policy – Army<br>Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army<br>Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force<br>Deputy Director Personnel Policy – Air Force  |
| 1.6 | Subsection 1.3.89.5   | Make a decision about an application for the recognition of a de facto partner submitted under section 1.3.89. | <b>In respect of an application for recognition from the date of application:</b><br>Director, Commanding Officer, Officer Commanding or Unit Executive (Air Force only) not below MAJ(E)/APS 6 in the member’s direct chain of command or supervision<br><b>In respect of an application for recognition from the date of application, including retrospective approval:</b><br>Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions<br>Director General Army People Capability<br>Director Personnel Policy – Army<br>Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army |

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|     |                      |  | <p>Director General Personnel – Air Force<br/> Director Personnel Policy – Air Force<br/> Deputy Director Service Conditions – Air Force<br/> Deputy Director Personnel Policy – Air Force<br/> <b>For new members only, including retrospective approval from the date of entry:</b><br/> Defence members not below the rank of CAPT(E) or WO1(E) posted to Defence Force Recruiting<br/> Commanding Officer Royal Australian Navy Recruit School<br/> Commanding Officer Royal Australian Naval College<br/> Commandant Army Recruit Training Centre<br/> Commanding Officer 1<sup>st</sup> Recruit Training Battalion<br/> Commanding Officer Royal Military College – Duntroon<br/> Commanding Officer Officers’ Training School<br/> Commanding Officer No 1 Recruit Training Unit<br/> Commanding Officer Australian Defence Force Academy</p> |
| 1.7 | Subsection 1.3.89.10 | Recognise a de facto relationship if the partners are temporarily separated. | <p>Director General Navy People<br/> Director Navy Recruiting, Retention and Transitions<br/> Deputy Director Navy Employment Conditions<br/> Director General Army People Capability<br/> Director Personnel Policy – Army<br/> Staff Officer Grade 1 – Delegations – Army<br/> Staff Officer Grade 1 – Personnel Policy – Army<br/> Director General Personnel – Air Force<br/> Director Personnel Policy – Air Force<br/> Deputy Director Service Conditions – Air Force<br/> Deputy Director Personnel Policy – Air Force<br/> <b>For new members only:</b></p>  |

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|     |                               |   | <p>Defence members not below CAPT(E) or WO1(E) posted to Defence Force Recruiting</p> <p>Commandant Army Recruit Training Centre</p> <p>Commandant Royal Military College – Australia</p> <p>Commanding Officer Royal Military College – Duntroon</p> <p>Commanding Officer 1st Recruit Training Battalion</p>   |
| 1.8 | Subsection 1.3.93.4           | Make a decision, if satisfied that there has been a change in the member's circumstances.         | <p>Director, Commanding Officer, Officer Commanding or Unit Executive (Air Force only) not below MAJ(E)/APS 6 in the member's direct chain of command or supervision</p> <p>Director General Navy People</p> <p>Director Navy Recruiting, Retention and Transitions</p> <p>Deputy Director Navy Employment Conditions</p> <p>Director General Army People Capability</p> <p>Director Personnel Policy – Army</p> <p>Staff Officer Grade 1 – Delegations – Army</p> <p>Staff Officer Grade 1 – Personnel Policy – Army</p> <p>Director General Personnel – Air Force</p> <p>Director Personnel Policy – Air Force</p> <p>Deputy Director Service Conditions – Air Force</p> <p>Deputy Director Personnel Policy – Air Force</p> |
| 1.9 | Subsection 1.5.2.3            | Request the member provide information about their relationships and living arrangements.         | <p>Commanding Officer, Officer Commanding or Unit Executive (Air Force only) not below MAJ(E) in the member's direct chain of command</p> <p>Director General Navy People</p>  |
|     | Subsection 1.5.3.3, exception | Accept a notice provided by the member on a later date if satisfied that the delay is reasonable. | <p>Director Navy Recruiting, Retention and Transitions</p> <p>Deputy Director Navy Employment Conditions</p> <p>Director General Army People Capability</p> <p>Director Personnel Policy – Army</p> <p>Staff Officer Grade 1 – Delegations – Army</p>  |

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|      |                           |   | <p>Staff Officer Grade 1 – Personnel Policy – Army</p> <p>Director General Personnel – Air Force</p> <p>Director Personnel Policy – Air Force</p> <p>Deputy Director Service Conditions – Air Force</p> <p>Deputy Director Personnel Policy – Air Force</p> |
| 1.10 | Subsection 1.6.3.2        | Appoint a trustee to act on behalf of a person who is under a legal disability.   | Director General Defence Member and Family Support  |
|      | Paragraph 1.6.3.3.a       | Give directions to a trustee.   |   |
|      | Subparagraph 1.6.4.1.b.ii | Consider whether it is appropriate to make a payment to a deceased member's legal personal representative.  |   |
|      | Subsection 1.6.4.2        | Decide to divide the payment between more than one dependant.   |   |
| 1.11 | Subsection 1.7.4.3        | <p>To do any of the following:</p> <p>a. reduce or cease a benefit that the member was receiving before the member's imprisonment, detention or custody.</p> <p>b. increase a contribution payable by the member, but not above the actual cost of the benefit.</p> | <p>Director General Navy People</p> <p>Director General Army People Capability</p> <p>Director General Personnel – Air Force</p>  |
|      | Subsection 1.7.4.4        | Review a decision made under paragraph 1.7.4.3.   |   |

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| 1.12 | Subsection 1.7.16.2 | <p>If the member is in financial hardship, reduce the market rent rate payable for the Service residence or rent band choice property.</p> <p><b>Direction for delegates:</b><br/>         Authorised persons must consult with the Director Relocations and Housing.</p> | <p>Director General Navy People<br/>         Director General Army People Capability<br/>         Director General Personnel – Air Force</p> |
| 1.13 | Subsection 1.7.18.1 | <p>Revoke the member’s licence to live in living-in accommodation.</p>  | <p>Director General Navy People<br/>         Director General Army People Capability<br/>         Director General Personnel – Air Force</p> |
| 1.14 | Section 1.7.19      | <p>Recover the cost of storage.</p> <p><b>Direction for delegates:</b><br/>         Authorised persons must consult with the Director Relocations and Housing.</p>  | <p>Director General Navy People<br/>         Director General Army People Capability<br/>         Director General Personnel – Air Force</p> |

## Chapter 2 ADF Career

| Item | Provision           | General description  | Authorised person  |
|------|---------------------|--|--|
| 2.1  | Subsection 2.2.5.1  | Be satisfied that a career transition training activity is aligned to post-transition employment goals or meaningful engagement and the training commenced within 24 months of the member's transition date. | A person not below WO2(E)/APS 4 working in the Directorate of Transition Coaching and Support  |
|      | Subsection 2.2.7.1  | Be satisfied that a member must travel to attend career transition training activities or transition seminars.   |  |
|      | Paragraph 2.2.7.3.b | Be satisfied that Service accommodation is not suitable for a member to use.   |  |
| 2.2  | Subsection 2.2.8.2  | Be satisfied that Service requirements can be met while the member is absent.  | A supervisor in the members direct change of command not below WO2(E)/APS 4  |
| 2.3  | Subsection 2.3.26.1 | Approve payment of certain benefits to a former member for a period.   | Director General Navy People<br>Director General Army People Capability<br>Director Officer Career Management – Army<br>Director General Personnel – Air Force |

### Chapter 3 ADF Salaries and bonuses

| Item | Provision                  | General description   | Authorised person   |
|------|----------------------------|---|---|
| 3.1  | Subsection 3.2.14.2        | Deem a Reserve member to be on duty after a period of intense activity associated with an exercise, operation or deployment.                            | Deputy Director Navy Career Management<br>Commanding Officer not below MAJ(E), or a person in the member's line of supervision not below LTCOL(E)   |
| 3.2  | Subsection 3.2.14.3        | Deem a Reserve member to be on duty when the member is required to be away from their home location over a weekend, public holiday or rostered day off. | Commanding Officer not below MAJ(E), or a person in the member's line of supervision not below LTCOL(E)   |
| 3.3  | Subparagraph 3.2.19.1.b.ii | Set a rate of salary for a member having regard to the member's experience, qualifications and skills.  | Head Navy People Training and Resources<br>Director General Navy People<br>Director Navy Career Performance Support<br>Deputy Director Navy Career Performance Support<br>Director General Career Management – Army<br>Director General Army People Capability<br>Director Officer Career Management – Army<br>Director Soldier Career Management – Army<br>Director Career Management Support – Army<br>Director General Personnel – Air Force<br>Director Personnel – Air Force<br>Deputy Director Total Workforce – Air Force<br>Executive Officer Director Personnel – Air Force<br>Officer in Charge of Aviation Candidate Management Centre<br>Recruiting Liaison Officer – Air Force |

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| 3.4 | Paragraph 3.2.20.1.b | Set a rate of salary for a member having regard to the member's experience, qualifications and skills.  | <p>Head Navy People Training and Resources<br/> Director General Navy People<br/> Director Navy Career Performance Support<br/> Deputy Director Navy Career Performance Support<br/> Director Navy Senior Officer Management<br/> Director Career Management Support – Army<br/> Director General Career Management – Army<br/> Director General Army People Capability<br/> Director Officer Career Management – Army<br/> Director Soldier Career Management – Army<br/> Director General Personnel – Air Force<br/> Director Personnel – Air Force<br/> Deputy Director Total Workforce – Air Force<br/> Executive Officer Director Personnel – Air Force<br/> Officer in Charge of Aviation Candidate Management Centre<br/> Deputy Director Career Management Boards (Air Force)</p> |
| 3.5 | Subsection 3.2.23.3  | Grant a member with previous military service a starting salary at a specific salary point above the minimum rate in the salary scale and between the rate that the member would have been paid to if the service had all been in the Australian Defence Force. | <p>Head Navy People Training and Resources<br/> Director General Navy People<br/> Director Navy Career Performance Support<br/> Deputy Director Navy Career Performance Support<br/> Director General Career Management – Army<br/> Director General Army People Capability<br/> Director Officer Career Management – Army</p>  |
|     | Subsection 3.2.24.1  | Approve salary above the minimum rate in the salary scale for the member's rank if the member served in the Reserves before they enlisted   | <p>Director Soldier Career Management – Army<br/> Director Career Management Support – Army<br/> Director General Personnel – Air Force<br/> Director Personnel – Air Force</p>   |

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|     |                     | or were appointed to the Permanent Forces.   | Deputy Director Total Workforce – Air Force<br>Executive Officer Director Personnel – Air Force<br>Officer in Charge of Aviation Candidate Management Centre<br>Recruiting Liaison Officer – Air Force  |
| 3.6 | Section 3.2.38      | Approve a rate of salary in the salary scale of a lower rank for a member who is reduced in rank.  | Head Navy People Training and Resources<br>Director General Navy People<br>Director Navy Career Performance Support<br>Deputy Director Navy Career Performance Support<br>Director General Army People Capability<br>Director General Career Management – Army<br>Director Officer Career Management – Army<br>Director Soldier Career Management – Army<br>Director General Personnel – Air Force<br>GPCAPT within Air Force Personnel Branch<br>SQNLDR and WGCDR within the Directorate of Personnel – Air Force<br>Commander Air Force Training Group<br>Commandant RAAF College<br>Commanding Officer – Officer Training School |
| 3.7 | Subsection 3.2.39.3 | Approve a period of service in a higher rank to which the member is again promoted, for the purpose of assessing the rate of salary to be paid to a member who had been reduced from that rank (other than for inefficiency or disciplinary action). | Head Navy People Training and Resources<br>Director General Navy People<br>Director Navy Career Performance Support<br>Deputy Director Navy Career Performance Support<br>Director General Army People Capability<br>Director General Career Management – Army<br>Director Officer Career Management – Army<br>Director Soldier Career Management – Army<br>Director General Personnel – Air Force  |

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|     |                                |  | <p>Director Personnel – Air Force<br/> Chief of Staff Director General Personnel – Air Force<br/> Executive Officer Director Personnel – Air Force<br/> Deputy Director Career Management Boards (Air Force)<br/> Deputy Director Total Workforce – Air Force</p>   |
| 3.8 | Subsection 3.2.41.4B           | Set a rate of salary for a member having regard to the member's experience, qualifications and skills.                                       | <p>Head Navy People Training and Resources<br/> Director General Navy People<br/> Director Navy Career Performance Support<br/> Director Navy Senior Officer Management<br/> Director General Development and Plans – Army<br/> Director General Career Management – Army<br/> Director Officer Career Management – Army<br/> Director General Personnel – Air Force<br/> Director Personnel – Air Force<br/> Executive Officer Director Personnel – Air Force<br/> Deputy Director Career Management Boards (Air Force)<br/> Deputy Director Total Workforce – Air Force</p> |
| 3.9 | Subsection 3.2.43.2, exception | Approve a salary above the minimum incremental rate in a legal level because of the member's relevant experience, qualifications and skills. | <p>Head Navy People Training and Resources<br/> Director General Navy People<br/> Director Navy Career Performance Support<br/> Director Navy Senior Officer Management<br/> Director General Career Management – Army<br/> Director Officer Career Management – Army<br/> Director General Personnel – Air Force<br/> Director Personnel – Air Force<br/> Executive Officer Director Personnel – Air Force<br/> Deputy Director Total Workforce – Air Force</p>  |

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|      |                     |   | Deputy Director Career Management Boards (Air Force)   |
| 3.10 | Subsection 3.2.44.1 | Place a Chaplain or Maritime Spiritual Wellbeing Officer in a competency level based on the member's experience, qualifications and skills. | Chair of the Chaplain Career and Professional Development Committee  |
| 3.11 | Subsection 3.2.44.2 | Be satisfied that a member meets the requirements for a higher competency level to advance to that level.                                   | Director General Navy People<br>Director Navy Career Performance Support<br>Director General Career Management Army<br>Director Officer Career Management – Army<br>Staff Officer Grade 1 in the Directorate of Officer Career Management – Army<br>Director Reserve Officer Career Management – Army<br>Deputy Director Reserve Officer Career Management – Army<br>Director General Personnel – Air Force<br>Director Personnel – Air Force<br>Executive Officer Director Personnel – Air Force<br>Deputy Director Total Workforce – Air Force<br>Remuneration Manager – Air Force |
| 3.12 | Subsection 3.2.44.3 | Be satisfied that a member meets both conditions specified to advance to competency level 3.  | Director General Navy People<br>Director General Career Management – Army<br>Director General Personnel – Air Force  |
| 3.13 | Subsection 3.2.45.1 | Approve the qualification, skill and experience requirements for a dental level for dental officers.  | Chair of the Dental Officer Career and Professional Development Committee  |
| 3.14 | Subsection 3.2.45.2 | Designate a position as requiring a specific dental competency level.   | Director General Navy People<br>Director General Navy Future Workforce<br>Director Navy Career Performance Support<br>Director Surface and Above Water Workforce Development   |

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|      |                     |   | <p>Director Navy Workforce Requirements<br/> Director General Career Management – Army<br/> Director Officer Career Management – Army<br/> Director Reserve Officer Career Management – Army<br/> Director Force Structure – Army<br/> Director General Personnel – Air Force<br/> Director Workforce Planning – Air Force</p>  |
| 3.15 | Subsection 3.2.45.3 | Be satisfied that a member meets the requirements for advancement to a higher dental level.   | <p>Director General Navy People<br/> Director Navy Career Performance Support<br/> Director General Career Management – Army<br/> Director Officer Career Management – Army<br/> Director Reserve Officer Career Management – Army<br/> Director General Personnel – Air Force<br/> Director Personnel – Air Force<br/> Executive Officer Director Personnel – Air Force<br/> Deputy Director Total Workforce – Air Force<br/> Remuneration Manager – Air Force</p> |
| 3.16 | Subsection 3.2.46.1 | Approve the qualification, skill and experience requirements for a legal level for legal officers.  | Chair of the Legal Officer Career and Professional Development Committee  |
| 3.17 | Subsection 3.2.46.2 | <p>Designate a position as requiring a specific legal level.</p> <p><b>Direction for delegates:</b><br/> Authorised persons must have regard to any recommendation from the Director General Australian Defence Force Legal Services.</p> | <p>Director General Navy People<br/> Director General Navy Future Workforce<br/> Director Surface and Above Water Workforce Development<br/> Director Navy Workforce Requirements<br/> Director General Future Land Warfare<br/> Director Workforce Planning – Air Force<br/> Director General Personnel – Air Force</p>  |

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| 3.18 | Subsection 3.2.46.3  | Be satisfied that the legal officer has met the professional requirement for the legal level.   | Chair of the Legal Officer Career and Professional Development Committee  |
|      | Paragraph 3.2.46.4.a | Be satisfied that a legal officer meets the professional requirements for the higher legal level.   |   |
| 3.19 | Subsection 3.2.47.1  | Place a medical officer in a higher military medical level based on their relevant experience, qualifications and skills.                               | <p><b>For medical officers in the Navy:</b><br/> Director General Navy People<br/> Director Navy Career Performance Support</p> <p><b>For medical officers in the Army at the rank of Colonel or higher:</b><br/> Director General Career Management – Army</p> <p><b>For medical officers in the Army at the rank of Lieutenant Colonel or below:</b><br/> Director Officer Career Management – Army</p> <p><b>For medical officers in the Army Reserves:</b><br/> Director Reserve Officer Career Management – Army</p> <p><b>For medical officers in the Air Force:</b><br/> Director General Personnel – Air Force<br/> Director Personnel – Air Force<br/> Executive Officer Director Personnel – Air Force<br/> Deputy Director Total Workforce – Air Force<br/> Remuneration Manager – Air Force</p> |
|      | Subsection 3.2.47.2  | Be satisfied that a medical officer meets the requirements for a higher military medical level to advance to that military medical level.               |   |
| 3.20 | Subsection 3.2.47E.3 | Decide the Officer Aviation increment for a member in the Army placed in the Officer Aviation Pay Structure in the Rotary Wing Pilot competency stream. | Director General Career Management – Army<br>Director Officer Career Management – Army<br>Director Career Management Support – Army   |

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| 3.21 | Subsection 3.2.47K.7 | Transfer a member to the Officer Aviation Pay Structure before they meet the relevant conditions under subsection 3.2.47K.3 to subsection 3.2.47K.6.   | <p>Director General Personnel – Air Force<br/> Director Personnel – Air Force<br/> Executive Officer Directorate of Personnel – Air Force<br/> Director Workforce Aviation – Air Force<br/> Officer in Charge of the Aviation Candidate Management Centre – Air Force</p>  |
| 3.22 | Subsection 3.2.47M.2 | Place a member who enters the Officer Aviation Pay Structure on an Officer Aviation increment that is between the minimum and maximum Officer Aviation increment for the member’s rank, pathway and competency stream. | <p>Director General Navy People<br/> Director Navy Career Performance Support<br/> Deputy Director Navy Career Performance Support<br/> Director General Career Management – Army<br/> Director Officer Career Management – Army<br/> Director Career Management Support – Army<br/> Director General Personnel – Air Force<br/> Director Personnel – Air Force<br/> Executive Officer Directorate of Personnel – Air Force<br/> Deputy Director Total Workforce – Air Force</p>                                 |
| 3.23 | Subsection 3.2.47O.3 | Place a member on a higher Officer Aviation increment for their rank, pathway and competency stream.   | <p>Director General Navy People<br/> Director Navy Career Performance Support<br/> Deputy Director Navy Career Performance Support<br/> Director General Career Management – Army<br/> Director Officer Career Management – Army<br/> Director General Personnel – Air Force<br/> Director Personnel – Air Force<br/> Executive Officer Directorate of Personnel – Air Force<br/> Deputy Director Total Workforce – Air Force<br/> Officer in Charge of the Aviation Candidate Management Centre – Air Force</p> |

