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CHAPTER 1 – INTRODUCTIONS AND DEFINITIONS

1.1 PURPOSE

The Human Resources Manual (HRM) Volume 2 sets out the department's terms and conditions of employment relating to overseas service. These are made by the Secretary, in line with clause 35 of the department's Enterprise Agreement, pursuant to the Secretary's power to determine terms and conditions of employment in accordance with section 24(1) of the [Public Service Act 1999](#).

The [Workplace Relations Committee \(WRC\)](#) intranet site contains recent amendments to the manual, and minutes from the committee's overseas conditions of service (OCS) sub-committee.

1.2 SECRETARY'S EXERCISE OF POWERS

The legal authority for determining particular overseas conditions of service for employees working overseas (which have not been expressly determined by the Secretary in the HRM) has been devolved through delegations made by the Chief People Officer to designated positions. These position-holders are referred to as the Secretary's delegates throughout the manual.

If the Secretary/Chief People Officer confers on an employee a right to determine a particular term or condition, the employee should exercise the power in a manner that a reasonable person would in the circumstances.

Where a delegation does not exist for a payment, reimbursement or action, formal approval is required from the Assistant Secretary of the People Policies and Systems Branch (STB), Chief People Officer (CPO), the Deputy Secretary with responsibility for People Division (PPD) or the Secretary of the department.

The delegations can be found at [Schedule 6 - Consolidated HRM Volume 2 delegations](#).

Delegates should have regard to Departmental policy and relevant legislation when exercising their powers/functions.

1.3 APPLICATION

This manual applies to employees performing duty overseas unless otherwise stated.

The delegate may provide section 23 approval under the [Public Governance, Performance and Accountability Act 2013](#) to enter into and commit money on behalf of the Commonwealth only if they are satisfied that the expenditure is efficient, effective, economical, and ethical.

For the application of overseas allowances and conditions, the decision-making principles are:

- [Performance, Governance and Public Accountability Act 2013](#), and
- Australian Government Review of provisions, additional allowances and financial support 2016.

1.4 DEFINITIONS

Term	Definition for the purposes of this manual
accompanied employee	<p>An employee who:</p> <ul style="list-style-type: none"> • is on a long-term posting • has a spouse who resides continuously with the employee and makes the post-funded accommodation their principal place of residence during the period before the last six months of the posting, and • Who does not fall within the definition of 'unaccompanied employee'.
allowable travel cost	Officially funded travel undertaken in line with the Travel Policy .
approver	Either the Secretary or a person authorised by the Secretary to approve a payment or overseas condition of service.
APS	Australian Public Service.
basic school transport costs	The cost of public transport (bus and train) to and from a post's benchmark school.
benchmark school	A school approved by the Secretary's delegate as outlined in Schedule 5 – Education Benchmark Schools .
compulsory fees (for education)	<p>The sum of the annual amounts of:</p> <ul style="list-style-type: none"> • tuition and sports fees levied by a school • fees levied by a school for travel by a student in a specially designated school bus • mandatory fees and charges levied by the school and approved to be met at official expense by the Secretary's delegate that must be paid so a child may attend the school, (excluding boarding fees and meals) and • any government taxes levied on the fees.
Child	A natural child, an adopted child, an ex-nuptial child, a foster child, a step-child who is ordinarily a member of the employee's household prior to posting or who is a ward. See also types of dependant .
cost of living adjustment (COLA)	Supplementation to an employee's salary to compensate for the increased cost of purchasing goods and services at post in comparison to Australia.
cost of posting allowance (COPA)	A payment in addition to an employee's usual salary to compensate for the wider financial and non-financial impacts a posting can have on the employee. This includes the employee's rent and utilities contribution at post.

cross-posting	Where an employee is transferred from one position overseas to another position overseas and is required to take up the new position within six months of completing their original posting.
dependant	Described in the types of dependant section of this manual.
DFAT	The Department of Foreign Affairs and Trade.
Domestic relationship	<p>A relationship in which two people commit to living together on a genuine domestic basis regardless of:</p> <ul style="list-style-type: none"> • gender • marriage status or, • civil union or civil partnership (or equivalent) status.
department	The Department of Foreign Affairs and Trade.
dual-posting	An APS employee and their APS employee spouse posted to the same post.
Duty	<p>The period of an employee's posting, commencing on the day on which the employee starts at post and ceasing on the day the employee finishes their duty at post.</p> <p>The employee is taken to start duty on the day of arrival at the post. If the employee proceeds on approved annual leave or personal carer's leave immediately on arriving at post, the employee is taken to start duty at post on the first working day after their approved leave ends.</p> <p>The employee is taken to finish duty on the day they depart the post location at the end of the posting. If the employee departs on a day observed by the post as a day of the weekend or public holiday, or immediately begins a period of leave, they are deemed to have finished duty on the immediately preceding working day.</p> <p>The definition of duty for attracting provisions may vary slightly from this clause. Details are at the relevant sections of this manual.</p>
employee	An APS employee of the Department of Foreign Affairs and Trade, other than a locally-engaged employee. This includes exchange officers (DFAT employees seconded to other foreign services).
employee couple	A DFAT APS employee and their DFAT APS employee spouse, or their APS employee spouse from another Australian Government agency.
Enterprise Agreement	The current DFAT Enterprise Agreement.
family composition	The number of people making up an employee's household, including the employee and all recognised dependants.
family home	The dwelling that an employee occupied with their family before the posting, and which the employee would have continued to occupy had they not been posted.

headquarters	The place at which the employee works and is ordinarily required to report to for duty.
HOM	Head of Mission
HOP	Head of Post
incidental costs	In the context of short-term missions, the travel allowance incidental rates included in International Travel Rates found under the Travel Policies on the intranet.
localities not listed in the schedules	If an employee is on duty at a location not specified in a schedule, the provisions will be the same as those provided to employees at the post in the capital city of that country.
location in Australia where an employee ordinarily lives	All employees are considered to live in Australia. A reference to a location in Australia where the employee ordinarily lives is Canberra, unless the Secretary's delegate determines otherwise.
long-term posting	<p>A period of duty in:</p> <ul style="list-style-type: none"> • an overseas country for longer than 12 months, or • a series of overseas countries for a period of 12 months, • if the Secretary's delegate considers it is reasonable to treat the complete period of duty as a long-term posting. The factors considered by the Secretary's delegate include: <ul style="list-style-type: none"> • the employee's accommodation and living arrangements during the period of duty • the period to be spent in each country, and • any other factors the Secretary's delegate considers relevant.
Manual	The DFAT Human Resources Manual Volume 2, overseas conditions of service.
Official	Authorised by, and to meet the purposes of, Australian legislation, Australian Government policy, and Australian Government agency approved procedures and guidelines.
ordinary period of an overseas posting	Is three years, or a period set by the Secretary's delegate in respect of a post. Variations to the ordinary period of an overseas posting are listed at Schedule 3
overseas	A location outside Australia, excluding Australian territories.
overseas conditions of service (OCOS) package	The Government has determined certain allowances and other provisions provided to APS employees on long-term posting. The Government has decided that the OCOS package should consist of the allowances and provisions laid out in the DFAT Human Resource Manual Volume 2 as published and updated.

Overseas Conditions of Service section	The Overseas Conditions of Service section is located within the People Strategies & Policies Branch of DFAT.
overseas health provisions (OHP)	The assistance with overseas health care costs provided by the department for an employee and their eligible dependants, while the employee is on a long-term posting or short-term assignment as specified in the health section of this manual.
overseas service	The period during which an employee is paid COPA.
Parent	A guardian or other person who is responsible for the day-to-day care of a child. See also types of dependant .
Part	Unless specified otherwise, a part of this manual.
Post	The location overseas to which the employee has been transferred.
public holidays	Public holidays to be observed at posts are set by the Head of Mission/Post after considering departmental instructions, operational requirements and relevant local factors. The number of public holidays to be observed in any single year is specified in the Enterprise Agreement.
return to Australia (RTA)	An employee's return to Australia after concluding a posting, or the return to Australia by an employee's dependant at any stage, where the intention is to reside permanently in Australia.
Section	Unless specified otherwise, a section of this manual.
Secretary	The Secretary of the Department of Foreign Affairs and Trade or the occupant of a position authorised to act on the Secretary's behalf.
schedule	A schedule to this manual.
School	<p>Pre-school is an educational institution overseas providing instruction and teaching to prepare a child for primary school.</p> <p>Primary school is a primary school in Australia or a similar educational institution overseas.</p> <p>Secondary school is a secondary school in Australia or a similar educational institution overseas.</p> <p>Summer school is a holiday program offered by an educational institution or similar organisation that may provide academic and recreational programs.</p>
short-term assignment (STA)	Short-term Assignment (STA) defines a period of assignment to a location (international or domestic) of greater than six months to less than one year in duration.
short-term mission (STM)	Short-term Mission (STM) defines a period of assignment to a location (international or domestic) of less than 180 consecutive calendar days in duration.

Spouse	<p>An employee's:</p> <ul style="list-style-type: none"> legally married husband or wife civil partner, or partner who lives with the employee as a spouse on a bona fide domestic basis and who has been registered by the department although they are not legally married to the employee. See also definition of 'dependant'.
TA	Travel allowance.
third location	A location outside Australia and not the post.
unaccompanied employee	<p>An employee is unaccompanied or ceases to be accompanied if their spouse:</p> <ul style="list-style-type: none"> resides continuously with the employee at the post funded accommodation but only for a continuous period during the last six months of the employee's posting departs post to reside elsewhere at any time during the employee's posting ceases to reside continuously with the employee at post has been medically evacuated and absent from post for more than 56 days, or continues to reside permanently at post but has been absent for more than 28 days. The 28-day rule allows for intermittent and infrequent absences. However, an employee is considered unaccompanied if their spouse exhibits a pattern of fly in/fly out for any reason including: <ul style="list-style-type: none"> returning to Australia or a third location for study visiting family, or undertaking work or other activities. <p>The 28-day rule means that in any of these situations, the employee is deemed to be unaccompanied at the beginning of the fly-in fly-out pattern.</p>

1.5 MONETARY FIGURES

Unless stated otherwise, all monetary figures in this manual are expressed in Australian dollars.

When the 'accompanied' or 'unaccompanied' status is determined:

- The department will assess an employee's status before the employee commences duty based on the employee's and the spouse's intentions.
- Once a change of circumstances is notified, the department will ask about the employee and spouse's intentions. If this is for the spouse to leave post for a period greater than 28 days but to return and reside continuously with the employee, the department will pay the accompanied rate when evidence is provided on the spouse's return to post. This will be back paid to the date of return.
- If circumstances change again, the department will pay the unaccompanied rate for the remainder of the posting unless evidence is provided that demonstrates the spouse's intention to reside continuously at post.

CHAPTER 2 – INTERNATIONAL SHORT-TERM MISSION (STM)

2.1 STM OVERVIEW

Short-term Mission (STM) defines a period of assignment to a location (international or domestic) of less than 180 consecutive calendar days in duration.

The following provisions may apply:

- [Travel](#)
- [Allowances](#)
- [Accommodation](#)
- [Health](#)
- [Other provisions](#)
- [Location](#)

Long-term posting provisions generally do not apply to STMs. This includes:

- being accompanied by dependants
- payment of standard allowances
- access to removals
- overseas health provisions
- education assistance, and
- reunion travel.

Where an employee is working remotely, is on extended leave or an accompanying spouse and is selected for a short-term mission at their location of residence, no allowances are payable for the duration of the STM and there will be no accrual of Additional Location Leave (ALL). The STM will be treated as a recall to duty. The employee will receive their standard salary and superannuation benefits. Comcare cover will apply. The employee, unless recognised as an accompanying spouse, remains responsible for meeting their living expenses and health costs while they continue to reside at the location.

The [Travel Policy](#) provides full details on STM provisions.

If an employee is deployed on a STM and the term is extended beyond six months, they will transition onto STA conditions and the Secretary's delegate will determine which provisions will apply. Transfer allowance will not be paid retrospectively to the employee in any circumstances.

2.2 TRAVEL ON STM

2.2.1 CLASS OF TRAVEL

Employees travel business class for international flights over two hours duration, as described in the class of travel section of the [Travel Policy](#).

2.2.2 REST PERIODS

Rest periods are provided to employees to allow a break on a long journey, and time to recuperate at the end of the journey. See rest periods in the [Travel Policy](#).

2.2.3 QUARANTINE

Quarantine accommodation costs are provided for in Australia or overseas, for departmentally funded travel to and from the employee's destination if quarantine is required by the Australian or host-nation government.

2.2.4 BAGGAGE ALLOWANCE

Baggage allowances vary according to individual airline policies. There is no provision for employees on a STM to receive excess baggage reimbursement. Full details are provided in the baggage and security procedures section in the [Travel Policy](#).

2.2.5 ACTING HOM/HOP – SPOUSE-ACCOMPANIED TRAVEL

If an employee is acting as head of mission or post, the Secretary's [delegate](#) may agree to their spouse accompanying them on official travel under the same terms and conditions as those for the spouse of the head of mission or post.

2.2.6 SPOUSE-ACCOMPANIED TRAVEL

The Secretary's [delegate](#) may approve an employee's spouse to accompany them at official expense during travel. This may apply when the employee has undertaken an aggregate of 40 weeks of unaccompanied overseas travel on STMs. Factors that are taken into consideration include the:

- employee's classification
- purpose and extent of the employee's travel overseas on duty unaccompanied by their spouse, and the period during which the travel occurred
- period (if any) since the employee's spouse last accompanied them at departmental expense during travel overseas on duty
- duration of the proposed travel and the nature of the locations to be visited, and
- official duties the employee will be required to perform during the travel, including any representational responsibilities.

If the employee's spouse is authorised to officially accompany them on an STM, the following costs are met at official expense:

- transport for the spouse to accompany the employee by the same mode and class of travel, and
- reasonable additional costs of accommodation associated with the travel.

Travel by spouses at official expense is subject to available funds. Eligibility and approval to be accompanied by a spouse must be confirmed before the travel. When calculating eligibility and seeking approval, employees can include the anticipated travel in the 40 week aggregate total.

Periods of overseas service where there is, or has been, any provision for a spouse to accompany an employee at official expense (i.e. on long-term posting) should not be included when assessing an employee's eligibility under this section—even if the provision was not used—although STMs away from the posting location may be counted.

In assessing an employee's eligibility, periods of service or duty overseas that are undertaken at different locations can be considered on a pro rata basis.

Eligibility for future overseas travel would start to accrue after the travel on which the employee was accompanied by their spouse at official expense is completed. This is irrespective of the basis on which eligibility was established for that travel.

Where approval is given for a spouse to accompany an employee on overseas travel, financial assistance for the spouse is limited to the:

- cost of airfares at the same standard of travel as the employee, and
- additional costs of double over single accommodation.

No other expenses for the spouse's travel are allowed, including any subsidy for meals or incidental costs. This should be made clear when approval is provided.

2.2.7 PUBLIC HOLIDAYS AND LEAVE

The policy relating to Public Holidays for employees on an STM or STA is found in [HRM, Vol 1, 33. Public Holidays](#).

The policy on taking Annual Leave for employees while on Official Travel and STMs is found in the [Travel Policy](#).

2.2.8 INSURING PERSONAL EFFECTS

See the travel insurance section in the [Travel Policy](#) for details on insuring personal effects while on an STM.

2.2.9 DEATH OF AN EMPLOYEE WHILE ON AN STM

The Secretary's [delegate](#) determines the most appropriate response to an employee or an employee's dependant dying or falling critically ill at post. This section also allows the Secretary's delegate to approve the return of an employee or dependant's remains to Australia.

[Compassionate travel](#) provisions also allow the Secretary's [delegate](#) to approve a close relative travelling to the post.

2.3 ALLOWANCES ON STM

2.3.1 TRAVEL ALLOWANCE

Travel allowance is intended to cover reasonable living costs incurred by an employee who is required to sleep away from home on official duty. Travel allowance covers the cost of meals and incidentals. Accommodation is reimbursed based on the actual cost of commercial accommodation.

See the travel allowance, other costs in excess of travel allowance and reduction in payment of travel allowance in the [Travel Policy](#) for details.

2.3.2 EQUIPMENT ALLOWANCE

Equipment allowance helps cover the cost of travel equipment and other items purchased for an STM, as well as the extra wear and tear on an employee's possessions from travelling overseas. When travelling on an STM from Australia, an employee is entitled to receive an equipment allowance in line with [Schedule 1](#).

This allowance does not apply to employees on a long-term posting overseas as the provision is incorporated in the transfer allowance and cost of posting allowance.

The allowance is not to be paid more than once in any three-year period, or if the employee:

- has been on a long-term posting up to three years before the STM
- is on a long-term posting while undertaking an STM, or
- if the employee is accompanying their spouse on a long-term posting and is recalled to duty to undertake an STM.

A high frequency travel equipment allowance is also available in addition to the standard equipment allowance. The purpose of the high frequency equipment allowance is to support staff who travel frequently on STMs and is for employees who:

1. undertake more than three (3) STMs in a calendar year, and
2. the accumulated number of days on STMs is more than 120 days in a 12-month period.

The allowance is not to be paid more than once in any three-year period as detailed in [Schedule 1](#).

Refer to [HRM Vol 2, Section 2.3.6](#) for instructions on how to claim the equipment allowance.

2.3.3 SPECIAL CLOTHING ALLOWANCE

Employees on a short-term missions (STM) may claim a special clothing allowance as per the rate in Schedule 1 and according to this policy.

The special clothing allowance consists of two distinct types: one for tropical clothing and the other for cold weather.

Employees can claim the tropical clothing allowance once every three years, as well as the cold weather clothing allowance once during the same period. To be clear, an employee may claim for both tropical and cold weather clothing allowance in accordance with the policy in the same three-year period.

- a) **Tropical weather special clothing allowance** may be paid to employees undertaking an STM for a period greater than seven days to the following locations:

Tropical weather

s 47E(d)

- b) **Cold weather special clothing allowance** may be paid to employees undertaking an STM for a period greater than seven days to locations where the daily temperature during the period of the visit is below zero degrees Celsius. Locations that may receive STM cold weather special clothing allowance during winter periods are:

Cold weather

s 47E(d)

- c) **System used to determine climate classification:** Employment Conditions Abroad (ECA) International determines the locations eligible for the special clothing allowance. ECA utilises s 47E(d) in determining destinations eligible for the allowance. Applying the classification to eligible locations include the following climate categories:

- Tropical climates including the sub-categories; wet equatorial climates, tropical monsoon and trade-wind littoral climates and tropical wet-dry climates.
- Cold climates including the sub-categories; cold and semi-arid climates, continental climates - cool and wet with severe winters, and polar conditions

If the employee is traveling to a location that meets these categories but is not listed in the tables above, they are required to submit a request to the travel approver with evidence the location meets the above criteria.

2.3.4 SPECIAL CLOTHING ALLOWANCE ON A LONG-TERM POSTING

The allowance may also be paid to employees on long-term posting who undertake an STM to a destination in a different climate zone from the employee's normal posting location. In considering the application, the travel approver must take into account the season at the destination.

The allowance is not paid if the employee was on a long-term posting to the STM destination up to three years prior, and is not paid more than once in any three-year period.

Refer to [HRM Vol 2, Section 2.3.6](#) for instructions on how to claim special clothing allowance.

2.3.5 EXTREME COLD WEATHER CLOTHING ALLOWANCE

If the Secretary's [delegate](#) is satisfied the employee is likely to encounter severe winter weather conditions on an STM, employees may be eligible to receive an extreme cold weather clothing allowance to help purchase essential heavy clothing in line with [Schedule 1](#). This allowance supplements the cold weather special clothing allowance and is paid only where there is a clear case. Employees must demonstrate that they need to undertake duties outdoors in extreme weather conditions, such as:

- undertaking external maintenance, or
- installing technical equipment at locations where winter weather is extreme.

The supplement may be provided for other locations depending on weather conditions and the tasks being undertaken. It may also be paid to employees on a long-term posting who undertake an STM to a destination with a different climate to their normal headquarters.

The allowance is not paid if an employee was on a long-term posting to the destination up to three years before the STM, and is not paid more than once in any three-year period.

Refer to [HRM Vol 2, Section 2.3.6](#) for instructions how to claim the allowance.

2.3.6 HOW TO CLAIM EQUIPMENT, SPECIAL CLOTHING AND EXTREME COLD WEATHER CLOTHING ALLOWANCES

Employees seeking equipment, special clothing and extreme cold weather clothing allowances can apply through the SAP TEMS. This should be done before travelling.

Employees apply for the allowance through SAP TEMS when completing an international travel requisition. See [travel helpcard – international travel, create an international travel request](#).

No acquittal is required.

2.3.7 LOCATION AND SPECIAL LOCATION SUPPLEMENT (SLS) ALLOWANCES

Calculations for Location and SLS allowances paid at the STM location are calculated as specified in the [STM location allowance](#) and [STM SLS provisions](#) sections.

2.4 ACCOMMODATION ON STM

Accommodation provisions for employees on an STM are outlined in the standard of accommodation section in the [Travel Policy](#).

Accommodation varies depending on the position and location. Employees should discuss options with their travel approver before they depart.

2.5 HEALTH ON STM

2.5.1 MEDICAL OR DENTAL TREATMENT DURING AN STM

2.5.1.1 Before travelling

Employees should book an individual travel consultation at the closest Travel Doctor–TMVC clinic. In Canberra phone 6222 2300 or email Canberra@traveldoctor.com.au. For other TMVC clinics see the [Travel Doctor website](#).

Travel Doctor–TMVC provides specific preventative advice and will recommend any vaccinations.

If employees have any special concerns about their travel, they should discuss these with Travel Doctor–TMVC staff, or raise them with a DFAT medical unit doctor.

Important: the Authorisation for Vaccines form must be approved by the employee's manager. The employee will take this form to the Travel Doctor–TMVC clinic to authorise payment.

- [Billing authority to TMVC – STM form](#)

Employees should take any records of previous vaccines with them to their appointment. The Travel Doctor—TMVC will issue a yellow vaccination certificate. Employees must retain this and take it to any subsequent TMVC appointments to maintain their vaccination records.

