Defence Enterprise Collective Agreement 2024 (Overseas conditions of employment) Delegation (No. 1) 2026

I, BRIGADIER KIRK LLOYD, Director General, People Policy and Employment Conditions, make this instrument of delegation using the powers vested in me under paragraph A7 of the *Defence Enterprise Collective Agreement 2024*.

Dated 13 July 2026

BRIG Kirk Lloyd
Director General
People Policy and Employment Conditions
Defence People Group

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1 Name

This instrument is the *Defence Enterprise Collective Agreement 2024 (Overseas conditions of employment) Delegation (No. 1) 2026.*

2 Commencement

This instrument commences on 16 July 2026.

3 Revocation

This instrument repeals the *Defence Enterprise Collective Agreement 2024 (Overseas conditions of employment) Delegation (No. 3) 2025.*

4 Definitions

APS means Australian Public Service.

Defence Determination means Defence Determination 2016/19, Conditions of service, as in force from time to time.

Enterprise Agreement means the Department of Defence's enterprise collective agreement as in force from time to time.

Group Head includes any person who controls and directs a 'Group' as defined in the Enterprise Agreement.

SES means Senior Executive Service.

Supervisor has the same meaning as in the Enterprise Agreement.

5 Delegations

I delegate the powers and functions mentioned in the Schedule to this instrument, that have been delegated to me by the Secretary of the Department of Defence under paragraph A7 of the *Defence Enterprise Collective Agreement 2024*, to the persons from time to time holding, occupying, acting in or performing the duties of the classifications, ranks or positions listed in the Schedule for the relevant function.

Note: Additional delegations can be found in *Defence Enterprise Collective Agreement (Secretary of Department of Defence) Delegation 2024 (No. 1)*.

6 Directions

Any power or function delegated in this instrument must be exercised subject to the relevant direction mentioned for the power or function in the Schedule.

7 Rank equivalency

For the purpose of this Instrument, if a rank equivalency or minimum rank equivalency is specified in an item in Schedule 1 and to this Instrument, it has the corresponding ranks set out in Schedule 3 of this Instrument.

8 Schedules

Each Schedule to this instrument is amended or repealed as set out in the applicable items in the Schedule concerned, and any other item in a schedule to this instrument has effect according to its terms

Note: The Schedule identifies the provision to which delegation relates and includes a summary of the provision for information.

Schedule 1 Delegation under the Defence Enterprise Collective Agreement 2024 (Overseas Conditions of Employment) Determination (No. 3) 2026

Schedule 1 APS overseas conditions of employment

Item	Provision	General description	Delegate
A.1	Paragraph 1.5.2.a	Certify that an employee will receive Higher Duties Allowance for a continuous period that is expected to be at least 3 months.	A person not below EL1/O-5 for employees in the employee's line of supervision
A.2	Subparagraph 1.5.2.b.ii	Certify that it is intended that the employee's performance of duty under the shift roster is to continue for at least 12 months.	A person not below EL2/O-6 for employees in the employee's line of supervision
A.3	Subsection 1.8.3	Approve that a period is clinically necessary after considering the pregnant person's expected date of birth and any factors relevant to the pregnancy and birth.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration

Schedule 2 Employment with the UN

Item	Provision	General description	Delegate
B.1	Subsection 2.4.2	Approve some benefits under 12.4A.4 as if the employee were on a long-term posting overseas.	First Assistant Secretary People Policy and Development Director General People Policy and Employment Conditions

Schedule 2 Delegation of Provisions under Defence Determination 2016/19, Conditions of service as provided under section 6 of the Defence Enterprise Collective Agreement 2024 (Overseas Conditions of Employment) Determination (No. 3) 2026