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| 3.24 | Subparagraph 3.2.47O.3.c.i | Be satisfied a period of service is relevant to a member's ability to contribute to capability at the rank to which a member in the Navy or Air Force is promoted for the purpose of being placed on a higher Officer Aviation increment.     | Director General Navy People<br>Director Navy Career Performance Support<br>Deputy Director Navy Career Performance Support<br>Director General Personnel – Air Force<br>Director Personnel – Air Force<br>Executive Officer Directorate of Personnel – Air Force<br>Deputy Director Total Workforce – Air Force<br>Officer in Charge of the Aviation Candidate Management Centre – Air Force   |
| 3.25 | Subsection 3.2.47Q.1       | Decide the Officer Aviation increment for a member reduced in rank for that lower rank within the member's pathway and competency stream.   | Director General Navy People<br>Director Navy Career Performance Support<br>Deputy Director Navy Career Performance Support<br>Director General Career Management – Army<br>Director Officer Career Management – Army<br>Director General Personnel – Air Force<br>Director Personnel – Air Force<br>Executive Officer Directorate of Personnel – Air Force<br>Deputy Director Total Workforce – Air Force<br>Officer in Charge of the Aviation Candidate Management Centre – Air Force |
| 3.26 | Subsection 3.2.47R.1       | Decide the Officer Aviation increment for a Navy or Army member who loses their Command appointment that is within the Officer Aviation increment range for their rank, pathway and competency stream excluding the command increment levels. | Director General Navy People<br>Director Navy Career Performance Support<br>Deputy Director Navy Career Performance Support<br>Director General Career Management – Army<br>Director Officer Career Management – Army   |
| 3.27 | Subsection 3.2.47T.4       | Decide the Officer Aviation increment for a member who transfers to Navy or Air Force that is   | Director General Navy People<br>Director Navy Career Performance Support  |

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|      |                      | above the minimum increment for a member's rank, pathway and competency stream.  | Deputy Director Navy Career Performance Support<br>Director General Personnel – Air Force<br>Director Personnel – Air Force<br>Executive Officer Directorate of Personnel – Air Force<br>Deputy Director Total Workforce – Air Force<br>Officer in Charge of the Aviation Candidate Management Centre – Air Force  |
| 3.28 | Subsection 3.2.47T.5 | Decide the Officer Aviation increment that is in a member's pathway and competency stream for a member who transfers to Army on the completion of platform type conversion training under paragraph 3.2.47T.2.a. | Director General Career Management – Army<br>Director Officer Career Management – Army   |
| 3.29 | Subsection 3.2.47U.3 | Decide the Officer Aviation increment that is above the minimum increment for a member's rank, pathway and competency stream for a member who transfers to a different pathway or competency stream.             | Director General Navy People<br>Director Navy Career Performance Support<br>Deputy Director Navy Career Performance Support<br>Director General Career Management – Army<br>Director Officer Career Management – Army<br>Director General Personnel – Air Force<br>Director Personnel – Air Force<br>Executive Officer Directorate of Personnel – Air Force<br>Deputy Director Total Workforce – Air Force<br>Director Workforce Aviation – Air Force<br>Officer in Charge of the Aviation Candidate Management Centre – Air Force |

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| 3.30 | Paragraph 3.2.55.a                 | The member remains liable to serve in the employment category and (if relevant) classification that a previous pay grade related to.                       | Head Navy People Training and Resources<br>Director General Navy People<br>Director Navy Career Performance Support<br>Director General Army People Capability<br>Director Soldier Career Management – Army<br>Director Officer Career Management – Army<br>Director General Personnel – Air Force<br>Director Personnel – Air Force  |
|      | Paragraph 3.2.55.b                 | Approve payment at the pay grade previously related to the employment category the member remains liable to serve in, having regard to certain conditions. |   |
| 3.31 | Subsection 3.5.14D.1               | Offer a member of the Reserves a Reserve capability payment.   | <b>For decisions relating to members ranked Colonel or lower:</b><br>Director General Navy People<br>Director Navy Career Management<br>Director General Army People Capability<br>Director General Personnel – Air Force<br>Director Personnel – Air Force   |
| 3.32 | Subparagraph 3.5.14E.b.iii         | Set a day in which a member has to accept an offer of Reserve capability payment.  | <b>For decisions relating to members ranked Colonel or lower:</b><br>Officer not below Brigadier (E) in the member’s chain of command<br>Director General Navy People<br>Director Navy Career Management<br>Director General Army People Capability<br>Director General Personnel – Air Force<br>Director Personnel – Air Force<br>Executive Officer Directorate of Personnel – Air Force |
|      | Subsection 3.5.14F.1               | End the arrangement under which a Reserve capability payment is made.  |   |
| 3.33 | Subsection 3.5.14F.2, table item 2 | Decide if the reasons for ending a Reserve capability payment arrangement could have been avoided by the member.   | <b>For decisions relating to members ranked Colonel or lower:</b><br>Director General Navy People<br>Director General Army People Capability  |

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|      | Subsection 3.5.14F.2, table item 3                                | Decide if the reasons for ending a Reserve capability payment arrangement could not have been avoided by the member, and if so decide an amount the member must repay and an amount, up to the outstanding amount payable under the arrangement, the member is to be paid. | Director General Personnel – Air Force<br>Director Personnel – Air Force  |
| 3.34 | Subsection 3.5.14I.2  | Extend the period a member may accept an offer of the bonus.   | <b>For decisions relating to members ranked Colonel or lower:</b><br>Officer not below Brigadier (E) in the member’s chain of command<br>Director General Navy People<br>Director Navy Career Management<br>Director General Army People Capability<br>Director General Personnel – Air Force<br>Director Personnel – Air Force<br>Executive Officer Directorate of Personnel – Air Force |
|      | Subsection 3.5.14J.1  | Approve a reduced payment of the bonus if the member fails to satisfy the criteria to receive the bonus.   |   |
| 3.35 | Section 3.6.2, definition of <i>member critical to capability</i> | Decide if a list of circumstances exist, as a precondition to identifying a member as critical to capability.  | Director General Navy People<br>Director General Army People Capability<br>Director General Personnel – Air Force   |
|      | Subsection 3.6.6.2, table items 1-6                               | Specify a date from which a benefit under 3.6.6 may be offered.  |   |
|      | Subsection 3.6.6.3  | Offer a set of benefits after considering the matters listed in section 3.6.6.   |   |
|      | Paragraph 3.6.7.1.b   | Approve a longer period for a member to accept an offer.   |   |

## Chapter 4 ADF allowances and reimbursements

| Item | Provision           | General description   | Authorised person  |
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| 4.1  | Paragraph 4.4.5.1.d | Recognise that a member is performing duty at an isolated location that is not listed in Annex 4.4.A for more than 21 days, for the purposes of district allowance.   | Director General Navy People<br>Director General Army People Capability<br>Director General Personnel – Air Force  |
|      | Subsection 4.4.8.2  | Decide which location from Annex 4.4.A, that is in the general area of the location of duty, is to be chosen so as to determine the rate of district allowance.   |  |
| 4.2  | Paragraph 4.7.3.a   | Decide if it is reasonable for the nominated family of a member who has been posthumously awarded the Victoria Cross, to represent the member at activities associated with the award, having regard to the advice of the relevant Service Chief. | Chief of Staff Navy Headquarters<br>Chief of Staff Army Headquarters<br>Director Strategic Issues Management – Air Force   |
| 4.3  | Subsection 4.7.4.2  | Approve the payment or reimbursement of costs directly related to a Victoria Cross for Australia recipient's representational duties.   | Commanding Officer, Officer Commanding or Unit Executive (Air Force only) not below MAJ(E) in the member's direct chain of command<br>Chief of Staff Navy Headquarters<br>Chief of Staff Army Headquarters<br>Director Strategic Issues Management – Air Force |
|      | Subsection 4.7.4.2A | Determine if the costs and the frequency of the payment or reimbursement are reasonable for the recipient's representational duties.  |  |

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|     | Subsection 4.7.4.3  | Approve additional costs for items directly related to a Victoria Cross for Australia recipient's representational duties.   |  |
|     | Subsection 4.7.4.4  | Approve reimbursement of the cost of clothing hire for the escort personnel who must attend representational events with the Victoria Cross for Australia recipient.   |  |
| 4.4 | Subsection 4.7.5.1  | Approve travel for representational purposes, for a Victoria Cross for Australia recipient and their escort.   | Chief of Staff Navy Headquarters<br>Chief of Staff Army Headquarters<br>Director Strategic Issues Management – Air Force   |
| 4.5 | Subsection 4.7.5.2  | Approve business class travel for representational purposes, for a Victoria Cross for Australia recipient's or posthumously awarded Victoria Cross for Australia recipient's spouse, partner, and their recognised dependants. | Chief of Staff Navy Headquarters<br>Chief of Staff Army Headquarters<br>Director Strategic Issues Management – Air Force   |
| 4.6 | Section 4.8.10      | Approve a member to undertake a period of compulsory residency at a civilian hospital.   | Director General Navy Health Services<br>Director General Army Health Services<br>Director General Air Force Health Services   |
| 4.7 | Subsection 4.8.17.1 | Decide that it is reasonable for an eligible former member to undertake a refresher training course.   | Head Navy People Training and Resources<br>Director General Navy People<br>Director Navy Career Management<br>Director General Army People Capability<br>Director Officer Career Management – Army |

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|      | Subsection 4.8.24.1           | Approve a member to undertake in-Service refresher training, for a maximum of 12 months on full salary after each completed six years of service. | Director General Personnel – Air Force<br>Director Personnel – Air Force  |
|      | Subsection 4.8.24.2           | Approve the member to undertake in-Service refresher training, in one or more periods over the member’s service.                                  |   |
| 4.8  | Subsection 4.8.31.1           | Approve activities, travel or the purchase of equipment as professional development activities.   | Director General Army People Capability<br>Director Army Health   |
| 4.9  | Subparagraph 4.9.6.1.b.i      | Approve a legal officer to give legal advice to a member for the purposes of the legal officer sessional fee.                                     | <b>To approve periods of duty:</b><br>ADF legal officer, either in the Permanent Force or a Reserve member on continuous full-time service, not below CAPT(E)<br>APS legal practitioner in the CDF Commission of Inquiry Directorate classified as Executive Level 1 or higher<br>APS legal practitioner in the Directorate of Defence Counsel Services classified as an Executive Level 1 or higher<br><b>To approve periods that include legal duty:</b><br>National Practice Manager, Defence Legal Division |
| 4.10 | Subsection 4.9.16.5 exception | Decide that a member does not need to repay health support allowance if they cease to be insured.   | Director Navy Career Management<br>Deputy Director Navy Career Management<br>Officer not below MAJ(E) in the member's direct chain of command<br>Director Personnel – Air Force<br>Executive Officer Directorate of Personnel – Air Force   |

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| 4.11 | Subsection 4.10.4.2 | Grant an additional amount of reimbursement up to the amount of the extra risk premium. | <p>Director General Navy People<br/> Director Navy Recruiting, Retention and Transitions<br/> Deputy Director Navy Employment Conditions<br/> Director General Army People Capability<br/> Director Personnel Policy – Army<br/> Staff Officer Grade 1 – Delegations – Army<br/> Staff Officer Grade 1 – Personnel Policy – Army<br/> Director General Personnel – Air Force<br/> Director Personnel Policy – Air Force<br/> Deputy Director Personnel Policy – Air Force<br/> Deputy Director Service Conditions – Air Force</p> |
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## Chapter 5 Leave

| Item | Provision           | General description  | Authorised person   |
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| 5.1  | Paragraph 5.3.11.c  | Approve travel costs for medical purposes, other than travel to an appointment and travel after hospitalisation, if on senior medical advisor advice it is in the best interests of the member's recovery. | Commanding Officer, Officer Commanding or Unit Executive (Air Force only) not below MAJ(E) in the member's direct chain of command  |
|      | Subsection 5.4.20.1 | Approve the credit of up to five days extra recreation leave for service in a leave year.  |   |
| 5.2  | Subsection 5.4.34.2 | Defer the expiration of a member's leave credit by one additional year at a time due to a member being required to stay on duty to meet Service needs during the previous three years.                     | Director General Navy People<br>Director General Army People Capability<br>Director General Personnel – Air Force   |
| 5.3  | Subsection 5.5.9.1  | Grant a period of long service leave.  | <b><i>For periods of leave up to and including 28 days:</i></b><br>Supervisor not below WO2(E)/APS 4 in the member's direct chain of command or supervision<br><b><i>For periods of leave over 28 days:</i></b><br>Commanding Officer or Unit Executive (Air Force only) not below MAJ(E) in the member's direct chain of command |
|      | Subsection 5.5.9.3  | Be satisfied there are compassionate reasons to grant a shorter period of long service leave.  | Commanding Officer or Unit Executive (Air Force only) not below MAJ(E) in the member's direct chain of command  |
| 5.4  | Subsection 5.5.12.4 | Extend a member's period of long service leave by the amount of long service leave re-credited.  | Commanding Officer or Unit Executive (Air Force only) not below MAJ(E) in the member's direct chain of command  |

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| 5.5 | Paragraph 5.5.15.2.a | Decide that a previous period of service be recognised if the break was between two periods of ADF service, was due to illness and the member returned to duty within one year of recovery.            | A person not below MAJ(E)/APS 6 working in the People Systems and Payroll Services Branch |
| 5.6 | Subsection 5.5.19.2  | Receive written evidence of the member's prior service for the purposes of long service leave.   | A person not below WO2(E)/APS 4 working in the People Systems and Payroll Services Branch |
| 5.7 | Subsection 5.6.10.2  | Receive evidence of the end of a member's pregnancy within 6 weeks of it happening.  | Supervisor not below WO2(E)/APS 4 in the member's direct chain of command or supervision  |
|     | Subsection 5.6.20.3  | Permit a member to resume duty on a date after a member's required maternity leave absence is completed.   |   |
|     | Subsection 5.6.26.2  | Permit a member to continue to perform duty during what would have been required maternity leave absence.  |   |
|     | Subsection 5.6.26.3  | Require a supporting certificate by an ADF medical officer, for the purpose of determining whether a member may continue to perform duty during what would have been required maternity leave absence. |   |
|     | Subsection 5.6.27.2  | Permit a member to resume duty early during what would have been required maternity leave absence.   |   |

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|     | Subsection 5.6.27.3 | Require a supporting certificate by an ADF medical officer, for the purpose of determining whether a member may resume duty during what would have been required maternity leave absence.                    |   |
| 5.8 | Subsection 5.6.32.1 | Decide that Division 4 should not apply, or should apply in part, to a member who is on leave without pay of more than six weeks, and provides notification of her pregnancy before, or during, that period. | <p>Director General Navy People<br/> Director Navy Recruiting, Retention and Transitions<br/> Deputy Director Navy Employment Conditions<br/> Director General Army People Capability<br/> Director Personnel Policy – Army<br/> Staff Officer Grade 1 – Delegations – Army<br/> Staff Officer Grade 1 – Personnel Policy – Army<br/> Director General Personnel – Air Force<br/> Director Personnel – Air Force<br/> Executive Officer Director Personnel – Air Force<br/> Deputy Director Total Workforce – Air Force</p> |
| 5.9 | Subsection 5.7.6C.2 | For dual serving parents – decide that the child’s other parent is not capable of providing care for the child.  | <p>Director General Navy People<br/> Director Navy Recruiting, Retention and Transitions<br/> Deputy Director Navy Employment Conditions<br/> Director General Army People Capability<br/> Director Personnel Policy – Army<br/> Staff Officer Grade 1 – Delegations – Army</p>   |
|     | Subsection 5.7.6D.1 | In other circumstances – decide that the child’s other parent is not capable of providing care for the child.  | <p>Staff Officer Grade 1 – Personnel Policy – Army<br/> Director General Personnel – Air Force<br/> Director Personnel – Air Force</p>  |
|     | Subsection 5.7.6D.2 | Set the amount of special paid parental leave.   | <p>Deputy Director Personnel – Air Force<br/> Deputy Director Service Conditions – Air Force</p>  |

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| 5.10 | Subsection 5.8.5.1  | Grant war service leave to a member for a period no greater than the member's war service leave credit.  | Supervisor not below WO2(E)/APS 4 in the member's direct chain of command or supervision  |
| 5.11 | Subsection 5.8.9.1  | Approve payment of salary instead of war service leave that the member has accrued.  | Commanding Officer, Officer Commanding or Unit Executive (Air Force only) not below MAJ(E) in the member's direct chain of command  |
| 5.12 | Subsection 5.9.10.1 | Grant up to five days of compassionate leave in a year.  | Supervisor not below WO2(E)/APS 4 in the member's direct chain of command or supervision  |
| 5.13 | Subsection 5.9.10.3 | Grant additional compassionate leave to a member.  | Commanding Officer or supervisor not below MAJ(E)/APS 6 in the member's direct chain of command or supervision  |
| 5.14 | Subsection 5.9.12.4 | Grant additional carer's leave.  | <p>Director General Navy People</p> <p>Director Navy Recruiting, Retention and Transitions</p> <p>Deputy Director Navy Employment Conditions</p> <p>Director General Army People Capability</p> <p>Director Personnel Policy – Army</p> <p>Staff Officer Grade 1 – Delegations – Army</p> <p>Staff Officer Grade 1 – Personnel Policy – Army</p> <p>Director General Personnel – Air Force</p> <p>Director Personnel Policy – Air Force</p> <p>Deputy Director Personnel Policy – Air Force</p> <p>Deputy Director Service Conditions – Air Force</p> |
| 5.15 | Subsection 5.9.15.1 | Grant a member up to forty hours leave in a leave year (not including weekends and public holidays) to attend examinations for a course of study for which the member is given assistance for the payment of fees. | Supervisor not below WO2(E)/APS 4 in the member's direct chain of command or supervision  |
|      | Subsection 5.9.18.1 | Grant a member travelling leave.   |   |

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|      | Subsection 5.9.18.3            | Grant travelling leave to a member at an overseas location who travels between the location and Australia (at their own cost) while on compassionate leave. |  |
|      | Section 5.9.21                 | Grant a member up to seven days' pre-deployment leave.  |  |
|      | Subsection 5.9.22.2, exception | Approve early pre-deployment leave in special circumstances.  |  |
| 5.16 | Subsection 5.9.24.2            | Grant short absence or leave without pay to attend civilian court proceedings.  | <p><b>To grant leave without pay:</b><br/>Commanding Officer, Officer Commanding or Unit Executive (Air Force only) not below MAJ(E) in the member's direct chain of command</p> <p><b>To grant short absence from duty:</b><br/>Supervisor not below WO2(E)/APS 4 in the member's direct chain of command or supervision</p>  |
| 5.17 | Subsection 5.10.4.1            | Grant a member a period of leave without pay.   | <p><b>To enable a member to accompany on posting a spouse or partner who is also a member.</b></p> <p>Head Navy People Training and Resources<br/> Director General Navy People<br/> Director Navy Career Management<br/> Deputy Director Navy Career Management<br/> Director General Career Management – Army<br/> Director General Army People Capability<br/> Director Career Management – Army<br/> Staff Officer Grade 1 – Career Management – Army<br/> Director General Personnel – Air Force<br/> Chief of Staff Director General Personnel – Air Force<br/> Director Personnel – Air Force</p> |