Employees must ensure they have adequate medical supplies to cover other travel health requirements, including:

- DEET-containing repellent if in the tropics
- a 30+ sunscreen, and
- a sufficient supply of any routine medications for the duration of their trip, together with a covering letter from the prescriber.

Employees can also contact the department's Medical Unit (MDU) if they would like to discuss health related issues. The MDU is located in the People Division.

The health and vaccination advice in the [Travel Policy](#) provides further information.

Employees should also familiarise themselves with [the DFAT Security Framework: Private and official travel policy](#) which addresses security considerations and requirements for overseas travel.

2.5.1.2 During the short-term mission

Comcover provides unavoidable medical and dental cover for employees on an STM—not the department's OHP, which apply to employees on long-term postings (LTP) and short-term assignments (STA).

Comcover insures travellers on DFAT-funded STM travel for up to 180 consecutive days for:

- accidental death
- injury and illness, and
- items such as lost or stolen baggage.

Cover varies depending on where employees live and where they are travelling.

Comcover also covers non work-related illnesses and injuries sustained outside of work hours. This includes when on annual leave approved as part of the STM under the [department's Travel Policy section 16. Annual Leave Whilst on Official Travel](#).

For less acute problems, employees can contact the department's medical unit at [s 22\(1\)\(a\)\(ii\) @dfat.gov.au](#).

The corporate services section at post can provide advice on the location of appropriate local healthcare facilities. Five DFAT posts—Honiara, Vientiane, Jakarta, Dili and Port Moresby—have a doctor and clinic.

Comcover travel insurance covers serious medical issues and has International SOS medical back-up. Employees can download the [app](#) from its website.

Advice on medical and dental insurance for STMs is provided in the travel insurance section of the [Travel Policy](#).

2.5.1.3 Returning from an STM

If employees return to Australia with an illness, or become unwell when they return from travel, it may be covered under the department's Comcover policy. Contact the Comcover liaison officer for advice at [s 22\(1\)\(a\)\(ii\) @dfat.gov.au](#).

Employees may also choose to consult a GP, but if a more exotic tropical disease is suspected, they should consult the department's medical unit at [s 22\(1\)\(a\)\(ii\) @dfat.gov.au](#).

2.6 OTHER PROVISIONS ON STM

2.6.1 PRIVATE PHONE CALLS

If an employee is undertaking official travel overseas for a period of one week or more, they are entitled to 30 minutes of private telephone calls a week at the department's expense. These calls should be made using voicenet on the telephones in the mission, or on a department-supplied mobile phone.

2.6.2 TRANSPORT WHILE ON AN STM

Employees can be reimbursed through the travel acquittal process for some official transport expenditure (see the [Travel Policy](#)). Employees should discuss STM transport options with the corporate services section at post.

2.7 LOCATION PROVISIONS ON STM

2.7.1 LOCATION ALLOWANCE PROVISIONS

If an employee is on duty at post with a location category C to F for 28 days or more, they receive [location allowance](#) at the appropriate pro rata unaccompanied rate from the first day of duty at the post to the last.

If an employee is on an STM continuously for at least 28 days or more than one location allowance post, location allowance is paid for the duration of the continuous STMs at the rate that applies to the post with the higher location rating.

- Duty must be continuous at location allowance posts. If an STM at more than one location allowance post is interrupted by duty at a non-location allowance post, then this is not taken to be continuous.

Claims should be submitted when the STM is completed using the [STM location allowance claim form](#) (Part A).

The form must be approved by a supervisor or travel approver and sent to PPD by submitting a [People Service Request](#).

2.7.2 STM ADDITIONAL LOCATION LEAVE (ALL) PROVISIONS

If an employee is on duty at a location allowance post for periods of 28 days or more in a calendar year, they are entitled to ALL for the period at the appropriate pro rata rate.

- Duty need not be continuous and may be aggregated in each calendar year.

If an employee is on duty on an STM continuously at more than one location allowance post for a period of 28 days or more in a calendar year, leave for the period is applied at the highest applicable rate to those posts.

Where the first part of a continuous period of duty at a location allowance post does not attract ALL (because the STM crosses calendar years), any fraction of 28 days duty may be included in the ALL calculation for the following calendar year.

Employees must record their STM duty at location allowance posts and submit a claim for ALL credits.

Claims should be submitted at the end of the calendar year on the [STM location allowance claim form](#) (Part B). The form must be approved by a supervisor or travel approver and sent to PPD by submitting a [People Service Request](#).

ALL credits are added to an employee's location leave balance. These credits are subject to excess leave provisions on 1 July each year. See [annual leave in HRM Volume 1](#).

2.7.3 SPECIAL LOCATION SUPPLEMENT (SLS)

If an employee is on an STM at a SLS-specified post for 28 days or more, they can receive the supplement at the unaccompanied rate from the first day of duty at post to the final day of duty at post.

Employees on an STM at a post with a special conditions of service package are an exception.

Employees on an STM to Kabul or Baghdad are entitled to SLS for periods in country, including periods less than 28 days.

If employees are in these locations, they should refer to the special conditions of service package for full details on provisions:

- [Kabul special conditions of service package](#)
- [Baghdad special conditions of service package](#)

Claims for SLS should be made with claims for STM location allowance, and submitted after the mission using the [STM location allowance claim form](#) (Part A).

The form must be approved by the employee's supervisor, or travel approver and sent to PPD by submitting a [People Service Request](#).

Current special location supplement rates are in [Schedule 1](#).

CHAPTER 3 – SHORT-TERM ASSIGNMENT (STA)

3.1 STA OVERVIEW

Short-term Assignment (STA) defines a period of assignment to a location (international or domestic) of greater than six months to less than one year in duration.

In exceptional circumstances, the Secretary's [delegate](#) may determine an assignment of less than 12 months but greater than six months to be a Long-term Posting (LTP). It is anticipated that where an employee accepts a STA, the period of the STA will be specified prior to departure.

3.2 STA PROVISIONS

[Long-term posting](#) provisions specified in this manual* apply to employees on a short-term assignment, however the following provisions do not apply:

- being accompanied by [dependants](#) at official expense
- [management-initiated early termination of posting](#) payment
- [home leave fare](#) / [assisted leave fare to Australia](#) / [regional leave fares](#)
- assistance with [education in Australia](#), and
- [outlay advance](#).

* A full uplift of personal effects as per LTP conditions may not be possible due to restrictions placed by the host country. Officers should contact post to confirm. In these cases the Secretary's delegate may approve up to 150kg shipment (calculated by weight or volume, whichever occurs first, and no items can be over 120cm in length) via DHL to post OR payment of the [excess baggage transfer allowance](#). Please complete a [People Service Request Form](#) if you are affected to get approval to engage with DHL or to request payment of the excess baggage transfer allowance.

The Secretary's delegate outlined in [Schedule 6](#) may authorise accompanied travel at official expense and vary the conditions of the short-term assignment, but only in exceptional circumstances.

Where an employee is working remotely, is on extended leave or an accompanying spouse and is selected for a short-term assignment at their location of residence, no overseas allowances are payable for the duration of the STA and there will be no accrual of Additional Location Leave (ALL). The STA will be treated as a recall to duty. The employee will receive their standard salary and superannuation benefits. Comcare cover will apply. The employee, unless recognised as an accompanying spouse, remains responsible for meeting their living expenses and health costs while they continue to reside at the location.

3.3 STA REUNIONS

The Secretary's delegate as outlined in [Schedule 6](#) may approve one [reunion fare](#) per eligible [dependant](#) to be taken no later than the ninth month of the short-term assignment, where the total period of the assignment is greater than nine months. See [reunion provisions](#) for further information.

CHAPTER 4 – LONG-TERM POSTINGS (LTP)

4.1 FAMILY CIRCUMSTANCES

4.1.1 TYPES OF DEPENDANT

4.1.1.1 Employees' provisions for dependants

Overseas allowances and provisions for dependants vary according to family circumstances. These allowances and provisions are intended to compensate for the disruption associated with an overseas posting.

Before additional overseas allowances and provisions for dependants are provided, employees must apply to have their relationship registered by the department and demonstrate that the dependant ordinarily lives with them in the family home before the posting. Some dependant types have additional eligibility criteria as outlined below.

The following section outlines the types of dependants that may qualify for overseas conditions of service and the relevant eligibility criteria.

4.1.1.2 Spouse dependant

a)	Eligibility	To be considered a spouse dependant, an employee must: <ol style="list-style-type: none"> 1. have their relationship registered (see HRM Vol 2, Section 4.1.2); and 2. confirm their spouse ordinarily lives with them in the family home before the posting.
b)	Proof of relationship	Employees must provide, via PeopleAssist , all of the following: <ul style="list-style-type: none"> • a completed spouse dependant application form • a copy of the official registration certificate from their state or territory government via the People Assist portal. Documents are to be in English (or accompanied by an official English translation). Refer to HRM Vol 2, Section 4.1.2 Marriage, Civil Unions and Civil Partnerships for detail.
c)	Provisions	Employee provisions for a spouse dependant vary according to where the spouse lives during the posting. Relevant provisions may include: <ul style="list-style-type: none"> • relocation travel and removals • accommodation • accompanied rates of allowances • additional household allowance • leave fares • reunion provisions • overseas health provisions, and • location provisions if applicable. A list of provisions for an employee's spouse proceeding separately to and from post is provided at HRM Vol 2, Section 4.2.1.6 .

d)	Criteria	<p>A spouse dependant's residential situation determines whether an employee receives the 'accompanied' or 'unaccompanied' rates of allowances or other provisions. See Introductions and Definitions ("accompanied" and "unaccompanied" employee) for detailed criteria.</p> <p>Before posting, if the employee:</p> <ul style="list-style-type: none"> • marries or enters into a registered relationship (see HRM Vol 2, Section 4.1.2) • has their relationship registered by the department, and • resides, or intends to reside (business case required), permanently with the spouse, then • accompanied rates of allowances or other provisions may be payable <p>Must have a medical and dental clearance to be covered by the Overseas Health Provisions (OHP) at post.</p> <p>After arrival at post, if the employee registers their marriage, civil union or civil partnership with the department, then:</p> <ul style="list-style-type: none"> • unaccompanied rates of allowances will continue to apply, • Overseas Health Provisions (OHP), leave and reunion fares will not apply, and • at the end of the posting term, the department may meet the cost of the airfare to Australia, and uplift of personal effects based on the family composition.
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4.1.1.3 Child dependant

a)	Eligibility	<p>An employee's child, or the child of their spouse dependant, who is:</p> <ul style="list-style-type: none"> • dependent on the employee; and • ordinarily lives with the employee in the family home before the posting; and is • less than 18 years of age, or • 18 years of age or older and still undertaking full-time secondary education.
b)	Proof of relationship	<p>Employee's must provide a copy of the birth certificate, adoption and/or guardianship papers via the People Assist portal.</p> <p>Documents are to be in English (or accompanied by an official English translation).</p>
c)	Provisions	<p>Employee provisions for dependent children vary according to where the child resides during the posting. Relevant provisions may include the following elements:</p> <ul style="list-style-type: none"> • relocation travel and removals • accommodation • child supplement • leave fares • education provisions • reunion provisions • overseas health provisions, and • location provisions if applicable. <p>* refer to HRM Vol 2, Section 4.2.1.6 for class of travel exceptions.</p>
d)	Criteria	<p>Must have a medical and dental clearance to be covered by overseas health provisions (OHP) when at post.</p>

e)	Examples of how the policy is applied	<p>Example 1 – A DFAT employee has children or stepchildren who ordinarily live with other family members in a different family home. In this example, the child or stepchildren do not meet ‘child dependant’ eligibility and are not entitled to DFAT overseas conditions of service provisions, including:</p> <ul style="list-style-type: none"> • child supplement • education assistance • relocation, leave or reunion travel, or • overseas health provisions. <p>Example 2 – A DFAT employee is the biological parent of a child who ordinarily lives with another family (for example, sperm/egg donor, or a child adopted by another family). In this example, the child does not ordinarily live with the employee and therefore does not meet ‘child dependant’ eligibility.</p>
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4.1.1.4 Tertiary dependant

a)	Eligibility	<p>An employee’s child, or the child of their spouse, who meets all the following:</p> <ul style="list-style-type: none"> • is less than 23 years of age • undertaking full-time studies in Australia at an Australian tertiary institution • not working full-time • not in a long-term relationship (e.g. marriage, civil union or civil partnership) • not responsible for raising a child or children.
b)	Proof of relationship	<p>Employees must provide, via the People Assist portal, all of the following:</p> <ul style="list-style-type: none"> • a completed tertiary dependant application form • copy of the birth certificate, adoption and/or guardianship papers (if not already supplied) • evidence of enrolment at an Australian tertiary institution which shows the dependant’s name, full time study load, and commencement and cessation of relevant full time study load e.g. semester/s date • copy of a document confirming the dependant’s residential address is the same at the employee’s prior to posting (e.g. the residential address listed on the school enrolment or the dependant’s driver’s licence) if not already supplied. <p>Documents are to be in English (or accompanied by an official English translation).</p>
c)	Provisions	<p>Employee provisions for tertiary dependants may include:</p> <ul style="list-style-type: none"> • one return reunion fare per reunion year, and • overseas health provisions (when visiting post).
d)	Criteria	<p>Must have a medical and dental clearance to be covered by overseas health provisions (OHP) when at post.</p>

4.1.1.5 Limited dependant

a)	Eligibility	<p>Limited dependant is for an employee's child who has completed secondary education to reside at post for up to 12 months while they decide their future plans.</p> <p>To be eligible, an employee's child must meet one of the following:</p> <ul style="list-style-type: none"> a) ordinarily lives with the employee in the family home before the posting b) residing at post and remains at post for no longer than 12 months from the completion of secondary education before they commence full-time tertiary studies in Australia, or they decide their future plans c) intends to join the employee at post for no longer than 12 months from the completion of secondary education before they commence full-time tertiary studies in Australia, or while they decide their future plans.
b)	Proof of relationship	<p>Employees must provide, via the People Assist portal, all of the following.</p> <ul style="list-style-type: none"> • a completed Limited Dependant application form • copy of the birth certificate, adoption and/or guardianship papers (if not already supplied) • copy of an Australian Year 12 Certificate or equivalent • evidence confirming the dependant's residential address is the same as the employees prior to posting e.g. residential address listed on school enrolment or driver's licence (if not already supplied) • evidence that the child is financially dependent on the parent. <p>Documents are to be in English (or accompanied by an official English translation).</p>
c)	Provisions	<p>Employee provisions for limited dependants are:</p> <ul style="list-style-type: none"> • if the dependant completed secondary school in Australia, a return economy class airfare from the dependant's usual place of residence to the post, on the best fare of the day using the most direct travel route, or • if the dependant is already at post, a one-way economy class airfare from post to the officer's usual place of residence in Australia (refer to HRM Vol 2, Section 4.2.1.6 for class of travel exceptions). <p>Note:</p> <ul style="list-style-type: none"> • Overseas health provisions apply while at post for a maximum of 12 months from the completion of secondary education and cease on return to Australia • Child supplement is not payable • Leave and reunion fares do not apply.
d)	Criteria	<p>Limited dependency status is for a maximum of 12 months from the date secondary education was completed and ceases on that date, or if the dependant returns earlier to Australia.</p> <p>Must have a medical and dental clearance to be covered by overseas health provisions (OHP) when at post.</p>

4.1.1.6 Relative dependant

a)	Eligibility	<p>An employee's relative, or their spouse's relative who:</p> <ul style="list-style-type: none"> • is, or has become, dependent on the employee for ongoing personal care, and • ordinarily lives with the employee or has lived with the employee in the family home for at least the past 12 months prior to the posting.
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b)	Provisions	<p>Employee provisions for relative dependants are:</p> <ul style="list-style-type: none"> • a return economy class airfare from the dependant's usual place of residence in Australia to the post, on the best fare of the day using the most direct travel route, and • rest periods (only applicable if travelling with the employee). <p>Note:</p> <ul style="list-style-type: none"> • Overseas health provisions do not apply • Leave and reunion fares do not apply • No allowances are payable for a relative dependant • Passport and visas for a relative dependant are a private matter and are not covered by the department's overseas conditions of service provisions.
c)	Criteria	<p>Employees must seek approval from the Secretary's delegate for their relative to be recognised as a dependant. Factors considered by the delegate include:</p> <ul style="list-style-type: none"> • the relationship of the person to the employee or to their spouse • whether the person's ordinary place of residence is the employee's ordinary place of residence and, if so, the duration of residence of that person • the extent to which the person is dependent on the employee for personal care because of age, illness or disability • the likely effect on the person's health and welfare of alternative arrangements that could be made for the person's care and maintenance • confirmation of fitness to travel and health coverage for the dependant while residing at post. Documentary evidence must be provided • the duration and timing of the employee's period of posting, and • any other special circumstances. <p>Employees must apply for relative dependant recognition via the People Assist portal.</p>

4.1.1.7 Third locations

Dependants living in a third location (spouse, dependants in full-time secondary school or tertiary students under 23 and studying full-time) may be eligible for reunion fares to the employee's post.

See [Section 4.8.8](#) for more information on reunion provisions.

4.1.1.8 Restrictions for accompanying dependants

The department may determine that a spouse, child or other types of dependants may not accompany an employee to post where security and medical standards are a factor (ref to [HRM Vol 2, Section 4.14 – Location Specific Restrictions](#)).

[HRM Vol 2, Schedule 2](#) lists all posts designated as unaccompanied or no-child.

4.1.1.9 Change in personal circumstances

Provisions change according to family composition. The [Secretary's delegate](#) determines eligibility of a dependant based on information provided by the employee. The employee must advise the department of any changes in personal circumstances as this may impact their allowances, such as -

- dependant living arrangements including extended absences from post,
- marriage, civil union or civil partnership status,
- if a child is:
 - finishing secondary school
 - turning 23 years of age

- finishing tertiary studies, or
- leaving post to live elsewhere.

All changes must be advised by cable using the topic – PERSONNEL – A-based Conditions. Advice should include the duration and general nature of the absence (for example, a temporary departure for employment or study, or extended absence for personal reasons).

The cable is to document the date of effect for the changes.

All overpayments made will be recovered.

Employees must also advise Security Clearances and Investigation (SCI) Section of any changes in their personal circumstances.

4.1.2 MARRIAGE, CIVIL UNIONS AND CIVIL PARTNERSHIPS

For an employee to have their marriage, civil union or civil partnership recognised in PeopleSoft, the employee will need to provide a copy of their state or territory government's official registration certificate to People Division via a People Assist request. See HRM Vol 2, Section 4.1.2.6 for procedural instructions.

Registration of marriages, relationships and the provision of certificates is the responsibility of the state and territory governments in Australia. Employees should refer to their relevant state or territory authority for details on relationship registration procedures. The department does not have this authority.

Access Canberra is the responsible authority in the Australia Capital Territory for the registration of all domestic relationships (marriage, civil union or civil partnership). A civil partnership provides a way for couples to formally register a domestic relationship, such as a de facto relationship, without marrying or entering into a civil union, and can be used to obtain or exercise rights under Territory laws ([Civil partnership registration \(act.gov.au\)](http://civilpartnershipregistration.act.gov.au)).

Employees must also advise the department of any changes in their personal circumstances through the Security Clearance Management System (SCMS).

Where an employee meets their partner/spouse while on an overseas posting and wishes to register the change in circumstances with the department the employee will need to present equivalent documentation from the relevant authority as recognition of the relationship (marriage, civil union, or civil partnership certificates). Consideration on what overseas provisions will be applied as it relates to a change in family circumstances will be considered separately by the department.

See 'Recognition by a foreign government' below to understand the limitations and visa issues that may arise when a foreign government does not recognise a relationship that has been registered by an Australian authority.

4.1.2.1 Application of overseas allowances and provisions

After an employee has provided their state or territory government's official registration certificate, the Secretary's delegate will consider which of the overseas allowances and provisions will apply to the change in family circumstances. In determining whether an employee is accompanied for the purposes of overseas allowances and provisions the Secretary's delegate considers whether the spouse ordinarily resided with the employee prior to the commencement of the posting (refer to [4.1.1 Types of Dependants](#)), the intent of each provision and the definition of 'accompanied' and 'unaccompanied' in [Section 1 Introductions and Definitions](#).

4.1.2.2 Recognition by a foreign government

The department is sensitive to the legal requirements and social customs of host governments. For this reason, employees must:

- research their preferred posting location(s) carefully before submitting an application (post reports provide information on the host government's recognition of dependants and relationship types for visa purposes and diplomatic recognition), and
- request recognition of their marriage, civil union, or civil partnership by the department, for the purposes of overseas allowances and provisions, once they have been selected for a posting. Note that this recognition does not influence a host government's legal requirements or social customs.

International recognition of dependants in a civil partnership with an employee varies from country to country. Some countries do not recognise spouse dependants in a civil partnership with an employee (e.g. same-sex couples) as qualifying for diplomatic recognition. Employees should check the relevant post report for details.

Employees in a civil partnership—or those intending to enter into this arrangement—are to be aware that not all countries recognise civil partnerships. A foreign government's recognition may range from non-acceptance to varying degrees of recognition and could involve difficulties in securing a visa for the spouse. It may affect the partner's right to work and access to local educational facilities, and the partner's access to diplomatic privileges and immunities.

The department cannot accept responsibility for, or influence, a foreign government's refusal to accord diplomatic or official status to a spouse in a civil partnership. The same principles apply to posting employees from other departments or official organisations.

If local authorities raise questions about a spouses legal status, posts must answer truthfully, and explain that civil partnerships in Australia have the same rights as a married couple or two people in a civil union (or equivalent).

When selected for postings, employees must ensure their eligible dependants are accurately recorded in PeopleSoft. To update their dependants in PeopleSoft employees must notify PPD, via a People Assist request and provide supporting documentation.