Chapter 12 Overseas conditions of service – overview

Item	Provision	General description	Delegate
1.1	Subsection 12.3.3.3	Approve travel costs that exceed the minimum cost.	Director Defence Print and Travel Services Director Attaché and Overseas Management A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
1.2	Subsection 12.3.5.2	Approve a person who is a relative of the employee or their partner as a dependant for a specified period.	A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts
1.3	Subsection 12.3.5.4	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 employee at the posting location.	Director General Military Personnel Branch An officer not below O-5 in a Directorate of Personnel Policy Operations position An officer not below O-4 in a Directorate of Personnel Policy Operations ADF Service Conditions Team position Director Defence Intelligence Organisation Director Australian Geospatial Organisation Chief Security Officer Defence Security Authority

1.4	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.	Director General Military Personnel Branch Head Navy People Training and Resources Director General Navy People Director General Career Management – Army Director General Personnel – Air Force First Assistant Secretary International Policy First Assistant Secretary Pacific Division
1.5	Paragraph 12.3.9.1.c	Approve an extension to a period of short-term duty beyond 6 months for the purpose of the definition of 'long-term posting overseas'.	Director General Military Personnel Branch Director General Navy People Director General Career Management – Army Director General Personnel – Air Force Director General Support Headquarters Joint Operations Command First Assistant Secretary International Policy
1.6	Subsection 12.3.18.2	Be satisfied an extension of a period of short-term duty is necessary.	Director General Military Personnel Branch Head Navy People Training and Resources Commodore Training Director General Navy People Director General Career Management – Army Director General Personnel – Air Force First Assistant Secretary International Policy **For an employee on a Headquarters Joint Operations Command-led overseas peacetime operation, exercise or activity:** Headquarters Joint Operations Command J1/J4 Director General Support

1.7	Paragraph 12.3.19.1.f	Be satisfied that the water available at an employee's residence is not fit for consumption.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/ E08 who is authorised to manage Defence overseas personnel administration
1.8	Subsection 12.6.4.2	Approve a reduction in the amount payable by the employee for the dependant's housing due to financial hardship.	Director Attaché and Overseas Management Senior ADF Representative at the overseas post
1.9	Subsection 12.7.5A.2	Be satisfied that it is reasonable for a close relative to receive travel benefits to attend the funeral, or to make necessary arrangements following the death, of an employee who was on short-term duty overseas. Be satisfied that it is reasonable for a close relative to receive travel benefits to attend the funeral, or to make necessary arrangements following the death, of an employee who was on long-term posting overseas or of a partner accompanying an employee who is on long-term posting overseas.	Director General Defence Member and Family Support Director Helpline, Incidents and Welfare Policy, Defence Member and Family Support Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below E08 who is authorised to manage Defence overseas personnel administration A person not below E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts
1.10	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 an employee, if satisfied that the dependants should be granted more time to conclude their arrangements at the location.	Director Attaché and Overseas Management A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts

1.11	Paragraph 12.7.7.1.c	Be satisfied 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: - Overseas Administration Team Leader - Pay and Administration Manager Specialist - Civilian and Overseas Pay and Administration Centre Manager - Director Pay and Administration Centre
1.12	Paragraph 12.8.3.1.f	Approve a person as an approved visitor.	Director General Defence Member and Family Support Director Helpline, Incidents and Welfare Policy, Defence Member and Family Support
	Paragraph 12.8.4.2.a	Approve an additional approved visitor in exceptional circumstances.	
	Paragraph 12.8.5.2.c	Approve a person on leave overseas as eligible for support through the Australians Dangerously Ill Scheme.	
	Subsection 12.8.6.1	Approve additional benefits if the medical authority recommends that a longer visit would significantly benefit the eligible person.	
	Subsection 12.8.7.2	Approve an extension of the approved period if satisfied that approved person has made reasonable efforts to return travel without success.	
	Paragraph 12.8.8.2.c	Approve a day for the benefits to cease following the employee's death.	
	Subsection 12.8.13.3	Approve the reimbursement of costs when an approve visitor has arranged their own travel prior to the visit being approved.	