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|  |  |  | <p>Deputy Director Under Training Workforce – Air Force</p> <p>SQNLDR and WGCDR within the Directorate of Personnel – Air Force</p> <p>Officer in Charge of Aviation Candidate Management Centre</p> <p>Staff Officer Personnel 2 Aviation Candidate Management Centre</p> <p><b>for any other reason</b></p> <p><b><i>For periods of less than 90 days – Navy:</i></b></p> <p>Commanding Officer or Officer Commanding not below MAJ(E) in the member’s direct chain of command or supervision</p> <p><b><i>For periods of less than 180 days in a leave year – Army:</i></b></p> <p>Commanding Officer or Officer Commanding not below MAJ(E) in the member’s direct chain of command</p> <p><b><i>For periods of less than 90 days in a leave year – Air Force:</i></b></p> <p>Commanding Officer, Officer Commanding or Unit Executive (Air Force only) not below MAJ(E) in the member's direct chain of command</p> <p><b><i>For any period:</i></b></p> <p>Head Navy People Training and Resources</p> <p>Director General Navy People</p> <p>Director Navy Career Management</p> <p>Deputy Director Navy Career Management</p> <p>Director Training Authority – Maritime Warfare</p> <p>Director General Career Management – Army</p> <p>Director General Army People Capability</p> <p>Director Career Management – Army</p> <p>Staff Officer Grade 1 – Career Management – Army</p> <p>Director General Personnel – Air Force</p> <p>Director Personnel – Air Force</p> <p>Chief of Staff Director General Personnel – Air Force</p> <p>Deputy Director Under Training Workforce – Air Force</p> |
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|      |                     |   | <p>SQNLDR and WGCDR within the Directorate of Personnel – Air Force<br/> Officer in Charge of Aviation Candidate Management Centre<br/> Staff Officer Personnel 2 Aviation Candidate Management Centre</p>  |
| 5.18 | Subsection 5.10.6.2 | Approve payment of an allowance during all or part of a period of leave without pay.                                  | <p>Director General Navy People<br/> Director Navy Recruiting, Retention and Transitions<br/> Deputy Director Navy Employment Conditions<br/> Director General Army People Capability<br/> Director Personnel Policy – Army<br/> Staff Officer Grade 1 – Delegations – Army<br/> Staff Officer Grade 1 – Personnel Policy – Army<br/> Director General Personnel – Air Force<br/> Director Personnel Policy – Air Force<br/> Deputy Director Personnel Policy – Air Force<br/> Deputy Director Service Conditions – Air Force</p> |
| 5.19 | Subsection 5.12.2.1 | On application by a member, substitute a different day for a public holiday which the member would otherwise observe. | Supervisor not below WO2(E)/APS 4 of the member in the member’s direct chain of command or supervision  |
| 5.20 | Subsection 5.13.5.2 | Approve the payment of an amount to recognise specified costs associated with recall from leave.                      | <p>Director General Navy People<br/> Director Navy Recruiting, Retention and Transitions<br/> Deputy Director Navy Employment Conditions</p>  |
|      | Subsection 5.13.6.2 | Approve the payment of an amount to recognise specified costs associated with recall from a holiday location.         | <p>Director Fleet Executive<br/> Director General Army People Capability<br/> Director Personnel Policy – Army<br/> Staff Officer Grade 1 – Delegations – Army<br/> Staff Officer Grade 1 – Personnel Policy – Army<br/> Director General Personnel – Air Force</p>   |

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|  |  |  | Director Personnel Policy – Air Force<br>Deputy Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force |
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## Chapter 6 ADF relocation on posting in Australia

| Item | Provision           | General description   | Authorised person  |
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| 6.1  | Subsection 6.1.15.2 | Approve payment or repayment in special circumstances of an amount of disturbance allowance that is reasonable.   | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |
| 6.2  | Subsection 6.1.21.1 | Decide whether expenses incurred for the commercial transportation and boarding of household pets are reasonable. | An employee of Toll Transitions who performs the duties of: <ul style="list-style-type: none"> <li>- National Relocations Administration Services Manager</li> <li>- Regional Relocations Manager</li> <li>- Relocation Administration Services Manager</li> <li>- Senior Case Manager</li> </ul> A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence personnel administration at overseas posts<br>Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing |
|      | Subsection 6.1.22.1 | Reimburse pet transportation and boarding costs, having regard to whether costs are reasonable.                   |  |
| 6.3  | Subsection 6.2.5.4  | Decide that a person made reasonable efforts to sell a vehicle without incurring a loss.                          | An employee of Toll Transitions who performs the duties of: <ul style="list-style-type: none"> <li>- National Relocations Administration Services Manager</li> <li>- Regional Relocations Manager</li> <li>- Relocation Administration Services Manager</li> <li>- Senior Case Manager</li> </ul> Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |

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| 6.4 | Subsection 6.5.4.1  | Approve a member's removal at Commonwealth expense in exceptional circumstances.   | <p>Director General Navy People<br/> Director Navy Recruiting, Retention and Transitions<br/> Deputy Director Navy Employment Conditions<br/> Director General Army People Capability<br/> Director General Career Management Army<br/> Director Personnel Policy – Army<br/> Staff Officer Grade 1 – Delegations – Army<br/> Staff Officer Grade 1 – Personnel Policy – Army<br/> Director General Personnel – Air Force<br/> Director Personnel Policy – Air Force<br/> Deputy Director Personnel Policy – Air Force<br/> Deputy Director Service Conditions – Air Force</p> |
| 6.5 | Section 6.5.9A      | Provide a scheme to compensate members for loss or damage to furniture or effects removed or stored at Commonwealth expense under this Part. | First Assistant Secretary Service Delivery Division  |
| 6.6 | Subsection 6.5.12.1 | Grant the removal of essential household items that are urgently required in advance of the bulk of the furniture and effects.               | <p>An employee of Toll Transitions who performs the duties of:</p> <ul style="list-style-type: none"> <li>- National Relocations Administration Services Manager</li> <li>- Regional Relocations Manager</li> <li>- Relocation Administration Services Manager</li> <li>- Senior Case Manager</li> </ul> <p>Director Relocations and Housing<br/> Assistant Director Relocations and Housing<br/> Assistant Contract Manager Relocations and Housing</p>   |
|     | Subsection 6.5.12.3 | Approve the removal of urgently required items by private arrangements if the means is cost-effective within the required time frame.        |  |
|     | Subsection 6.5.15.3 | Confirm a member's eligibility for a privately arranged removal.   |  |

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|     | Subsection 6.5.16.3  | Approve the reimbursement of the reasonable costs of a privately arranged removal.  |  |
| 6.7 | Section 6.5.19.1     | Decide that there are substantial compassionate reasons for the removal of the dependants to a personal location.   | Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions<br>Director General Army People Capability<br>Director General Career Management Army  |
|     | Subsection 6.5.19A.1 | Grant a member with dependants or a member with dependants (unaccompanied) a removal at Commonwealth expense to a personal location to enable to member's spouse or partner to undertake employment or study.                                 | Director Personnel Policy – Army<br>Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army<br>Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Personnel Policy – Air Force |
|     | Subsection 6.5.19A.2 | Extend the three month removal period to a personal location to enable to member's spouse or partner to undertake employment or study when considered reasonable.   | Deputy Director Service Conditions – Air Force   |
| 6.8 | Paragraph 6.5.21.1.b | Decide a personal location is beneficial to a member or their dependants for the purpose of granting a removal to the personal location for a member posted to a seagoing flight, seagoing ship or seagoing submarine, subject to conditions. | Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions<br>Director General Army People Capability<br>Director General Career Management Army<br>Director Personnel Policy – Army          |

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|      | Subsection 6.5.21.3 | Extend the three month removal period to a personal location to enable to member's spouse or partner to undertake employment or study when considered reasonable. | Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army<br>Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force<br>Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing  |
| 6.9  | Subsection 6.5.22.3 | Determine that a member is eligible for a full removal at Commonwealth expense.   | Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions<br>Director General Army People Capability<br>Director General Career Management Army<br>Director Personnel Policy – Army<br>Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army<br>Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force |
| 6.10 | Subsection 6.5.28.3 | Approve a removal for a member participating in the ADF gap year program, for a member with less than six months to serve at the gaining location.                | Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions<br>Staff Officer Grade 2 – Navy Service Conditions<br>Commanding Officer Royal Australian Naval College<br>Director General Army People Capability  |

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|      |                     |   | <p>Director General Career Management Army<br/> Director Personnel Policy – Army<br/> Staff Officer Grade 1 – Delegations – Army<br/> Staff Officer Grade 1 – Personnel Policy – Army<br/> Director General Personnel – Air Force<br/> Director Personnel Policy – Air Force<br/> Deputy Director Personnel Policy – Air Force<br/> Deputy Director Service Conditions – Air Force</p>   |
| 6.11 | Subsection 6.5.29.2 | Approve Commonwealth payment of storage costs for a member, if satisfied that the storage is required for reasons beyond the member’s control.                    | <p>An employee of Toll Transitions who performs the duties of:</p> <ul style="list-style-type: none"> <li>- National Relocations Administration Services Manager</li> <li>- Regional Relocations Manager</li> <li>- Relocation Administration Services Manager</li> <li>- Senior Case Manager</li> </ul> <p>Director Relocations and Housing<br/> Assistant Director Relocations and Housing<br/> Assistant Contract Manager Relocations and Housing</p>   |
| 6.12 | Subsection 6.5.30.2 | Approve the reimbursement of a member’s removal costs if they move dependants to a location for compassionate reasons before a posting authority has been issued. | <p>Director General Navy People<br/> Director Navy Recruiting, Retention and Transitions<br/> Deputy Director Navy Employment Conditions<br/> Director General Army People Capability<br/> Director General Career Management Army<br/> Director Personnel Policy – Army<br/> Staff Officer Grade 1 – Delegations – Army<br/> Staff Officer Grade 1 – Personnel Policy – Army<br/> Director General Personnel – Air Force<br/> Director Personnel Policy – Air Force<br/> Deputy Director Personnel Policy – Air Force</p> |
|      | Subsection 6.5.30.3 | Receive copies of documents relative to a compassionate removal before a posting has been issued.   | <p>Director General Career Management Army<br/> Director Personnel Policy – Army<br/> Staff Officer Grade 1 – Delegations – Army<br/> Staff Officer Grade 1 – Personnel Policy – Army<br/> Director General Personnel – Air Force<br/> Director Personnel Policy – Air Force<br/> Deputy Director Personnel Policy – Air Force</p>   |

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|      |                                   |   | Deputy Director Service Conditions – Air Force   |
| 6.13 | Paragraph 6.5.32.b                | Be satisfied that early removal of a member’s furniture and effects is necessary in the circumstances.  | An employee of Toll Transitions who performs the duties of:<br><ul style="list-style-type: none"> <li>- National Relocations Administration Services Manager</li> <li>- Regional Relocations Manager</li> <li>- Relocation Administration Services Manager</li> <li>- Senior Case Manager</li> </ul>   |
|      | Subsection 6.5.34.2               | Be satisfied that the removal is reasonable when a posting is changed or cancelled by the member, after considering any compassionate grounds and alternatives available to the member. | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |
| 6.14 | Subsection 6.5.46.4, table item 2 | Decide that a prescribed compassionate circumstance exists, to allow a member to access a removal at Commonwealth expense before ceasing continuous full-time service.                  | Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions<br>Director General Army People Capability<br>Director General Career Management Army<br>Director Personnel Policy – Army<br>Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army |
|      | Subsection 6.5.46.4, table item 3 | Extend the date that a member may be removed after leaving the ADF.   | Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force  |
| 6.15 | Paragraph 6.5.48.1.d              | Approve a removal for a member leaving the ADF at their own request if the member meets specified conditions.   | Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions<br>Director General Army People Capability<br>Director General Career Management Army<br>Director Personnel Policy – Army  |

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|      |                                   |   | <p>Staff Officer Grade 1 – Delegations – Army</p> <p>Staff Officer Grade 1 – Personnel Policy – Army</p> <p>Director General Personnel – Air Force</p> <p>Director Personnel – Air Force</p> <p>SQNLDR and WGCDR within the Directorate of Personnel – Air Force</p>   |
| 6.16 | Subsection 6.5.52.1, table item 3 | Decide that a member with dependants is eligible for storage when furniture and effects cannot reasonably be accommodated in a residence.                 | <p>An employee of Toll Transitions who performs the duties of:</p> <ul style="list-style-type: none"> <li>- National Relocations Administration Services Manager</li> <li>- Regional Relocations Manager</li> <li>- Relocation Administration Services Manager</li> <li>- Senior Case Manager</li> </ul> <p>Director Relocations and Housing</p> <p>Assistant Director Relocations and Housing</p> <p>Assistant Contract Manager Relocations and Housing</p> |
|      | Subsection 6.5.52.1, table item 4 | Decide a member with dependants is eligible for storage of items that are the same as non-portable items in the member’s own home.                        |  |
|      | Subsection 6.5.52.1, table item 5 | Decide that a member with dependants is eligible for storage when furniture and effects cannot reasonably be accommodated in an inner-city residence.     |  |
|      | Subsection 6.5.54.1, table item 1 | Decide that a member without dependants is eligible for long-term storage of furniture and effects that cannot reasonably be accommodated in a residence. |  |
|      | Subsection 6.5.55.2               | Be satisfied that a newly-enlisted member is unable to store items with their family.   |  |
|      | Subsection 6.5.57                 | Be satisfied that items of furniture to be stored are the same as non-  |  |

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|      |                     | portable items in the member's own home.   |  |
| 6.17 | Subsection 6.5.61.3 | Approve the payment of storage charges beyond six months after the death of a member.  | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |
| 6.18 | Subsection 6.5.62.6 | Grant a removal of stored items to a different residence, for a member with less than six months to serve in a posting location. | An employee of Toll Transitions who performs the duties of:<br>- National Relocations Administration Services Manager<br>- Regional Relocations Manager<br>- Relocation Administration Services Manager<br>- Senior Case Manager<br>Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |
|      | Subsection 6.5.63.1 | Notify a member that their storage benefit is under review.  |  |
|      | Subsection 6.5.63.3 | Approve or refuse a member another period of storage for an additional period..  |  |
| 6.19 | Section 6.5.64      | Approve storage and or a removal to and from storage at Commonwealth expense for a member who is not otherwise eligible.         | Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions<br>Director General Army People Capability<br>Director Personnel Policy – Army<br>Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army<br>Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force<br>Deputy Director Personnel Policy – Air Force<br>Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing |

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| 6.20 | Subsection 6.5.75A.4              | Approve storage benefits that are additional to those provided under section 6.5.54 when the member's dependant has died.   | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |
| 6.21 | Subsection 6.5.78.1               | Grant a removal to a non-Service spouse or non-Service partner within Australia on breakdown of the marriage or partnership.  | An employee of Toll Transitions who performs the duties of:<br>- National Relocations Administration Services Manager<br>- Regional Relocations Manager<br>- Relocation Administration Services Manager<br>- Senior Case Manager |
|      | Subsection 6.5.79.4               | Decide whether a vehicle is a recreational or hobby vehicle, for the purpose of removal by a non-Service spouse or non-Service partner on breakdown of the marriage or partnership. | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |
| 6.22 | Paragraph 6.5.81.b                | Extend a period over 12 months for the completion of a removal by a non-Service partner on breakdown of the marriage or partnership.  | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |
| 6.23 | Paragraph 6.5.82.a                | Approve repayment of reasonable costs for private removal of a non-Service spouse or non-Service partner in urgent circumstances.   | An employee of Toll Transitions who performs the duties of:<br>- National Relocations Administration Services Manager<br>- Regional Relocations Manager<br>- Relocation Administration Services Manager<br>- Senior Case Manager |
|      | Subsection 6.5.85.1, table item 7 | Decide whether the dependants of a deceased Reserve Force member have established or intend to establish a permanent home in a location.  | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |
| 6.24 | Paragraph 6.5.86.3.c              | Be satisfied it is reasonable to extend the period for storage of furniture and   | Director Relocations and Housing   |

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|      |                       | effects following the death of member without dependants.   | Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing  |
|      | Subsection 6.5.87.1   | Extend the period of completion of removal of furniture and effects beyond six months, where reasonable, following the death of a member.                 |   |
| 6.25 | Subsection 6.5A.3.1   | Decide that a vehicle is a recreational or hobby vehicle.   | An employee of Toll Transitions who performs the duties of: <ul style="list-style-type: none"> <li>- National Relocations Administration Services Manager</li> <li>- Regional Relocations Manager</li> <li>- Relocation Administration Services Manager</li> <li>- Senior Case Manager</li> </ul> A person working in the Pay and Administration Centre – Victoria who is: <ul style="list-style-type: none"> <li>- Overseas Administration Team Leader</li> <li>- Pay and Administration Manager Specialist</li> <li>- Civilian and Overseas Pay and Administration Centre Manager</li> <li>- Director Pay and Administration Centre</li> </ul> Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing |
| 6.26 | Paragraph 6.5A.13.1.b | Decide that the cost for delivering a vehicle to the transport agency's depot, or collecting the vehicle from the transport agency's depot is reasonable. | An employee of Toll Transitions who performs the duties of: <ul style="list-style-type: none"> <li>- National Relocations Administration Services Manager</li> <li>- Regional Relocations Manager</li> <li>- Relocation Administration Services Manager</li> <li>- Senior Case Manager</li> </ul> Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing  |

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| 6.27 | Subparagraph 6.5A.19.1.c.ii | Decide that a member must vacate the living-in accommodation they occupy.                         | Commanding Officer, Officer Commanding or Executive Officer not below MAJ(E) at the base where the member is required to live in<br>Commanding Officer, Officer Commanding or Executive Officer not below MAJ(E) in the member's direct chain of command |
| 6.28 | Subsection 6.6.3.3          | Approve reasonable and unavoidable expenses incurred by a member when their posting is cancelled. | Director Navy Career Management<br>Deputy Director Navy Employment Conditions<br>Director General Career Management – Army<br>Director General Personnel – Air Force<br>Director Personnel Policy – Air Force  |

## Chapter 7 ADF housing and meals

| Item | Provision   | General description   | Authorised person  |
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| 7.1  | Subsection 7.1.8.1                                      | Approve payment of an amount to a member who is not otherwise eligible for an allowance or repayment under Chapter 7. | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |
| 7.2  | Section 7.1.14, definition of <i>serviced apartment</i> | Decide that accommodation is a serviced apartment.  | An employee of Toll Transitions who performs the duties of: <ul style="list-style-type: none"> <li>- National Relocations Administration Services Manager</li> <li>- Regional Relocations Manager</li> <li>- Relocation Administration Services Manager</li> <li>- Senior Case Manager</li> </ul> Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing |
| 7.3  | Subsection 7.1.15.2                                     | Approve an extension to a member's posting location under paragraph 1.3.55.1.a. for the flexible housing trial.       | <b>For Navy and Air Force members</b><br>Director, Commanding Officer, Officer Commanding or Unit Executive (Air Force only) not below MAJ(E)/APS 6 in the member's direct chain of command or supervision   |
|      | Subsection 7.1.17.2                                     | Approve an extension to a member's posting location under paragraph 1.3.55.1.a. for the Puckapunyal housing trial.    | <b>For Army members</b><br>Commanding officer not below MAJ in the member's direct chain of command  |
| 7.4  | Subsection 7.1.22.1                                     | Approve a house-hunting trip.   | An employee of Defence Housing Australia who performs the duties of:   |
|      | Subsection 7.1.22.2                                     | Approve a house-hunting trip for a member's spouse when the member is unable to take leave for the trip.              | <ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> <li>- Housing Specialist in a Contact Centre</li> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> </ul>  |

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|     |                     |  | <p>Director Relocations and Housing</p> <p>Assistant Director Relocations and Housing</p> <p>Assistant Contract Manager Relocations and Housing</p>   |
| 7.5 | Subsection 7.1.23.1 | Approve a payment for a member and their adult dependant for a house-hunting trip.   | <p>An employee of Toll Transitions who performs the duties of:</p> <ul style="list-style-type: none"> <li>- National Relocations Administration Services Manager</li> <li>- Regional Relocations Manager</li> </ul>   |
|     | Subsection 7.1.23.2 | Approve an increased house-hunting trip payment for a person travelling alone in exceptional circumstances.                      | <ul style="list-style-type: none"> <li>- Relocation Administration Services Manager</li> <li>- Senior Case Manager</li> </ul> <p>Director Relocations and Housing</p> <p>Assistant Director Relocations and Housing</p> <p>Assistant Contract Manager Relocations and Housing</p>   |
| 7.6 | Subsection 7.1.25.2 | Approve the cost for a member returning from a long-term overseas posting to hire a self-drive motor vehicle to look for a home. | <p>A person working in the Pay and Administration Centre – Victoria who is:</p> <ul style="list-style-type: none"> <li>- Overseas Administration Team Leader</li> <li>- Pay and Administration Manager Specialist</li> <li>- Civilian and Overseas Pay and Administration Centre Manager</li> <li>- Director Pay and Administration Centre</li> </ul> <p>Director Relocations and Housing</p> <p>Assistant Director Relocations and Housing</p> <p>Assistant Contract Manager Relocations and Housing</p> |
| 7.7 | Subsection 7.2.5.3  | Decide that a smaller house is suitable as a suitable own home for exceptional reasons.  | <p>An employee of Defence Housing Australia who performs the duties of:</p> <ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> <li>- Housing Specialist in a Contact Centre</li> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> </ul> <p>Director Relocations and Housing</p> <p>Assistant Director Relocations and Housing</p> <p>Assistant Contract Manager Relocations and Housing</p>                     |