4.1.2.3 Visa Costs for Spouse and Child Dependants

Where the Secretary's delegate determines an employee's posting to be accompanied for the purposes of overseas allowances and provisions, but their recognised spouse and/or child dependants are unable to obtain a diplomatic visa for the country of posting, the department will cover the costs of an alternate visa and associated visa administrative costs (e.g. application and processing fees). Any other costs not otherwise covered by HRM Volume 2 will be at the employee's expense (e.g. travel related costs to collect or activate the visa).

4.1.2.4 Living with unrecognised dependants at Post

Where the Secretary's delegate determines an employee's posting to be unaccompanied (i.e. the family circumstances did not meet the eligibility criteria in [4.1.1 Types of Dependants](#) and [Section 1 Introductions and Definitions](#)) but the employee chooses for their dependant to join them on their posting, all costs and responsibilities (such as health cover) will be the employees. The employee will remain on unaccompanied allowances and provisions, and the post is not expected to request any form of official recognition, privileges, or immunities for the unrecognised partner and/or child.

4.1.2.5 Additional information

If an employee's personal circumstances change during a posting, such as a relationship ending or a spouse and/or child dependant (recognised or not) departing the post, the department is to be advised immediately so allowances are not overpaid. Overpayments will be recovered.

When family circumstances change, the department may pay for a recognised dependant's return to Australia airfare and the cost to remove a portion of the total family's personal effects to Australia (subject to volume limits and timing of the departure).

Employees must also advise the department of any changes in their personal circumstances through the Security Clearance Management System (SCMS).

4.1.2.6 Procedural instructions – Spouse recognition

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4.2 RELOCATION TRAVEL

4.2.1 RELOCATION TRAVEL TO AND FROM POST

4.2.1.1 Introduction

Long-term posting travel provisions cover legitimate travel expenses to relocate employees and their eligible dependants to and from post within a reasonable timeframe, at reasonable cost and with minimum inconvenience. Mode of travel will default to air except when required to get to/from regional or remote locations officially that do not have an airport.

Frequency of relocation travel is to post once, and from post once.

This section should be read in conjunction with the [Travel Policy](#), which is the overriding authority and provides:

- policy on travel requirements and provisions, and
- detailed options available to employees.

As per Chapter 16 of the [Travel Policy](#), other than the notional rest and travel days, no other leave is permitted en route to post. Rest and travel days are outlined in [Schedule 3](#).

Travel and other provisions for eligible dependants proceeding separately from the employee to/from post are outlined at [Section 4.2.1.6](#) of this manual and in the spouse and family travel section of the [Travel Policy](#).

Where an eligible dependant is departing post before the employee, an [overseas transfer arrangement form](#) must be completed. This must be authorised by the Senior Administrative Officer (SAO) at post and by the Secretary's delegate in People Operations Branch. Please submit a [People Service Request](#). A cable must also be sent by post advising the family member's departure.

4.2.1.2 Quarantine

Quarantine accommodation costs are provided for in Australia or overseas, for departmentally funded travel to and from the employee's destination if quarantine is required by the Australian or host-nation government.

4.2.1.3 Rest and travel days

The cost of rest periods taken en route to or from a long-term posting—and between postings when cross-posted—is included as part of the [transfer allowance](#) and/or [settling-in](#) arrangements at post.

[Schedule 3](#) outlines the number of rest and travel days that apply for each post. Employees travelling to or from posts which require:

- two or three rest and travel days – receive the funding for this purpose in the transfer allowance
- four rest and travel days – receive an additional transfer allowance to cover the cost of the second rest period.

This also includes cross-postings where applicable.

Rates are outlined in the [transfer allowance section](#).

The section on rest periods in the [Travel Policy](#) also provides further information.

4.2.1.4 Leave on allowances

See [leave at the conclusion of a posting](#).

4.2.1.5 Acquittal of return to Australia travel

Employees must acquit their travel within 30 days of returning to Australia (see the ‘travel acquittal’ section in the [Travel Policy](#)).

Passports issued for the posting must be returned to the Australian Passports Office. This includes all DFAT-issued passports for all family members, including children either at post or travelling on reunion visits. The passports cannot be used for any other travel and will be cancelled 30 days after duties in Australia recommence.

Employees can return their passport in person to the state or territory passport office that is most convenient. Alternatively, the passport/s can be returned via mail to the Australian Passport Office, GPO Box 9807, Canberra City, 2601. Please direct further questions to

s 22(1)(a)(ii) @dfat.gov.au.

Employees must sign the [Fringe Benefits Tax – Living Away from Home Allowance declaration form](#) when they return to Australia. The Australian Tax Office (ATO) requires that this declaration and any documentation relating to the posting, be held for up to seven years from the date of return from posting.

4.2.1.6 Guidance for when a recognised spouse travels ‘To/From’ post separately to the employee

a) Recognised Spouse

Arrangements for when a recognised spouse travels ‘To/From’ post separately to the employee.

Applies to a recognised spouse that:

- does not travel to post with the employee but later joins the employee at post, and
- will reside continuously with the employee, and
- makes the post-funded accommodation their principal place of residence during the period of the employee’s long-term posting (LTP)

Table A below is based on the standard three-year LTP period or longer.

In relation to a two-year LTP period, the timings to post remain the same but the timings from post adjust to:

- departure after 16 months of receiving accompanied allowances;
- departure between 8 and 16 months of receiving accompanied allowances;
- departure between 6 and 8 months of receiving accompanied allowances;
- departure less than 6 months of receiving accompanied allowances

b) Overseas Allowances

Eligibility for allowances or provisions are subject to further criteria as prescribed in the relevant chapters of the Human Resources Manual, Volume 2. In determining whether an employee is accompanied for the purposes of overseas allowances and provisions the Secretary's delegate is guided by the intent of each and by the definition of 'accompanied' and 'unaccompanied' in [Section 1 - Introductions and Definitions](#). See [Section 4.4](#) for more detail on payment of overseas allowances.

c) Other Recognised Dependants

When a recognised **child dependant** travels to/from post separately to the employee and/or their recognised spouse dependant, they will be provided with an economy class airfare from the dependant's usual place of residence in Australia to the post and vice versa. Where a recognised child dependant travels with the employee and/or their recognised spouse dependant the child dependant travels in the same class as the employee and/or their recognised spouse dependant in accordance Table A and B in this section.

This applies to a recognised child dependant that:

- does not travel to post with the employee but later joins the employee at post, **and**
- will reside continuously with the employee, **and**
- makes the post-funded accommodation their principal place of residence; **or**
- permanently departs post earlier than the employee (an [Overseas Transfer Arrangement form](#) must be completed - see [4.2.1 Relocation Travel](#)).

d) Limited, Tertiary and Relative dependants

Limited, Tertiary and Relative dependants travel economy class in all circumstances.

- Refer to [HRM Vol 2, Section 4.1.1 – Types of dependants](#).

Table (A) - RECOGNISED SPOUSE TRAVELLING SEPARATELY TO POST

Item		Arrival within first 12 months (0-12mths)	Arrival between 13th and 24th month	Arrival in or after the 25th month and before the final six months	Arrival at post within the final six months
a)	Class of travel to post	Business class – no stopover	Economy class – no stopover	Economy class – no stopover	Reunion provision (Economy class)

b)	Overseas Allowances	Accompanied allowances may be payable	Accompanied allowances may be payable	Accompanied allowances may be payable	Nil – remain at the unaccompanied rate
c)	Transfer Allowance	Paid at the unaccompanied rate at the time the employee departs. May be topped up to the accompanied rate at the time the spouse travels to post	Paid at the unaccompanied rate at the time the employee departs. May be topped up to the accompanied rate at the time the spouse travels to post	Paid at the unaccompanied rate at the time the employee departs. No top up when spouse travels to post	Paid at the unaccompanied rate at the time the employee departs. No top up when spouse travels to post
d)	Overseas Health Provisions	Coverage provided subject to medical and dental clearances (which must be obtained prior to departure from Australia)	Coverage provided subject to medical and dental clearances (which must be obtained prior to departure from Australia)	Coverage provided subject to medical and dental clearances (which must be obtained prior to departure from Australia)	Coverage provided subject to medical and dental clearances (which must be obtained prior to departure from Australia)
e)	Leave fares	May be eligible for HLF, RLF and ALFA leave fares	May be eligible for HLF (if not yet utilised by employee), ALFA and RLF (only one) leave fares	No leave fares. Except if at post for at least nine months, then spouse may be eligible for an ALFA if employee is extended for a full 12 months	Nil
f)	Removals - Uplift to post	May be eligible for the difference between the unaccompanied and accompanied uplift provision. Storage provision considered on a case-by-case basis.	May be eligible for half the difference between the unaccompanied and accompanied uplift provision. Storage provision considered on a case-by-case basis.	15 kgs excess baggage	Nil

Table (B) - RECOGNISED SPOUSE DEPARTING SEPARATELY FROM POST

Where an eligible dependant departs post before the employee an [Overseas Transfer Arrangement form](#) must be completed see [4.2.1 Relocation Travel](#) for further information.

Item	Departure after receiving accompanied allowances for	Departure after receiving accompanied allowances	(Departure after receiving accompanied allowances	Departure after receiving accompanied allowances for
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		more than 24 months	between 13 and 24 months	between six and 12 months	less than six months
a)	Class of travel from post	Business class	Economy class	Economy class	Economy class
b)	Overseas Allowances	Revert to unaccompanied from date of departure from post	Revert to unaccompanied from date of departure from post	Revert to unaccompanied from date of departure from post	Revert to unaccompanied from date of departure from post
c)	RTA Transfer Allowance	Paid at accompanied rate Can be part paid early (the difference between accompanied and unaccompanied)	Paid once at unaccompanied rate when officer departs	Paid once at unaccompanied rate when officer departs	Paid once at unaccompanied rate when officer departs
d)	Leave fares	Normal provisions apply	Normal provisions apply	All leave fares forfeited and repaid where utilised	All leave fares forfeited and repaid where utilised
e)	Reunion Provisions	Access to reunion provisions only where the officer has more than nine months left at post	Access to reunion provisions only where the officer has more than nine months left at post	Access to reunion provisions only where the officer has more than nine months left at post	Access to reunion provisions only where the officer has more than nine months left at post
f)	Removals - Uplift from post	Standard provisions. Split uplift considered case by case.	Uplift provision reduced to half the difference between the unaccompanied and accompanied uplift amounts	15 kgs excess baggage	No provisions

4.2.2 EXCESS BAGGAGE

Employees and their eligible dependants who send personal effects by sea to or from a long-term posting may be entitled to an additional amount of [transfer allowance](#) to compensate for the cost of carrying additional luggage on the flight to or from post. This includes employees who have been cross-posted. The departments contracted relocation services provider will advise Payroll Services Section to pay the applicable excess baggage rate when an employee decides to send their effects by sea freight.

Any freight, customs, quarantine, delivery, storage or other charges incurred are a personal expense which is considered to be covered by the transfer allowance.

Where an employee is travelling with an infant who does not have their own seat, the Secretary's [delegate](#) can approve up to 15 kilograms of excess baggage to cover the infant's additional effects. Employees who have been given approval for additional excess baggage must pay the fees at check-in and seek reimbursement. Please submit a [People Service Request](#).

4.2.3 INSURANCE

4.2.3.1 Introduction

This section should be read with the travel insurance section in the [Travel Policy](#), which is the overriding authority and provides policy guidance on the types of insurance available to employees and their eligible dependants while on long-term posting.

An overview of the department's insurance cover is also provided in the [Travel Insurance Matrix](#).

Insurance coverage for employees and their eligible dependants on a long-term posting comprises three separate components: health, personal effects and travel arrangements.

4.2.3.2 Health

- See the [rehabilitation and workers' compensation section](#) of the department's Work Health and Safety (WHS) Management system
- See the [Overseas Health Provisions](#) (OHP) section of this manual.

4.2.3.3 Personal effects Overseas

- See [section 4.3.6](#) for information on insuring personal effects while on posting.

4.2.3.4 Travel arrangements – en route to and from post

- Comcover insures employees and eligible dependants on DFAT funded travel:
- en route to and from post, on rest and travel days only.
- Cover includes medical costs (including hospitalisation and medical evacuations) and loss, theft or damage to personal effects. Missed connections or flight delays are usually covered by the airline and arranged through the department's travel management provider.

4.2.3.5 Insurance and medical cover during annual leave taken en route from post

Employees are not covered if taking annual leave or additional travel as a side trip while en route from post at the completion of their long-term posting. Employees should consider arranging private health or travel insurance to cover medical costs and unforeseen circumstances (such as missed or cancelled flights and lost or stolen luggage) during periods when they are not eligible for the department's insurance cover.

4.2.3.6 Travel arrangements during a long-term posting

Employees and eligible dependants are not covered by the department's overseas health provisions (OHP) for any private or unofficial travel outside their country of posting during a long-term posting and should consider private travel insurance for this. Private travel insurance may also cover missed or cancelled flights, hire car damage, or theft or loss of personal effects. Personal effects may also be covered under an employee's World Wide Multiple Risk Cover (WWMC) arrangements.

See the relocation travel section of the [Travel Policy](#) for guidance on timeframes to book relocation travel to and from post in conjunction with leave.

4.2.4 CROSS-POSTINGS

4.2.4.1 Flights

The standard relocation travel provisions that apply to employees proceeding on long-term postings also apply to employees who have been cross-posted. See the relocation travel section in the [Travel Policy](#).

4.2.4.2 Insurance

The standard insurance provisions that apply to employees proceeding on long-term postings also apply to employees who have been cross-posted. See the [Travel Insurance Matrix](#) for more information.

4.2.4.3 Removals

Removal provisions for employees proceeding on a cross-posting are outlined in the removals – cross posting section.

4.2.4.4 Other provisions

Transfer allowance is paid at the ‘from post/cross-posting’ rate. Excess baggage is payable if personal effects are shipped by sea as outlined in the [excess baggage](#) and [transfer allowance sections](#).

If an employee has been cross-posted without a period of duty in Australia in between postings and they elect to retire, resign or terminate their posting early, the period of previous continuous postings will be taken to be service for the purposes of determining the costs the department will meet. See the [relocation travel – special circumstances section](#).

4.2.4.5 Family Cross postings

These provisions may apply when a DFAT couple is posted from one location (P1), on one officer’s (O1) posting, to another location (P2) on the other officer’s (O2) posting - scenarios below.

Scenario 1 – O2's posting begins before O1's posting finishes		
a)	Travel – O2	Business class travel to Australia only if required to undertake any mandatory training or briefings, security briefings, or medical needs which can't be met at P1, prior to starting at P2. Travel from Australia may be return to P1 or directly to P2. If O2 returns to P1 they are entitled to business class travel to P2. Any travel from P1 to Australia return would be unaccompanied.
b)	Travel – O1	Business class travel directly from P1 to P2. No leave en route to P2 is permitted.
c)	Travel – Child Dependants	Child dependants may travel to P2 with either O1 or O2. Child dependants are not entitled to travel to Australia with O2 if O2 travels to Australia for training and returns to P1. As per Section 12.5 of HRM Vol 1, childcare is provided in emergency situations only where there is no opportunity to make alternative childcare arrangements. As travel should be planned well in advance, no access to childcare provisions will be granted.
d)	Transfer Allowance	Paid <u>once only</u> to O2 at the beginning of their posting. Paid at the cross-posting rate, in line with cross posting provisions. No transfer allowance is paid to O1.
e)	Rest and Travel Days	O2 travel to P2 via Australia – no entitlement to paid rest and travel days from P1 to Australia unless undertaking training then applies in line with STM provisions – Travel Policy . Entitled to standard rest and travel days when travelling from Australia to post (Schedule 3 , HRM Volume 2). O2 travel direct from P1 to P2 – entitled to rest and travel in line with STM provisions – Travel Policy . O1 travel direct from P1 to P2 – no entitlement to paid rest and travel days.
f)	Posting Allowances	Allowances for O1 change to unaccompanied when O2 departs P1 permanently. The 28-day rule applies to allowances for temporary absences of O2. If on separate postings at different locations, O1 and O2 are entitled to unaccompanied allowances for their respective posts. O2's allowances will change to accompanied upon the arrival at post of O1.
g)	Other Allowances	No other allowances payable (including TA while O2 on training in Australia) as accommodation with kitchen facilities provided.
h)	Accommodation in Australia	O2 – Accommodation provided at official expense only while on official duty in Australia. O1 – No accommodation entitlement if they return to Australia between P1 and P2. Child dependants – No accommodation entitlement during any periods of stay in Australia en route to P2, regardless if they are travelling with either O1 or O2.
i)	Uplift	Uplift in line with cross-posting provisions (Section 4.3.4 or HRM Volume 2) uplift should be direct from P1 to P2. This may be by air, sea or road depending on where the posts are located. Consignments can be split for returning a portion of effects to store in Australia and/or some items transferred from store to the new post, provided the overall volume remains within the allowed limits.
j)	Volume Entitlements	In accordance with Section 4.3.4 of HRM Volume 2, the volumetric entitlement will increase in line with cross-posting provisions.

Scenario 1 – O2's posting begins before O1's posting finishes		
k)	Medical and Dental clearances	<p>All family members must undertake new medical and dental clearances prior to arriving at P2. MDU should be consulted about how and where to manage these clearances.</p> <p>Any long-term health conditions that may have developed while in P1 may be excluded from coverage at P2, as these may now be considered pre-existing conditions. MDU will determine ongoing coverage under DFAT's overseas health provisions.</p>
l)	Leave Fares	<p>There will be no reduction in the access to leave fares when both O1 and O2 spend at least two years at their respective partners posting. Where periods at the other officer's post are less than two years, access to leave fare provisions will be reduced in line with the provisions set out in Section 4.2.1.6 of HRM Volume 2.</p>
m)	Education	<p>Officers must ensure they adhere to the school's notice period policy on any withdrawals. Where an officer fails to meet the school's notice period, the department may pass on any penalty fee or any reduction in refunds to the officer.</p>
n)	Reunions	<p>Reunion fare entitlements will be in line with provisions set out in Chapter 4.8 of HRM Volume 2</p>

Scenario 2 – O2's posting begins after, and within six months of O1's posting finishing		
a)	Travel	<p>Standard travel provisions for travel to and from post apply (i.e. class of travel, rest and travel days), from P1 to Australia and then Australia to P2.</p>
b)	Transfer Allowance	<p>Paid <u>once only</u> to O1 at the end of their posting. Paid at the cross-posting rate, in line with cross posting provisions. No transfer allowance is paid to O2.</p>
c)	Rest and Travel Days	<p>As per normal provisions. Travel from Australia to P2 is direct; no en route annual leave break to P2 is permitted.</p>
d)	Allowances	<p>Cease at the end of O1's posting and restart at the beginning of O2's posting. No allowances, including travel allowance, are payable in Australia.</p>
e)	Accommodation in Australia	<p>Paid by DFAT in line with standard cross-posting provisions. SFS can advise on appropriate accommodation arrangements.</p>
f)	Uplift	<p>Uplift in line with cross posting provisions (Section 4.3.4 or HRM Volume 2). Uplift should be direct from Post A to Post B. This may be by air, sea or road depending on where the respective posts are located.</p> <p>Consignments can be split for the purpose of returning a portion of effects to store in Australia and/or some items transferred from store to the new post, provided the overall volume remains within the allowed limits</p>
g)	Volume Entitlements	<p>In accordance with Section 4.3.4 of HRM Volume 2, the volumetric entitlement will increase in-line with cross-posting provisions.</p>
h)	Medical and Dental clearances	<p>All family members must undertake new medical and dental clearances prior to arriving at P2. Consult MDU for advice on how and where medical clearances are to take place.</p>

		Any long-term health conditions that may have developed while in P1 may be excluded from coverage at P2, as these may now be considered pre-existing conditions. MDU will determine ongoing coverage under DFAT's overseas health provisions.
i)	Leave Fares	As per normal provisions.
j)	Education	As per normal provisions.
k)	Reunions	As per normal provisions.

4.2.5 SPECIAL CIRCUMSTANCES

4.2.5.1 Fares on retirement, resignation or employee-initiated early termination of posting

If an employee—before completing a posting—resigns or elects to terminate the posting, the Secretary's [delegate](#) will consider the level of assistance with travel costs the department may provide for the return to Australia (RTA).

Period of ordinary posting completed	Provisions
Less than half	No financial assistance towards airfare costs
Between half and three-quarters	Half the airfare costs may be covered
More than three-quarters	Three-quarters of the airfare costs may be covered

The period of previous continuous postings—if an employee has been cross-posted without a period of duty in Australia between postings—will be taken to be service at the last post for the purpose of determining the costs to be met by the department.

If an employee resigns or terminates a posting, and chooses to travel outside of the notional route, the employee:

- must meet all travel costs over the proportion of the notional business class fare met by the department as outlined above
- must cover all additional costs, such as supplementary visas and extra travel insurance, and
- will not be credited for the cost difference where an alternative choice of travel is cheaper than the notional route.

The department is only responsible for any applicable RTA airfare (costed at the date of the resignation) up to three months after an employee's retirement, resignation or termination. No assistance with travel costs are provided if the employee remains at post for longer than three months after ceasing duty.

An employee is not entitled to rest periods when returning to Australia under this section.

See the relocation travel section of the [Travel Policy](#) for timeframes to book relocation travel to and from post in conjunction with leave.

The special circumstances section provides information on storage and removals for employees who retire, resign or terminate their posting early.

4.2.5.2 Fares for employees proceeding on long service leave or leave without pay after completing a posting

If an employee takes approved long service leave or leave without pay at the end of a posting, the department's financial responsibility is limited to the RTA airfare (costed at the date the employee completes their posting) up to a maximum of 12 months. The employee:

- must RTA from post on an approved travel route
- must meet all travel costs over the proportion of the business class fare met by the department
- must cover all additional costs, such as supplementary visas and extra travel insurance
- will not be credited for the cost difference where an alternative choice of travel is cheaper than the notional route, and
- must ensure relocation travel is in accordance with the [Travel Policy](#).

4.3 REMOVAL OF PERSONAL EFFECTS

4.3.1 REMOVAL PROVISIONS - OVERVIEW

4.3.1.1 Eligibility

Employees and eligible dependants residing with the employee.