Chapter 13 Short-term duty and peacetime deployment overseas

Item	Provision	General description	Delegate
1.13	Paragraph 13.2.5A.2.a	Decide that a higher class of travel for an employee on an overseas study tour is reasonable.	A person not below SES Band 2/O-8 who is a Group Head
1.14	Paragraph 13.2.5A.2.b	Decide that a higher class of travel for an SES employee is reasonable.	A person not below SES Band 2/O-8 who is a Group Head Deputy Chief Joint Operations
	Subsection 13.2.5B.2	Decide that a higher class of travel for an employee on a Headquarters Joint Operations Command-led overseas peacetime operation, exercise or activity is reasonable.	
1.15	Subsection 13.2.5C.2	Be satisfied that it is reasonable for an employee to travel at a class higher than economy.	A person in an Air Force Force Element Group not below O-6/EL 2 who performs the duties of: - Commander - Deputy Commander - Officer Commanding Director Air Mobility Division Director Special Purpose Aircraft
1.16	Subsection 13.2.8.1	Decide that there are special reasons for an employee to be provided with first class air travel.	Director Defence Print and Travel Services
1.17	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. Director or Commanding Officer not below APS 6/O-4 in the employee's direct line of management Director Defence Print and Travel Services A person not below APS 6/O-4 who is authorised to manage Defence overseas personnel administration

1.18	Subsection 13.3.16.1, table item 2	Decide a reasonable amount for meals for an employee living in during short-term duty.	Director Defence Print and Travel Services
1.19	Subsection 13.3.18.5	Decide that an employee does not need to repay an amount spent on the travel card, if the employee is unable to recover the cost of any items purchased on it for a planned trip overseas on short-term duty, which did not occur.	Director or Commanding Officer not below APS 6/O-4 in the employee's direct line of management Director Defence Print and Travel Services A person not below APS 6/O-4 who is authorised to manage Defence overseas personnel administration Senior ADF Representative at the overseas post
	Subsection 13.3.19.2	Decide that an employee is eligible for the costs of additional equipment when the maximum benefit is not enough to meet the employee's needs.	
1.20	Subsection 13.3.19.5	Decide that specific conditions are met for the purposes of purchasing additional equipment.	Director Defence Print and Travel Services

Chapter 14 Relocating to or from a long-term posting overseas

Item	Provision	General description	Delegate
1.21	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 Director Attaché and Overseas Management A person not below APS 6/O-4 who is authorised to manage Defence overseas personnel administration
1.22	Subsection 14.2.11.2	Decide a reasonable amount to repay an employee if unavoidable costs incurred for a cancelled posting are not paid in another allowance or recoverable from the supplier.	Director Pay and Administration Centre – Victoria
1.23	Subsection 14.2.14.3	Decide that where a person is traveling with another person who is in the same family group, that the family group are required to occupy the same accommodation.	A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts
	Subsection 14.2.15.3	Decide to extend the eligibility of a person to occupy temporary accommodation by up to 2 weeks if satisfied it is reasonable in the circumstances.	
1.24	Subsection 14.3.5.2	Decide which household items of an employee are to be removed to the posting location and how they are to be removed.	Senior ADF Representative at the overseas post A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts

1.25	Subsection 14.3.11.2	Approve an employee to fill available removal space for a volume-based removal.	Senior ADF Representative at the overseas post. Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
	Subsection 14.3.11.3	Decide which household items of an employee are to be removed from a posting location and how they are to be removed on return to Australia.	
1.26	Subsection 14.3.11.5	Approve the most efficient and effective transport for a removal at the end of a posting.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
1.27	Subsection 14.3.21.3	In special circumstances, approve the total cost of all removal and storage costs where an employee and dependants are removed from the posting location at different times.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
1.28	Paragraph 14.3.22.1.b	Decide whether certain prescribed conditions apply, for the purpose of removing dependants in Australia.	Director General Military Personnel Branch An officer not below O-5 in a Directorate of Personnel Policy Operations position An officer not below O-4 in a Directorate of Personnel Policy Operations ADF Service Conditions Team position
	Subsection 14.3.22.2	If an employee is posted unaccompanied, approve a removal for dependants remaining in Australia to a suitable destination.	
	Subsection 14.3.22.4	Approve the reimbursement of the cost of a private removal before the removal takes place.	