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| 7.8  | Subsection 7.2.7.3, exception | Decide that housing assistance may continue until the end of a posting if a member purchases a suitable own home in their posting location.   | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing  |
| 7.9  | Paragraph 7.2.12.a            | Be satisfied that a member's home does not have enough bedrooms for the member and dependants.  | An employee of Defence Housing Australia who performs the duties of:<br>- Team Leader in a Contact Centre<br>- Housing Specialist in a Contact Centre<br>- Contact Centre Quality Assurance Manager<br>- Regional Operations Manager in a Regional Office<br>Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing |
|      | Paragraph 7.2.12.b            | Be satisfied that it is not reasonably practicable for a member's home to be modified to meet medical needs.  |   |
|      | Subparagraph 7.2.12.d.iv      | Be satisfied that the reason the home has been certified as uninhabitable, or recommended it should not be lived in, is not due to the member failing to take reasonable steps to prevent the home from becoming uninhabitable or a qualified person recommending the home not be lived in. |   |
|      | Subparagraph 7.2.12.f.ii      | Be satisfied that the member continues to take reasonable steps to sell a home.   |   |
| 710  | Subsection 7.2.13.2           | Approve a greater posting location for a member if they own a house outside the posting location.   | Commanding Officer, Officer Commanding or Unit Executive (Air Force only) not below MAJ(E) in the member's direct chain of command  |
| 7.11 | Subsection 7.2.17.1           | Grant housing assistance to a member.   | An employee of Defence Housing Australia who performs the duties of:<br>- Team Leader in a Contact Centre<br>- Housing Specialist in a Contact Centre<br>- Contact Centre Quality Assurance Manager<br>- Regional Operations Manager in a Regional Office   |

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|      |                                 |  | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |
| 7.12 | Paragraph 7.3.15.1.a, exception | Reimburse a member for the reasonable and unavoidable costs incurred by the member, if the purchase of a home does not proceed for Service reasons.                                  | First Assistant Secretary People Services<br>Director Pay and Administration Centre – Victoria<br>A person not below MAJ(E)/APS 6 working in the People Systems and Payroll Services Branch  |
|      | Subsection 7.3.15.2             | Extend the relevant period for occupation for up to 12 months if satisfied an eligible person cannot occupy the home for a reason beyond their control.                              |  |
| 7.13 | Subsection 7.3.25.1             | Approve payment of an amount of assistance for home sale and purchase to a member who is not otherwise eligible for the reimbursement of expenses, for Service reasons.              | First Assistant Secretary People Services<br>A person not below EL 1 working in the People Systems and Payroll Services Branch   |
|      | Subsection 7.3.28.4             | Approve a location as a specified location if it would be unreasonable to expect an eligible member to buy a home due to the remoteness, quantity and standard of housing available. |  |
| 7.14 | Subsection 7.4.8.1              | Decide that a member is required to live in.   | Commanding Officer, Officer Commanding or Executive Officer not below MAJ(E) at the base where the member is required to live in<br>Commanding Officer, Officer Commanding or Executive Officer not below MAJ(E) in the member's direct chain of command |
|      | Subsection 7.4.9.1              | Decide that living-in accommodation not used by members required to live in can be used for a member who chooses to live in.   |  |

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|      | Subsection 7.4.9.3                | Revoke a decision made under subsection 1 for a specific reason.   |  |
|      | Paragraph 7.4.10.1.d              | Decide that a member is unable to live in their suitable accommodation.  |  |
|      | Subsection 7.4.14.1               | Revoke a member's licence to live in.  |  |
|      | Subsection 7.4.14.3               | Advise the relevant contract service provider and the member's Service that a member's licence to live in has been revoked.  |  |
| 7.15 | Subsection 7.4.16.1               | Classify living-in accommodation into levels.  | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |
| 7.16 | Subsection 7.4.17.2               | Offer a member living-in accommodation at a new rank group, revoke a licence to live in or allow a member to remain in accommodation when the member changes rank group. | Commanding Officer, Officer Commanding or Executive Officer not below MAJ(E) at the base where the member is required to live in<br>Commanding Officer, Officer Commanding or Executive Officer not below MAJ(E) in the member's direct chain of command |
|      | Subsection 7.4.18.1               | Decide that living-in accommodation is unsuitable for a member.  |  |
|      | Subsection 7.4.18.2               | End a member's licence to live in if the accommodation is unsuitable.  |  |
|      | Subsection 7.4.19.2, table item 4 | Require that a member must share when there are not enough rooms for each member.  |  |

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| 7.17 | Subsection 7.4.27.3          | Decide that a member was granted leave without pay for exceptional reasons.                 | <p>Director General Navy People</p> <p>Director Navy Recruiting, Retention and Transitions</p> <p>Deputy Director Navy Employment Conditions</p> <p>Director General Army People Capability</p> <p>Director Personnel Policy – Army</p> <p>Staff Officer Grade 1 – Delegations – Army</p> <p>Staff Officer Grade 1 – Personnel Policy – Army</p> <p>Director General Personnel – Air Force</p> <p>Director Personnel Policy – Air Force</p> <p>Deputy Director Personnel Policy – Air Force</p> <p>Deputy Director Service Conditions – Air Force</p>  |
| 7.18 | Paragraph 7.4.48.1.b         | Be satisfied that a vessel is unfit to live in.   | Commanding Officer, Officer Commanding or Executive Officer not below MAJ(E) in the member's direct chain of command   |
| 7.19 | Section 7.5.7                | Approve emergency assistance for a person under the SAFE scheme.                            | <p>Director General Defence Member and Family Support</p> <p>Director Helpline, Incidents and Welfare Policy, Defence Member and Family Support</p> <p>Area Managers in Defence Member and Family Support</p>  |
| 7.20 | Section 7.5.8                | Decide that a member is not eligible for temporary accommodation allowance.                 | <p>An employee of Toll Transitions who performs the duties of:</p> <ul style="list-style-type: none"> <li>- National Relocations Administration Services Manager</li> <li>- Regional Relocations Manager</li> <li>- Relocation Administration Services Manager</li> <li>- Senior Case Manager</li> </ul> <p>A person working in the Pay and Administration Centre – Victoria who is:</p> <ul style="list-style-type: none"> <li>- Overseas Administration Team Leader</li> <li>- Pay and Administration Manager Specialist</li> <li>- Civilian and Overseas Pay and Administration Centre Manager</li> <li>- Director Pay and Administration Centre</li> </ul> |
|      | Subsection 7.5.12.1          | Direct a member to stay in a hotel or serviced apartment.                                   |  |
|      | Subsection 7.5.15.3          | Approve more rooms in temporary accommodation if they are needed.                           |  |
|      | Section 7.5.17, table item 7 | Decide the day that a member's removal would have been completed if a member had accepted a |  |

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|      |                     | reasonable offer of a Service residence.  | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing  |
| 7.21 | Subsection 7.5.18.3 | Extend temporary accommodation allowance beyond six weeks in certain circumstances when a member is buying a house. | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing  |
| 7.22 | Subsection 7.5.19.3 | Grant temporary accommodation allowance to a member for a maximum of six weeks.                                     | An employee of Defence Housing Australia who performs the duties of: <ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> <li>- Housing Specialist in a Contact Centre</li> <li>- Regional Operations Manager in a Regional Office</li> </ul> Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |
| 7.23 | Section 7.5.20      | Extend a member's eligibility for temporary accommodation allowance in certain circumstances.                       | <b>For extending benefits in any of the following circumstances:</b> <ol style="list-style-type: none"> <li>a. resulting from postings: <ul style="list-style-type: none"> <li>Up to 3 months on arrival at the gaining location.</li> <li>Up to 2 weeks on departure from the losing location.</li> </ul> </li> <li>b. resulting from removals within the locality up to 6 weeks in the location as a result of a Commonwealth removal within location.</li> <li>c. resulting from the death of a member up to 2 weeks on departure from the losing location for dependants as a result of the death of the member.</li> <li>d. resulting from temporary vacation of a Service residence for service requirements, e.g. repairs and maintenance.</li> </ol> An employee of Toll Transitions who performs the duties of: <ul style="list-style-type: none"> <li>- National Relocations Administration Services Manager</li> <li>- Regional Relocations Manager</li> <li>- Relocation Administration Services Manager</li> </ul> |

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|      |                                   |  | <ul style="list-style-type: none"> <li>- Senior Case Manager</li> </ul> <p>A person working in the Pay and Administration Centre – Victoria who is:</p> <ul style="list-style-type: none"> <li>- Overseas Administration Team Leader</li> <li>- Pay and Administration Manager Specialist</li> <li>- Civilian and Overseas Pay and Administration Centre Manager</li> <li>- Director Pay and Administration Centre</li> </ul> <p>Director Relocations and Housing<br/> Assistant Director Relocations and Housing<br/> Assistant Contract Manager Relocations and Housing</p> <p><b>For Extension of benefits under the SAFE scheme</b></p> <p>Director General Defence Member and Family Support<br/> Director Helpline, Incidents and Welfare Policy, Defence Member and Family Support</p> <p>Area Managers in Defence Member and Family Support<br/> Assistant Director Relocation Services</p> <p><b>For any other extension not outlined above:</b></p> <p>Assistant Director Relocations and Housing<br/> Assistant Contract Manager Relocations and Housing</p> |
| 7.24 | Subsection 7.5.22.2, table item 1 | Approve a higher rate of accommodation cost to a person eligible for emergency assistance under the SAFE scheme. | Director General Defence Member and Family Support<br>Director Helpline, Incidents and Welfare Policy, Defence Member and Family Support<br>Area Managers in Defence Member and Family Support  |
|      | Subsection 7.5.22.2, table item 2 | Approve payment for meals.   |   |
|      | Subsection 7.5.22.3               | Approve payment of other reasonable expenses for emergency accommodation.  |   |

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| 7.25 | Subsection 7.5.23.2       | Decide that a member's accommodation costs are reasonable.  | <p>An employee of Toll Transitions who performs the duties of:</p> <ul style="list-style-type: none"> <li>- National Relocations Administration Services Manager</li> <li>- Regional Relocations Manager</li> <li>- Relocation Administration Services Manager</li> <li>- Senior Case Manager</li> </ul> <p>A person working in the Pay and Administration Centre – Victoria who is:</p> <ul style="list-style-type: none"> <li>- Overseas Administration Team Leader</li> <li>- Pay and Administration Manager Specialist</li> <li>- Civilian and Overseas Pay and Administration Centre Manager</li> <li>- Director Pay and Administration Centre</li> </ul> <p>Director Relocations and Housing<br/>Assistant Director Relocations and Housing<br/>Assistant Contract Manager Relocations and Housing</p> |
|      | Subsection 7.5.24.4       | Approve a greater amount for meals when a member and any dependants needed to spend more on meals than their meal allowance rate. |  |
|      | Subsection 7.5.25.2       | Decide a reasonable rate of temporary accommodation allowance.  |  |
|      | Paragraph 7.5.26.1.b      | Decide that it is reasonable for meal costs to be paid when meals are not taken at the temporary accommodation.                   |  |
|      | Subsection 7.5.27.1       | Advance up to 21 days' temporary accommodation allowance.   |  |
|      | Subsection 7.5.27.2       | Decide to provide another advance, after receiving written evidence that an advance has been used.                                |  |
| 7.26 | Subsection 7.6.4.1        | Decide that a home is a suitable Service residence.   | <p>An employee of Defence Housing Australia who performs the duties of:</p> <ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> <li>- Housing Specialist in a Contact Centre</li> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> </ul> <p>Director Relocations and Housing<br/>Assistant Director Relocations and Housing<br/>Assistant Contract Manager Relocations and Housing</p>  |
|      | Subparagraph 7.6.4.1.a.ii | Determine that a period longer than six weeks is reasonable, for the purpose of a decision under subsection 7.6.4.1.              |  |
|      | Subsection 7.6.4.2        | Take into account any other factor relevant to the member's accommodation requirements.   |  |
|      | Subsection 7.6.4.3        | Decide that a smaller house is suitable in certain circumstances.   |  |

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| 7.27 | Subsection 7.6.6.2  | Decide that a Service residence is not suitable and cannot be modified for a member who has a dependant with special needs.   | An employee of Defence Housing Australia who performs the duties of:<br><ul style="list-style-type: none"> <li>- Housing Specialist in a Contact Centre</li> <li>- Regional Operations Manager in a Regional Office</li> </ul> Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing |
| 7.28 | Subsection 7.6.10.2 | Assign a Service residence a temporary rent band for a fixed period.  | Director of Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |
|      | Subsection 7.6.13.4 | Allocate a Service residence to a member that is more than one level above the rent band for the member's rank group.   |   |
|      | Subsection 7.6.15.2 | Classify a Service residence as Group 1A, A, B1, B2, C, D or E.   |   |
|      | Subsection 7.6.15.3 | Change the classification of a Service residence.   |   |
|      | Subsection 7.6.16.3 | Allocate a member a Service residence that is more than one level above the amenity group for the member's rank group, if accommodation is not available at a lower rent band or amenity group. |   |
| 7.29 | Subsection 7.6.20.1 | Offer a member a rent band choice home that is a in a rent band above the one specified for the member's rank group.  | An employee of Defence Housing Australia who performs the duties of:<br><ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> <li>- Housing Specialist in a Contact Centre</li> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> </ul>                                       |
|      | Subsection 7.6.21.1 | Offer a member a rent band choice home that is a in a rent band below   |   |

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|      |                      | the one specified for the member's rank group.   | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing  |
| 7.30 | Section 7.6.25       | Require a member to occupy a specific Service residence on or near a Defence establishment.                        | Commanding Officer or Officer Commanding not below MAJ(E) at the base where the member is required to live in<br>Commanding Officer or Officer Commanding not below MAJ(E) in the member's direct chain of command  |
| 7.31 | Subsection 7.6.27.2  | Approve payment of reasonable costs of furniture hire for a member who is required to live in a Service residence. | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing  |
| 7.32 | Subsection 7.6.33.5  | Consider that a member's reasons for rejecting a suitable Service residence are not sufficient.                    | An employee of Defence Housing Australia who performs the duties of:<br>- Team Leader in a Contact Centre<br>- Housing Specialist in a Contact Centre<br>- Regional Operations Manager in a Regional Office   |
|      | Subsection 7.6.35.1  | Approve a member swapping their Service residence for another Service residence.                                   | Director Relocations and Housing<br>Assistant Director Relocations and Housing  |
|      | Subsection 7.6.35.2  | Approve an exchange of a Service residence at the member's own expense.  | Assistant Contract Manager Relocations and Housing  |
| 7.33 | Paragraph 7.6.37.4.a | Decide on the amount of rent payable when a Service residence is leased on a yield basis.                          | An employee of Defence Housing Australia who performs the duties of:<br>- Team Leader in a Contact Centre<br>- Housing Specialist in a Contact Centre<br>- Contact Centre Quality Assurance Manager<br>- Regional Operations Manager in a Regional Office<br>Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing |

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| 7.34 | Subsection 7.6.41.3  | Waive or reduce a member's contribution for a fixed period.  | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |
| 7.35 | Subsection 7.6.50.3  | Decide that a member was granted leave without pay for exceptional reasons.                                    | Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions<br>Director General Army People Capability<br>Director Personnel Policy – Army<br>Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army<br>Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force |
| 7.36 | Subsection 7.6.58.3  | Approve a longer period for a member to live in a Service residence when they purchase a suitable own home.    | An employee of Defence Housing Australia who performs the duties of:<br>- Team Leader in a Contact Centre<br>- Housing Specialist in a Contact Centre<br>- Contact Centre Quality Assurance Manager<br>- Regional Operations Manager in a Regional Office<br>Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing  |
|      | Subsection 7.6.59.4  | Approve a request from a member to stay in a Service residence when they become a member without dependants.   |  |
|      | Subsection 7.6.59.5  | Approve a member or a member's dependants to remain in a Service residence on the breakdown of a relationship. |  |
| 7.37 | Paragraph 7.6.60.2.b | Decide a day that is reasonable for dependants to move out of a Service  | Director Relocations and Housing<br>Assistant Director Relocations and Housing   |

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|      |                          | residence after the death of a member.  | Assistant Contract Manager Relocations and Housing  |
| 7.38 | Subsection 7.6.62.2      | Decide a date that a member could have completed a removal to a rejected residence if they had accepted a reasonable offer for that residence.  | An employee of Defence Housing Australia who performs the duties of: <ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> <li>- Housing Specialist in a Contact Centre</li> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> </ul> Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing |
| 7.39 | Paragraph 7.6.64.3.b     | Be satisfied that a member and their dependants have taken reasonable steps to vacate a Service residence at a personal location for the purpose of extending the member's eligibility for the Service residence after their new posting has commenced. | Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing  |
| 7.40 | Subsection 7.7.7.1       | Decide that two members may share accommodation.  | An employee of Defence Housing Australia who performs the duties of: <ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> <li>- Housing Specialist in a Contact Centre</li> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> </ul> Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing |
|      | Paragraph 7.7.8.1.a      | Allow a partner to live in accommodation with a member for the purpose of the recognition of a partnership.   |   |
| 7.41 | Subparagraph 7.7.8.2.a.i | Allow dependants to live with a member in the accommodation.  | An employee of Defence Housing Australia who performs the duties of:  |

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|      | Subsection 7.7.8.5  | Approve a request from a member to remain in accommodation for a period longer than 28 days if the member is having difficulty finding a suitable Service residence or rent allowance property. | <ul style="list-style-type: none"> <li>- Housing Specialist in a Contact Centre</li> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> </ul> Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing  |
| 7.42 | Subsection 7.7.16.4 | On application from the member, review the member's contribution and notify of the decision in writing when the member has been promoted.   | An employee of Defence Housing Australia who performs the duties of: <ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> <li>- Housing Specialist in a Contact Centre</li> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> </ul> Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing                                    |
| 7.43 | Subsection 7.7.19.3 | Decide that a member was granted leave without pay for exceptional reasons.   | Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions<br>Director General Army People Capability<br>Director Personnel Policy – ArmyStaff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army<br>Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force |
| 7.44 | Subsection 7.8.11.2 | Approve a higher rent ceiling for a member's posting location where a rent ceiling has not been determined.   | An employee of Defence Housing Australia who performs the duties of: <ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> </ul>   |

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|      | Subsection 7.8.12.2                     | Approve an increase in a member's rent ceiling in certain circumstances.   | <ul style="list-style-type: none"> <li>- Housing Specialist in a Contact Centre</li> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> <li>- Complex Task Consultant in a Contact Centre</li> </ul> <p>Director Relocations and Housing<br/>Assistant Director Relocations and Housing<br/>Assistant Contract Manager Relocations and Housing</p>  |
| 7.45 | Subsection 7.8.20.4                     | Decide if a member is subletting their home.   | <p>An employee of Defence Housing Australia who performs the duties of:</p> <ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> <li>- Housing Specialist in a Contact Centre</li> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> </ul> <p>Director Relocations and Housing<br/>Assistant Director Relocations and Housing<br/>Assistant Contract Manager Relocations and Housing</p>  |
|      | Subsection 7.8.23.3                     | Decide if a member is subletting their home.   |  |
| 7.46 | Subsection 7.8.27.4                     | Receive in writing from a member a request to review their eligibility for rent allowance. Notify the member of the decision in writing. | <p>An employee of Defence Housing Australia who performs the duties of:</p> <ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> <li>- Housing Specialist in a Contact Centre</li> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> <li>- Complex Task Consultant in a Contact Centre</li> </ul> <p>Director Relocations and Housing<br/>Assistant Director Relocations and Housing<br/>Assistant Contract Manager Relocations and Housing</p> |
| 7.47 | Subsection 7.8.30.1, table item 1.a.iii | Decide the date a member with dependant's rent allowance should end, if a member is unable to be removed within the usual time           | <p>An employee of Defence Housing Australia who performs the duties of:</p> <ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> <li>- Housing Specialist in a Contact Centre</li> </ul>  |