In this section, a reference to an employee's personal effects includes effects of dependants who reside with the employee.

The Secretary's [delegate](#) approves the removal of personal effects at the start or end of a long-term posting (LTP), or short-term assignment (STA). This is done by approving the PDP and the RTA modules in PeopleSoft.

Where an eligible dependant departs post during the course of an employee's LTP / STA, the removal of personal effects requires approval by the Secretary's delegate prior to the [Overseas Transfer Arrangement form](#) being submitted to the International & Domestic Movements Section (IDS).

4.3.1.2 Timing

- a) **To post:** the removal to post generally takes place within the last two weeks before departure. This process is initiated following approval of the posting dates proposal (PDP) in PeopleSoft.
- b) **From post:** the removal from Post is usually completed three months before departure. This process is initiated on receipt of the approved Return to Australia (RTA) form in PeopleSoft which. Delivery timeframes vary according to local restrictions and individual preferences.

4.3.1.3 Provision

The department engages a service provider to transfer employees' personal effects to and from posts. Removals to and from post are provided on a door-to-door basis.

- a) **To post:** the provision is one removal to post at official expense, which includes one removal to domestic storage and one removal to post from Canberra.
 - removal of personal effects to post is generally via air freight.

- b) **From post:** the provision is one removal from post (or between posts when cross-posted) at official expense.
- when returning to Australia (RTA) at the end of a posting the provision includes one removal from post to Canberra and one delivery from domestic storage to Canberra.
 - most removals to Australia are by sea freight (with the exception of designated air freight posts – see 4.3.3.1) unless delays, security risks or other local factors determine eligibility for air freight.
 - when cross-posted, removals may be either air or sea freight (refer to HRM Vol 2, section 4.3.4 – Removal of personal effects on cross-posting)

A split uplift to and from post from the same home location may be approved in certain circumstances. There is no provision for a split uplift to domestic storage.

In exceptional circumstances, the Secretary's [delegate](#) may approve two separate international shipments from one home location. If approved, the following limitations apply:

- the total volume of effects for both shipments must be within the employee's cubic metre volume limit, and,
- both consignments must travel the same way (i.e. sea freight or air freight).

4.3.1.4 Criteria

As removals to and from post are provided on a door-to-door basis, the service provider is responsible for all reasonable actions associated with removals, excluding:

- a) delivery to or collection from a second or subsequent residence or office, or multiple uplifts or deliveries
- b) connection or mounting of electrical equipment
- c) hanging or mounting any fixtures or fittings, and
- d) assembling or disassembling items such as trampolines, swing sets, heavy or bulky gym equipment, billiard tables, modular furniture, gas lift beds, aviaries or pianos.

Once the personal effects have been delivered, the removalist will unpack the goods to bench tops (flat surface level). If required, an employee can arrange services above the standard contract level, for example packing items into cupboards or placing books on shelves. Employees must negotiate these additional services with the removalist and meet any extra costs.

4.3.2 REMOVAL OF PERSONAL EFFECTS TO POST

4.3.2.1 Introduction

An employee will be contacted by the service provider after their PDP has been approved to discuss uplift requirements (approximately two months before removal date).

The [Long-term Postings Handbook](#) contains more information on removals.

Self-initiated uplifts of personal effects, without an approved PDP, will result in all removal and storage costs being charged to the employee.

Where departmental operational requirements or compelling personal circumstances result in an employee needing to move three months or more ahead of their family, the department may meet the costs of two separate uplifts. The total volume of effects for both uplifts must be within the employee's cubic metre volume limit for the move as a whole as per [volume provisions](#).

Employees can take up to three days Household Removal Leave (e.g. two days for packing effects to post and storage, and one day for unpacking at destination). Employees must apply for this leave (and have it approved) through PeopleSoft. Any unused leave will not accrue. The employee can apply for Annual Leave for any additional days required.

Inventories of an employee's personal effects for both the overseas uplift and the storage consignment do not need to be approved by the department but may be necessary for insurance purposes and staff are strongly encouraged to complete one.

See the [insurance section](#) for guidance on inventory requirements.

4.3.2.2 Volume provisions

a) Summary

Volume provision relates to cubic metre volume limits of the effects after they are packed and ready to be despatched. The external packing materials, including crating, are considered part of the volume allowance.

Effects in excess of the allowed volume limits may be sent at personal cost. In these cases, the employee's contribution to removal costs must be paid before the uplift to or from post. Wholesale bulk food and household items may be included in an employee's uplift, subject to customs regulations and post's advice regarding importation laws. These items must be stored in accordance with the service provider's guidelines.

b) Excess baggage

An employee and accompanying family members whose personal effects are sent by sea are entitled to an additional amount of transfer allowance to compensate for the cost of carrying surplus luggage on the flight to or from post (see [excess baggage section](#)). Any freight, customs, quarantine, delivery, storage or other charges incurred are a personal expense which is covered by the transfer allowance.

c) Schedule of cubic metre limits by family composition to/from post

Family composition	1	2	3	4	5	6
Cubic metre volume of effects outward to post	12	15	17	19	21	23
Cubic metre volume of effects on return to Australia	15	19	21	24	26	29

An employee's family composition comprises those who accompany the employee at official expense, and may be varied to take into account the following circumstances:

- If an employee's family composition increases during the posting, their RTA allowance is based on the new family composition.
- If an employee is entitled to two or more reunion visits a year, their family composition is deemed to include those dependants using the reunion visits.
- If an employee has consecutive cross-postings (i.e. three or more back-to-back postings), their cubic metre volume of effects on RTA increases by the

same amount as the difference between their RTA allowance at the conclusion of their first and second posting.

d) Ergonomic equipment

Ergonomic workstation equipment identified/recommended in a workstation assessment (WSA) does not count towards the overall volume allowance for personal effects taken to and from post. These items are to be collected from the employee's home at the time of their uplift. Any personal ergonomic items not related specifically to undertaking official work duties or for other family members will be included in the overall volume allowance.

e) Schedule of cubic metre limits by family composition – Pacific Posts (excluding Wellington)

For all Pacific posts, with the exception of Wellington, the department has introduced flexible outward/inward volume entitlement limits. This allows officers to manage the sum of their outward/inward volume entitlement within the total sum limit of their family composition. For example, they could front-end their initial cubic metre volume of effects to post and manage the remaining allocation upon return to Australia. This is available to officers departing Australia from January 2020 onwards.

Family composition	1	2	3	4	5	6
Officer managed total Cubic metre volume of effects to/from post	27	34	38	43	47	52

This provision applies to the Pacific posts of Apia, Buka, Funafuti, Honiara, Koror, Lae, Majuro, Nauru, Noumea, Niue, Nuku'Alofa, Papeete, Pohnpei, Port Moresby, Port Vila, Rarotonga, Suva and Tarawa.

4.3.2.3 Restrictions on removing personal effects

Most personal effects can be despatched at official expense, provided they fit into the employee's cubic metre allowance. Items which may not be moved at official expense—by air or sea freight—include:

- trailers, motor vehicles or motor bikes
- boats,
- tins of paint, aerosol cans, lighter fuel, open bottles of liquid or perishable items; and
- e-bikes and scooters.

The despatch of dangerous, explosive, or combustible items is prohibited. Employees must sign the service provider's Aviation Security and Dangerous Goods Warning form before packing can start and personal effects can be uplifted.

Alcohol can be sent at official expense as part of an employee's volume allowance, subject to customs regulations and post's advice regarding importation laws. Employees should contact the Senior Administrative Officer (SAO) at post to determine if there are any restrictions on importing alcohol before including it in their uplift consignment. Any duty payable on arrival will be a personal cost to the employee.

Excessively large (152cm long, 101cm wide, 162cm high) or heavy items may not be sent by air freight at official expense. An employee whose consignment includes these items must despatch the whole consignment by sea freight.

The list of items restricted for air freight includes, but is not limited to:

- furniture larger than the above dimensions
- white goods, such as washing machines, dryers and refrigerators
- canoes, windsurfers
- heavy gymnasium equipment, and
- lawnmowers.

4.3.2.4 Personal effects requiring special handling

Personal effects that require special handling or that hold special value can be included in an employee's consignment. However, alternative arrangements—such as specialist storage (at personal cost) or leaving the items in the custody of family and friends—should be considered if climate, security or other factors may increase the risk of loss or damage to items during the posting.

If items included in an employee's consignment require specialised:

- handling
- removal
- crating
- clearances, and/or
- inspections or permits, then
- any additional costs will be the employee's responsibility.

Employees should also consider implications for the return of these items, as many countries require special clearances, inspections or permits, even if the goods were originally imported into the country by the employee.

The department will pay a supplement (see [Schedule 1](#)) towards extra crating if this is recommended by the service provider, over and above the packing specifications agreed under the current contract. Where extra crating is requested by an employee and not supported by the service provider, it can be arranged at the employee's cost.

Pianos may be moved at official expense as part of an employee's overall volume limit. The size and weight of pianos usually require that they be part of a sea freight consignment.

An employee must make private arrangements to transport their pets to and from an overseas location. The department does not cover any transport or quarantine costs for pets.

4.3.2.5 Despatch arrangements for personal effects on uplift to post

Despatch of personal effects to post is usually by air freight. If air freight is not feasible due to aircraft size restrictions, seasonal factors or content restrictions as outlined in the [removal restrictions section](#), the shipment is sent by sea. An employee may also choose to send personal effects by sea freight, which can be more convenient option—for example where personal effects are not required immediately. Sea freight is also an option when undertaking in-country language training for six months or longer. In such circumstances, personal effects should be sent by sea to coincide with the start of an employee's long-term posting.

When an employee's effects are sent by sea, the cubic metre limit remains the same as if the effects were sent by air.

4.3.2.6 Customs and quarantine

There is no requirement to complete customs and quarantine documents on departure from Australia. Employees should contact the SAO at post, as well as the service provider, to determine if there are local rules on importing food and non-food items, and purchasing limitations.

For more information on customs and quarantine visit www.homeaffairs.gov.au or www.agriculture.gov.au.

4.3.3 REMOVAL OF PERSONAL EFFECTS ON RETURN TO AUSTRALIA

4.3.3.1 Introduction

Removals of personal effects to Australia are initiated by a completed RTA form in PeopleSoft (approved by the SAO and the Secretary's delegate in People Operations Branch), by DFAT's removal services provider. RTA forms should be completed about three months before the employee's departure from post, to enable the service provider to plan delivery timeframes.

Self-initiated removals of personal effects without an approved RTA will result in all removal and storage costs being charged to the employee.

Posts receive pre-despatch advice on consignments from the service provider and may need to help with host government requirements, such as diplomatic clearances. Posts must confirm that removal services have been satisfactory before accounts are settled. Employee contributions for excess volumes must be paid at the post before the removal is despatched.

Most removals to Australia are by sea freight (with an exception of the designated air freight posts) unless delays, security risks or other local factors determine eligibility for air freight.

Designated air freight posts are:

- Abuja
- Addis Ababa
- Harare
- Islamabad
- Kathmandu
- Nairobi
- Nauru
- Tehran
- Baghdad

An employee at any other than an air freight designated post may have their effects despatched by air if this does not result in additional cost to the department.

The list of designated air freight posts is reviewed as needed in consultation with the senior administrative officer.

Where there are departmental operational requirements or compelling personal circumstances and an employee's dependant needs to move three months or more ahead of their family, the department may meet the costs of two separate uplifts. The total volume for both uplifts must be within the employee's cubic metre volume limit for the move as a whole (see [volume provisions](#)). Only one removal of personal effects to storage will be approved for the combined move.

Where an eligible dependant is departing post before the employee, an [Overseas Transfer Arrangement form](#) must be completed and authorised by:

- the SAO at post, and
- the Secretary's delegate in People Operations Branch.

A cable must be sent by post advising the family member's departure.

In the case where an employee's spouse/partner returns from post prior to the employee's last day of duty at post, the department will continue to pay storage and insurance costs to a maximum of 28 calendar days following the employee's spouse/partner's departure from the post location.

Employees are entitled to take up to three days household removal leave (one day for packing at post, and two days for unpacking at destination). Employees must apply for this leave (and have it approved) through PeopleSoft. Unused leave does not accrue. The employee can apply for Annual Leave for any additional days required.

4.3.3.2 Volume provisions

a) Summary

Volume provision is the cubic metre volume limits of an employee's effects after they are packed and ready to be despatched. External packing materials—including crating—are part of the volume allowance.

Items over the allowed volume limits can be sent at personal cost. In these cases, the employee's contribution to removal costs must be paid before the uplift to or from post. Wholesale bulk food and household items may be included in an employee's uplift, subject to customs regulations and post's advice on importation laws. These items must be stored in accordance with the service provider's guidelines.

b) Excess baggage

Employees and accompanying family members whose personal effects are sent by sea freight are entitled to extra transfer allowance to compensate for the cost of carrying surplus luggage on the flight to or from post (see [excess baggage](#)). Any freight, customs, quarantine, delivery, storage or other charges incurred are a personal expense which is considered to be covered by the transfer allowance.

c) Schedule of cubic metre limits by family composition on posting and return to Australia

Family composition	1	2	3	4	5	6
Cubic metre volume of effects outward to post	12	15	17	19	21	23
Cubic metre volume of effects on return to Australia	15	19	21	24	26	29

d) Schedule of cubic metre limits by family composition – Pacific Posts (excluding Wellington)

For all Pacific posts, with the exception of Wellington, the department has introduced flexible outward/inward volume entitlement limits. This allows officers to manage the sum of their outward/inward volume entitlement within the total sum limit of their family composition. For example, they could front-end their initial cubic metre volume of effects to post and manage the remaining allocation upon return to Australia.

Family composition	1	2	3	4	5	6
Officer managed total Cubic metre volume of effects to/from post	27	34	38	43	47	52

This provision applies to the Pacific posts of Apia, Buka, Funafuti, Honiara, Koror, Lae, Majuro, Nauru, Noumea, Niue, Nuku'Alofa, Papeete, Pohnpei, Port Moresby, Port Vila, Rarotonga, Suva and Tarawa.

An employee's family composition comprises those who accompany the employee at official expense, and may be varied to take into account the following circumstances:

- If an employee's family increases during the posting, their return to Australia provision is based on the new family composition.
- If an employee is entitled to two or more reunion visits a year, their family composition is deemed to include those dependants using the reunion visits.

e) Ergonomic equipment

Ergonomic workstation equipment identified/recommended in a workstation assessment (WSA) does not count towards the overall volume allowance for personal effects taken to and from post. These items are to be collected from the employee's home at the time of their uplift. Any personal ergonomic items not related specifically to undertaking official work duties or for other family members will be included in the overall volume allowance.

4.3.3.3 Restrictions on removal of personal effects

Most personal effects can be despatched at official expense, provided they fit into the employee's cubic metre allowance. Items which cannot be moved at official expense by air or sea freight include:

- trailers, motor vehicles or motor bikes
- boats,
- tins of paint, aerosol cans, lighter fuel, open bottles of liquid and perishable items; and
- e-bikes and scooters.

Despatching dangerous, explosive or combustible items is prohibited. Employees must sign the service provider's Aviation Security and Dangerous Goods Warning form before their personal effects can be uplifted.

Alcohol can be sent at official expense as part of an employee's volume allowance, subject to customs regulations and post's advice on importation laws. Employees must contact the SAO at post to confirm if there are any restrictions on importing alcohol before their uplift. Any duty payable on arrival will be a personal cost to the employee.

Excessively large (152cm long, 101cm wide, 162cm high) or heavy items may not be sent by air freight at official expense. An employee whose consignment includes very big items must despatch the whole consignment by sea.

The list of items restricted for air freight includes:

- furniture larger than the dimensions above
- white goods, such as washing machines, dryers and refrigerators
- canoes and windsurfers
- heavy gymnasium equipment, and
- lawnmowers.

4.3.3.4 Personal effects requiring special handling

Personal effects that need special handling or that hold special value can be included in an employee's consignment. However alternative arrangements—such as specialist storage (at personal cost) or leaving the items with family and friends—should be considered where climate, security or other factors may increase the risk of loss or damage to these items during their posting.

If items included in a consignment require specialised handling, removal, crating, clearances, inspections or permits, these costs will be the employee's responsibility. Employees should consider

possible implications for the return of these items, as many countries require special clearances, inspections or permits, even if an employee originally imported the items into the country.

The department will pay a supplement towards extra crating (see [Schedule 1](#)) if this is recommended by the service provider, over and above the packing specifications agreed under the current contract. Where extra crating is requested by an employee and not supported by the service provider, it can be arranged at the employee's cost.

Pianos can be moved at official expense as part of an employee's overall volume limit. The size and weight of a piano usually requires that they be shipped by sea.

Employees are responsible for arranging transport for their pets to and from an overseas location. The department does not cover transport or quarantine costs for pets.

4.3.3.5 Customs and quarantine

On return to Australia, items in the original export consignments may be subject to a customs and quarantine inspection. This can delay the clearance and delivery process. If there are any duties or costs to treat items (such as fumigation, steam-cleaning, heat treatment or destruction), these will be at the employee's cost. Personal effects which are confiscated or damaged as a result of treatment enforced by customs or quarantine authorities at any location are not covered by insurance.

Further information on customs and quarantine is at www.homeaffairs.gov.au or www.agriculture.gov.au

4.3.4 REMOVAL OF PERSONAL EFFECTS ON CROSS-POSTING

4.3.4.1 Introduction

An employee travelling between posts on a cross-posting can despatch their personal and household effects to the new post by air, providing the:

- combined volume does not exceed the overall volume allowance specified, and
- consignment complies with air freight provisions outlined in the [removal restrictions section](#).

If an employee is returning to Australia for pre-posting training before proceeding on a cross-posting, their effects should be despatched by sea freight and timed to coincide with their arrival at the new post. Cost comparisons are considered and the Secretary's [delegate](#) decides on a case by case basis the best way to proceed. When personal effects are sent by sea, an [excess baggage transfer allowance](#) may be provided to the employee and their travelling dependants.

Consignments can be split so a portion of the returning effects can be stored in Australia, and other items can be transferred from storage to the new post. The overall volume must remain within the allowed limits.

4.3.4.2 Volume provisions

a) Summary

Volume provision relates to cubic metre volume limits of the effects after they are packed and ready to be despatched. The external packing materials, including crating, are part of the volume allowance.

Effects in excess of the allowed volume limits may be sent at personal cost. The employee's contribution to removal costs must be paid before the uplift to or from post. Wholesale bulk food and household items may be included in an employee's uplift, subject to customs regulations and post's advice on importation laws. These items must be stored in accordance with the service provider's guidelines.

b) Excess baggage

An employee and accompanying family members whose personal effects are sent by sea freight, are entitled to an additional amount of transfer allowance to compensate for the cost of carrying surplus luggage on the flight to or from post (see [excess baggage section](#)). Any freight, customs, quarantine, delivery, storage or other charges incurred are a personal expense which is to be covered by the transfer allowance.

c) Schedule of cubic metre limits by family composition for employees on cross-posting

If an employee has consecutive cross-postings their cubic metre volume of effects on return to Australia increases by the same amount as the difference between their return to Australia provision at the conclusion of their first and second posting.

Family composition	1	2	3	4	5	6
Cubic metre volume of effects from post to post	15	19	21	24	26	29
Cubic metre volume of effects on return to Australia	19	23	27	30	33	36

An employee's family composition comprises those who accompany the employee at official expense, and may be varied to take into account the following circumstances:

- If an employee's family composition increases during the posting, their return to Australia provision is based on the new family composition.
- If an employee is entitled to two or more reunion visits a year, their family composition will be deemed to include those dependants using the reunion visits.

d) Storage of personal effects on cross-posting

If employees split their consignment for the purpose of returning a portion of effects to store in Australia and/or some items transferred from store to the new post, the following will apply:

- Items may be transferred from store to the new post at official expense, provided the overall volume remains within the allowed limits specified in 4.3.4 and complies with airfreight provisions.
- Items may be added to existing stored effects in Australia at official expense provided the total volume and insurable value of the stored effects does not exceed the caps specified in 4.3.6 and 4.3.5 (80 cubic metres for volume and \$150,000 for insurable value).
- Effects in excess of the 80 cubic metres may be sent to store at personal cost. In such cases, Allied Pickfords will calculate any personal contribution for the packing and storage for effects in excess of 80 cubic metres.

- Insurance for effects exceeding the \$150,000 value limit will attract an additional premium, which is payable by the employee. Allied Pickfords will calculate any personal contribution in premiums for effects in excess of the \$150,000 limit, and invoice the employee separately.

The [personal effects removals - insurance](#) section provides further guidance on relevant cross-posting provisions.

4.3.5 INSURANCE

4.3.5.1 Introduction

This section should be read in conjunction with the travel insurance section in the [Travel Policy](#). This is the overriding authority and provides policy guidance on insurance available to employees and their eligible dependants while on long-term posting.

An overview of the department's insurance cover is also provided in the [Travel Insurance Matrix](#).

Insurance coverage for employees and their eligible dependants on a long-term posting comprises three separate components: health, personal effects and travel arrangements.

4.3.5.2 Health

- See the [Rehabilitation and Workers' Compensation section](#) of the department's work health and safety management system.
- See the [overseas health provisions section](#) of this manual.

4.3.5.3 Personal effects

World-wide Multiple Cover (WWMC) insurance covers DFAT employees and eligible dependants while on a LTP or STA. Policies usually provide 24 hour coverage for incidents and events including:

- loss of personal effects
- personal liability
- personal accident, and
- emergency travel.

This insurance is a private responsibility and should be organised by employees before their posting. The department will pay the premium for personal and household effects up to a maximum insured value of AUD100,000 for the duration of the posting.

See below for information on insuring personal effects in storage in Australia.

4.3.5.4 Travel arrangements

See the [relocation travel – insurance section](#) of this manual.

4.3.5.5 Insuring personal effects removed overseas

The department will pay the premium for a world-wide multiple risks (WWMC) insurance policy for personal and household effects of an employee posted overseas, up to a maximum insured value of AUD100,000, for the duration of the posting.