1.29	Subsection 14.3.25.1	Approve a removal of personal effects to the posting location when an employee has married away from the posting location.	Director General Military Personnel Branch An officer not below O-5 in a Directorate of Personnel Policy Operations position An officer not below O-4 in a Directorate of Personnel Policy Operations ADF Service Conditions Team position
	Subsection 14.3.25.2	Approve a removal of personal effects to the posting location when an employee has a partnership recognised away from the posting location.	
1.30	Subsection 14.4.5.3	Approve the use of one of the travel routes listed by the Director Defence Travel as the international best fare for travel.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management Director Print and Travel Services A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration A person not below APS 5/E08 working in Defence Travel who is authorised to manage overseas travel
1.31	Subsection 14.4.7.7	Approve special circumstances that require an employee to be provided with first class air travel.	Senior ADF Representative at the overseas post Director Defence Print and Travel Services Director Attaché and Overseas Management
1.32	Subsection 14.4.11.1	Authorise payment to an employee for excess baggage charges.	Senior ADF Representative at the overseas post Director Defence Print and Travel Services Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
1.33	Subsection 14.4.11.3	Be satisfied global shipping and supply chain disruptions are expected to significantly impact the movement of the employee's personal effects.	Director Defence Print and Travel Services Senior ADF Representative at the overseas post A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration

1.34	Subsection 14.4.17.1	Approve an application for a dependant not to travel with the employee (on deferred travel or early return to Australia).	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
	Paragraph 14.4.17.2A	Reduce the period an employee must have served at the posting location from 12 months, for a dependant to be eligible for return travel.	
1.35	Subsection 14.5.3.3	Approve a longer period for settling in allowance, if satisfied that the employee should be allowed more time to obtain permanent accommodation.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts
1.36	Subparagraph 14.5.4.2.b.iii	Specify a day when an employee's period of eligibility for temporary accommodation ends.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
	Subsection 14.6.10.2	Decide that it is essential for an employee or dependant to buy clothes or other personal items in order to live at an evacuation location.	
1.37	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 Director Attaché and Overseas Management
1.38	Paragraph 14.6.14.1.b	Determine suitable accommodation for the period of the reunion during evacuation.	A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts
1.39	Subsection 14.6.17.3	Authorise payment of a reasonable amount for losses for employees withdrawn suddenly and unexpectedly from a long-term posting at a location.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management

1.40	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 Director Attaché and Overseas Management A person not below APS 6/O-4 who is authorised to manage Defence overseas personnel administration
	Paragraph 14.6.21.5.b	Decide that it would have been reasonable for an employee to fully insure possessions against the event that caused the loss or damage.	
1.41	Paragraph 14.6.22.2.b	Decide a reasonable amount in the circumstances for depreciation of an employee's motor vehicle.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
1.42	Subsection 14.6.23.1	Direct that an employee's possessions are presumed lost on a specific date.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 6/O-4 who is authorised to manage Defence overseas personnel administration

Chapter 14A COVID-19 response

Item	Provision	General description	Delegate
1.43	Subsection 14A.1.11A.3	Be satisfied that the cost of hiring furniture and household items is reasonable.	A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration.
1.44	Subparagraph 14A.1.23.2.a.iii	For the purpose of reunion travel, decide that an employee is eligible for a return economy class flight.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management