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|   | periods, for reasons beyond their control.  | <ul style="list-style-type: none"> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> </ul> Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing |
| Subsection 7.8.30.1, table item 1.b.iii | Decide on a longer period of eligibility for rent allowance after an event occurs that would end or limit the benefit.  |   |
| Subsection 7.8.30.1, table item 2.a.iii | Decide the date a member with dependant (unaccompanied)'s rent allowance should end, if a member is unable to be removed within the usual time periods, for reasons beyond their control. |   |
| Subsection 7.8.30.1, table item 2.b.iii | Decide on a longer period of eligibility for rent allowance after an event occurs that would end or limit the benefit.  |   |
| Subsection 7.8.30.1, table item 2.c.iii | Decide on a longer period of eligibility for rent allowance after an event occurs that would end or limit the benefit.  |   |
| Subsection 7.8.30.1, table item 3.a.iii | Decide the date a member with dependant (unaccompanied)'s rent allowance should end, if a member is unable to be removed within the usual time periods, for reasons beyond their control. |   |
| Subsection 7.8.30.1, table item 3.b.iii | Decide on a longer period of eligibility for rent allowance after an event occurs that would end or limit the benefit.  |   |

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|      | Subsection 7.8.30.1, table item 4.a.iii | Decide the date a member without dependant's rent allowance should end, if a member is unable to be removed within the usual time periods, for reasons beyond their control. |   |
|      | Subsection 7.8.30.1, table item 4.b.iii | Decide on a longer period of eligibility for rent allowance after an event occurs that would end or limit the benefit.   |   |
| 7.48 | Subsection 7.8.34.3                     | Decide that a member was granted leave without pay for exceptional reasons.  | <p>Director General Navy People<br/> Director Navy Recruiting, Retention and Transitions<br/> Deputy Director Navy Employment Conditions<br/> Director General Army People Capability<br/> Director Personnel Policy – Army<br/> Staff Officer Grade 1 – Delegations – Army<br/> Staff Officer Grade 1 – Personnel Policy – Army<br/> Director General Personnel – Air Force<br/> Director Personnel Policy – Air Force<br/> Deputy Director Personnel Policy – Air Force<br/> Deputy Director Service Conditions – Air Force</p> |
| 7.49 | Paragraph 7.8.37.2.c                    | Determine a day more than six months after a member's death that rent allowance will cease for their dependants.   | <p>Director Relocations and Housing<br/> Assistant Director Relocations and Housing<br/> Assistant Contract Manager Relocations and Housing</p>   |
|      | Subsection 7.8.37.4                     | Determine the date to which rent allowance will continue to be paid, after a member's death.   |   |

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| 7.50 | Subsection 7.8.45.2  | Decide that a member who received an advance payment has not paid or lodged it.   | <p>An employee of Defence Housing Australia who performs the duties of:</p> <ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> <li>- Housing Specialist in a Contact Centre</li> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> </ul> <p>Director Relocations and Housing<br/>Assistant Director Relocations and Housing<br/>Assistant Contract Manager Relocations and Housing</p>   |
|      | Subsection 7.8.45.3  | Decide that a member who received an advance payment for rent has not entered a lease and paid rent within a reasonable period. |   |
|      | Paragraph 7.8.48.1.c | Decide that a house is unsuitable because the number or needs of a member's dependants has changed.                             |   |
|      | Paragraph 7.8.48.1.d | Decide that there are serious health, safety or security concerns if a member or their dependants stay at a house.              |   |
| 7.51 | Subsection 7.9.8.2   | Decide that a member pays a rate of contribution for meals they were paying before they started leave without pay.              | <p>Director General Navy People<br/>Director Navy Recruiting, Retention and Transitions<br/>Deputy Director Navy Employment Conditions<br/>Director General Army People Capability<br/>Director Personnel Policy – Army<br/>Staff Officer Grade 1 – Delegations – Army<br/>Staff Officer Grade 1 – Personnel Policy – Army<br/>Director General Personnel – Air Force<br/>Director Personnel Policy – Air Force<br/>Deputy Director Personnel Policy – Air Force<br/>Deputy Director Service Conditions – Air Force</p> |
| 7.52 | Subsection 7.10.4.2  | Reimburse a member an additional amount for utilities.  | An employee of Defence Housing Australia who performs the duties of:  |

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|  | Subsection 7.10.5.2  | Approve that a member be repaid for utilities when they are away from their home for longer than one month. | <ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> <li>- Housing Specialist in a Contact Centre</li> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> </ul> |
|  | Subsection 7.10.13.2 | Decide that a member who received an advance for a utility connection deposit has not paid or lodged it.    | <p>Director Relocations and Housing<br/> Assistant Director Relocations and Housing<br/> Assistant Contract Manager Relocations and Housing</p>   |

## Chapter 8 Members and their dependants

| Item | Provision                          | General description   | Authorised person  |
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| 8.1  | Subsection 8.3.6.2, table item 4.c | Determine that the member's situation is similar to a member whose dependants moved to a personal location after 17 February 2011.  | Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions<br>Director General Army People Capability   |
|      | Subsection 8.3.6.6                 | Decide that a member is taken to be a member with dependants (unaccompanied).   | Director Personnel Policy – Army<br>Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army  |
|      | Paragraph 8.3.7.b                  | Determine that a categorisation ceases for a member even though the circumstances on which it was granted have not changed.   | Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force  |
| 8.2  | Paragraph 8.3.7.c                  | Decide that a categorisation ceases for a member as the member's circumstances have changed, and the member does not qualify for the member with dependants (unaccompanied) category. | Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions<br>Director General Army People Capability<br>Director Personnel Policy – Army<br>Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army<br>Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force<br>Commanding Officer, Officer Commanding or Unit Executive (Air Force only) not below MAJ(E) in the member's direct chain of command |

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| 8.3 | Section 8.4.6                  | Bring forward or extend a period in which a member is eligible for education assistance for an eligible child.                           | Director General Defence Member and Family Support<br>Director Community Engagement, Defence Member and Family Support<br>A person not below CAPT(E)/APS 5 working in the Directorate of Community Engagement, Defence Member and Family Support |
|     | Subsection 8.4.7.1             | Approve payment of education assistance in special circumstances to a member who is not eligible for assistance.                         |  |
|     | Subsection 8.4.10.6, exception | Be satisfied that the eligible member cannot be reimbursed because they are away for reasons related to service.                         |  |
|     | Subsection 8.4.14.5            | Be satisfied that it is reasonable for a child with special needs to attend a private school with access to a special program.           |  |
|     | Subsection 8.4.15.1            | Extend the limits of education assistance if satisfied that a child requires further tuition or therapy to sustain academic performance. |  |
|     | Subparagraph 8.4.20.1.b.iii    | Decide a school year is critical to a child's education when the child does not accompany the member to the gaining location.            |  |
|     | Subparagraph 8.4.20.1.c.ii     | Approve a personal location where a child may attend school when the child does not accompany the member to the gaining location.        |  |
|     | Subsection 8.4.22.6, exception | Approve reimbursement of boarding costs incurred during school holidays  |  |

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|     |                      | or while the member or an adult dependant of the member lives within the student's location in special circumstances.   |  |
|     | Paragraph 8.4.24.2.b | Decide it is reasonable to approve accommodation expenses for a member's child who is a tertiary student studying away from the member's location of residence when an equivalent course is available at the posting location.    |  |
|     | Subsection 8.4.25.4  | Approve accommodation costs for a tertiary student dependant in special circumstances.  |  |
| 8.4 | Paragraph 8.5.3.1.c  | Approve the grant of emergency support for an emergency situation.  | Director General Defence Member and Family Support<br>Director Helpline, Incidents and Welfare Policy, Defence Member and Family Support   |
|     | Subsection 8.5.6.2   | Approve payment of travel and associated costs to a provider sourced from another location.   | Defence Member and Family Support Area Managers  |
| 8.5 | Paragraph 8.6.5.1.b  | Be satisfied that the dependant with special needs requires direct contact with relevant departments or institutions in the new posting location, and that travel to the new posting location is reasonable in the circumstances. | Director General Defence Member and Family Support<br>Director Community Engagement<br>A person not below MAJ(E)/APS 6 working in the Directorate of Community Engagement, Defence Member and Family Support |
|     | Paragraph 8.6.5.2.c  | Be satisfied that travel and accommodation for a pre-posting visit to the new posting location for another person is necessary to enable  |  |

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|     |                          | them to accompany the dependant with special needs.  |   |
|     | Subsection 8.6.5.3       | Be satisfied that travel under section 8.6.5 by a means that is not the most economical is appropriate after considering the needs of the dependant with special needs.    |   |
|     | Subsection 8.6.5.4       | Be satisfied that the accommodation being provided under section 8.6.5 is appropriate after considering the needs of the dependant with special needs.                     |   |
| 8.6 | Paragraph 8.6.8.1.b      | Be satisfied that a service residence in a higher rent band in the members posting location is reasonable after considering the needs of the dependant with special needs. | <p>Director Relocations and Housing<br/> Assistant Director Relocations and Housing<br/> Assistant Contract Manager Relocations and Housing<br/> An employee of Defence Housing Australia who performs the duties of:</p> <ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> <li>- Housing Specialist in a Contact Centre</li> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> </ul> |
| 8.7 | Subsection 8.6.8.2       | Be satisfied that the house modifications under paragraph 8.6.8.1.a are appropriate and will not significantly alter the structure of the house.                           | <p>Director Relocations and Housing<br/> Assistant Director Relocations and Housing<br/> Assistant Contract Manager Relocations and Housing</p>   |
| 8.8 | Subparagraph 8.6.9.1.b.i | Be satisfied after considering any medical evidence provided that the adult dependant with special needs has a severe medical issue that will                              | <p>Director General Defence Member and Family Support<br/> Director Community Engagement</p>  |

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|      |                           | limit their ability to assist with unpacking.  | A person not below MAJ(E)/APS 6 working in the Directorate of Community Engagement, Defence Member and Family Support   |
|      | Subparagraph 8.6.9.1.b.ii | Be satisfied, after considering any medical evidence provided, that a dependant with special needs who has a severe medical issue, will limit the member or their partner's ability to assist with unpacking.                                  |   |
| 8.9  | Paragraph 8.6.12.1.a      | Be satisfied that it is appropriate after considering the special needs of the member's dependant for the member to be eligible for a Service residence in a higher rent band than their rank group is eligible for under subsection 7.6.13.1. | <p>Director Relocations and Housing</p> <p>Assistant Director Relocations and Housing</p> <p>Assistant Contract Manager Relocations and Housing</p> <p>An employee of Defence Housing Australia who performs the duties of:</p> <ul style="list-style-type: none"> <li>- Team Leader in a Contact Centre</li> <li>- Housing Specialist in a Contact Centre</li> <li>- Contact Centre Quality Assurance Manager</li> <li>- Regional Operations Manager in a Regional Office</li> </ul> |
| 8.10 | Paragraph 8.6.12.1.b      | Be satisfied that it is reasonable for the member to be eligible for unpacking assistance under section 8.6.9.   | <p>Director General Defence Member and Family Support</p> <p>Director Community Engagement</p> <p>A person not below MAJ(E)/APS6 working in the Directorate of Community Engagement, Defence Member and Family Support</p>  |
| 8.11 | Subsection 8.7.3.2        | Approve assistance under Part 7 for people other than those listed in subsection 8.7.3.1.  | Director Helpline, Incidents and Welfare Policy, Defence Member and Family Support  |
|      | Subsection 8.7.5A         | Approve assistance for attendance at a briefing before the public release of a Court of Inquiry report.  |   |
|      | Subsection 8.7.6.2        | Approve payment of vehicle allowance to a person if it is reasonable to assist the person to   |   |

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|      |                     | travel to attend the Court of Inquiry on a daily basis.  |  |
|      | Subsection 8.7.6.4  | Approve a return economy class trip within Australia if it is unreasonable for a person to travel to attend the Court of Inquiry on a daily basis. |  |
|      | Subsection 8.7.7.1  | Approve accommodation if it is unreasonable for a person to travel to attend the Court of Inquiry on a daily basis.                                |  |
|      | Subsection 8.7.7.2  | Approve assistance if it is considered unreasonable for a person to walk from accommodation to attend the Court of Inquiry.                        |  |
|      | Subsection 8.7.9.4  | Approve a higher rate of payment for incidental expenses if it is reasonable, on a case by case basis.   |  |
|      | Subsection 8.7.10.2 | Approve payment of reasonable costs for dependant care.  |  |
| 8.12 | Subsection 8.10.3.3 | Grant up to four additional sessions for an issue under the Reserve Assistance Program.  | Director Defence Centre for Occupational Health and Safety<br>Assistant Director Work Health and Safety Branch |

## Chapter 9 ADF travel in Australia

| Item | Provision   | General description  | Authorised person  |
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| 9.1  | Section 9.0.3, definition of <i>allowable travel time</i> | Decide the number of kilometres a person with special needs can travel in a day.   | Director or Commanding Officer or supervisor not below MAJ(E)/APS 6 in the member's direct chain of command or supervision   |
| 9.2  | Subsection 9.1.3.2  | Decide the most economical means of travel.  | Supervisor not below WO2(E)/APS 4 in the member's direct chain of command or supervision   |
|      | Subsection 9.1.3.4  | Grant a member's request for the use of coach travel in certain circumstances.   |  |
|      | Subsection 9.1.4.2  | Decide that air travel is the most economical means of travel.   |  |
|      | Subsection 9.1.10.3                                       | Approve the method for sending remaining baggage.  |  |
| 9.3  | Subsection 9.1.13.1                                       | Approve payment of reasonable costs of travel under Parts 1 to 4 of Chapter 9, for a person in prescribed classes who would not otherwise be eligible. | Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions<br>Director General Army People Capability<br>Director Personnel Policy – Army<br>Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army<br>Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force |

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| 9.4 | Paragraph 9.2.6.b, exception ii | Approve the excess cost of accompanied baggage costs for one additional piece of baggage if the temporary duty is longer than seven days.                                     | Supervisor not below WO2(E)/APS 4 in the member's direct chain of command or supervision |
|     | Subsection 9.2.7.2              | Allow a member to travel by less economical means.  |  |
|     | Subsection 9.2.10.1             | Approve travel for a member eligible for a removal when certain conditions are met.   |  |
|     | Subsection 9.2.11.1             | Approve removal travel when the member has approval to move dependants before the effective date of posting.  |  |
|     | Subsection 9.2.12.1             | Approve travel for a member without dependants, to the member's old location, to supervise the packing of their furniture or effects.   |  |
|     | Subsection 9.2.19.2             | Authorise payment of additional allowances and repayments for meals and accommodation when travel by vehicle to the member's next posting location is delayed or interrupted. |  |
|     | Subsection 9.2.24.2             | Approve the reimbursement of travel costs when a member has been recalled for emergency duty.   |  |

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| 9.5 | Subsection 9.2.25.1 | Approve travel for certain purposes associated with medical absence.  | Commanding Officer, Officer Commanding or Unit Executive (Air Force only) not below MAJ(E) in the member's direct chain of command  |
|     | Subsection 9.2.25.3 | Approve travel at a higher class or by means that are not the most economical for certain purposes associated with medical absence.                 |   |
|     | Subsection 9.2.25.5 | Reimburse the cost of travel for certain purposes associated with medical absence, to a member who paid for the travel themselves.                  |   |
| 9.6 | Subsection 9.2.26.1 | Approve travel for a member and their dependants from a posting location to the location of a registered specialist medical or dental practitioner. | Director or Commanding Officer not below MAJ(E)/APS 6 in the member's direct chain of command or supervision<br>Officer in Charge Air Base Logistics Flight, No. 17 Squadron<br>Executive Officer/Air Base Executive Officer, 17 Squadron<br>Officer in Charge Air Base Operations Flight, No. 17 Squadron<br>Executive Officer, No. 75 Squadron<br>Senior Engineering Officer, No. 75 Squadron |
|     | Subsection 9.2.26.5 | Approve travel for a member or another person if the dependant needs to be accompanied.   |   |
| 9.7 | Subsection 9.2.32.4 | Grant an additional amount to a member when travelling by private vehicle on ceasing continuous full time service.                                  | Supervisor not below WO2(E)/APS 4 in the member's direct chain of command or supervision  |
|     | Subsection 9.2.41.2 | Approve a Reserve member's travel by means that are not the most economical.  |   |
|     | Subsection 9.3.5.3  | Approve travel by other than the most economical means on marriage or ADF recognition of partnership.   |   |

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|     | Section 9.3.11   | Approve travel by other than the most economical means on change of family status in special circumstances.   |  |
|     | Section 9.3.16, definition of <i>breakdown of relationship</i> | Decide that a separation has occurred.  |  |
|     | Subsection 9.3.18.4  | Approve air travel for a non-Service spouse or interdependent partner on breakdown of relationship if travel is for reasons other than those in section 9.1.4.  |  |
| 9.8 | Paragraph 9.3.32.3.a   | Be satisfied a member could not use reunion travel credits before they expired due to Service reasons for the purpose of extending the period in which they may be used.                              | Director or Commanding Officer not below MAJ(E)/APS 6 in the member's direct chain of command or supervision<br>Senior Officer 1 – Ground Academy Services<br>Senior Officer 2A – Ground Academy Services<br>Senior Officer 2B – Ground Academy Services |
|     | Paragraph 9.3.33B.a  | Be satisfied that it is reasonable to approve a member to use multiple reunion travel credits to offset the travel costs of multiple dependants to visit the member at the member's posting location. |  |
| 9.9 | Subsection 9.3.36.3  | Approve three additional return journeys for a child for reunion travel in the calendar year.   | Director General Defence Member and Family Support<br>Director Community Engagement, Defence Member and Family Support<br>A person not below CAPT(E)/APS 5 working in the Directorate of Community Engagement, Defence Member and Family Support         |
|     | Subsection 9.3.42.1  | Approve one additional journey for a child per calendar year whose parents are living in a remote posting location.   |  |

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| 9.10 | Subsection 9.3.52.1 | Grant a member compassionate travel.   | <b>First grant</b><br>The member's supervisor not below WO2(E)/APS 4 in the member's direct chain of command or supervision<br><b>Second and subsequent grants</b><br>Commanding Officer or supervisor not below MAJ(E)/APS 6 in the member's direct chain of command or supervision               |
|      | Subsection 9.3.52.2 | Grant a member's partner compassionate travel.   |  |
| 9.11 | Section 9.3.53      | Grant travel for a member, spouse or partner for other exceptional reasons.                            | Commanding Officer or supervisor not below MAJ(E)/APS 6 in the member's direct chain of command or supervision.  |
| 9.12 | Subsection 9.3.55.2 | Approve return travel to and from the nearest appropriate international terminal in Australia.         | <b>First grant</b><br>The member's supervisor not below WO2(E)/APS 4 in the member's direct chain of command or supervision<br><b>Second and later grants in a calendar year</b><br>Commanding Officer or supervisor not below MAJ(E)/APS 6 in the member's direct chain of command or supervision |
| 9.13 | Subsection 9.3.57.2 | Authorise a member use their own means of transport if it is more suitable than means in subsection 1. | The member's supervisor not below WO2(E)/APS 4 in the member's direct chain of command or supervision  |
| 9.14 | Subsection 9.3.59.2 | Transfer a member's compassionate leave travel benefit to another family member.                       | Commanding Officer or supervisor not below MAJ(E)/APS 6 in the member's direct chain of command or supervision   |
|      | Section 9.3.60      | Approve travel for a member's children.  |  |
| 9.15 | Section 9.3.65      | Approve a person as eligible for support through the Australians Dangerously Ill Scheme.               | Director General Defence Member and Family Support<br>Director Helpline, Incidents and Welfare Policy, Defence Member and Family Support   |
|      | Subsection 9.3.67.1 | Approve a person as an approved visitor.   |  |