Insurance for effects exceeding the AUD100,000 limit (including accompanying in-flight luggage and any goods sent as unaccompanied airfreight) attracts an additional premium which the employee must pay. Insurance providers calculate any personal contribution in annual premiums for effects in excess of the AUD100,000 limit, and will invoice the employee separately.

Details on international insurance providers which offer suitable policies for overseas postings are in the Long Term Posting Handbook. Before making a decision, check the level of insurance cover provided, in particular:

- coverage for a child's personal effects while at boarding school under the education provisions, or
- insurance for personal effects while in transit overseas.

Employees are encouraged to:

- take out world-wide multiple risk insurance for personal possessions, and
- ensure insurance coverage and inventories are up-to-date at all times.

To ensure coverage for any damage that might occur during uplift and shipment, overseas insurance cover must be taken out before the uplift begins. Coverage commences on the day the possessions are removed from an employee's residence in Australia and ends on the day they are returned to the residence.

The selected insurance provider will need a detailed inventory of the effects being relocated. This should comply with the insurer's requirements.

The [special circumstances section](#) of this manual details insurance provisions for employees who use extended leave provisions on their return to Australia.

4.3.5.6 Insuring personal effects in storage in Australia

Insurance coverage for employees' personal effects in storage in Australia is provided by Allied Pickfords.

The department will cover the premium for insurance of effects in storage, up to a maximum value of \$150,000. Insurance coverage will cease in-line with the provisions set out in [Section 4.3.6](#).

Insurance for effects exceeding the \$150,000 value limit will attract an additional premium, which is payable by the employee. Allied Pickfords will calculate any personal contribution in premiums for effects in excess of the \$150,000 limit, and invoice the employee separately.

To meet the department's obligations under this insurance arrangement, an employee must submit a detailed inventory of personal effects (including item valuation) to the Allied Pickfords' Coordinator prior to their departure on posting.

4.3.5.7 Loss or damage to possessions through war or acts of terrorism

The Secretary's [delegate](#) may approve indemnity for losses incurred by the employee if they have been unable to:

- recover losses from their insurer despite reasonable endeavours, or
- obtain appropriate insurance at reasonable cost to cover the possessions in the circumstances in which the loss or damage occurred.

Before a claim can be approved, the employee must assign the department title for the lost or abandoned possessions, as well as any right to recover losses or damage from an insurer or other person or entity. Any employee lodging a claim must satisfy the Secretary's delegate that they took reasonable precautions to avoid the loss or damage.

Where an employee has had to abandon their possessions, the Secretary's delegate will consider the likelihood of the employee being able to recover the possessions in reasonable condition for use.

If the employee's possessions were underinsured, any payment for losses will be adjusted to not exceed the amount which would have been paid by a commercial insurer. The Secretary's delegate is

guided by professional advice from the commercial insurer or a motor vehicle insurer on the amount payable.

In examining a claim, the department considers:

- the nature and extent of the possessions lost or damaged
- the amount that an insurer would ordinarily pay for the loss or damage
- any competent evaluation of the loss or damage
- the estimated residual value of the possessions, taking account of their purchase cost and estimated subsequent depreciation, and
- any other relevant factors.

If a motor vehicle is lost at post, any amount paid by the department will not exceed the vehicle's estimated residual value immediately before the loss occurred.

In the event of damage to a vehicle, any amount paid will not exceed the difference between the estimated residual value immediately before the damage occurred, and the estimated residual value of the damaged vehicle.

The estimated residual value is the original purchase price of the car, less a reasonable amount for depreciation, having regard to:

- the type and cost of the vehicle
- its age when bought and the employee's period of ownership
- the rate of depreciation which would ordinarily occur at the post
- the estimated cost of repairing the vehicle, and
- the insured value of the vehicle.

4.3.6 STORAGE OF PERSONAL EFFECTS

4.3.6.1 Summary

If an employee lived in Australia immediately before posting, their furniture, whitegoods and household goods, which are not removed to the post, can be packed, uplifted, and stored in Australia at official expense up to a maximum of 80 cubic metres.

The 80 cubic metres cap relates to the volume of the effects after they are packed and ready to be despatch to the storage warehouse. The external packing materials, including crating, are considered as part of the volume cap.

Effects in excess of the allowed cap may be sent to storage at personal cost. In such cases, Allied Pickfords will calculate any personal contribution for the packing and storage for effects in excess of 80 cubic metres.

The department will not cover storage costs for large or bulky items, such as: vehicles, motor cycles, boats, caravans, kayaks and dangerous articles such as tins of paint, aerosol cans, lighter fuel, etc. Please note, this is not an exhaustive list. Consult with Allied Pickford's if unsure.

On return from post, an employee must indicate the required date and address for delivery of their effects from store on the RTA form.

In the case where an employee's spouse/partner returns from post prior to the employee's last day of duty at post, the department will continue to pay storage and insurance costs to a maximum of 28 calendar days following the employee's spouse/partner's departure from the post location.

4.3.6.2 Access to personal effects in store

Employees who want to add or remove items stored in Australia must make private arrangements with the service provider to facilitate such requests. A written consent will be required for a dependant or another nominated person to access the employee's effects in store. Any costs associated with handling or accessing the stored effects will be a personal cost to the employee, unless they are being cross-posted to another location.

4.3.6.3 Storage of personal effects on cross-posting

On cross-posting, employees may split their consignment for the purpose of returning a portion of effects to store in Australia and/or some items transferred from store to the new post, at official expense, provided the overall volume remains within the allowed limits specified in 4.3.4 and complies with airfreight provisions.

The department will continue to meet the cost of storage charges and insurance premium for personal effects in Australia, up to a maximum of the volume cap (80 cubic metres) and up to a maximum of the insurable value cap (\$150,000) as specified in 4.3.5. Any costs relating to the excess volume and declared value above the caps will be at personal cost.

4.3.6.4 Storage and insurance costs of personal effects on return to Australia

The department will continue to pay storage and insurance costs on an employee's personal effects in Australia up to a maximum of 28 calendar days following the employee's last day of duty at post. After this time storage and insurance fees are met by the employee.

If at any stage during the 28-day period following the employee's last day of duty at post, the employee:

- goes on approved long service leave
- takes leave without pay, or
- ceases work with the department,

they will be responsible for any storage and insurance costs for the stored effects in Australia from that date onwards.

In the case of approved leave without pay, the department will cover the delivery cost of stored goods to a nominated Canberra location (or equivalent of), providing the delivery date is within 12 months of the employee's last day of duty at post.

In the case where an employee's spouse/partner returns from post prior to the employee last day of duty at post, the department will continue to pay storage and insurance costs to a maximum of 28 calendar days following the employee's spouse/partner's departure from the post location.

4.3.6.5 Insurance of personal effects in storage

See [insurance](#) for further guidance.

4.3.7 CONTRACT INFORMATION

Allied Pickfords are DFAT's current service provider for domestic and international removals and domestic storage services.

4.3.7.1 Removal and storage standards

[Allied Pickfords](#) holds memberships with key governing bodies in the moving industry, including:

- [Australian Furniture Removers Association](#)

- [Australian International Movers Association \(AIMA\)](#), and
- [International Association of Movers](#).

The company is bound by the domestic and international industry standards of the bodies listed above, including financial audit and relevant legislation requirements.

4.3.7.2 DFAT contract service standards

- Wrapping and packing personal and household effects to ensure that damage does not occur due to handling and transport.
- Uplifting of employees' personal and household effects.
- Facilitating transport by air, road and sea freight within timeframes specified in the DFAT contract.
- Providing secure storage at all stages of the removal in accordance with the applicable industry standard.
- Arranging necessary delivery clearances.
- Delivering and unloading effects at the new location.
- Unpacking (to bench tops) and setting up service at the specified location, unless otherwise requested.
- Removing storage and packing materials on completion of the delivery.

Employees can arrange additional services above the standard contract level at their cost. This could include, for example, unpacking to cupboards or placing books on shelves.

4.3.7.3 Contract provider processes

Contact:

Email: s 22(1)(a)(ii) @dfat.gov.au

Phone: s 22(1)(a)(ii)

Allied Pickfords representatives are available at 44 Sydney Avenue, Ground Floor, Monday to Friday between 9:00am and 5:00pm.

Feedback

Allied Pickfords undertake client satisfaction surveys at the end of the removal. A copy of each survey response received is sent to the DFAT contract manager for discussion at quarterly management meetings. This feedback helps us manage the contract's key performance indicators.

* Notes

[The Federation of International Removalists](#) (FIDI) is a professional body with more than 500 affiliated specialist international removal companies from around the world and [AIMA](#) is the FIDI association in Australia.

Removal companies that wish to join or remain in FIDI must pass the strict criteria which benchmarks the international moving industry. Australian FIDI members are qualified to join AIMA but must still adhere to the strict AIMA disputes tribunal process. Australian movers that have elected not to join FIDI but wish to join AIMA, must satisfy AIMA's strict membership criteria which includes verification of operational capabilities and financial integrity.

4.3.8 SPECIAL CIRCUMSTANCES

4.3.8.1 Removal of personal effects on retirement, resignation and early termination of posting

If an employee resigns or separates from the department immediately following a LTP—and chooses to move to a location outside the uplift location (usually Canberra)—the department will only pay out-

of-storage costs to the equivalent of delivery to an address in Canberra. If the employee requests delivery to another location in Australia, any additional delivery costs must be paid by the employee.

The department is only responsible for removing personal effects to Australia (costed at the date of the retirement/resignation/termination) for up to three months after an employee's retirement, resignation or termination. No assistance with removal costs will be provided if the employee remains at post for longer than three months after ceasing duty.

An employee who initiates premature termination of their posting will not have the full cost of removing their personal effects to Australia covered at official expense.

The Secretary's delegate may approve payment for partial costs of removals as follows:

Period of ordinary posting completed	Provision
Less than half	No financial assistance is payable
Between half and three-quarters	The department may cover half the of the removal expenses
More than three-quarters	The department may cover three-quarters of the removal expenses

4.3.8.2 Removal of personal effects when taking long service leave and leave without pay at the completion of a posting

If an employee stays on at post after completing a posting, and takes long service leave or leave without pay, they will have up to 12 months from the last day their overseas allowances cease, to return their effects to Australia or to have their effects moved from storage at official expense. The department's financial responsibility is limited to the removal cost at the date of the posting's completion. Any costs above the estimate recorded on the RTA documentation will be at personal cost, including any storage costs in Australia and world-wide insurance.

If an employee's personal effects are returned from post during approved:

- long service leave
- annual leave not accrued at post, or
- leave without pay, then

storage and world-wide insurance costs are the employee's responsibility from the day their overseas allowances cease. Private arrangements for payment must be made directly with the service provider.

4.4 ALLOWANCES

The Government's 2016 'Review of entitlements, additional allowances, and financial support' for Australian Government employees stationed overseas introduced standard evidence-based methodologies to the core allowance types – Cost of Posting Allowance, Cost of Living Adjustment, Location allowance and Child Supplement. Specifics for each allowance type is provided below.

4.4.1 COST OF POSTING ALLOWANCE (COPA)

4.4.1.1 Policy Intent

The Cost of Posting Allowance (COPA) compensates for a wide range of financial and non-financial impacts a posting has on the employee's life, including:

- family dislocation
- loss of ready access to family, friends and support networks in Australia
- missing out on significant family events or milestones
- the high cost of maintaining links to Australia (including personal travel)
- the impact of a posting on a spouse's income, and career impairment from slower promotion opportunities and lack of continuity
- spouse career impairment/underemployment on return
- language classes if in a non-English speaking, non-language designated post
- lack of stability due to repeated uprooting/relocation
- recognition of the contribution by spouses/partners in supporting the advancement of Australia's interests overseas
- recognition of the longer hours worked by staff posted overseas.

COPA also provides a buffer to even out the effects of costs that are not picked up by other allowances.

Eligibility	Employees deployed to an overseas post for a period greater than six months.
Timing	Commences the day an employee starts duty at the post and ends the day an employee ceases duty on completion of posting or within three days of ceasing duty at post if proceeding directly on to approved annual leave. See Payment of COPA and COLA for further information.
Criteria	Applies when salary is payable. Employees receive the accompanied rate or the unaccompanied rate of COPA, which may change during the posting depending on their spouse's residential situation. For detailed criteria, see Introductions and Definitions (accompanied and unaccompanied employee).

4.4.1.2 Formula for the calculation of COPA

COPA is calculated as a percentage of an employee's gross salary (no lower than the lowest APS 6 pay point and no higher than the highest EL 2 pay point) at the following rates:

- 28 percent for accompanied
- 18 percent for unaccompanied

COPA calculation			
Reference	Application	Description	Rate
A		Gross Salary	AUD###,###
B	Factored	COPA Accompanied rate	28 percent

	Factored	COPA Unaccompanied rate	18 percent
C	Equals	COPA Payable	$C = A \times B$

Key – COPA calculation	
Reference	Notes
A = Gross Salary	For the purpose of COPA, the Gross Salary only refers to salary and wages and does not include additional taxable allowances. For the purposes of COPA, the Gross Salary contains a floor (lowest APS 6 pay point) and a capped ceiling (highest EL2 pay point). Where the employee's salary is below the floor, it is applied as the floor rate. Where the employee's salary is above the ceiling rate, it is capped at the ceiling rate.
B = COPA Rate	The COPA Rate is applied as either an accompanied rate where the employee is accompanied by a spouse or partner, or an unaccompanied rate where the employee is not accompanied.

4.4.1.3 Changes in employee circumstances

It is an employee's responsibility to notify the department of any changes in dependant circumstances that may affect eligibility for allowance payments. Advice is to be sent via cable using the topic – PERSONNEL – A-based Conditions. Any overpayments made will be recovered.

4.4.2 COST OF LIVING ADJUSTMENT (COLA)

4.4.2.1 Policy Intent

The cost of living adjustment (COLA) compensates for:

- the increased cost of purchasing goods and services in a specified overseas location, and
- maintaining purchasing power overseas.

Eligibility	Employees serving at a post where the cost of living index is greater than Canberra (i.e. a cost of living index above 100).
Timing	Commences the day an employee starts duty at the post and ends the day: an employee ceases duty on completing a posting, or within three calendar days of ceasing duty at post if proceeding directly on to approved annual leave See Payment of COPA and COLA for further information.
Provision	The cost of living index is applied to the employee's spendable salary and is adjusted fortnightly in-line with exchange rate variations.

Criteria	COLA is calculated based on either the 'unaccompanied' or the 'accompanied' status of an employee, which may change during the posting depending on their spouse's residential situation. For detailed criteria, see Introductions and Definitions (accompanied and unaccompanied employee).
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4.4.2.2 Formula for the calculation of COLA

The Secretary's [delegate](#) approves the COLA index for each post determined by a specialist external provider Employment Conditions Abroad (ECA) International. Each cost of living index gives a comparison of living costs between the post and Canberra, based on a basket of goods and services of comparable quality. The index is applied to the employee's spendable salary and is adjusted fortnightly in-line with the ECA exchange rate variations.

COLA is not paid when the cost of living at a post is less than the cost of living in Canberra (an index of 100 or below).

s 47E(d)

COLA calculation

COLA calculation			
Reference	Application	Description	Rate
A		Gross Salary	AUD###,###
B	Less	PAYG Withholding	$B = A - ([\text{Marginal Tax Rates}] + [\text{Levies}])$
C	Equals	Disposable Salary	$C = A - B$
D	Factored	Spendable equation	s 47E(d)
E	Equals	Spendable salary	$E = C \times D$
F	Factored	Post's adjusted cost of living index	###.###
G	Equals	COLA payable	$G = (E \times F)$

Key – COLA calculation	
Reference	Notes
A = Gross Salary	Gross Salary only refers to salary and wages and does not include additional taxable allowances.

B = PAYG Withholding	The amount of Income Tax and any applicable Levies (e.g. Medicare) that has been withheld from the employee's salary.
C = Disposable Salary	Gross Salary less PAYG Withholding.
D = Spendable Equation	s 47E(d)
E = Spendable Salary	The component of an employee's salary that is usually spent.
F = Cost of Living Index	Post's cost of living index. Where the cost of living at a post is less than the cost of living in Canberra (an index of 100), staff at that post will not receive COLA. The baseline ECA index is adjusted each pay period with the fortnightly ECA exchange rates resulting in an adjusted COLI. This ensures the COLA is updated each pay period in line with exchange rate movements experienced between survey periods as determined by ECA and in accordance with ECA COLA calculation methodology.

4.4.2.3 COLA updates

a) Standard updates

ECA pricing surveys are conducted biannually –

- March pricing survey for implementation in the first full pay period in July
- September pricing survey for implementation in the first full pay period in January.

b) High Inflation updates

For locations experiencing high inflation s 47E(d)

ECA conducts quarterly pricing surveys to ensure the baseline COL index and exchange rate reflect market conditions:

- March pricing survey for implementation in the first full pay period in July
- June interim pricing survey for implementation in the first full pay period after the results are released by ECA
- September pricing survey for implementation in the first full pay period in January
- December interim pricing survey for implementation in the first full pay period after the results are released by ECA.

c) Extremely High Inflation Supplement (EHIS)

Where extremely high inflation is identified by ECA - s 47E(d)

- staff can face falling COLA as a result of the fortnightly updating of a falling host exchange rate, while at the same time prices rise.

For locations experiencing extremely high inflation, an Extremely High Inflation Supplement (EHIS) is applied as an **interim** measure to support purchasing power at post until the post's COLA baseline is recalculated by ECA in the next quarterly pricing survey (i.e. ECA conducts a pricing survey to set an updated baseline COL index and exchange rate that accounts for inflation pressures and currency movements so COLA is not out of step with on-the-ground pricing experienced at the location).

EHIS is provided in addition COLA.

EHIS is paid as a Special Location Supplement to posts experiencing extremely high inflation. Refer to [HRM Vol 2, Section 4.13.5](#) – SLS – Extremely High Inflation Supplement.

4.4.3 PAYMENT OF COST OF POSTING ALLOWANCE (COPA) AND COST OF LIVING ADJUSTMENT (COLA)

4.4.3.1 Summary

[COPA](#) and [COLA](#) are paid from the day an employee starts [duty](#) at the post on long-term posting or short-term assignment (including weekends and public holidays observed by the post).

It ends the day the employee ceases [duty](#) after completing a posting, or within three days of ceasing duty at post if proceeding directly on to approved annual leave.

The following table summarises the circumstances that impact on the payment of COPA and COLA:

Circumstances	COPA and COLA
Starts duty at post	Commence
Approved annual leave or personal carer's leave (PCL) after commencing duty at post	Payable
Paid maternity leave at post	Payable
Paid maternity leave, with medevac	Payable for up to 56 continuous calendar days
Absent from post on PCL or paid maternity leave not associated with a medevac	Payable for up to 28 continuous calendar days
Absent from country of posting on approved leave	Payable for up to 28 continuous calendar days
Paid adoption and parental leave at post	Payable
Absent from post on paid adoption or parental leave outside post's location	Payable for up to 28 continuous calendar days
Medevac	Payable for up to 56 continuous calendar days
Recalled to duty from leave without pay at post	Not payable
Long service leave, unpaid maternity leave, and leave without pay	Not payable

Unauthorised absence from the post for more than 28 days	Not payable
Last day of duty at post, proceeding on to approved annual leave accrued during the posting	Allowances will cease within three calendar days after ceasing duty
Last day of duty at post, not proceeding on to approved annual leave	Cease
Private travel at any time to a 'do not travel' destination as listed on Smartraveller	Cease

4.4.3.2 Annual leave and personal carer's leave (PCL)

If an employee takes approved annual leave or PCL immediately on arriving at post, the employee is taken to start duty at post on the first working day after the approved leave ends.

Following commencement of duty at post, COPA and COLA are payable during periods of approved annual leave and PCL taken at post. Exceptions are when PCL is taken outside of the post's location and is not associated with a medevac or when approved annual leave is taken outside of the post's location. Overseas allowances cease after 28 calendar days in either situation.

4.4.3.3 Maternity leave (now known as Parental Leave)

This policy is being reviewed following the commencement of the new Enterprise Agreement on 1 March 2024 and the new Parental Leave provisions. Until finalisation, the existing Maternity Leave policy applies to Parental Leave however if staff have any questions they should lodge a PeopleAssist request for further information.

If the paid maternity leave is taken at a location outside of the country of posting (Australia or third country location), overseas allowances are payable up to a maximum of 28 calendar days.

Where the paid maternity leave involves a medical evacuation (medevac) to Australia or a third country location overseas allowances are payable up to a maximum of 56 calendar days.

Overseas allowances apply during paid maternity leave taken at post.

Allowances are also payable during periods of paid adoption or parental leave taken at post. However overseas allowances cease after 28 calendar days where paid adoption leave or parental leave is taken outside of post's location. Refer to the [Paid Maternity, Adoption and Foster Parents' Leave at Post](#) section (53.1) in HRM Volume 1 for more information.

4.4.3.4 Medical evacuations

Overseas allowances are payable during medical evacuations (medevacs)—provided the Secretary's [delegate](#) is satisfied the employee has ongoing costs at the post—for a period of up to 56 calendar days. The employee must apply to the Secretary's [delegate](#) for any extension of allowances.

4.4.3.5 Emergency evacuations and special authorised temporary departures

[HRM Volume 2, Section 4.10.3](#) details the application of overseas allowances during an emergency evacuation and special authorised temporary departures.

4.4.3.6 Recall to duty

If an employee is working remotely or on extended leave and recalled to duty at their location of residence for a short-term mission or assignment, no overseas allowances are payable. If their spouse or partner is on posting with a Commonwealth government agency and in receipt of accompanied allowances at the location of recall to duty— only the employee on a long-term posting is paid accompanied allowances.

4.4.3.7 Long service leave, unpaid maternity leave and leave without pay

Employees on long service leave, unpaid maternity leave and leave without pay are not entitled to receive overseas allowances.

4.4.3.8 Unauthorised absences

Overseas allowances are not payable when an employee takes an unauthorised absence from the post for more than 28 calendar days.