Chapter 15 Living and working on long-term posting overseas

Item	Provision	General description	Delegate
1.45	Paragraph 15.1.3	Be satisfied that an activity involves an obvious significant risk of serious physical harm.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
1.46	Paragraph 15.1.4.d	Approve a person as a close relative of the employee or partner.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
1.47	Subsection 15.1.10.1	Direct a maximum of 10 days in a calendar year that can be observed as public holidays.	Assistant Director – Overseas Conditions of Service, People Policy and Employment Conditions
1.48	Subsection 15.1.10.5	Approve the employee substituting a different day for the public holiday they would otherwise observe.	Supervisor not below APS 4/E08 in the member's direct chain of command or supervision
1.49	Subsection 15.2A.16.1	Decide that an employee on long-term posting on Manhattan Island USA is obliged to pay a Christmas bonus.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 6/O-4 who is authorised to manage Defence overseas personnel administration

1.50	Paragraph 15.2A.25.3.c	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 APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts
1.51	Paragraph 15.2A.27.4.b	Approve a period at a posting location as equivalent to the local meal times and hours that the employee normally observes.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
	Section 15.2A.29	Decide a reasonable amount to be reimbursed in the circumstances for purchase of special garment worn by an employee or dependant only to conform to a dress code imposed by religious custom or law at the posting location.	
1.52	Subsection 15.3.12.2	Recognise a person as a dependant tertiary student if satisfied that the person meets all of the specified criteria.	A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts
	Subsection 15.3.14.5	Approve a reunion visit within 3 months of the start or end of the posting period.	Senior ADF Representative at the overseas post A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts A person not below APS 5/E08who is authorised to manage Defence overseas personnel administration
1.53	Paragraph 15.3.17C	Be satisfied a stopover is unavoidable.	Director Defence Print and Travel Services A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts

1.54	Subsection 15.3.17G.2	Approve additional reunion travel visits if an employee has used all of their reunion travel benefits in a reunion year.	A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts
	Paragraph 15.3.17H.1.c	Decide that it is reasonable for a recognised partner or a dependant child to be reunited with another person.	
1.55	Subsection 15.3.21.1	Authorise an employee to use their private vehicle for official purposes.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts
1.56	Subsection 15.3.25.1	Authorise hire of an official vehicle for casual short-term private use.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
	Subsection 15.3.25.3	Decide that an employee or dependant should be given a vehicle with a driver, because driving a motor vehicle at or in the region of an employee's posting location would be an unacceptable risk to their personal safety or because the employee or a dependant is not authorised to drive due to religious custom or law.	
	Subsection 15.3.26.1	Allocate an official vehicle to an employee, for continuous full-time private use for a set period of time.	
1.57	Subsection 15.3.29.1	Waive the requirement to make a contribution for the use of an official vehicle.	A person not below SES Band 2/O-8 who is a Group Head First Assistant Director-General Indo-Pacific & SIGINT Engagement

1.58	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 Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration A person not below APS 5/E08 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 employee's home to attend a funeral or to make necessary arrangements because of a death is reasonable.	
	Subsection 15.3.35.2	Be satisfied that the cost of travel from the employee's home to the location of a close relative who is seriously ill or very seriously ill, or to attend a funeral is reasonable.	
	Paragraph 15.3.36.c	Be satisfied that it is impracticable to make other appropriate arrangements for the care of the child.	
1.59	Subparagraph 15.3.42.1.a.ii	Be satisfied that travel is within the whole-of-Australian-government international best fare policy.	Director Defence Print and Travel Services
	Subparagraph 15.3.44.1.a.ii	Be satisfied that travel is within the whole-of-Australian-government international best fare policy.	
1.60	Subparagraph 15.4.3.1.a.ii	Determine that a home is of a suitable standard for the employee's rank and duties at a location.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
1.61	Subsection 15.4.6.2	Authorise an employee to seek suitable privately leased housing when the employee does not fall into a specified category.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration