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| Subsection 9.3.67.4            | Approve a person to accompany an approved visitor in exceptional circumstances.   |  |
| Subsection 9.3.68.2            | Approve additional benefits in relation to a visit when a medical authority recommends that a longer visit would benefit the eligible person. |  |
| Subsection 9.3.71.1            | Approve return economy class air travel within Australia for an approved visitor.   |  |
| Subsection 9.3.71.4            | Approve the reimbursement of costs for travel arranged by an approved visitor.  |  |
| Subsection 9.3.71.5, exception | Approve the reimbursement of travel costs if an approved visitor is required to return to their home location during an approved period.      |  |
| Subsection 9.3.71.6            | Approve the reimbursement of travelling costs when an approved visitor has stayed beyond the approved period.                                 |  |
| Subsection 9.3.72.1            | Approve travel by private vehicle for an approved visitor.  |  |
| Subsection 9.3.72.2            | Approve the reimbursement of costs when an approved visitor has travelled by private vehicle.   |  |
| Subsection 9.3.73.1            | Approve commercial accommodation for an approved visitor.   |  |

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|      | Subsection 9.3.73.3                     | Approve accommodation costs at a higher rate.  |  |
|      | Subsection 9.3.73.4                     | Approve the reimbursement of accommodation costs when an approved visitor has arranged their own accommodation.                            |  |
|      | Subsection 9.3.74.1                     | Approve the reimbursement of meal costs.   |  |
|      | Subsection 9.3.75.2                     | Approve an extension of benefits provided under the Division, subject to conditions.   |  |
|      | Subsection 9.3.75.3                     | Approve another visit for a member, subject to conditions.   |  |
| 9.16 | Section 9.3.77, table item 2, exception | Decide whether the dependants of a deceased Permanent Force member have established or intend to establish a permanent home in a location. | Commanding Officer or supervisor not below MAJ(E)/APS 6 in the member's direct chain of command or supervision |
| 9.17 | Subsection 9.4.4.1                      | Decide that a parent or child is a member's nominated family in certain circumstances.   | Director or Commanding Officer not below MAJ(E)/APS 6 in the member's direct chain of command or supervision   |
|      | Subsection 9.4.4.2                      | Approve a person as a member's closest relative where certain relationships could apply.   |  |
| 9.18 | Subsection 9.4.6.1                      | Approve recreational leave travel by the most economical means of public transport when a member meets specific conditions.                | Supervisor not below WO2(E)/APS 4 in the member's direct chain of command or supervision                       |

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| 9.19 | Subsection 9.4.8.3                | Defer a member's recreation leave travel benefit into the following leave year when a member cannot be granted their travel for Service reasons. | Director or Commanding Officer not below MAJ(E)/APS 6 in the member's direct chain of command or supervision   |
|      | Section 9.4.9                     | Grant a member recreation leave travel in advance of their next year's eligibility.  |  |
| 9.20 | Paragraph 9.4.11.1.a              | Decide that a member's nominated family is located at an alternative destination.  | Director or Commanding Officer not below MAJ(E)/APS 6 in the member's direct chain of command or supervision<br>Senior Officer 1 – Ground Academy Services<br>Senior Officer 2A – Ground Academy Services<br>Senior Officer 2B – Ground Academy Services   |
|      | Subsection 9.4.14.1               | Grant recreation leave travel under Chapter 9 Part 4 Division 1 to a member whose nominated family is living overseas.                           |  |
| 9.21 | Section 9.4.15                    | Approve recreation leave travel for a trainee.   | Senior Officer 1 – Ground Academy Services<br>Senior Officer 2A – Ground Academy Services<br>Senior Officer 2B – Ground Academy Services<br><b>For Navy and Air Force members:</b><br>Commanding Officer, Director or Unit Executive (Air Force only) not below MAJ(E)/APS 6 in the member's direct chain of command<br><b>For Army members:</b><br>Supervisor not below MAJ(E)/APS 6 in the member's direct chain of command or supervision |
| 9.22 | Subsection 9.4.26.4, table item 1 | Assess that a member is reasonably likely to serve in a location for two years.  | <b>For Navy members:</b><br>Commanding Officer (no rank limitation)  |

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| Subsection 9.4.26.4, table item 2 | Assess that a member is reasonably likely to serve in a location for one year.     | Supervisor not below MAJ(E)/APS 6 in the member's direct chain of command or supervision<br><b>For Army and Air Force members:</b><br>Commanding Officer, Director or Unit Executive (Air Force only) not below MAJ(E)/APS 6 in the member's direct chain of command |
| Paragraph 9.4.26.6.b              | Approve transfer of benefit to another member of the member's family or household. |  |
| Subsection 9.4.27.4, table item 1 | Assess that a member is reasonably likely to serve in a location for two years.    |  |
| Subsection 9.4.27.4, table item 2 | Assess that a member is reasonably likely to serve in a location for one year.     |  |
| Subsection 9.4.27.7               | Approve transfer of benefit to another member of the member's family or household. |  |
| Subsection 9.4.28.7               | Approve transfer of benefit to another member of the member's family or household. |  |
| Paragraph 9.4.29.2.a              | Decide that a member is reasonably likely to serve in a location for two years.    |  |
| Paragraph 9.4.29.3.a              | Decide that a member is reasonably likely to serve in a location for one year.     |  |
| Paragraph 9.4.29.3.b              | Decide that a member is reasonably likely to serve in a location for one year.     |  |

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|      | Subsection 9.4.30.6            | Approve the transfer of benefit to another member of the member's family or household.                           |  |
|      | Subsection 9.4.31.3            | Approve vehicle allowance in specific circumstances.   |  |
|      | Subsection 9.4.31.7            | Approve the transfer of benefit to another member of the member's family or household.                           |  |
| 9.23 | Subsection 9.4.33.2            | Grant a member or dependants an advance of one remote location leave travel benefit.                             | Director or Commanding Officer not below MAJ(E)/APS 6 in the member's direct chain of command or supervision |
|      | Subsection 9.4.35.2            | Defer the lapsing of a benefit for one year.   |  |
|      | Subsection 9.5.16.2            | Approve use of accommodation provided by the contracted service provider that is not normal accommodation stock. |  |
|      | Subsection 9.5.16.3            | Approve the use of accommodation that is not provided by the contracted service provider.                        |  |
|      | Subsection 9.5.18.1, exception | Consider that living in would make the member less efficient in the performance of their duties.                 |  |
|      | Subsection 9.5.23.4            | Approve an extension for more than one week for the use of the travel card to keep accommodation.                |  |
|      | Paragraph 9.5.26.1.b           | Decide that it is necessary for a Reserve member who lives more than 30 kilometres from their place              |  |

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|  | of duty, to stay overnight rather than return home immediately after a period of Reserve service.   |  |
| Subsection 9.5.29.2  | Approve an additional amount on a travel card in certain circumstances.   |  |
| Subsection 9.5.36.3, exception   | Decide that living-in would be detrimental to the efficient performance of member's duties.   |  |
| Subsection 9.5.42.4  | Approve an additional amount of allowance to keep the accommodation for longer than one week.   |  |
| Paragraph 9.5.44.1.b   | Decide that it is necessary for a Reserve member who lives more than 30 kilometres from their place of duty, to stay overnight rather than return home immediately after a period of Reserve service. |  |
| Subsection 9.5.47.2  | Approve an additional amount of travelling allowance in certain circumstances.  |  |
| Paragraph 9.6.6.b, exception   | Approve payment of vehicle allowance for official travel by private vehicle when a member received executive vehicle allowance.   |  |
| Section 9.6.7, definition of <i>greater efficiency from the use of a vehicle</i> paragraph c | Satisfied that the member's personal interests would be harmed if they used normal means of travel.   |  |

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|      | Subsection 9.6.11.1 | Authorise a member to travel by private vehicle when on duty.  |   |
| 9.24 | Subsection 9.6.20.1 | Approve a member to travel by private vehicle if they are recalled to their normal place of duty outside their normal work hours.              | <b>For Navy members:</b><br>Commanding Officer (no rank limitation)<br>Supervisor not below MAJ(E)/APS 6 in the member's direct chain of command or supervision<br><br><b>For Army and Air Force members:</b><br>Director or Commanding Officer or supervisor not below MAJ(E)/APS 6 in the member's direct chain of command or supervision |
|      | Section 9.6.21      | Authorise a member granted travel on leave to an approved destination to travel by private vehicle to that destination.                        |   |
| 9.25 | Subsection 9.6.25.2 | Authorise payment of vehicle allowance for longer road distances than worked out under subsection 1 when the shortest route is not reasonable. | Director of Defence Print and Travel Services<br>Director Relocations and Housing<br>Assistant Director Relocations and Housing<br>Assistant Contract Manager Relocations and Housing   |
| 9.26 | Subsection 9.6.27.1 | Approve an additional amount of vehicle allowance for reasonable costs.  | Director of Defence Print and Travel Services   |
| 9.27 | Subsection 9.7.1.1  | Approve travel by private aircraft in certain circumstances.   | Director or Commanding Officer not below MAJ(E)/APS 6 in the member's direct chain of command or supervision  |
|      | Subsection 9.7.9.1  | Receive written confirmation that a private aircraft is covered by comprehensive and third party insurance.                                    |   |

## Chapter 10 *Clothing and personal effects*

| Item | Provision            | General description   | Authorised person  |
|------|----------------------|---|--|
| 10.1 | Paragraph 10.2.3.1.b | Decide that the costs of uniforms and personal necessities purchased privately by the member are reasonable.  | An officer not below MAJ(E)/APS 6 in the member's direct chain of command or supervision   |
| 10.2 | Paragraph 10.3.2.1.c | Approve a member as eligible for aide-de-camp, ADF advisor and other specified person allowance.  | <p>Director General Navy People</p> <p>Director General Army People Capability</p> <p>Director Personnel Policy – Army</p> <p>Staff Officer Grade 1 – Delegations – Army</p> <p>Staff Officer Grade 1 – Personnel Policy – Army</p> <p>Director General Personnel – Air Force</p> <p>Director Personnel Policy – Air Force</p> <p>Deputy Director Personnel Policy – Air Force</p> <p>Deputy Director Service Conditions – Air Force</p> |
| 10.3 | Subsection 10.4.2.1  | Be satisfied it is reasonable to pay a member for loss or damage to clothing or personal effects and that the member took reasonable steps to avoid the loss or damage to the clothing or personal effects. | <p>Director General Navy People</p> <p>Director Navy Recruiting, Retention and Transitions</p> <p>Deputy Director Navy Employment Conditions</p> <p>Director Navy Training</p> <p>Director Fleet Executive</p> <p>Director General Army People Capability</p>  |

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|      | Subsection 10.4.3.1           | Determinate the amount of the payment under section 10.4.2 for loss or damage to clothing or personal effects. | Director Personnel Policy – Army<br>Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army<br>Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force  |
|      | Subsection 10.4.4.1           | Decide an amount to be paid to compensate a member for loss or damage to clothing or personal effects.         |   |
|      | Paragraph 10.4.5.a, exception | Decide to approve a claim if a member has been recalled from leave.  |   |
| 10.4 | Subparagraph 10.5.2.b.ii      | Approve plain clothing allowance for a member who is posted to the CDF Signals Detachment.                     | Director General Navy People<br>Director General Army People Capability<br>Director Personnel Policy – Army<br>Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army<br>Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force |

## **Chapter 11      ADF-related compensation**

| <b>Item</b> | <b>Provision</b>     | <b>General description</b>  | <b>Authorised person</b>  |
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| 11.1        | Subsection 11.3.4.3  | Decide that a person needs support to carry out their role in making decisions on financial or legal matters. | Director General Defence Member and Family Support  |
| 11.2        | Subsection 11.4.12.1 | Approve floral and non-floral tributes to a member.   | Commanding Officer, Officer Commanding or Unit Executive (Air Force only) not below MAJ(E) in the member's direct chain of command<br>Director General Navy People<br>Director General Army People Capability<br>Director General Personnel – Air Force<br>Director General Defence Member and Family Support |

## Chapter 12 Overseas conditions of service – overview

| Item | Provision            | General description  | Authorised person  |
|------|----------------------|--|--|
| 12.1 | Subsection 12.3.3.3  | Approve travel costs that exceed the minimum cost.   | Director of Defence Print and Travel Services<br>Director of Attaché and Overseas Management<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts   |
| 12.2 | Subsection 12.3.5.2  | Approve a person who is a relative of the member, their spouse or partner as a dependant for a specified period.   | A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts   |
| 12.3 | Subsection 12.3.5.5  | For the purpose of approving a person as a dependant, approve a period of between 6 and 12 months as the period for which the dependant lives, or intends to live with the member at the posting location. | Director General of Navy People<br>Director General Army People Capability<br>Director Personnel Policy – Army<br>Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army<br>Director General Personnel – Air Force<br>Director-General Australian Signals Directorate<br>Director Defence Intelligence Organisation<br>Director Australian Geospatial Organisation<br>Chief Security Officer Defence Security Authority |
| 12.4 | Paragraph 12.3.9.1.b | Approve a period of duty in a series of overseas countries that are more than a combined total of 6 months as a long-term posting overseas.  | Head Navy People Training and Resources<br>Director General Navy People<br>Director General Army People Capability<br>Director General Personnel – Air Force   |

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| 12.5 | Paragraph 12.3.9.1.c | Approve an extension to a period of short-term duty beyond six months for the purpose of the definition of 'long-term posting overseas'.  | Director General Navy People<br>Director General Army People Capability<br>Director General Personnel – Air Force<br>Director General Support Headquarters Joint Operations Command  |
| 12.6 | Subsection 12.3.18.2 | Extend a period of short-term duty.   | Head Navy People Training and Resources<br>Commodore Training<br>Director General Navy People<br>Director General Army People Capability<br>Director General Personnel – Air Force<br><b>For a member on a Headquarters Joint Operations Command-led overseas peacetime operation, exercise or activity:</b><br>Headquarters Joint Operations Command J1/J4 Director General Support |
| 12.7 | Subsection 12.4.6.2  | Approve additional allowances and benefits for a member serving with the UN as if the member were going on, or on a long-term posting.  | First Assistant Secretary People Policy and Culture  |
| 12.8 | Subsection 12.6.4.2  | Approve a reduction in the amount payable by the member for the dependant's housing due to financial hardship.  | Director Attaché and Overseas Management.<br>Senior ADF Representative at the overseas post  |
| 12.9 | Subsection 12.7.6.2  | Extend the time for which dependants may continue to receive certain benefits at the posting location following the death of a member, if satisfied that the dependants should be granted more time to conclude their arrangements at the location. | Director Attaché and Overseas Management<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts   |

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| 12.10 | Paragraph 12.7.7.1.c | Decide that the beneficiary made reasonable efforts to sell the vehicle or towable item without making a loss. | A person working in the Pay and Administration Centre – Victoria who is: <ul style="list-style-type: none"> <li>- Overseas Administration Team Leader</li> <li>- Pay and Administration Manager Specialist</li> <li>- Civilian and Overseas Pay and Administration Centre Manager</li> <li>- Director Pay and Administration Centre</li> </ul> |
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## Chapter 13 Short-term duty overseas

| Item | Provision                          | General description  | Authorised person  |
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| 13.1 | Paragraph 13.2.5A.2.a              | Decide that a higher class of travel for a member on an overseas study tour is reasonable.   | A person not below MAJGEN(E)/SES Band 2 who is a Group Head  |
| 13.2 | Paragraph 13.2.5A.2.b              | Decide that a higher class of travel for member who holds the rank of Brigadier or higher is reasonable.   | A person not below MAJGEN(E)/SES Band 2 who is a Group Head<br>Deputy Chief Joint Operations   |
|      | Subsection 13.2.5B.2               | Decide that a higher class of travel for a member on a Headquarters Joint Operations Command-led overseas peacetime operation, exercise or activity is reasonable. |  |
| 13.3 | Subsection 13.2.8.1                | Decide that there are special reasons for a member to be provided with first class air travel.   | Director of Defence Print and Travel Services  |
| 13.4 | Subsection 13.3.11.1               | Approve the use of the travel card for additional travel costs while on short-term duty.   | Senior ADF Representative at the overseas post.<br>Director or Commanding Officer not below MAJ(E)/APS 6, in the member's direct chain of command or supervision<br>Director of Defence Print and Travel Services<br>A person not below MAJ(E)/APS 6 who is authorised to manage Defence personnel administration at the overseas post |
| 13.5 | Subsection 13.3.16.1, table item 2 | Decide a reasonable amount for meals for a member living in during short-term duty.  | Director of Defence Print and Travel Services  |
| 13.6 | Subsection 13.3.18.5               | Decide that a member does not need to repay an amount spent on the travel card, if the member is unable to recover the cost of any items                           | Director or Commanding Officer not below MAJ(E)/APS 6, in the member's direct chain of command or supervision<br>Director of Defence Print and Travel Services   |

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|      |                      | purchased on it for a planned trip overseas on short-term duty, which did not occur.   | A person not below MAJ(E)/APS 6 who is authorised to manage Defence personnel administration at the overseas post<br>Senior ADF Representative at the overseas post |
|      | Subsection 13.3.19.2 | Decide that a member may use the travel card to purchase additional equipment when the maximum benefit is insufficient.  |   |
| 13.7 | Subsection 13.3.19.5 | Decide that specific conditions are met, for the purposes of purchasing additional equipment.  | Director of Defence Print and Travel Services   |
| 13.8 | Paragraph 13.4.3.1.b | Approve an overseas program or project to be similar to a Defence Cooperation Program or Project, for eligibility for special conditions for short-term duty.  | A person not below MAJGEN(E)/ SES Band 2 who is a Group Head  |
| 13.9 | Paragraph 13.4.5.2.a | Approve reimbursement of reasonable costs incurred by a member to obtain food, and drinks, excluding alcohol, not above the rate for meals, when the member is on a Defence Cooperation Program or similar project, is not in a hotel or similar accommodation, and is not provided with food. | Director of Defence Print and Travel Services   |
|      | Subsection 13.4.6.1  | Determine that the food provided to a member on a Defence Cooperation Program or similar project is insufficient to satisfy ordinary dietary needs.  |   |

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| 13.10 | Subsection 13.4.8.1 | Authorise an amount to help a member with travel costs associated with participation in an officially approved overseas activity. | A person not below MAJGEN(E)/SES Band 2 who is a Group Head |
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## Chapter 14 Relocating to or from a long-term posting overseas

| Item | Provision            | General description  | Authorised person   |
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| 14.1 | Subsection 14.2.4.8  | Approve specified health care costs if a person is not certified as fit in the pre-departure medical or dental certificate.  | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below MAJ(E)/APS 6 who is authorised to manage Defence personnel administration at the overseas post  |
| 14.2 | Subsection 14.2.11.2 | Decide a reasonable amount to repay a member if unavoidable costs incurred for a cancelled posting are not paid in another allowance or recoverable from the supplier. | Director Personnel Administration Centre – Victoria   |
| 14.3 | Subsection 14.3.5.2  | Decide which household items of a member are to be removed to the posting location and how they are to be removed.   | Senior ADF Representative at the overseas post<br>A person not below MAJ(E)/APS 6 who is authorised to manage Defence personnel administration at the overseas post<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts |
| 14.4 | Subsection 14.3.11.2 | Approve a member to fill available removal space for a volume-based removal.   | Senior ADF Representative at the overseas post.<br>Director of Attaché and Overseas Management<br>A person not below MAJ(E)/APS 6 who is authorised to manage Defence personnel administration at the overseas post   |
|      | Subsection 14.3.11.3 | Decide which household items of a member are to be removed from a posting location how they are to be removed, on return to Australia.                                 |   |
| 14.5 | Subsection 14.3.11.5 | Approve the most efficient and effective transport for a removal at the end of a posting.  | Director of Attaché and Overseas Management<br>A person not below MAJ(E)/APS 6 who is authorised to manage Defence personnel administration at the overseas post  |

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| 14.6 | Subsection 14.3.21.3     | In special circumstances, approve the total cost of all removal and storage costs where a member and dependants are removed from the posting location at different times. | Senior ADF Representative at the overseas post.<br>Director of Attaché and Overseas Management<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts   |
| 14.7 | Subparagraph 14.3.22.1.b | Decide whether certain prescribed conditions apply for the purpose of removing dependants in Australia.   | Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions  |
|      | Subsection 14.3.22.2     | If a member is posted unaccompanied, approve a removal for dependants remaining in Australia and decide the destination of the removal.                                   | Director General Army People Capability<br>Director Personnel Policy – Army<br>Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army   |
|      | Subsection 14.3.22.4     | Approve the reimbursement of the cost of a private removal before the removal takes place.  | Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force  |
| 14.8 | Subsection 14.3.25.1     | Approve a removal of personal effects to the posting location when a member has married away from the posting location.   | Director General Navy People<br>Director Navy Recruiting, Retention and Transitions<br>Deputy Director Navy Employment Conditions<br>Director General Army People Capability   |
|      | Subsection 14.3.25.2     | Approve a removal of personal effects to the posting location when a member has a partnership recognised away from the posting location.                                  | Director Personnel Policy – Army<br>Staff Officer Grade 1 – Delegations – Army<br>Staff Officer Grade 1 – Personnel Policy – Army<br>Director General Personnel – Air Force<br>Director Personnel Policy – Air Force<br>Deputy Director Personnel Policy – Air Force<br>Deputy Director Service Conditions – Air Force |