4.4.3.9 Leave at the conclusion of a posting

Payment of COPA and COLA ends the day an employee ceases duty after completing a posting, or within three calendar days of ceasing duty at post if they are proceeding directly on to approved annual leave.

Example of how the policy is applied	
Example 1	<p>Ali's last day of duty at post is 29 November. Ali has approval to take five weeks annual leave. After completing duty Ali will receive COPA and COLA payments until 2 December 2018, after which all allowances will cease.</p> <p>If Ali did not proceed on a period of annual leave, allowances would have ceased on 29 November 2018.</p>

4.4.3.10 Payment of accompanied allowances

In determining whether an employee is accompanied for the purposes of overseas allowances and provisions, the Secretary's [delegate](#) is guided by the intent of each and by the definition of 'accompanied' and 'unaccompanied' in [Introductions and Definitions](#).

Example of how the policy is applied	
Example 1	<p>A DFAT employee and their partner relocate to post together. The partner is unable to secure employment at the post location and moves to a different city. In this example, the partner no longer resides continually with the employee at the post location. Overseas allowances are paid at the 'unaccompanied' rate, as the employee does not meet the definition of 'accompanied employee'.</p>

4.4.3.11 Unaccompanied and No-Child Posts

For some posts, the department has determined that a spouse or child dependant is not able to accompany the employee on posting for reasons of security or other approved departmental circumstances such as limited medical facilities at post. The employee will receive overseas allowances at the unaccompanied rate at these locations. Ref to HRM Vol 2, [Schedule 2](#) for a list of unaccompanied and no-child post locations.

4.4.3.12 Employee couple and accompanied rate of overseas allowances

If an employee couple are on posting to the same location, only one employee receives allowances at the accompanied rate. The other will receive their standard salary.

- The accompanied rate of allowances is paid to the employee jointly nominated.
- If no nomination is received, the employee with the higher salary is deemed to have been nominated.

If an employee's spouse, who is employed by another Commonwealth government agency, is posted to the same location as the employee, either the employee or their spouse receives allowances at the accompanied rate.

If a DFAT employed spouse undertakes a short-term mission (STM) to another location, allowances reduce from accompanied to unaccompanied for the duration of the STM.

4.4.3.13 Employee responsibilities

It is an employee's responsibility to notify the department of any extended absences or changes in dependant circumstances that may affect eligibility for allowance payments. Advice should be sent via cable that includes the duration and general nature of the absence (for example, a temporary departure for employment or study, or extended absence for personal reasons) using the topic – PERSONNEL – A-based Conditions. Any overpayments made will be recovered.

4.4.3.14 Continuation of allowances on the death of an employee

If an employee or an accompanying dependant dies while overseas, the Secretary's [delegate](#) will determine the period for continuing allowances and provisions.

For further details, see 'Death of an employee or dependant overseas' [compassionate travel](#).

4.4.3.15 Effect of posting on social security payments

The department does not compensate employees for loss of, or reduction to, social security or family benefit payments during a posting. Employees should seek advice from Centrelink, the Family Assistance Office and a financial adviser on the likely effect a posting will have on any social security or family assistance benefits.

4.4.4 LOCATION ALLOWANCE

4.4.4.1 Policy Intent

Australian Government employees stationed overseas are paid a location allowance which is calculated to:

- provide relief from challenging living conditions at some overseas posts that may have a significant adverse effect on the lifestyle or welfare of employees and their families
- compensate for environment-related impacts and costs incurred by employees in particular post locations
- compensate for the increased stress, frustration, anxiety and disturbance to which employees may be exposed in some locations, and

- fund alternate means of relief from that environment.

4.4.4.2 Period of eligibility

Location allowance is paid from the day an employee starts [duty](#) on a long-term posting or a short-term assignment (STA), and ends the day an employee ceases [duty on completion of the posting or STA](#).

- If an employee takes annual leave immediately on arrival at post, they are taken to start [duty](#) at post on the first working day after the annual leave ends.
- The day a posting is completed is the employee's last day of official [duty](#) at post. Annual leave taken at the end of a posting does not attract location allowance.
- Once duty at a post starts, location allowance is paid during periods of approved annual leave, personal/carer's leave (PCL), and periods of paid maternity, adoption and parental leave [taken in country of posting](#).
- If an employee is absent from post for more than 28 continuous calendar days, location allowance will cease.
- If an employee's registered spouse residing at post permanently is absent from post for a continuous period of more than 28 calendar days and the employee remains at post, location allowance will be paid at the **s 47E(d)** rate.
- Location allowance continues to be paid during an approved medical evacuation (see medical evacuations section) for a period of up to 56 calendar days.
- If an employee takes unpaid maternity leave, long service leave or leave without pay, location allowance and [Special Location Supplement](#) (SLS) provisions cease for the duration of the leave.

4.4.4.3 Employee responsibilities

It is an employee's responsibility to notify the department of any extended absences or changes in dependant circumstances that may affect eligibility for allowance payments. Advice should be sent via cable that includes the duration and general nature of the absence (for example, a temporary departure for employment or study, or extended absence for personal reasons) using the topic – PERSONNEL – A-based Conditions. Any overpayments will be recovered.

4.4.4.4 Formula for the calculation of Location allowance

DFAT contracts 'Employment Conditions Abroad (ECA) International to calculate a location rating for each post. ECA's Location ratings are designed to assess differences between post and Canberra and are determined annually by researching a series of factors that affect living conditions. Each location is classified according to set scoring criteria relating to these factors. Locations are grouped into bands according to total points scored.

Location allowance is paid on a sliding scale according to a posts' location rating.

The allowance is calculated on a percentage of the average annual salary of overseas employees.

s 47E(d)

Location allowance calculation			
Reference	Application	Description	Rate
A		Average annual overseas salary	AUD###,###

B	Factored	Category A	s 47E(d)
	Factored	Category B	
	Factored	Category C	
	Factored	Category D	
	Factored	Category E	
	Factored	Category F	
C	Factored	s 47E(d)	
	Factored		
D	Equals	Location allowance payable	D = A x B x C

Key – Location allowance calculation	
Reference	Notes
A = Average annual overseas salary	Average annual overseas salary is based on the average overseas gross salary of employees on posting. See Schedule 1 for figures.
B = Location percentage	Location categories are separated into Categories A to F depending on ECA ratings.

s 47E(d)

4.4.4.5 Provisions when the post's location rating changes

In May to June each year posts are asked to complete the service provider's annual survey. As the survey is an important component of setting location ratings, the provider recommends that employees with different family compositions are invited to participate.

Where changes to location ratings are recommended by the external provider, an adjustment to ratings (whether upward or downward) will apply early in the next calendar year.

[Schedule 3](#) lists the current location rating and provisions for each post for employees.

4.4.5 ADDITIONAL HOUSEHOLD ALLOWANCE (AHA)

Additional Household Allowance (AHA) assists with additional costs incurred when maintaining a household in Australia. It is only available where a [spouse](#) or [recognised child dependant\(s\)](#) is not able to accompany the employee on posting for reasons of security or other approved departmental circumstances.

4.4.5.1 Summary

AHA applies to dependants residing in Australia and who meet the eligibility and criteria requirements. AHA is only payable where an employee's [recognised dependant\(s\)](#) is not able to accompany the employee for security or other agency approved reasons (see [Schedule 2](#)).

Claims for AHA will only be considered for employees where the post is designated as a:

- unaccompanied post, or
- no-child post.

See [Schedule 2](#) for a list of posts designated unaccompanied or no-child.

To apply for AHA, complete the [Additional household allowance application form](#) and submit via a [People Service Request](#).

NOTE: A spouse can accompany an employee to a no-child post.

Eligibility	A spouse or recognised child dependant who continues to reside permanently in the family home (where the employee lived before posting – i.e. Canberra or State/Territory Office) because the post is designated unaccompanied or a no-child post (See Schedule 2).
Timing	Commences from the day the employee starts duty at an unaccompanied or no-child designated post.; and Ends on the day the employee ceases duty at an unaccompanied or 'no-child' designated post.
Provision	Payment is limited to one Additional Household Allowance per employee. Employees who are in receipt of AHA will not be entitled to storage of personal effects in Australia.
Criteria	Must continue to reside in the family home in the city from which the employee was posted and remain a recognised dependant .
Examples of how the policy is applied	<p>Example 1 – employee posted to Baghdad (unaccompanied post), spouse remains in the family home - AHA will apply</p> <p>Example 2 – an employee with no registered child dependant is posted to Islamabad (no-child post), spouse can go to post but chooses to remain in the family home - AHA will not apply.</p> <p>Example 3 – an employee with a 2-year-old child dependant is posted to Buka (no-child post), children under 10 are not able to live at post due to medical reasons - AHA may apply.</p> <p>Example 4 – an employee with a 13-year-old child dependant is posted to Buka (no-child post for under 10 years) - AHA will not apply.</p> <p>Example 5 – a post location changes from an accompanied to unaccompanied location, spouse returns to Australia <u>to the family home</u> – AHA will apply.</p>

See [Schedule 1](#) for current AHA rates.

4.4.5.2 Employee's responsibility

It is an employee's responsibility to notify the department of any extended absences or changes in dependant circumstances that may affect eligibility for allowance payments. Advice should be sent via cable that includes the duration and general nature of the absence (for example, a temporary departure for employment or study, or extended absence for personal reasons) using the topic – PERSONNEL – A-based Conditions. Any overpayments made will be recovered.

AHA is not paid where an employee and their spouse separate. In such cases, the date of commencement of separation may be determined by a distinct change in the nature of the relationship at the time of separation. This date is the date from which the parties are deemed to be living "separately and apart".

4.4.6 CHILD SUPPLEMENT

4.4.6.1 Policy Intent

The Child Supplement allowance aims to compensate for the wide range of additional child-related costs borne by officers when posted overseas, including:

- double purchasing items such as school uniforms, textbooks, education supplies and devices,
- higher internet costs in some locations
- cost of excursions, extra- curricular activities and compulsory school meals (which are the officer's responsibility)
- costs for recreation activities due to lack of green space/playing fields and sporting facilities
- childcare, playgroup and pre-school equivalent costs for children 3 years and under.
- lack of access to free or subsidised public health services and/or healthcare (such as child and youth dental programs) and ancillary benefits under private health insurance schemes.
- lack of access to free or cheap childcare / babysitting / play centre support groups (i.e. from family/friends/neighbours)
- postage / freight costs for Australian (or English language) books / toys, products not available at post (e.g. baby formula), sending items to/from family and friends (such as gifts)
- additional clothing costs due to a change in climate conditions
- additional transport costs in posting location due to school field trips, travel to sporting facilities, travel to leisure activities etc.
- the impact of relocating overseas on families is greater where there is a loss of second income, and loss of access to Australian Government support and payments (e.g. Family Tax Benefits A & B, Childcare Benefit and Rebate, Paid Parental Leave and parenting payments).

4.4.6.2 Eligibility

Child supplement is paid for an employee's child who meets the definition of [child dependant](#) and who:

- lives continuously with the employee, and
- makes the post-funded accommodation their principal place of residence during the posting.
- Child supplement is not paid for a child:
 - who has completed secondary school at post, and
 - is remaining at post before they commence full-time tertiary studies in Australia at the beginning of the next academic year.

In this case the employee may [apply for limited dependant status](#) for the child.

4.4.6.3 Timing

An employee's eligibility for child supplement **starts** on whichever is later:

- the day a dependent child arrives to take up residence with the employee at post, or
- the day the employee commences duty at post.

An employee's eligibility for child supplement **ends** on whichever is the earlier of:

- the day the dependent child completes secondary education
- the day a dependent child departs post permanently, or
- the day the employee ceases duty at post.

If an employee's child is absent from post for a continuous period of more than 28 calendar days the provision will cease. No automatic provision to reunion fares will accrue.

It continues to be paid during the [medical evacuation](#) of an employee's child for a period of up to 56 calendar days, at which time the continuation of payment of allowances is reviewed. An employee must apply for further child supplement. The decision is made by the Secretary's [delegate](#). Please submit a [People Service Request](#).

It is an employee's responsibility to notify the department of any changes in dependant circumstances that may affect eligibility for payment of relevant allowances. Advice should be sent via cable and the Pay Helpdesk must be notified. Please do this by submitting a [People Service Request](#).

Any overpayments will be recovered.

4.4.6.4 Formula for the calculation of Child Supplement

Child supplement is calculated as a percentage of the average annual overseas salary.

- Children under three years - 6.5 percent of DFAT's average annual overseas salary
- Children aged between three years and under twelve years – 5 percent of DFAT's average annual overseas salary
- Children 12 years and over – 6 percent of DFAT's average annual overseas salary

Child supplement is adjusted by post's cost of living index (COLI) where the COLI is over 100.

Child Supplement calculation			
Reference	Application	Description	Rate
A		Average annual overseas salary	AUD###,###
B	Factored	Children under 3	6.5 percent
	Factored	Children between 3 to 12	5 percent
	Factored	Children 12 and over	6 percent
C	Factored	Post's cost of living index	###.###
D	Equals	Child Supplement payable	$D = A \times B \times C$

Key – Child Supplement calculation	
Reference	Notes
A = Average annual overseas salary	Average annual overseas salary is based on the average overseas gross salary of employees on posting. See Schedule 1 for figures.
B = Child age percentage	Child Supplement is paid based on differing percentage depending on the age of the child. The age groups are separated into children under the age of 3, children between the age of 3 and 12, and children 12 years old and over.
C = Cost of living index	Adjusted by post's cost of living index (COLI) where the COLI is over 100.

The department pays FBT on these allowances. Child supplement payments are not reported on the employees' income statement in myGov.

4.4.7 INTENTIONALLY BLANK

4.4.8 EMPLOYEE COUPLES

4.4.8.1 Employee couples on joint overseas postings

If a DFAT employee couple is on dual posting to the same location, only one employee receives [allowances](#) at the accompanied rate.

The accompanied rate of [allowances](#) is paid to the employee jointly nominated. Where a nomination is not received, the employee with the higher income is nominated by the department.

[Transfer Allowance](#) at the accompanied rate is paid once only where an employee and the employee's spouse are on a dual posting. If an employee and the employee's spouse are posted to separate locations, each employee receives Transfer allowance at the unaccompanied rate.

In the case of a dual posting of a DFAT employee couple, only one employee may nominate to receive the [outlay advance](#).

4.4.8.2 Employee couples on separate overseas postings

If an employee couple is posted to separate overseas locations, both employees receive [allowances](#) at the unaccompanied rate.

4.4.8.3 Employee couples on dual-agency overseas postings

If an employee's spouse who is employed by another Commonwealth Australian government agency is posted to the same location as the DFAT employee, either the employee or their spouse receives overseas allowances at the accompanied rate.

The accompanied rate of overseas allowances is paid to the employee jointly nominated.

If no nomination is received, the employee with the higher income will be nominated by the department.

In cases involving dual agency employees, DFAT will negotiate a Memorandum of Understanding (MOU) on suitable joint financial arrangements with the other Commonwealth Australian government agency to fund the costs associated with a long-term posting or short-term assignment.

4.4.9 HOUSEHOLD MAINTENANCE AND ASSISTANCE (HMA)

Household maintenance and assistance was abolished on 1 July 2017.

SES employees are provided separate funding for domestic assistance.

4.4.10 TRANSFER ALLOWANCE

4.4.10.1 Policy Intent

Transfer Allowance compensates employees for transfer related incidental costs incurred in Australia in preparation for, on the way to, and on return from, a posting. Incidental costs include:

- temporary accommodation
- disconnecting utility services
- redirecting mail
- dental clearance
- passport photos
- airport transfers
- luggage and power adaptors
- unaccompanied baggage, customs, quarantine, delivery and storage fees, and
- food wastage (fridge or pantry).

Please use the [transfer allowance form](#) to apply for the allowance and submit via a [People Service Request](#).

4.4.10.2 Rates

Transfer Allowance is paid in a lump sum according to family composition.

See [Schedule 1](#) for all Transfer Allowance rates.

4.4.10.3 Four rest and travel day posts

Employees receive an additional transfer allowance for travel to and from posts requiring four rest and travel days. The amount includes one night's accommodation, meals, incidental components and transfer costs. This also applies to cross postings and the cost of any enforced stopovers where the airline does not meet the stopover costs. [Schedule 3](#) lists the rest period and travel days designated for each post.

4.4.10.4 Excess baggage

Employees may also receive an additional [excess baggage transfer allowance](#) payment if their personal effects are sent by sea freight to or from a long-term posting, and between postings when cross-posted. This payment is to compensate for the cost of carrying surplus luggage on the flight or shipping unaccompanied goods to or from post. The departments contracted relocation services provider will advise Payroll Services Section to pay the additional amount when an employee decides to send their effects by sea freight.

4.4.10.5 Clothing and equipment allowances

Clothing and equipment allowances apply to employees undertaking an STM. These are included in the Transfer Allowance for employees proceeding on a long-term posting. This includes the [Equipment Allowance](#), [Special Clothing Allowance](#) and [Extreme Cold Weather Allowance](#).

4.4.10.6 Timing

Transfer Allowance is paid to an employee when:

- proceeding on a long-term posting
- returning from a long-term posting, or
- being cross-posted for a further long-term posting (see [cross-posting definition](#)).

Transfer Allowance is paid at its value on the day it is processed, not the day of travel.

4.4.10.7 Local post moves

Transfer Allowance is also paid when an employee is moved at departmental expense from one location to another at post. Transfer Allowance does not apply if an employee moves within the same residential compound or building (see [Schedule 1](#)).

Requests for payment of Transfer Allowance are approved by the Secretary's delegate and paid from a Canberra-controlled budget using GL code 20530 (A-based Transfer Allowance).

4.4.10.8 Dependants

If an employee's dependant joins them at post at a later date, the Secretary's [delegate](#) may provide pro rata Transfer Allowance for the dependant (refer to [Section 4.2.1.6](#)).

If an employee's dependant leaves the post before the end of a posting, the Secretary's delegate may approve partial payment of the Transfer Allowance before the employee leaves.

4.4.10.9 Language trainees

Transfer Allowance is paid to an employee on language training as part of a long-term posting. If the employee relocates to another post after they finish the language training, it is treated as a local post move and the employee receives additional transfer allowance at the rate for relocation from one location to another at post. Current rates are listed in [Schedule 1](#).

4.4.10.10 Employee couples

Transfer Allowance at the accompanied rate is paid only once where an employee and the employee's spouse are on a dual-posting.

If a DFAT employee and their employee spouse are posted to separate locations, each employee receives Transfer Allowance at the unaccompanied rate.

If an accompanied DFAT employee's spouse is posted by the department to another location, Transfer Allowance is paid once only, at the designated rate for employees returning home or being cross-posted to another location (see [Schedule 1](#)).

4.4.10.11 Employee-initiated termination of posting

The Secretary's delegate determines the amount of Transfer Allowance paid if an employee initiates the early termination of their long-term posting.

Payment of Transfer Allowance is as follows:

Period of ordinary posting completed	Provision
Less than half	No Transfer Allowance is paid
Between half and three-quarters	The department may pay half the applicable rate of Transfer Allowance
More than three-quarters	The department may pay three quarters of the applicable rate of Transfer Allowance

4.4.11 OUTLAY ADVANCE

4.4.11.1 Policy Intent

In accordance with the Government's 2016 Review of entitlements, additional allowances, and financial support DFAT employees stationed overseas on a long-term posting can receive an Outlay Advance to help them meet major expenses while they establish themselves at a post. The advance must be repaid within 12 months and is available for limited purposes such as buying a car and household goods. Please use the [Outlay Advance form](#) and submit it via a [People Service Request](#).

Employees may nominate the amount of advance required up to a maximum amount (see [Schedule 1](#)).

4.4.11.2 Timing

The advance can be paid to the employee up to four weeks before they commence at post or within the first six months of arrival at post.

The advance is recovered from the employee's salary within 12 months of the payment being made. This is done in fortnightly instalments commencing the same pay period in which the advance is paid.

In the case of dual-posting of a DFAT employee couple, only one employee can receive the advance.

4.4.11.3 Acquittal

The employee must acquit the Outlay Advance within six months of receipt of the payment by:

- returning any unspent portion, and
- completing the [Outlay Advance Acquittal form](#), stating the advance was expended in accordance with the department's policy.

The department does not require receipts, but the Australian Taxation Office requires that these be retained by the employee for five years.

The acquittal procedure prevents any Fringe Benefits Tax (FBT) liability for the department. FBT amounts incurred by the department because an employee did not adhere to this process will be passed on to the employee. Where non-adherence is a result of extraordinary circumstances, an employee can make a submission to the Secretary's delegate as outlined in [Schedule 6 Overseas Conditions of Service](#) who will assess the case with the Chief Finance Officer.

The department is liable for FBT when an advance is not properly acquitted within six months (including repayment of any unspent portion) or not fully repaid within 12 months. The amount

subject to FBT is the interest that would have been applied to any outstanding balance of the loan. The notional interest rate applied is the ATO's statutory interest rate. Where an employee does not comply with the acquittal procedure, this interest amount is grossed-up and reported on the employee's Payment Summary as a reportable fringe benefit amount.

4.4.11.4 Cancellation / early termination of posting

If an employee's posting is cancelled or terminated early, any outstanding amount of the advance becomes immediately repayable to the department. Where this may lead to financial hardship for the employee, a submission may be made to the Secretary's delegate that is outlined in [Schedule 6 Overseas Conditions of Service](#) to delay repayment. The submission should provide the following information:

- the period of the posting
- the reason for the cancellation or end of the posting
- the employee's circumstances following the cancellation or end of the posting
- the outstanding amount of the advance, and
- any other factor relevant to the repayment.

Procedures and timings required to avoid FBT liability related to the outlay advance continue to apply to an employee who delays repayment of the advance.

4.4.12 FINANCIAL COUNSELLING COSTS

Employees can no longer seek reimbursement for financial counselling costs before, during or after a long-term posting.