1.62	Subsection 15.4.7.3	Approve the payment of a rental bond advance to an employee for privately leased housing.	Head Australian Defence Staff (Washington) Head Australian Defence Staff (London) First Assistant Secretary International Policy
1.63	Subsection 15.4.9.2	Approve the payment of an amount equal to what an employee has had to pay to their landlord for property damage when it is clear the damage was not the fault of the employee.	Senior ADF representative at the overseas post Director Attaché and Overseas Management
1.64	Subsection 15.4.15.2	Decide the amount of additional costs incurred by an employee for utilities, which is attributable to the employee failing to exercise care and economy in the use of utilities.	Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
1.65	Subsection 15.4.21.2	Waive the rent and utilities contribution for a period, when an employee's partner is away from the posting location, for an employee who meets the prescribed conditions.	A person not below APS 5/E08 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 an employee's rent and utilities contribution where, because of a long-term posting, the employee establishes and maintains a household in Australia for a dependant.	
1.66	Subsection 15.4.24.3	Reduce in whole or in part the rent and utilities contribution that an employee is liable to pay for a residence at a particular location.	**For a reduction of up to 25% of the contribution:** A person not below APS 6/O-4 who is authorised to manage Defence overseas personnel administration Senior ADF Representative at the overseas post **For a reduction of over 25% of the contribution:** Director Attaché and Overseas Management

1.67	Subsection 15.4.25.2	Reduce the rent and utilities contribution payable by an employee as is equal to the reduction in the quality of the employee's housing and utilities caused by short-term hardship.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 6/O-4 who is authorised to manage Defence overseas personnel administration
1.68	Section 15.4.30	Decide that it is reasonable for an employee to be reimbursed for commercial snow clearing services.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
1.69	Section 15.4.31	Reimburse an employee costs of employing household support if satisfied an employee's or their dependants' personal safety is at risk.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management
1.70	Subsection 15.5.9.2	Be satisfied that payment made to the service provider is reasonable.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
	Subsection 15.5.9.3	Be satisfied of the listed criteria relating to payment made before the service is provided when considering recommendations from Joint Health Command.	
1.71	Subsection 15.5.10.2	Approve a non-urgent or non-emergency health care in another overseas location outside of the posting country before costs are incurred if satisfied of the conditions listed under subsection 15.5.10.3.	A person not below APS 5/E08 in Directorate of Clinical Services, Joint Health Command
	Subsection 15.5.12.1	Approve listed medical goods or services before costs are incurred if satisfied of the conditions listed under subsection 15.5.12.2, for the purpose of the definition of 'approved specialised medical goods or services'.	

	Paragraph 15.5.14.2.a	Be satisfied that the hospital facilities in the posting country are similar to the standard for a public hospital patient in a shared room in Australia for a person to be eligible for payment of the actual cost of clinically necessary acute care in a hospital in the posting country.	
	Paragraph 15.5.14.2.b	Be satisfied that the costs a person incurred for clinically necessary acute care in a hospital in the posting country with facilities that are of a different standard than a public hospital patient in a shared room in Australia, are reasonable after considering the factors listed under subsection 15.5.14.3.	
	Subsection 15.5.15.1	Be satisfied of the listed conditions for a person to be eligible for hospital costs that are not required for clinically necessary acute care.	
	Paragraph 15.5.15.2.a	Be satisfied that the hospital facilities in the posting country are similar to the standard for a public hospital patient in a shared room in Australia for a person to be eligible for payment of the actual cost of care other than the clinically necessary acute care under section 15.5.14.	
	Paragraph 15.5.15.2.b	Be satisfied that the costs a person incurred for care other than the clinically necessary acute care under section 15.5.14 in a hospital in the posting country with facilities that are of a different standard than a public hospital patient in a shared room in Australia, are reasonable after considering the factors listed under subsection 15.5.15.3.	
	Subsection 15.5.18	Be satisfied of the listed factors for a person to be eligible for childbirth costs at the posting location.	