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| 14.9  | Subsection 14.4.5.3  | Approve the use of one of the travel routes listed by the Director Defence Print and Travel Services as the international best fare for travel. | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2(E)/APS 5 who is authorised to manage personnel administration at the overseas post<br>A person not below WO2(E)/APS 5 working in Defence Travel who is authorised to manage overseas travel  |
| 14.10 | Subsection 14.4.7.7  | Approve special circumstances that require a member to be provided with first class air travel.   | Director of Defence Print and Travel Services<br>Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management   |
| 14.11 | Subsection 14.4.11.1 | Authorise payment to a member for excess baggage charges.   | Director of Defence Print and Travel Services<br>Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2(E)/APS 5 who is authorised to manage personnel administration at the overseas post  |
| 14.12 | Subsection 14.4.17.1 | Approve an application for a dependant not to travel with the member (on deferred travel or early return to Australia).                         | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts  |
|       | Paragraph 14.4.17.2A | Reduce the period a member must have served at the posting location to less than 12 months, for a dependant to be eligible for return travel.   |  |
| 14.13 | Subsection 14.5.3.3  | Approve a longer period for settling in allowance, if satisfied that the member should be allowed more time to obtain permanent accommodation.  | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2(E)/APS 5 who is authorised to manage Defence personnel administration at the overseas post<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts |

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| 14.14 | Subsection 14.5.4.3, exception | Extend the settling out period if a longer period in temporary accommodation is required.   | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2(E)/APS 5 who is authorised to manage Defence personnel administration at the overseas post |
|       | Subsection 14.6.10.2           | Decide that it is essential for a member or dependant to buy clothes or other personal items in order to live at an evacuation location.    |  |
| 14.15 | Subsection 14.6.13.3           | Decide to pay an amount considered reasonable for additional costs incurred as a result of distance education during evacuation.            | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management  |
| 14.16 | Paragraph 14.6.14.1.b          | Determine suitable accommodation for the period of the reunion during evacuation.   | A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts   |
| 14.17 | Subsection 14.6.17.3           | Authorise payment of a reasonable amount for losses for members withdrawn suddenly and unexpectedly from a long-term posting at a location. | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management  |
| 14.18 | Subsection 14.6.21.4           | Decide a reasonable amount in the circumstances for loss or damage to possessions.  | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below MAJ(E)/APS 6 who is authorised to manage Defence personnel administration at the overseas post |
|       | Paragraph 14.6.21.5.b          | Decide that it would have been reasonable for a member to fully insure possessions against the event that caused the loss or damage.        |  |
| 14.19 | Paragraph 14.6.22.2.b          | Decide a reasonable amount in the circumstances for depreciation of a member's motor vehicle.   | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2(E)/APS 5 who is authorised to manage Defence personnel administration at the overseas post |

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| 14.20 | Subsection 14.6.23.1 | Direct that a member's possessions are presumed lost on a specific date. | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below MAJ(E)/APS 6 who is authorised to manage Defence personnel administration at the overseas post |
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## Chapter 15 *Living and working on a long-term posting overseas*

| Item | Provision   | General description   | Authorised person   |
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| 15.1 | Paragraph 15.1.4.d, definition of <i>close relative</i> | Approve a person as a close relative of the member, spouse or partner.  | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2/APS 5 who is authorised to manage Defence personnel administration at the overseas post   |
| 15.2 | Subsection 15.1.8.2, definition of <i>utilities</i>     | Decide that the water available at a member's residence is not fit for consumption.   | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2(E)/APS 5 who is authorised to manage Defence personnel administration at the overseas post<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts        |
| 15.3 | Subsection 15.2A.16.1                                   | Decide that a member on long-term posting on Manhattan Island USA is obliged to pay a Christmas bonus.  | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person who is authorised to manage Defence personnel administration at the overseas post and is not below MAJ(E)/APS 6<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts |
| 15.4 | Subsection 15.2A.25.3                                   | Extend the period of eligibility to overseas living allowances following cessation of a long-term posting when a dependant remains at the posting location. | A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts  |

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| 15.5 | Paragraph 15.2A.27.4.b | Approve a period at a posting location as equivalent to the local meal times and hours that the member normally observes.  | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2(E)/APS 5 who is authorised to manage Defence personnel administration at the overseas post<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts |
|      | Section 15.2A.29       | Decide a reasonable amount to be reimbursed in the circumstances for purchase of special garment worn by a member or dependant only to conform to a dress code imposed by religious custom or law at the posting location. |  |
| 15.6 | Subsection 15.3.12.1   | Authorise up to four reunion visits a year by a dependant who does not live at the member's posting location.  | A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts   |
|      | Subsection 15.3.12.1A  | Approve additional reunion visits for a member posted to Cherbourg, who has a child who is a dependant enrolled in boarding school at St John's College, Southsea, England.  |  |
|      | Subsection 15.3.13.1   | Approve a reunion visit within 3 months of the start or end of the posting period.   |  |
|      | Subsection 15.3.14.4   | Authorise a member be provided with a ticket for transport instead of reimbursement for reunion travel.  |  |
|      | Paragraph 15.3.17.1.b  | Decide that it is reasonable for a dependant to be reunited with other people.   |  |

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| 15.7 | Subsection 15.3.21.1 | Authorise a member to use their private vehicle for official purposes.   | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2(E)/APS 5 who is authorised to manage Defence personnel administration at the overseas post<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts |
|      | Subsection 15.3.25.1 | Authorise hire of an official vehicle for casual short-term private use.   |  |
|      | Subsection 15.3.25.3 | Decide that a member or dependant should be given a vehicle with a driver, because driving a motor vehicle at or in the region of a member's posting location would be an unacceptable risk to their personal safety or because the member or a dependant is not authorised to drive due to religious custom or law. |  |
|      | Subsection 15.3.26.1 | Allocate an official vehicle to a member, for continuous full-time private use for a set period of time.   |  |
| 15.8 | Subsection 15.3.29.1 | Waive the requirement to make a contribution for the use of an official vehicle.   | A person not below MAJGEN(E)/SES Band 2 who is a Group Head  |
| 15.9 | Subsection 15.3.33.2 | Be satisfied that the cost of return travel for a close relative of a seriously ill or very seriously ill person is reasonable.  | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2(E)/APS 5 who is authorised to manage Defence personnel administration at the overseas post<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts |
|      | Subsection 15.3.34.2 | Be satisfied that the cost of travel from the member's home to attend a funeral or to make necessary arrangements because of a death is reasonable.  |  |

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|       | Subsection 15.3.35.2       | Be satisfied that the cost of travel from the member's home to the location of a close relative who is seriously ill or very seriously ill, or to attend a funeral is reasonable. |   |
|       | Section 15.3.36            | Approve reimbursement of cost of fares for a child, having regard to specified conditions.  |   |
| 15.10 | Subsection 15.3.38.4       | Approve travel outside of a specified period when a member's long-term overseas posting has been extended.  | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management   |
| 15.11 | Subparagraph 15.4.3.1.a.ii | Determine that a home is of a suitable standard for the member's rank and duties at a location.   | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2/APS 5 who is authorised to manage Defence personnel administration at the overseas post   |
| 15.12 | Subsection 15.4.6.3        | Authorise a member to seek suitable privately leased housing when the member does not fall into a specified category.   | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2/APS 5 who is authorised to manage Defence personnel administration at the overseas post<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts |
| 15.13 | Subsection 15.4.9.2        | Approve the payment of an amount equal to what a member has had to pay to their landlord for property damage when it is clear the damage was not the fault of the member.         | Senior ADF representative at the overseas post<br>Director of Attaché and Overseas Management   |
| 15.14 | Subsection 15.4.15.2       | Decide the amount of additional costs incurred by a member for utilities, which is attributable to the  | Director of Attaché and Overseas Management   |

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|       |                       | member failing to exercise care and economy in the use of utilities.  | A person not below WO2/APS 5 who is authorised to manage Defence personnel administration at the overseas post<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts  |
| 15.15 | Subsection 15.4.21.2  | Waive the rent and utilities contribution for a period, when a member's spouse is away from the posting location, for a member who meets the prescribed conditions.                               | A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts  |
|       | Paragraph 15.4.23.1.a | Decide a reasonable reduction of a member's rent and utilities contribution where, because of a long-term posting, the member establishes and maintains a household in Australia for a dependant. |   |
| 15.16 | Subsection 15.4.24.3  | Reduce in whole or in part the rent and utilities contribution that a member is liable to pay for a residence at a particular location.   | <b>For a reduction of up to 25% of the contribution:</b><br>A person not below MAJ(E)/APS 6 who is authorised to manage Defence personnel administration at the overseas post<br>Senior ADF Representative at the overseas post<br><b>For a reduction of over 25% of the contribution:</b><br>Director of Attaché and Overseas Management<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts |
| 15.17 | Subsection 15.4.25.2  | Reduce the rent and utilities contribution payable by a member as is equal to the reduction in the quality of the member's housing and  | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below MAJ(E)/APS 6 who is authorised to manage Defence personnel administration at the overseas post  |

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|       |                      | utilities caused by short-term hardship.  | A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts  |
| 15.18 | Section 15.4.30      | Decide that it is reasonable for a member to be reimbursed for commercial snow clearing services.   | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2/APS 5 who is authorised to manage Defence personnel administration at the overseas post<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts |
| 15.19 | Section 15.4.31      | Reimburse a member costs of employing household support if satisfied a member's or their dependants' personal safety is at risk.              | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management   |
| 15.20 | Paragraph 15.5.5.1.c | Approve special circumstances as part of the period of eligibility for payment of excess health costs.  | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2/APS 5 who is authorised to manage Defence personnel administration at the overseas post<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts |
|       | Subsection 15.5.8.2  | Approve payment of an amount of additional costs, if hospital facilities of an Australian standard are not available at the posting location. |   |
|       | Subsection 15.5.14.1 | Approve repayment for an eligible person who requires a routine medical check during or after a posting.                                      |   |
|       | Subsection 15.5.14.3 | Be satisfied that routine medical checks are necessary.   |   |
|       | Subsection 15.5.16.1 | Approve travel so an eligible person may receive treatment at a location other than the posting location.                                     |   |

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|       | Section 15.5.17                           | Approve travel of an escort if considered essential for an eligible person to be accompanied while obtaining medical treatment at another location.                            |   |
|       | Subsection 15.5.18.1                      | Approve travel of a child to accompany an eligible person or escort if satisfied that that it is impractical to make other appropriate arrangements for the care of the child. |   |
|       | Paragraph 15.5.19.1.b                     | Approve a higher class of air travel of an eligible person, escort or child to a class that is reasonable in the circumstances.  |   |
| 15.21 | Subsection 15.5.24.1                      | Approve the payment of costs direct to the service provider instead of reimbursing the member.   | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below WO2/APS 5 who is authorised to manage Defence personnel administration at the overseas post<br>A person working in the Pay and Administration Centre – Victoria who is: <ul style="list-style-type: none"> <li>- Overseas Administration Team Leader</li> <li>- Pay and Administration Manager Specialist</li> <li>- Civilian and Overseas Pay and Administration Centre Manager</li> <li>- Director Pay and Administration Centre</li> </ul> |
| 15.22 | Subsection 15.6.10.1, table items 3 and 5 | Decide that a suitable benchmark school is not available at a posting location in the USA.   | Head Australian Defence Staff – Washington  |
| 15.23 | Section 15.6.13                           | Approve the reimbursement of costs to learn a new language or form of  | Senior ADF Representative at the overseas post  |

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|       |                             | communication that is used to teach a class the child attends.   | Director of Attaché and Overseas Management<br>A person not below WO2/APS 5 who is authorised to manage Defence personnel administration at the overseas post  |
| 15.24 | Section 15.6.14             | Decide that a member can be reimbursed costs for remedial tuition which is essential to allow a child to make reasonable educational progress at school, within the limits of the child's ability. | A person working in the Pay and Administration Centre – Victoria who is: <ul style="list-style-type: none"> <li>- Overseas Administration Team Leader</li> <li>- Pay and Administration Manager Specialist</li> <li>- Civilian and Overseas Pay and Administration Centre Manager</li> <li>- Director Pay and Administration Centre</li> </ul>   |
| 15.25 | Paragraph 15.6.17.2.b       | Decide a member is eligible for benefits under Division 2: Education assistance for children at the posting location.  | Senior ADF Representative at the overseas post.<br>Director of Attaché and Overseas Management<br>A person not below WO2/APS 5 who is authorised to manage Defence personnel administration at the overseas post.<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts  |
| 15.26 | Subsection 15.6.18.1        | Grant education assistance when the benchmark school at the posting location are inadequate.   | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below MAJ(E)/APS 6 who is authorised to manage Defence personnel administration at the overseas post<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts |
|       | Subparagraph 15.6.18.3.a.ii | Approve education assistance by way of correspondence at the member's posting location.  |  |
|       | Paragraph 15.6.20.2.c       | Approves travel costs between the member's posting location and the child's school for the member or member's partner to accompany their child to begin boarding school.                           |  |
|       | Section 15.6.24             | Decide whether it is reasonable in the circumstances to provide education assistance for a member's child  |  |

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|       |                       | studying in Australia if they have a partner living in Australia.  |  |
|       | Subsection 15.6.28.1  | Assess whether remedial tuition is required as a result of the overseas posting.   |  |
| 15.27 | Paragraph 15.6.30.1.a | Decide that a child should not be taken to live with a parent in Australia, on the ground that it is not reasonable for the child to live with the parent. | A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts   |
| 15.28 | Subsection 15.8.5.1   | Decide to pay additional club membership costs that are considered reasonable in the circumstances.  | Senior ADF Representative at the overseas post<br>Director Attaché and Overseas Management   |
|       | Paragraph 15.8.5.2.c  | Decide it is reasonable for additional costs of a club membership for a dependant on a reunion visit.  | A person not below WO2/APS 5 who is authorised to manage Defence personnel administration at the overseas post<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts |

## Chapter 16 Overseas hardship locations

| Item | Provision            | General description  | Authorised person  |
|------|----------------------|--|--|
| 16.1 | Subsection 16.4.9.4  | Decide that it is reasonable for a member's assisted leave travel benefit not to be reduced as a consequence of termination of a long-term posting by the member.                          | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>Director of Personnel – HQJOC<br>A person who is authorised to manage Defence personnel administration at the overseas post and is not below MAJ(E)/APS 6<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts |
| 16.2 | Subsection 16.4.11.1 | Decide that travel to another country meets the purpose of assisted leave travel so the member may travel to that country.   | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>Director of Personnel – HQJOC<br>A person not below MAJ(E)/APS 6 who is authorised to manage Defence personnel administration at the overseas post  |
| 16.3 | Subsection 16.5.6.1  | Decide that a stopover is unavoidable during assisted leave travel so a member and dependants can be repaid for one night's accommodation, meals and incidentals at the stopover location. | Director of Defence Print and Travel Services<br>A person not below WO2(E)/APS 5 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts  |
| 16.4 | Subsection 16.7.3.1  | Approve payment of extraordinary costs incurred by a member in buying goods and services in specified conditions.  | Senior ADF Representative at the overseas post<br>Director of Attaché and Overseas Management<br>A person not below MAJ(E)/APS 6 who is authorised to manage Defence personnel administration at the overseas post<br>A person working in the Pay and Administration Centre – Victoria who is:<br>- Overseas Administration Team Leader<br>- Pay and Administration Manager Specialist   |

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|  |  |  | - Civilian and Overseas Pay and Administration Centre Manager |
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## Chapter 17 *Warlike and non-warlike deployments*

| Item | Provision                       | General description  | Authorised person  |
|------|---------------------------------|--|--|
| 17.1 | Paragraph 17.3.2.3.b, exception | Decide that a member may travel business class when there are special circumstances.   | Deputy Chief Joint Operations  |
| 17.2 | Subsection 17.4.4.1             | Approve a person as eligible for support through the Australians Dangerously Ill Scheme.   | Director General Defence Member and Family Support<br>Director Helpline, Incidents and Welfare Policy, Defence Member and Family Support |
|      | Subsection 17.4.4.2             | Approve a person on leave overseas as eligible for support through the Australians Dangerously Ill Scheme.                           |  |
|      | Paragraph 17.4.6.1.a            | Approve a person as an approved visitor.   |  |
|      | Subsection 17.4.6.4             | Approve a person to accompany an approved visitor in exceptional circumstances.  |  |
|      | Subsection 17.4.7.2             | Approve additional benefits if the medical authority recommends that a longer visit would significantly benefit the eligible person. |  |
|      | Subsection 17.4.11.4            | Approve the reimbursement of costs when an approve visitor has arranged their own travel prior to the visit being approved.          |  |

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|      | Subsection 17.4.11.6             | Approve the reimbursement of travelling costs when an approved visitor has stayed beyond the approved period.   |  |
|      | Subsection 17.4.14.2             | Approve an extension of benefits provided under the Part, subject to conditions.  |  |
|      | Subsection 17.4.14.3             | Approve another visit for an eligible person, subject to conditions.  |  |
| 17.3 | Paragraph 17.7.15.a              | Certify that a member is on a specialist medical roster in support of a deployment for the payment of civil practice support allowance.   | <b>Maritime component:</b> Fleet Medical Officer<br><b>Land component:</b> Colonel Health (COLHEALTH)<br><b>Air component:</b> Director Health Service (DHS) |
|      | Subsection 17.7.16.2             | Approve the payment of civil practice support allowance for a period of service that is less than two weeks.  |  |
|      | Paragraph 17.7.16.4.c            | Agree that the member cannot complete their deployment period for reasons not in the member's control, for the purpose of civil practice support allowance.                                       |  |
| 17.4 | Subsection 17.7.22.2             | Approve the destination for relief out-of-country travel fare assistance.   | Director Overseas and Housing Policy   |
| 17.5 | Paragraph 17.7.23.1.a, exception | Approve a relief-out-of-country travel fare for a member on a deployment of less than 6 months, having regard to whether the member is performing exceptionally demanding duties, or is likely to | A BRIG(E) in the member's operational chain of command   |

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|      |                      | serve multiple deployments in a 12 month period.                   |   |
| 17.6 | Subsection 17.7.24.1 | Approve offsetting of relief out-of-country travel fare assistance | Commanding Officer or Officer Commanding not below MAJ(E)/APS 6 |

## Schedule 2—DFRT Determination No. 14 of 1992, Language Allowance

| Item | Provision       | General description   | Authorised person                                     |
|------|-----------------|---|---|
| LA.1 | Paragraph 4 (b) | Certify that a member is required to be available at short notice for duties in a position requiring specified language skills.   | Commanding Officer, Defence Force School of Languages |
|      | Subsection 7.3  | Approve payment of the allowance for more than one specific language, having regard to ADF requirements.  |   |
|      | Section 8       | Approve a member to be qualified at a lower level of proficiency, who is using language skills in a position, but who has failed to requalify under the Australian Defence Language Proficiency Rating Scale. |   |
|      | Subsection 9.1  | Certify that a member, who is not otherwise entitled, is appropriately skilled in a language other than English and employed in a position where language skills are essential.                               |   |
|      | Subsection 9.2  | Revoke the certification of a member being paid language proficiency allowance.   |   |
|      | Subsection 10.2 | Authorise the extension of the interval for requalification, when the two-year period is made impractical by Service requirements or the member's compelling compassionate circumstances.                     |   |