4.4.13 SETTLING-IN AND SETTLING-OUT PROVISIONS

4.4.13.1 Summary

Eligibility	Employees and their eligible dependants
Timing	The settling-in period is a maximum of six weeks and commences on the first day of an employee's posting. The settling-out period is for a maximum of two weeks and ends the day the employee's posting concludes
Provision	Provision of temporary accommodation and assistance with meal costs on arrival or departure at post
Criteria	Accommodation costs are met from the post's budget. Meal supplement costs are to be charged against the post's Canberra controlled budget (Yxxxx cost centre)

Settling-in and settling-out provisions allow an employee and their dependants to occupy suitable accommodation and helps with extra meal costs at the beginning or the end of a long-term posting.

The period of settling-in or settling-out should be kept to a minimum and accommodation should include cooking facilities where possible. This style of accommodation is generally more economical than hotel accommodation.

4.4.13.2 Settling-in

Where settling-in is unavoidable, the accommodation costs for an employee and their dependants are met from the post's budget. The Secretary's [delegate](#) will consider the need for an employee to reside in hotel accommodation, taking into account the availability and cost of suitable accommodation, along with the family composition and position of the employee.

The settling-in period commences on the first day of an employee's posting and ends on the earlier of:

- the day suitable accommodation becomes available for the employee and dependants, or
- six weeks after the day the employee's posting commences.

If an employee cannot secure suitable accommodation within the settling-in period, the Secretary's delegate may approve an extension of the period, taking into account:

- the availability of suitable accommodation
- the action taken by the employee to obtain suitable accommodation
- the efficient operation of the post
- costs associated with extending the period of settling-in
- any special circumstances relating to the employee and their dependants' reasonable accommodation needs, and
- any other relevant factors.

4.4.13.3 Settling-out

The settling-out period begins the day suitable accommodation becomes unavailable because of the impending completion of an employee's long-term posting (e.g. due to the lease expiry) and ends the day that the posting ends. In most cases, settling-out accommodation will not be needed as an employee would occupy their usual place of residence until they depart from post.

In cases where an employee must settle-out, the post will pay associated accommodation costs.

Settling-out cannot exceed 14 days unless the Secretary's delegate as outlined in [Schedule 6 Overseas Conditions of Service](#) is satisfied there are compelling reasons to extend this period.

4.4.13.4 Meal supplement and incidentals

While settling-in or settling-out at post, the department pays a meal supplement to employees for the duration they occupy accommodation **without** cooking facilities:

- for an employee, and each dependant who is 12 years of age or older, two-thirds of the travel allowance meals amount specified for the post and classification level of the [international travel rates](#), and
- for each dependant who is under 12 years of age, two-thirds of the amount specified at point (a) above.

Meals supplement is to be charged to the post's 'Yxxxx' cost centre using GL code 20535.

The incidentals amount of travel allowance is not payable while settling-in or out.

Accommodation which includes cooking facilities does not attract payment of meals supplement.

4.4.13.5 Part-day amount of meals supplement

The amount paid for meals for the day on which an employee commences and ceases settling-in or out is based on the meal allowance table as specified in the [Travel Policy](#).

4.4.13.6 Meal supplement not payable in certain circumstances

An employee is not entitled to meals supplement on settling-in and settling-out in the following circumstances:

- if meals are provided to the employee or a dependant, or are otherwise paid for by the Australian Government
- during a period of annual leave and the weekends and public holidays contiguous with that annual leave, and
- while the employee occupies accommodation with facilities and utensils sufficient to prepare a cooked meal, such as a serviced apartment.

4.4.13.7 Dual-posting provision

In cases when an employee and their spouse are on a dual-posting and are required to occupy settling-in or settling-out accommodation, only one provision to meals supplement accrues to the family. Payment is made to the employee receiving COPA at the accompanied rate.

4.4.13.8 Return to settling-in

Return to settling-in provisions help an employee when—in circumstances beyond their control—the employee's usual accommodation is no longer available or is temporarily unfit for occupation, and it is necessary to move to a hotel.

It is expected that every effort is made to obtain alternative accommodation to avoid such a move. In the case of leased accommodation, the liability of the lessor should be checked and cost recovery/compensation sought. While no time limits have been determined for settling-in, it is expected that approved periods would not normally exceed three weeks.

If the Secretary's delegate as outlined in [Schedule 6 Overseas Conditions of Service](#) is satisfied that an employee's accommodation is unavailable or is unfit for occupation, the employee can resume access to settling-in provisions including appropriate accommodation and meals supplement as per the above sections on meals.

4.4.14 ALLOWANCE ADJUSTMENT FREQUENCY

Allowance		Adjustment Process	Timing
a)	COLA base index	Following ECA International price surveys	July and January
b)	COLA – Extremely High Inflation Supplement (EHIS) amount	Following ECA International pricing survey	July
c)	COPA minimum and ceiling salaries	In line with the annual percentage movement in DFAT salaries	First full pay period after effective date of annual percentage movement in DFAT salaries
d)	Average Annual Overseas Salary	In line with actual salary data	July

Allowance		Adjustment Process	Timing
e)	Child supplement	Based on DFAT's Average Annual Overseas salaries	July
f)	Location allowance	Adjusted twice a year: 1. Ratings – based on annual location data supplied by ECA International 2. Allowance – based on DFAT's average Annual Overseas Salary	1. Ratings - January. 2. Average Annual Overseas Salary - July
g)	Special location supplement	Adjusted twice a year: 1. Ratings – based on annual location data supplied by ECA International 2. Allowance – based on DFAT's average Annual Overseas Salary	1. Ratings - January. 2. Average Annual Overseas Salary - July
h)	Additional household allowance	Annual movement in the Australian CPI to March	July
i)	STM - Equipment allowance	Based on annual data supplied by ECA International	July
j)	STM - Equipment allowance - high frequency travel	Based on annual data supplied by ECA International	July
k)	STM - Special clothing allowance	Based on annual data supplied by ECA International	July
l)	STM - Extreme cold weather allowance	Based on annual data supplied by ECA International	July
m)	Representation allowance – spouse payments	Adjusted with the annual movement in the Australian CPI to March	July
n)	Transfer allowance	Annual movement in the Australian CPI to March	July
o)	Early termination of posting payment	Annual movement in the Australian CPI to March	July
p)	Private Board allowance	Annual movement in the Australian CPI to December	July
q)	Emergency evacuation and authorised temporary drawdown supplements	Based in annual data supplied by ECA International	July

Allowance		Adjustment Process	Timing
r)	Meal component of boarding fees - employee contribution	Food component of boarding fees as advised by Canberra Grammar School, or as itemised by individual schools	January
s)	Pharmaceutical costs contributions	Annual Australian PBS rates, adjusted for overseas staff	July
t)	Pharmaceutical costs safety net & associated contributions	Annual Australian PBS data, adjusted for overseas staff	July
u)	Summer School	Base rate of Canberra Grammar School specialised holiday program	January
v)	Early Education Fee Assistance	Adjusted twice a year: 1. Benchmark Fees – based on annual data supplied by ECA International 2. Employee Co-contribution – based on DFAT's average Annual Overseas Salary	1. Benchmark Fees - January 2. Employee co-contribution - July

4.4.15 TAXATION TREATMENT ON ALLOWANCES AND PROVISIONS

Provision	Tax treatment
<ul style="list-style-type: none"> - Cost of Posting Allowance (COPA) - Location Allowance - Early termination of posting payment - Additional household allowance - Special location supplement (SLS) - Extremely High Inflation Supplement (EHIS) - On-going and one-off supplements for emergency evacuation and authorised temporary drawdowns - One-off relocation supplement during evacuations - Transfer Allowance 	<ul style="list-style-type: none"> - Income tax is payable. - Allowances are calculated and expressed in the HRM in net terms. - Payments are grossed up to include PAYG liability.

Provision	Tax treatment
<ul style="list-style-type: none"> - Home leave fare (HLF) - Assisted leave fare to Australia (ALFA) - Regional leave fares (RLF) - Reconnection fares (RCF) - Decompression Leave Fares - Private use of official motor vehicles - Early Education Fee Assistance - Education costs in Australia on completion of posting - Reimbursement of extraordinary costs due to circumstances at post 	<ul style="list-style-type: none"> - The department pays FBT on these provisions and payments. - The taxable value is grossed up by a factor of up to a maximum of 1.8868, with this amount reported as appropriate on employees' annual Income Statement.
<ul style="list-style-type: none"> - Cost of Living Adjustment (COLA) - Child supplement 	<ul style="list-style-type: none"> - The department pays FBT on the Cost of Living Adjustment (COLA) and Child Supplement payments. - They are not reported on the employees' annual Income Statement.
Additional information is available on the DFAT Fringe Benefit Tax Policy page.	

4.5 LEAVE FARES

4.5.1 HOME LEAVE FARE (HLF)

4.5.1.1 Policy Intent

A home leave fare (HLF) is provided so employees and their eligible dependants can return to Australia around the mid-point of their long-term posting.

4.5.1.2 Eligibility

- **Non-HOM/HOP/SES employees** on long-term posting and their eligible dependants (refer to [HRM Vol2 - 4.1.1 – Types of dependants](#)) who reside at post are eligible to a HLF, subject to available leave balances, operational requirements and approval from the Secretary's delegate (refer to [HRM Vol 2, Schedule 6](#)).
- **HOM/HOP/SES employees** on a long-term posting and their dependants (refer to [HRM Vol 2 - 4.1.1 – Types of dependants](#)) who reside at post receive mid-term leave provisions, as outlined in HRM Volume 3 instead of a HLF. If the dependants are travelling without the employee, mid-term provisions revert to HLF provisions. The HOM-SES Unit is to be contacted for further information on mid-term leave provisions.

- **Dependants' eligibility** to leave fares may be affected by their total time spent living at post (refer to HRM Vol 2, [Section 4.2.1.6](#)).

4.5.1.3 Timing

HLF travel should be taken at the mid-point of an employee's ordinary period of posting (refer to [HRM Vol 2, Schedule 3](#) for the ordinary period of posting).

HLF travel is not permitted in the first three months or the last three months of an employee's posting (refer to the Posting Period Extensions and Variations sections below).

Periods of in-country language training connected with a long-term posting are included when calculating the timing for using a HLF. For example:

- if there is three months of in-country language training connected to a 3-year posting, the HLF should be taken at the mid-point of 3 years and 3 months.
- if there is six months of in-country language training connected to a 3-year posting, the HLF should be taken at the mid-point of 3 years and 6 months.
- if there is 12 months or greater of in-country language training connected to a 3-year posting, the HLF should be taken at the mid-point of the 3-year posting and the employee/dependants may also be eligible for an ALFA in year 4 of their posting (refer to HRM Vol 2, [4.5.2 – Assisted Leave Fare to Australia](#)).

In limited circumstances, the Secretary's delegate (refer to [HRM Vol 2, Schedule 6](#)) may approve an employee to undertake HLF travel in the first or last three months of posting.

4.5.1.4 Criteria

The following criteria apply to HLF travel:

- Employees and their dependants must spend at least 50 per cent of their approved leave in Australia, or a minimum of seven calendar days if travelling to Australia only.
- Eligible dependants do not have to travel with the employee when using their HLF. Their travel arrangements must comply with the policy, including timing and spending at least 50 per cent of their time out of post in Australia, or a minimum of seven days if travelling to Australia only.
- Travel must be arranged officially through post administration.
- The cost of any tickets purchased privately by employees or dependants will not be reimbursed.
- Travel does not attract official travel days or rest periods as detailed in the [Travel Policy](#).
- Travel allowance is not payable, including during an unavoidable stopover.
- Employees are responsible for all airport transfer costs to and from airports (including during an unavoidable stopover).
- HLF cannot be used to travel to a destination other than Australia; swapped or exchanged with any other OCOS leave fare type.
- Travel must occur within the ordinary period of posting and any unused HLF is forfeited and cannot be rolled-over, off-set, cashed out or transferred to another posting.

4.5.1.5 Provisions

Item		Provision
a)	Airfare	The provision is for a return economy class airfare from the post to Canberra.

		<p>The following booking parameters apply:</p> <ul style="list-style-type: none"> • return economy class airfare to Canberra • using the most direct route [Post – Canberra – Post] • the <u>lowest</u> practical airfare available on the day the travel is booked • with no avoidable stopovers <p>The Department will pay any compulsory departure taxes where applicable.</p>
b)	Destination	<p>Canberra is the HLF destination</p> <ul style="list-style-type: none"> • Employees may select to use their HLF to travel to another Australian capital city, however, Canberra remains the notional destination. • Where an employee selects to use their HLF to an Australian capital city other than Canberra, comparative quotes must be sought for <u>return economy class airfares</u> using the: <ul style="list-style-type: none"> • notional route – [Post – Canberra – Post] and • selected route – [Post - Australian Capital City – Post]. • if the airfare to the selected location is greater than the notional airfare quote, the difference is a personal cost to the employee. • if the airfare to the selected location is less than the notional airfare quote, the difference is forfeited and cannot be offset, used, cashed-out, banked or put towards an upgrade. • Canberra or the selected Australian capital city is considered the final destination and there can be no further travel included in the airfare. • Travel to a location outside Australia is not permitted • HLF travel may include a stopover at a ticketed transit location when travelling to/from Australia. Transit stopover locations must be part of the most direct route. If staying at a transit stopover location all costs incurred during the selected stopover is the employee's personal responsibility. OHP and Comcover insurance do not apply during a selected transit stopover.
c)	Excess Baggage – return sector only	<ul style="list-style-type: none"> • Employees and their eligible dependants travelling on a HLF may be eligible for a maximum of 12 kilograms excess baggage per person for the return sector. • This provision is only available to employees posted to eligible posts. Eligible posts are listed in HRM Vol 2 Schedule 3. • Posts are to consider the airline's excess baggage policy and pre-book the excess baggage with the return ticket if this is the best value for money option.
d)	Unavoidable stopovers	<ul style="list-style-type: none"> • Where an overnight stopover of greater than seven hours is unavoidable, one night's accommodation can be booked in the transit location in line with Travel policy rates.
e)	Infant/child seat	<ul style="list-style-type: none"> • Airlines have different rules on the ticketing and seating requirements for infants. Generally, the rules are based on the age and weight of the infant/child. Airlines generally require children over the age of two to have their own seat. • A HLF ticket for an infant may be booked in accordance with the airline's rules. A seat may be purchased if the airline rules allow a seat for the age and weight of the infant/child.

		<ul style="list-style-type: none"> However, a seat is not to be purchased if the airline requires the infant/child to travel on the lap of a parent or in a bassinet.
f)	Mandatory quarantine and/or travel requirements	<p>Post must complete a risk assessment before travel and consider if quarantine can be avoided on a different travel route.</p> <p>If mandatory quarantine and/or communicable disease testing requirements cannot be avoided the department will fund:</p> <ul style="list-style-type: none"> mandatory quarantine accommodation (e.g. hotel or quarantine facility) costs: at the first port of call in Australia on unavoidable stopovers in the country of posting. <p>mandatory medical testing (e.g. PCR testing) costs if they are a requirement at:</p> <ul style="list-style-type: none"> first port of call in Australia on exit from Australia in the country of posting. a meal supplement when the mandatory quarantine accommodation (e.g. hotel or quarantine facility) does not provide meals. The rate used is the non-emergency medevac meal supplement rate (refer to HRM Vol 2, Schedule 1 – Rates). a meal supplement is not payable if mandatory quarantine is undertaken in private accommodation. <p>Costs are charged to HLF GL codes.</p> <p>Mandatory quarantine and travel requirement costs are not payable when the employee selects to break the journey at an avoidable transit location.</p>

4.5.1.6 Other Relevant Policies

The following elements of a HLF are to align with the [DFAT Travel Policy](#):

- approved routes – Chapter 6
- upgrading to a different class of travel – Chapter 5.18 Class of Travel
- changing flights after booking – Chapter 4.23 & 4.24 Booking Travel
- tickets purchased privately - Chapter 3.28 Travel Approval & Chapter 6.17 Approved Routes
- baggage limits – Chapter 20.1-2 Baggage Limits
- check-in Times and Airline 'No Show' policies – Chapter 4.22 Booking Travel
- travel to Do Not Travel zones – Chapter 1.22 Introduction & Chapter 3.21-23 Travel Approval

4.5.1.7 Leave Requirements

All absences from work must be accountable via appropriate leave provisions outlined in [HRM Volume 1, General Conditions of Employment - Leave](#).

Leave arrangements are managed between the employee and their supervisor at post.

4.5.1.8 Insurance Coverage

Insurance and medical cover during HLF travel is outlined in HRM Vol 2, [Section 4.2.3 – Insurance](#).

Employees are encouraged to take out private travel insurance for travel incidents (lost luggage, cancelled flights, etc), accidents and unforeseen illnesses when on personal or unofficial travel (including department funded leave fares) outside their country of posting or to a 'do not travel' region within the country of posting.

4.5.1.9 Overseas Health Provisions (OHP)

Overseas Health Provisions (OHP) are outlined in [HRM Vol 2, Section 4.9 – Health](#).

Employees and their eligible dependants are only covered by the OHP while they are in their country of posting.

When in Australia on their HLF employees and their dependants are responsible for their own health care costs and are covered by Medicare or their private health insurance.

4.5.1.10 Overseas Allowances

Payment of Overseas Allowances are outlined in [HRM Vol 2, Section 4.4](#).

4.5.1.11 Posting Period Extensions

Approved extensions do not change the timing provision that HLFs are not to be taken in the first or last three months of the posting.

When an employee's posting is extended beyond the ordinary period of posting for:

- **less than 12-months** – there are no additional leave fares offered, however, the end date for using the HLF is to be based on the new end of posting date (refer to Timing section).
- **12 months or greater** - employees and dependants are eligible for an Assisted Leave Fare to Australia (refer to HRM Vol 2, Section 4.5.2 - ALFA) if their posting is extended for at least 12 months beyond the ordinary period of posting. If an employee has not accessed the HLF when the ALFA provision accrues, the employee can use only the ALFA, not both, during their extension period.

4.5.1.12 Posting Period Variations

[HRM Vol 2, Schedule 3](#) lists the number of leave fares available for each posting location.

For employees posted to a location with a posting period of 2 (+1), one HLF is available to employees who elect to complete a two-year (24 months) posting period (refer to [HRM Vol 2, Schedule 3](#) for ordinary period of posting). In this situation, no additional HLF will be available if the posting extends to three years (36 months).

4.5.1.13 Delegation

HLF Delegation*	Position
Approve an employee to undertake a HLF in accordance with policy	HOM/HOP or SAO
Approve an employee to undertake a HLF during the first or last three months of a posting	AD COS

* Refer to [HRM Vol 2, Schedule 6](#) – Consolidated HRM Vol 2 Delegations

4.5.1.14 Decision Making Principles

When approving a HLF the Secretary's delegate is to consider:

- the operational requirements of the post
- the employees leave balance and any future leave plans; including whether the employee is taking leave and using their leave fares at appropriate intervals (leave fares should be spaced out over the posting period however three months between leave fares is the recommended minimum interval)
- discuss with the employee that once utilised there are no additional HLF available, particularly if the employee requests a HLF early in their posting
- how many remaining leave fare provisions the employee will have after using their HLF
- the timing of the leave fare (refer to Timing section)
- does the requested itinerary comply with the both the HLF and Travel policy
- a risk assessment of the proposed travel (i.e. does the planned route incur mandatory quarantine requirements or does it include 'Do Not Travel' locations).

4.5.1.15 Procedural Instruction

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4.5.1.16 Related Policies

- [DFAT Travel Policy](#)
- [DFAT Finance Policy](#)
- [DFAT Fringe Benefits Tax Policy](#)
- [HRM Vol 2, Schedule 3](#)
- [HRM Vol 2, Section 4.4.3 – Overseas Allowances](#)
- [HRM Vol 2, Section 4.9.1 – Overseas Health Provisions](#)
- HRM Vol 2, [Section 4.2.3 – Insurance](#)

4.5.2 ASSISTED LEAVE FARES TO AUSTRALIA (ALFA)

4.5.2.1 Policy Intent

An assisted leave fare to Australia (ALFA) is provided so employees and their eligible dependants can return to Australia if their long-term posting is extended for 12 months or more beyond the ordinary period of posting (refer to HRM Vol 2, Section 4.15 – Ordinary Posting Period and Schedule 3).

4.5.2.2 Eligibility

If an employee's long-term posting is extended for 12 months or more beyond the ordinary period of posting the Secretary's [delegate](#) may approve an employee and their eligible dependants (refer to HRM Vol 2 - [4.1.1 – Types of dependants](#)) who reside at post to access an ALFA, subject to available leave balances and operational requirements.

Dependants' eligibility to leave fares may be affected by their total time spent living at post (refer to HRM Vol 2, [Section 4.2.1.6](#)).

4.5.2.3 Timing

ALFA travel is to be taken within the 12-month extension period beyond the ordinary posting period.

It accrues once the employee has completed their ordinary period of posting and moves into the extended period.

The below table outlines how the ordinary posting period is determined for the purpose of an ALFA:

Ordinary posting period	Total months at post	ALFA period
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3	36 months	A minimum extension of 12 months is required beyond the 36-month posting period.
2(+1)	36 months	A minimum extension of 12 months is required beyond the 36-month posting period.
1(+1+1)	36 months	A minimum extension of 12 months is required beyond the 36-month posting period.
1(+6m+6m)	24 months	A minimum extension of 12 months is required beyond the 24-month posting period.

ALFA travel is not permitted in the final three months of the extended period.

Any ALFA not accessed during the eligible period is forfeited and cannot be used after an employee's Return to Australia (RTA), on cross-posting or be cashed out.

If an employee has not accessed their home leave fare (HLF) provision when an ALFA provision accrues, the employee forfeits their HLF.

If an employee undertakes 12 months or longer of mandatory in-country language training, prior to commencing a long-term posting, they are eligible for the ALFA. For example:

- if there is three months of in-country language training connected to a 3-year posting, the HLF should be taken at the mid-point of 3 years and 3 months but no ALFA is available.
- if there is six months of in-country language training connected to a 3-year posting, the HLF should be taken at the mid-point of 3 years and 6 months but no ALFA is available.
- if there is 12 months or greater of in-country language training connected to a 3-year posting, the HLF should be taken at the mid-point of the 3-year posting and the employee/dependants are also eligible for an ALFA in year 4.