1.72	Subsection 15.5.24.3	Be satisfied that ongoing treatment is clinically necessary having considered the listed criteria for a person to be eligible for the cost of additional mental health sessions.	A person not below EL1/O-5 in Directorate of Clinical Services, Joint Health Command
1.73	Subsection 15.5.26.2	Be satisfied there is a risk of contracting a communicable or non-communicable disease at the posting location that is unlikely to be contracted in Australia, having considered the factors listed under subsection 15.5.26.3, for a person to be eligible for reimbursement of the reasonable costs of medical testing and associated travel expense.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
	Section 15.5.29	Be satisfied that the period is necessary for the person to remain in the location, taking into account any advice from Joint Health Command including treatment, recovery and follow-up consultations, for the purpose of the definition of 'approved period'.	
	Subsection 15.5.30.1	Be satisfied it is reasonable for a child of the person eligible for a travel benefit under Division 11 to accompany the person having considered the factors listed under subsection 15.5.30.2, for the purpose of the definition of 'accompanying child'.	
	Subsection 15.5.31.1	Be satisfied the person eligible for travel benefits under Division 11 requires a chaperone to accompany them having considered the factors listed under subsection 15.5.31.2, for the purpose of the definition of 'chaperone'.	
	Paragraph 15.5.32.1.b	Be satisfied that a higher class of air travel is reasonable in the circumstances having considered the factors listed under subsection 15.5.32.2.	

	Paragraph 15.5.33.1.b	Be satisfied that travelling by private vehicle is reasonable having regard to the person's medical requirements and that it is the most efficient and economical means, for the purpose of the definition of 'private vehicle use costs'.	
	Paragraph 15.5.34.1.b	Be satisfied that travelling by public transport is reasonable having regard to the person's medical requirements and that it is the most efficient and economical means, for the purpose of the definition of 'public transport costs'.	
	Section 15.5.35	Be satisfied of the conditions listed under subsections 1 and 2 for a person to be eligible for travel costs to obtain health care at a location other than the location of the person's overseas residence.	
	Subsection 15.3.36.3	Approve a higher daily accommodation cost than provided in Annex 15.5.A if satisfied a higher costs accommodation is required in the circumstances.	
1.74	Subsection 15.5.38.3	Extend the approved period if it is considered clinically necessary.	A person not below APS 5/E08 in Directorate of Clinical Services, Joint Health Command
	Subsection 15.5.38.4	Decide that the period is clinically necessary having considered the listed factors, for the purpose of the definition of 'approved period' for the section.	
1.75	Subsection 15.5.39.4	Decide that the period is reasonable having considered the listed factors, for the purpose of the definition of 'approved period' for the section.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
	Subsection 15.5.40.5	Decide that the period is reasonable having considered the listed factors, for the purpose of the definition of 'approved period' for the section.	

1.76	Subsection 15.6.10.1.c.i	Decide that the government pre-school where an employee lives in the USA is not a suitable benchmark pre-school.	A person not below O-4/APS 6 who is authorised to manage Defence overseas personnel administration
1.77	Subsection 15.6.10.1.c.iii	Decide that the benchmark primary or secondary school where an employee lives in the USA is not a suitable benchmark school.	Head Australian Defence Staff – Washington
1.78	Section 15.6.13	Approve the reimbursement of costs to learn a new language or form of communication that is used to teach a class the child attends.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration A person working in the Pay and Administration Centre – Victoria who is: - Overseas Administration Team Leader - Pay and Administration Manager Specialist - Civilian and Overseas Pay and Administration Centre Manager - Director Pay and Administration Centre
1.79	Subsection 15.6.14.1	Decide that an employee 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.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
	Subsection 15.6.14.2	Be satisfied it is reasonable for the employee to be reimbursed for the cost of up to a further 150 hours of remedial tuition.	
	Paragraph 15.6.17.2.b	Decide an employee is eligible for benefits under Division 2: Education assistance for children at the posting location.	