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|  | Section 11 | Determine payment at a level above the Intermediate level of proficiency when a member first qualifies after undergoing language training in a specified language, other than at the Australian Defence Force School of Languages. |  |
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### Schedule 3—DFRT Determination No. 12 of 2012 – Officer aviation remuneration structure allowance

| Item | Provision        | General description   | Authorised person   |
|------|------------------|---|---|
| OA.1 | Paragraph 13.1.b | Consider when the member's eligibility is to cease due to specified reason. | Director General Navy People<br>Director Navy Career Management<br>Deputy Director Navy Career Management<br>Director General Personnel – Air Force<br>Director Personnel – Air Force |

## Schedule 4—DFRT Determination No. 11 of 2013 – ADF allowances

| Item | Provision   | General description  | Authorised person  |
|------|---|--|--|
| AA.1 | Section B.4.2, definition of <i>adventurous training activity</i>           | Authorise an activity for adventurous training.  | Commander Forces Command – Army  |
| AA.2 | Section B.7.2, definition of <i>designated flying position</i>              | Certify that a position has flying as a significant part of its primary duties.  | Commander Fleet Air Arm<br>Director Force Structure – Army<br>Director General Personnel – Air Force   |
| AA.3 | Section B.9.2, definitions of <i>seagoing ship and seagoing submarine</i> . | Approve a ship or other vessel under the direction of the Commonwealth or a foreign government as a seagoing ship or seagoing submarine.                                     | Director General Navy People   |
|      | Section B.9.2, definition of <i>Sea Training Group</i> .                    | Approve an overseas sea training organisation as a sea training group.   |  |
|      | Section B.9.2, definitions, <i>minor war vessel (MVW)</i>                   | Deem a vessel that is under the direction of the Commonwealth or a foreign government as equivalent to a Minor War Vessel for the purposes of maritime disability allowance. |  |
| AA.4 | Section B.12.2, definition of <i>designated special duty</i>                | Approve an activity for the purpose of designated special duty.  | Special Operations Commander Australia   |
| AA.5 | Section B.12.2, definition of <i>designated Special Forces position</i>     | Designate a position in the ADF as a Special Forces position.  | Special Operations Commander Australia<br>Director General Special Operations and Counter Terrorism<br>Director General Special Operations Modernisation<br>Commander Special Forces Group |

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| AA.6 | Paragraph B.12.4.b   | Decide whether or not the duties of a Special Forces support position involve a Special Forces support tier 1A level of liability.             | Special Operations Commander Australia<br>Director General Special Operations and Counter Terrorism<br>Director General Special Operations Modernisation<br>Commander Special Forces Group<br>Commanding Officer Special Air Service Regiment<br>Commanding Officer 1 <sup>st</sup> Commando Regiment<br>Commanding Officer 2 <sup>nd</sup> Commando Regiment<br>Commanding Officer Special Operations Engineer Regiment<br>Commandant Defence Special Operations Training and Education Centre<br>Commanding Officer Australian Defence Force School of Special Operations<br>Commanding Officer Australian Defence Force Parachuting School<br>Staff Officer Grade 1 – Coordination Headquarters Special Operations Command<br>Officer Commanding Special Operations Logistic Squadron |
| AA.7 | Paragraph B.12.5.2.b | For the purpose of eligibility for Special Forces allowance, approve temporary duty in any of the positions listed under paragraph B.12.5.2.b. | Special Operations Commander Australia<br>Director General Special Operations and Counter Terrorism<br>Director General Special Operations Modernisation<br>Commander Special Forces Group<br>Commanding Officer Special Air Service Regiment<br>Commanding Officer 1 <sup>st</sup> Commando Regiment<br>Commanding Officer 2 <sup>nd</sup> Commando Regiment<br>Commanding Officer Special Operations Engineer Regiment<br>Commandant Defence Special Operations Training and Education Centre<br>Commanding Officer Australian Defence Force School of Special Operations<br>Commanding Officer Australian Defence Force Parachuting School  |

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| AA.8  | Subparagraph B.12.5.2.b.iii | Decide whether a position with the foreign defence force involves similar duties to a Special Forces position.                                 | Special Operations Commander Australia<br>Director General Special Operations and Counter Terrorism<br>Director General Special Operations Modernisation<br>Commander Special Forces Group  |
|       | Subparagraph B.12.5.2.b.v   | Decide whether a position with the foreign defence force involves similar duties to a Special Forces instructor position.                      |   |
| AA.9  | Paragraph B.12.5.3.a        | For the purpose of eligibility for Special Forces allowance, decide whether the member has completed Special Forces selection training.        | Special Operations Commander Australia<br>Director General Special Operations and Counter Terrorism<br>Director General Special Operations Modernisation<br>Commander Special Forces Group<br>Commanding Officer Special Air Service Regiment<br>Commandant Defence Special Operations Training and Education Centre<br>Commanding Officer Australian Defence Force School of Special Operations<br>Commanding Officer Australian Defence Force Parachuting School  |
| AA.10 | Paragraph B.12.5.4.a        | Decide whether the member is performing duty at one of the levels of liability listed under paragraph B.12.5.4.a.                              | Special Operations Commander Australia<br>Director General Special Operations and Counter Terrorism<br>Director General Special Operations Modernisation<br>Commander Special Forces Group<br>Commanding Officer Special Air Service Regiment<br>Commanding Officer 1 <sup>st</sup> Commando Regiment<br>Commanding Officer 2 <sup>nd</sup> Commando Regiment<br>Commanding Officer Special Operations Engineer Regiment<br>Commandant Defence Special Operations Training and Education Centre<br>Commanding Officer Australian Defence Force School of Special Operations<br>Commanding Officer Australian Defence Force Parachuting School |
|       | Paragraph B.12.5.4.b        | For the purpose of eligibility for Special Forces allowance, approve temporary duty in any of the positions listed under paragraph B.12.5.4.b. |   |

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|       |                             |   | Staff Officer Grade 1 – Coordination Headquarters Special Operations Command<br>Officer Commanding Special Operations Logistic Squadron   |
| AA.11 | Subparagraph B.12.5.4.b.iii | Decide whether the position with the foreign defence force involves similar duties to a Special Forces support position.    | Special Operations Commander Australia<br>Director General Special Operations and Counter Terrorism<br>Director General Special Operations Modernisation<br>Commander Special Forces Group  |
|       | Subparagraph B.12.5.4.b.v   | Decide whether the position with the foreign defence force involves similar duties to a Special Forces instructor position. |   |
|       | Subparagraph B.12.6.2.b.iii | Decide whether the duties with the foreign defence force are similar to those of a Special Forces position.                 |   |
|       | Subparagraph B.12.6.2.b.v   | Decide whether the duties with the foreign defence force are similar to those of a Special Forces instructor position.      |   |
| AA.12 | Paragraph B.12.6.3.a        | Decide whether the member is performing duty at one of the levels of liability listed under paragraph B.12.6.3.a.           | Special Operations Commander Australia<br>Director General Special Operations and Counter Terrorism<br>Director General Special Operations Modernisation<br>Commander Special Forces Group<br>Commanding Officer Special Air Service Regiment<br>Commanding Officer 1 <sup>st</sup> Commando Regiment<br>Commanding Officer 2 <sup>nd</sup> Commando Regiment<br>Commanding Officer Special Operations Engineer Regiment<br>Commandant Defence Special Operations Training and Education Centre<br>Commanding Officer Australian Defence Force School of Special Operations<br>Commanding Officer Australian Defence Force Parachute School |

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|       |                             |   | Staff Officer Grade 1 – Coordination Headquarters Special Operations Command<br>Officer Commanding Special Operations Logistic Squadron  |
| AA.13 | Subparagraph B.12.6.3.b.iii | Decide whether the duties with the foreign defence force are similar to those of a Special Forces support position.   | Special Operations Commander Australia<br>Director General Special Operations and Counter Terrorism<br>Director General Special Operations Modernisation<br>Commander Special Forces Group   |
|       | Subparagraph B.12.6.3.b.v   | Decide whether the duties with the foreign defence force are similar to those of a Special Forces instructor position.  |  |
| AA.14 | Paragraph B.12.6.4.a        | Decide whether the member has completed Special Force selection training.   | Commanding Officer Special Air Service Regiment<br>Commandant Defence Special Operations Training and Education Centre<br>Commanding Officer Australian Defence Force School of Special Operations   |
| AA.15 | Subsection B.12.8.2         | Select one of the daily rates of Special Forces disability allowance listed at item 33, table 1 of Part F of <i>ADF Allowances</i> for the purpose of a member's designated special duty payment. | Special Operations Commander Australia<br>Director General Special Operations and Counter Terrorism<br>Director General Special Operations Modernisation<br>Commander Special Forces Group<br>Commanding Officer Special Air Service Regiment<br>Commanding Officer 1 <sup>st</sup> Commando Regiment<br>Commanding Officer 2 <sup>nd</sup> Commando Regiment<br>Commanding Officer Special Operations Engineer Regiment<br>Commandant Special Operations Training and Education Centre<br>Commanding Officer Australian Defence Force School of Special Operations<br>Commanding Officer Australian Defence Force Parachuting School<br>Staff Officer Grade 1 – Coordination Headquarters Special Operations Command<br>Officer Commanding Special Operations Logistic Squadron |

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| AA.16 | Paragraph B.12.9     | Decide whether a member is not to perform a Special Forces role for a specified period of duty.  | Special Operations Commander Australia<br>Director General Special Operations and Counter Terrorism<br>Director General Special Operations Modernisation<br>Commander Special Forces Group<br>Commanding Officer Special Air Service Regiment<br>Commanding Officer 1 <sup>st</sup> Commando Regiment<br>Commanding Officer 2 <sup>nd</sup> Commando Regiment<br>Commanding Officer Special Operations Engineer Regiment<br>Commandant Special Operations Training and Education Centre<br>Commanding Officer Australian Defence Force School of Special Operations<br>Commanding Officer Australian Defence Force Parachuting School<br>Staff Officer Grade 1 – Coordination Headquarters Special Operations Command<br>Officer Commanding Special Operations Logistic Squadron |
| AA.17 | Paragraph B.13.5.2.a | Determine that the member is undertaking field service under extreme levels of hardship in living and working conditions and at least three other elements listed at section B.13.4.                                   | <b>For members in Australia:</b><br>Commanding Officer, Officer Commanding or Unit Executive (Air Force only) not below MAJ(E) in the member's direct chain of command<br><b>For members on operations overseas:</b><br>Director General Support Headquarters Joint Operations Command   |
|       | Paragraph B.13.5.2.b | Determine that the member is undertaking field service under a combination of extreme and intermediate levels of hardship in living and working conditions and at least three other elements listed at section B.13.4. |  |
|       | Paragraph B.13.5.2.c | Determine that the member is undertaking field service under a   |  |

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|       |   | <p>combination of extreme and intermediate levels of hardship in living and working conditions and at least one other element listed at section B.13.4.</p> <p>Determine that the member is undertaking field service in exceptional circumstances.</p> |   |
|       | Subsection B.13.8.4   | Approve a daily rate of field allowance for the period of the exceptional circumstances.  |   |
| AA.18 | Section B.14.2, definition of <i>clearance diving team</i>    | Approve a similar team under the direction of a foreign defence force for the purposes of Division B.14.  | Deputy Fleet Commander<br>Commander Australian Fleet  |
| AA.19 | Paragraph B.14.9.1.b, exception                               | Approve payment of the hourly rate for more than five hours.  | Commander Australian Navy Mine Warfare and Clearance Diving Group                                       |
| AA.20 | Section B.15.2, definition of <i>high risk search</i>         | Decides a member's search task and environment involves high risk of death or injury from hidden explosive devices.   | Deputy Director Technical Services (Joint Logistics Command)<br>Deputy Director Air Ordnance and Ranges |
|       | Section B.15.2, definition of <i>non-continuous liability</i> | Be satisfied that the member has a periodic liability to be called upon a short notice to undertake a short period of being on-call on a daily basis.   |   |
|       | Paragraph B.15.4.1.b  | Decide that the member has a continuous liability to conduct low risk searches for unpredictable explosives.  |   |

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|       | Subparagraph B.15.4.1.d.ii  | Decide that the member has a continuous liability to conduct high risk searches for unpredictable explosives.                  |  |
| AA.21 | Paragraph B.16.4.2.a        | Approve temporary duty in any of the positions listed under paragraph B.16.4.2.a.  | Career Management Staff Officer Grade 1 not below LTCOL(E) responsible for the management of the member's position |
|       | Subparagraph B.16.4.2.a.ii  | Be satisfied that the position with the foreign defence force involves similar duties to a free fall instructor position.      |  |
|       | Paragraph B.16.4.2.b        | Approve temporary duty in any of the positions listed under paragraph B.16.4.2.b.  |  |
|       | Subparagraph B.16.4.2.b.iii | Be satisfied that the position with the foreign defence force involves similar duties to a parachute jump instructor position. |  |
|       | Paragraph B.16.4.2.c        | Approve temporary duty in any of the positions listed under paragraph B.16.4.2.c.  |  |
|       | Subparagraph B.16.4.2.c.ii  | Be satisfied that the position with the foreign defence force involves similar duties to a parachute jump master position.     |  |
|       | Paragraph B.16.4.2.d        | Approve temporary duty in any of the positions listed under paragraph B.16.4.2.d.  |  |

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|       | Subparagraph B.16.4.2.d.ii  | Be satisfied that the position with the foreign defence force involves similar duties to a free fall paratrooper position.   |  |
|       | Subsection B.16.4.3         | Approve temporary duty in any of the units listed under subsection B.16.4.3.   |  |
|       | Paragraph B.16.4.3.h        | Be satisfied that the unit with the foreign defence force conducts tactical parachute activities.  |  |
|       | Paragraph B.16.4.3.j        | Be satisfied that the unit with the foreign defence force does not conduct tactical parachute activities.  |  |
| AA.22 | Paragraph B.16.4.4.b        | Decide that the member is liable to undertake the duties associated with the free fall instructor or parachute jump instructor positions at any time for a period. | Commanding Officer or Officer Commanding not below MAJ(E) in the member's direct chain of command                  |
| AA.23 | Subparagraph B.16.5.2.a.ii  | Be satisfied that the position with the foreign defence force involves similar duties to a free fall instructor position.  | Career Management Staff Officer Grade 1 not below LTCOL(E) responsible for the management of the member's position |
|       | Subparagraph B.16.5.2.b.iii | Be satisfied that the position with the foreign defence force involves similar duties to a parachute jump instructor position.                                     |  |
|       | Subparagraph B.16.5.2.c.ii  | Be satisfied that the position with the foreign defence force involves   |  |

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|       |                                 | similar duties to a parachute jump master position.  |  |
|       | Subparagraph B.16.5.2.d.ii      | Be satisfied that the position with the foreign defence force involves similar duties to a free fall paratrooper position.   |  |
|       | Paragraph B.16.5.3.h            | Be satisfied that the unit with the foreign defence force conducts tactical parachute activities.  |  |
|       | Paragraph B.16.5.3.j            | Be satisfied that the unit with the foreign defence force does not conduct tactical parachute activities.  |  |
| AA.24 | Paragraph B.16.10.1.b           | Cease or revoke a member's liability to undertake duties associated with the free fall instructor or parachute jump instructor positions from a specified date.                                | Commanding Officer or Officer Commanding not below MAJ(E) in the member's direct chain of command                        |
|       | Subsection B.16.10.2, exception | Approve a member's eligibility for paratrooper allowance beyond the six months that a member was unable to perform a parachute descent.  |  |
| AA.25 | Subsection C.1.3.2              | Decide that a period of naval sea service in another defence force is to count towards a member's aggregated sea service for the purpose of eligibility for maritime sustainability allowance. | Director Navy Career Management<br>Director Navy Career Performance Support<br>Director General Career Management – Army |

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| AA.26 | Paragraph C.2.4.c    | Decide whether a member is liable to return to a Special Forces Regiment for a period.  | Special Operations Commander Australia<br>Director General Special Operations and Counter Terrorism |
|       | Paragraph C.2.6.b    | Cease or revoke a member's liability to return to a Special Forces Regiment from a specified date.  | Director General Special Operations Modernisation<br>Commander Special Forces Group                 |
| AA.27 | Subsection D.1.5.2   | Decide that a period of naval submarine service in another defence force is to count towards the member's aggregated submarine service for the purpose of eligibility for submarine capability assurance payment. | Director Navy Career Management<br>Director Navy Career Performance Support                         |
|       | Paragraph D.1.11.1.b | Consider that a member's eligibility for submarine capability assurance payment ceased because the member has reached compulsory retirement age.  |   |
|       | Paragraph D.1.11.1.d | Be satisfied that a member's resignation from service is for compassionate reasons in relation to eligibility for a pro-rata payment of submarine capability assurance payment.                                   |   |

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| AA.28 | Section D.2.2.4     | Decide that a member who reaches a service milestone <u>before 30 June 2020</u> does not need to meet their individual readiness for at least 10 out of 12 months, or have continuously met their mandatory annual awareness training, for the 12 months preceding the date they receive their Navy retention incentive payment if the circumstances are reasonable. | <p>Director General Navy People<br/> Director Navy Career Management<br/> Director Navy Recruitment Retention and Transition<br/> Director Navy Career Performance and Support<br/> Deputy Director Navy Career Management<br/> Deputy Director Navy Employment Conditions<br/> Deputy Director Navy Career Performance and Support</p> |
| AA.29 | Section D.2.3.3     | Decide that a member who reaches a service milestone <u>from 1 July 2020</u> does not need to meet their individual readiness for at least 10 out of 12 months, or have continuously met their mandatory annual awareness training, for the 12 months preceding the date they receive their Navy retention incentive payment if the circumstances are reasonable.    |   |
| AA.30 | Paragraph D.2.5.2.d | Count a period of service that finished more than 12 months before a second period of service began towards the members accrued service.   |   |

## Schedule 5—DFRT Determination No. 2 of 2017 – Salaries

| Item | Provision   | General description   | Authorised person  |
|------|---|---|--|
| S.1  | Section A.1.12,<br>definition of <i>dental officer</i>  | Approve a member serving in another position as a dental officer for career management purposes.  | Director General Navy People<br>Director Navy Career Management<br>Director General Army People Capability   |
|      | Section A.1.12,<br>definition of <i>medical officer</i> | Approve a member serving in another position as a medical officer for career management purposes.   | Director Officer Career Management – Army<br>Director General Personnel – Air Force<br>Director Personnel – Air Force  |
|      | Section B.3.3   | Approve a category of the Reserves in which members normally perform a large part of their duties within periods of less than two hours.  |  |
| S.2  | Paragraph B.3.9.1.b                                     | Determine the rate of salary for an officer in the Command pathway, who has been at the same rank for 12 years cumulative effective service, that corresponds to their rank, pay grade and increment after considering any experience and qualifications that are relevant to the operations officer employment category. | Director General Personnel – Air Force<br>Director Personnel – Air Force<br>Deputy Director Administrative Sanctions and Medical Review (Air Force)<br>Deputy Director Total Workforce – Air Force<br>Executive Officer Director Personnel – Air Force |
|      | Paragraph B.3.9.2.b                                     | Determine the rate of salary for an officer in the Staff pathway, who has been at the same rank for 12 years cumulative effective service, that corresponds to their rank, pay grade and increment after considering any experience and qualifications that are   |  |

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|     |                    | relevant to the operations officer employment category.  |  |
| S.3 | Subsection B.4.6.2 | Be satisfied that the work to be completed requires the experience, skill and knowledge of a Service Warrant Officer.                        | Chief of the Defence Force<br>Vice-Chief of the Defence Force<br>Chief of Navy<br>Deputy Chief of Navy<br>Chief of Army<br>Deputy Chief of Army<br>Chief of Air Force<br>Deputy Chief of Air Force   |
| S.4 | Subsection B.6.2.C | Decide that a qualification that meets the Australian Qualification Framework level 8 or higher is relevant to the Australian Defence Force. | Director General Career Management Army<br>Director Officer Career Management – Army<br>Director Reserve Officer Career Management – Army<br>Director General Personnel – Air Force<br>Director Personnel – Air Force<br>Executive Officer Directorate of Personnel – Air Force<br>Deputy Director Total Workforce – Air Force |