1.80	Subsection 15.6.18.1	Be satisfied that the benchmark school at the posting location is inadequate for the child.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 6/O-4 who is authorised to manage Defence overseas personnel administration
	Subparagraph 15.6.18.3.a.ii	Decide the amount of education assistance that is reasonable.	
1.81	Paragraph 15.6.20.2.c	Approve travel costs between the employee's posting location and the child's school for the employee or employee's partner to accompany their child to begin boarding school.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts
	Section 15.6.24	Decide whether it is reasonable in the circumstances to provide education assistance for an employee's child 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.	
	Subsection 15.6.28.2	Be satisfied it is reasonable for the employee to be reimbursed for the cost of up to a further 150 hours of remedial tuition.	
1.82	Paragraph 15.6.29.2.b	Consider the cost to Defence and approve benefits under the Division.	A person not below APS 5/E08 working in the Pay and Administration Centre – Victoria who is authorised to manage Defence pay and administration at overseas posts
	Paragraph 15.6.30.1.a	Be satisfied 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.	
1.83	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 Director Attaché and Overseas Management A person not below APS 5/E08 who is authorised to manage Defence overseas personnel administration
	Paragraph 15.8.5.2.c	Decide it is reasonable for additional costs of a club membership for a dependant on a reunion visit.	

Chapter 16 Overseas hardship locations

Item	Provision	General description	Delegate
1.84	Subsection 16.4.11.5	Decide that it is reasonable for an employee's assisted leave travel benefit not to be reduced.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management Director Personnel – HQJOC A person not below APS 6/O-4 who is authorised to manage Defence overseas personnel administration
1.85	Subsection 16.4.12.1	Be satisfied that travel to another country meets the purpose of assisted leave travel.	Senior ADF Representative at the overseas post Director Personnel – HQJOC A person not below APS 6/O-4 within the Directorate of Attaché and Overseas Management A person not below APS 6/O-4 who is authorised to manage Defence overseas personnel administration
1.86	Subsection 16.5.6.1	Be satisfied that a stopover is unavoidable during assisted leave travel so an employee and dependants can be repaid for 1 night's accommodation, meals and incidentals at the stopover location.	Director Defence Print and Travel Services Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 6/O-4 who is authorised to manage Defence overseas personnel administration
1.87	Subsection 16.7.3.1	Approve payment of extraordinary costs incurred by an employee in buying goods and services in specified conditions.	Senior ADF Representative at the overseas post Director Attaché and Overseas Management A person not below APS 6/O-4 who is authorised to manage Defence overseas personnel administration

Chapter 17 Warlike and non-warlike deployments

Item	Provision	General description	Delegate
1.88	Subsection 17.3.2.4	Be satisfied that it is reasonable for an employee to travel business class.	Deputy Chief Joint Operations

Schedule 3 Rank equivalency

Rank equivalency	Navy	Army	Air Force
–	Admiral of the Fleet	Field Marshal	Marshal of the Royal Australian Air Force
O-10	Admiral	General	Air Chief Marshal
O-9	Vice Admiral	Lieutenant General	Air Marshal
O-8	Rear Admiral	Major General	Air Vice-Marshal
O-7	Commodore	Brigadier	Air Commodore
O-6	Captain	Colonel	Group Captain
O-5	Commander	Lieutenant Colonel	Wing Commander
O-4	Lieutenant Commander	Major	Squadron Leader
O-3	Lieutenant	Captain	Flight Lieutenant
O-2	Sub-Lieutenant	Lieutenant	Flying Officer
O-1	Acting Sub-Lieutenant	Second Lieutenant	Pilot Officer
–	Midshipman	Officer Cadet	Officer Cadet
E10	Warrant Officer of the Navy	Regimental Sergeant Major of the Army	Warrant Officer of the Air Force
E09	Warrant Officer	Warrant Officer Class 1	Warrant Officer
E08	Chief Petty Officer	Warrant Officer Class 2	Flight Sergeant
E07	–	Staff Sergeant	–
E06	Petty Officer	Sergeant	Sergeant
E05	Leading Seaman	Corporal	Corporal
E04	–	Lance Corporal	–
E03	Able Seaman	[Private Proficient]*	Leading Aircraftman
E02	Seaman	Private	Aircraftman

* Private Proficient means a member of the Army holding the rank of Private who is eligible to be paid as a Private Proficient.