4.5.2.4 ALFA Provisions and Procedural Instructions

Refer to HRM Volume 2 - [4.5.1 Home Leave Fare](#) for the following policies and procedural instructions applicable to ALFA travel:

- Criteria
- Provisions
- Additional provisions
- Leave requirements
- Insurance coverage
- Overseas health provisions (OHP)
- Overseas allowances
- Decision-making principles
- Procedural instruction
- Related policies

4.5.2.5 Delegation

ALFA Delegation*	Position
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Approve an employee to undertake an ALFA in accordance with policy	HOM/HOP or SAO
* Refer to HRM Vol 2, Schedule 6 – Consolidated HRM Vol 2 Delegations	

4.5.3 REGIONAL LEAVE FARE (RLF)

4.5.3.1 Policy Intent

A regional leave fare (RLF) is provided in addition to the home leave fare (HLF) so employees and their eligible dependants can access medical, dental, shopping, and other facilities which are unavailable at post, and to obtain some relief from a difficult environment.

If an eligible person who needs non-urgent health care (refer to HRM Vol 2 – [4.9.7 – Medical evacuations](#)) has a RLF available to them—and they can stay at a location for seven or more days where appropriate treatment can be provided—the Secretary's delegate will authorise a RLF in these circumstances rather than a non-emergency medevac.

4.5.3.2 Eligibility

RLF provisions are available to employees (non-SES and SES) and their eligible dependants who reside at post (refer to HRM Vol 2 – [4.1.1 – Types of dependants](#)) on long-term posting at posts with a location rating of C to F (refer to HRM Vol 2 [Schedule 3](#)).

The number of RLFs available varies across posting locations. HRM Vol 2 [Schedule 3](#) provides detailed information on the RLF provision for each post.

Dependants' eligibility to leave fares may be affected by their total time spent living at post (refer to HRM Vol 2, [Section 4.2.1.6](#)).

4.5.3.3 Timing

RLF travel is to be taken during an employee's ordinary period of posting (refer to HRM Vol 2 [Schedule 3](#)).

RLF travel may be used (subject to leave balances and operational requirements) at any stage during the ordinary period of posting but is not permitted in the first three months and last three months (refer to [Extensions](#) and [Variations](#) sections below).

In limited circumstances, the Secretary's delegate may approve an employee to undertake RLF travel during the first or last three months of posting.

4.5.3.4 Criteria

The following criteria apply to RLF travel:

- a) Travel period out of post should be for seven calendar days or more.
- b) Eligible dependants do not have to travel with the employee when using their RLF. Their travel arrangements must comply with the policy.
- c) Travel must be approved by the Secretary's delegate and arranged officially through post administration.
- d) The cost of any tickets purchased privately by employees or dependants will not be reimbursed.
- e) Travel does not attract official travel days or rest periods as detailed in the [Travel Policy](#).
- f) Travel allowance is not payable, including during an unavoidable stopover.

- g) Employees are responsible for all airport transfer costs to and from airports (including during an unavoidable stopover).
- h) RLF cannot be swapped or exchanged with any other OCOS leave fare type.
- i) RLFs not used within the ordinary period of posting are forfeited and cannot be rolled-over, off-set, cashed out or transferred to another posting.

4.5.3.5 Provisions

Item	Provisions
a)	<p data-bbox="555 544 1358 611">The provision is for a return economy class airfare from the post to the designated Regional Leave Centre.</p> <p data-bbox="555 633 1018 667">The following booking parameters apply:</p> <ul data-bbox="630 685 1382 887" style="list-style-type: none"> • return economy class airfare to the designated Regional Leave Centre • using the most direct route [Post – RLF Centre – Post] • the lowest practical airfare available on the day the travel is booked • with no avoidable stopovers <p data-bbox="555 904 1283 972">The Department will pay any compulsory departure taxes where applicable.</p>
b)	<p data-bbox="555 1014 1246 1048">The Designated Regional Leave Centre is the RLF destination.</p> <p data-bbox="555 1066 1358 1133">Employees may select to use their RLF to travel to another destination, provided the proposed destination meets the policy intent and has:</p> <ul data-bbox="630 1151 1331 1285" style="list-style-type: none"> • similar facilities to the designated RLF centre, and • provides relief from the difficult environment at post, and • does not have 'do not travel' as the current Australian Government travel advice <p data-bbox="555 1303 1374 1404">Where an employee selects to use their RLF to a destination other than the RLF Centre, comparative quotes must be sought for return economy class airfares using the:</p> <ol data-bbox="603 1422 1353 1556" style="list-style-type: none"> 1. notional route – [Post – RLF Centre – Post], and 2. selected route – [Post – Selected City – Post] - selected routes can have a maximum of one transit point en route to the final destination. <p data-bbox="555 1574 1321 1641">If the airfare to the selected destination is greater than the notional airfare quote, the difference is a personal cost to the employee.</p> <p data-bbox="555 1659 1382 1760">If the airfare to the selected destination is less than the notional airfare quote, the difference is forfeited and cannot be offset, used, cashed-out, banked or put towards an upgrade.</p> <p data-bbox="555 1778 1337 1845">The RLF centre or the selected RLF destination is considered the final destination and there can be no further travel included in the airfare.</p>
c)	<p data-bbox="300 1910 507 1977">Excess Baggage – return sector only</p> <p data-bbox="555 1895 1382 1995">Employees and their eligible dependants travelling on a RLF are eligible for a maximum of 12 kilograms excess baggage per person for the return sector.</p>

		<p>If an employee travels to a destination other than the Designated RLF Centre, they are still eligible for a maximum of 12 kilograms of excess baggage.</p> <p>Posts are to consider the airline's excess baggage policy and pre-book the excess baggage with the return ticket if this is the value for money option.</p>
d)	Unavoidable stopovers	<p>When traveling to the Designated Regional Leave Centre only, if an overnight stopover of greater than seven hours is unavoidable, one night's accommodation can be booked in the transit location in line with Travel policy rates.</p> <p>When traveling to a destination other than the Designated Regional Leave Centre there is no provision for accommodation during stopovers.</p>
e)	Infant/child seat	<p>Airlines have different rules on the ticketing and seating requirements for infants. Generally, the rules are based on the age and weight of the infant/child. Airlines generally require children over the age of two to have their own seat.</p> <p>An RLF ticket for an infant may be booked in accordance with the airline's rules. A seat may be purchased if the airline rules allow a seat for the age and weight of the infant/child.</p> <p>However, a seat is not to be purchased if the airline requires the infant/child to travel on the lap of a parent or in a bassinet.</p>
f)	Mandatory Quarantine and/or travel requirements	<p>Post must complete a risk assessment before travel and consider if quarantine can be avoided on a different travel route.</p> <p>When traveling to the Designated Regional Leave Centre, if mandatory quarantine and/or testing requirements cannot be avoided the department will fund:</p> <ul style="list-style-type: none"> • mandatory quarantine accommodation (e.g. hotel or quarantine facility) costs: • at the Designated Regional Leave Centre • on unavoidable stopovers to the Designated Regional Leave Centre • in the country of posting. <p>Mandatory medical testing (e.g. PCR testing) costs if they are a requirement at:</p> <ul style="list-style-type: none"> • at the Designated Regional Leave Centre • on exit from the Designated Regional Leave Centre • in the country of posting. <p>A meal supplement when the mandatory quarantine accommodation (e.g. hotel or quarantine facility) does not provide meals. The rate used is the non-emergency medevac meal supplement rate (refer to HRM Vol 2, Schedule 1 – Rates).</p> <ul style="list-style-type: none"> • a meal supplement is not payable if mandatory quarantine is undertaken in private accommodation.

		Costs are charged to RLF GL codes. Mandatory quarantine and travel requirement costs are not payable when the employee selects to travel to a destination other than the Designated Leave Fare Centre or breaks the journey at an avoidable transit location.
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4.5.3.6 Designated Regional Leave Fare Centres

Post Location Region	Designated Regional Leave Fare (RLF) Centre
Middle East, Africa and Europe	London
The Americas	Miami
South Pacific and Asia	Australian capital city (except Darwin or Hobart) that on the day of booking has the lowest economy class airfare*
*If the employee's preferred destination is a location other than the capital city with the lowest cost airfare on a direct route between post and Australia, any additional costs are an employee's personal responsibility	

4.5.3.7 Other Relevant Policies

The following elements of an RLF are to align with the [DFAT Travel Policy](#):

- upgrading to a different class of travel – Chapter 5.18 Class of Travel
- changing flights after booking – Chapter 4.23 & 24 Booking Travel
- tickets purchased privately - Chapter 3.28 Travel Approval & Chapter 6.17 Approved Routes
- baggage limits – Chapter 20.1-2 Baggage Limits
- check-in Times and Airline 'No Show' policies – Chapter 4.22 Booking Travel
- travel to Do Not Travel zones – Chapter 1.22 Introduction & Chapter 3.21-23 Travel Approval

4.5.3.8 Leave Requirements

All absences from work must be accountable via appropriate leave provisions outlined in [HRM Volume 1, General Conditions of Employment - Leave](#).

Leave arrangements are managed between the employee and their supervisor at post.

4.5.3.9 Insurance Coverage

Insurance and medical cover during RLF travel is outlined in HRM Vol 2, [Section 4.2.3 – Insurance](#).

Employees are encouraged to take out private travel insurance for travel incidents (lost luggage, cancelled flights, etc), accidents and unforeseen illnesses when on personal or unofficial travel (including department funded leave fares) outside their country of posting or to a 'do not travel' region within the country of posting.

4.5.3.10 Overseas Health Provisions (OHP) – Routine Medical and Dental not available at Post

Where medical and dental services are not available at the post location Overseas Health Provisions (OHP) may apply, as outlined in HRM Vol 2, [Section 4.9.2 – Medical coverage outside the country of posting](#).

While in Australia on their RLF employees and their dependants are responsible for their own health care costs and are covered by Medicare or their private health insurance.

Access to this provision should not be considered as a substitute for private travel insurance.

4.5.3.11 Overseas Allowances

Payment of Overseas Allowances are outlined in HRM Vol 2, [Section 4.4.3](#).

4.5.3.12 Posting Period Extensions

There is no additional RLF provision if a posting is extended beyond the ordinary period of posting as outlined in [HRM Vol 2, Schedule 3](#).

When a posting extension is approved the Timing provisions still apply, however, the calculation date for using the RLF is extended to the last three months before the new end of posting date.

4.5.3.13 Posting Period Variations

[HRM Vol 2, Schedule 3](#) lists the number of RLF available in each posting location.

4.5.3.14 Short-Term Assignments (STA) And RLF

There are no RLF provisions on a short-term assignment.

4.5.3.15 Provisions when the Post Location Rating Changes

When a post's location rating increases from a location rating of B to a location rating of C, an employee and their dependants already at the post receive a RLF provided more than 12 months of the posting remains.

When a post's location rating reduces from a location rating of C to a location rating of B, the Secretary's delegate determines RLF eligibility for employees and their dependants.

Refer to [HRM Vol 2, Schedule 3](#) for information on location ratings.

4.5.3.16 Delegations

RLF Delegation*	Position
Approve an employee to undertake a Regional Leave Fare, including variations to the location where the fare is taken in accordance with policy	HOM/HOP or SAO
Approve an employee to undertake a Regional Leave Fare in the first or last three months of a posting	AD COS
* Refer to HRM Vol 2, Schedule 6 – Consolidated HRM Vol 2 Delegations	

4.5.3.17 Decision-Making Principles

When approving an RLF the Secretary's delegate is to consider:

- a) the operational requirements of the post
- b) the employees leave balance and any future leave plans; including whether the employee is taking leave and using their leave fares at appropriate intervals (leave fares should be spaced out over the posting period, however three months between leave fares is the recommended minimum interval)
- c) discuss with the employee that once utilised there may be no additional RLF available, particularly if the employee requests an RLF early in their posting
- d) how many remaining leave fare provisions the employee will have after using their RLF
- e) the timing of the leave fare (refer to Timing section)
- f) does the requested itinerary comply with the both the RLF and Travel policy
- g) a risk assessment of the proposed travel (i.e. does the planned route incur mandatory quarantine requirements or does it include 'Do Not Travel' locations).

4.5.3.18 Procedural Instructions

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4.5.3.19 RELATED POLICIES

- [DFAT Travel Policy](#)
- [DFAT Finance Policy](#)
- [DFAT Fringe Benefit Tax Policy](#)
- [HRM Vol 2, Schedule 3](#)
- HRM Vol 2, [Section 4.4.3 – Overseas Allowances](#)
- HRM Vol 2, [Section 4.9.1 – Overseas Health Provisions](#)
- HRM Vol 2, [Section 4.2.3 – Insurance.](#)

4.5.4 COMPASSIONATE TRAVEL**4.5.4.1 Summary**

a)	Eligibility	Employees and their spouse with a close relative who has died, is critically ill or who is suffering a welfare crisis of similar seriousness
b)	Timing	May be accessed on only one occasion in respect to the same relative during the posting
c)	Provision	Return economy airfare from the employee's post to the Australian international airport nearest to where the relative is located
d)	Criteria	A close relative is an employee, an employee's spouse or a child or parent of an employee or their spouse
e)	COVID-19	Quarantine accommodation costs are provided for at the first port of call in Australia or overseas, for departmentally funded leave fare travel if quarantine is required by the Australian or host-nation government.

Compassionate travel provisions provide emergency travel for an employee or their spouse to be with a close relative who has died, is critically ill or who is suffering a similar serious welfare crisis.

Compassionate travel is intended to respond only to death, a life threatening illness or injury judged by the treating doctor to pose a serious risk of death in the short term, or a welfare crisis of similar seriousness.

4.5.4.2 Eligibility

The provision applies to an employee or their spouse on long-term posting and can be accessed on only one occasion for the same relative during the posting.

For the purposes of compassionate travel, a close relative is an employee, an employee's spouse or a child or parent of an employee or their spouse. For the purposes of compassionate travel, parents-in-law are not considered close relatives.

In exceptional circumstances, the Secretary's [delegate](#) can approve another person who stands in a similarly close relationship as that of a child or parent. For example, a step parent or sibling who has played a parental role in an employee's or their spouse's upbringing.

Siblings and other relatives are not considered close relatives for the purposes of compassionate travel provisions.

4.5.4.3 Provision

The provision is limited to a return airfare from the employee's post to the Australian international airport nearest to where the relative is located, using the most direct route and the lowest practical economy class airfare available on the day the travel is booked.

4.5.4.4 Criteria

The Secretary's delegate may approve compassionate travel:

- a) for either an employee or their spouse (not both) to travel from the employee's post to the Australian international airport nearest to where a close relative is critically ill or has died
- b) for both parents to travel to Australia in the case of the death of a child in Australia
- c) for a child, if appropriate, to accompany the person travelling. Approval for this is only made where a child's care and welfare are best met by the parent undertaking the compassionate travel
- d) for a close relative to travel to an employee's post if the employee, or their spouse at the post, becomes critically ill or dies
- e) during a serious welfare crisis of a close relative in Australia in circumstances determined by the Secretary's delegate, or
- f) if a close relative with a terminal illness is deteriorating rapidly. In this case, consideration is also given for compassionate travel so an employee or their spouse can spend time with the relative.

4.5.4.5 Travel days

Travel days are the employee's actual days of travel based on the most direct route from post to port of entry in Australia, and return to post from port of exit in Australia. These may be counted as miscellaneous paid leave.

4.5.4.6 Travel to a location other than Australia

If compassionate travel is to a location other than Australia, the cost of fares for an employee or their spouse is reduced by the cost of travel from the capital city in Australia where the employee normally resides, to the third location. The department's liability is, therefore, the excess travel cost over what it would have cost the employee or their spouse to travel to the third location had the employee been living in Australia.

This provision ensures an employee overseas meets the same costs as those in Australia who need to personally meet the cost of compassionate travel to a location overseas.

4.5.4.7 Death of an employee or dependant overseas

The Secretary's delegate determines on a case-by-case basis the most appropriate response to the death of an employee or an employee's dependant at post.

The Secretary's delegate may approve:

- continuing overseas allowances for a specified period
- returning the remains of an employee or dependant to Australia, if desired by the next-of-kin, and/or
- travelling to the post of a close relative in circumstances such as those outlined in the [compassionate travel criteria](#).

Funeral and other costs associated with the death may be covered by insurance arrangements (e.g. travel insurance and superannuation schemes with life insurance) or by next-of-kin.

See also [HRM Volume 1 Section 15.17 – Payment on death](#).

4.5.4.8 Administration of compassionate travel provisions

The following steps should be taken if an employee or their spouse has a close relative who has died, is critically ill, or who is suffering a serious welfare crisis.

s 47E(d)

s 47E(d)**a) Secretary's delegates**

All compassionate travel must be approved by the Secretary's delegate before the travel is undertaken. The cost of any tickets purchased privately by employees or spouses will not be reimbursed, unless approval was sought from the Secretary's delegate prior to purchasing.

b) Approval by Canberra delegate

If post seeks approval for compassionate travel from a delegate in Canberra, a formal request must be cabled using ODIN topic 'PERSONNEL A-based Conditions'.

Cables should be unclassified and titled as a compassionate travel request, with the name of the employee or the employee's spouse included in the title (e.g. 'Compassionate travel request – Officer's Name'). The cable must state whether or not the employee or spouse has accessed compassionate travel within the current posting for the relative affected.

c) Death

Where the request for compassionate travel is made due to the death of a close relative, the delegate should approve the request provided the close relative is an employee, an employee's spouse or a child or parent of an employee or their spouse, or another person defined in the [eligibility section](#).

d) Critical illness

Where the request for compassionate travel is made because the close relative is critically ill, the name and relationship of the relative should be stated in the cable together with the contact details for the attending doctor and care facility.

The attending doctor or care facility should be contacted by the delegate and the prognosis confirmed before travel is approved.

e) Serious welfare crisis

Where the request is made due to a serious welfare crisis of a close relative, the delegate at post should consult the delegate in the Overseas Conditions of Service section on what constitutes a serious welfare crisis before granting approval. An email setting out full details of the circumstances should be sent to the relevant Canberra delegate for consideration.

4.5.5 RECONNECTION FARE (RCF)**4.5.5.1 Policy Intent**

A reconnection fare (RCF) may be provided in addition to the home leave fare (HLF) to provide employees without recognised dependants (ref to [HRM Vol 2, Section 4.1.1 – Types of Dependants](#)) on a long-term posting an additional opportunity to reunite in Australia with their support networks, family members and friends not living at post.

An RCF is provided in addition to other leave fares available for the posting location.

4.5.5.2 Eligibility

Accessible to employees who:

- do not have a recognised dependant ([HRM Vol 2, Section 4.1.1 – Types of Dependants](#)); and
- are not eligible for, or have not utilised, reunion fares during their current posting; and
- are posted to a location with an ordinary period of posting of 3 or 2 (+1) years; and
- are not posted to Baghdad (where decompression travel applies).

4.5.5.3 Timing

Eligible employees can access one (1) RCF during the ordinary period of a long-term posting. Additional RCF's are not accessible with posting extensions.

RCF cannot be taken in the first or last three months of an employee's posting.

Periods of in-country language training connected with the long-term posting are included when calculating the timing for using the reconnection fare.

An RCF not accessed during the eligible period is forfeited and cannot be used after an employee's Return to Australia (RTA), on cross-posting or be cashed out.

4.5.5.4 Criteria

The following criteria applies to RCF travel:

- a) Travel should allow for a reconnection period of at least seven calendar days, including travel time.
- b) Travel must be arranged officially through post administration.
- c) The cost of any tickets purchased privately by employees will not be reimbursed.
- d) Travel does not attract official travel days or rest periods as detailed in the Travel Policy.
- e) Travel allowance is not payable, including during an unavoidable stopover.
- f) Employees are responsible for all airport transfer costs to and from airports (including during an unavoidable stopover).
- g) RCF cannot be used to travel to a destination other than Australia; swapped or exchanged with any other OCOS leave fare type.
- h) Travel must occur within the ordinary period of posting and any unused RCF is forfeited and cannot be rolled-over, off-set, cashed out or transferred to another posting.
- i) Fares are costed on the best fare of the day on the most direct route. Round-the-world fares, side trips, avoidable stopovers and extended unavoidable stopovers are not permitted.

4.5.5.5 Provisions and Procedural Instructions

Refer to [HRM Volume 2 – 4.5.1 Home Leave Fare](#) for the following policies and procedural instructions applicable to RCF travel:

- Provisions
- Other Relevant Policies
- Leave Requirements
- Insurance Coverage
- Overseas Health Provisions (OHP)
- Overseas Allowances
- Posting Period Variations

- Procedural Instruction

4.5.5.6 Delegation

RCF Delegation*	Position
Approve an employee to undertake a RCF in accordance with policy	HOM/HOP or SAO
* Refer to HRM Vol 2, Schedule 6 – Consolidated HRM Vol 2 Delegations	

4.5.5.7 Decision Making Principles

When approving a RCF the delegate is to consider:

- the operational requirements of the post
- the employee's leave balance and any future leave plans; including whether the employee is taking leave and using their leave fares at appropriate intervals (leave fares should be spaced out over the posting period however three months between leave fares is the recommended minimum interval)
- discuss with the employee that once utilised, there are no additional RCFs available, particularly if the employee requests a RCF early in their posting
- how many remaining leave fare provisions the employee will have after using their RCF
- the timing of the leave fare (refer to Timing section)
- the compliance of the requested itinerary with both the RCF and Travel policy.

4.6 ACCOMMODATION

4.6.1 RESIDENTIAL ACCOMMODATION OVERVIEW

Residential accommodation is provided for an employee on a short-term assignment or long-term posting. In most cases, the employee will be accommodated in premises owned or leased by the Australian Government. In others, the employee may be required to lease premises on behalf of the Australian Government.

Employees' superannuation salary during a posting, short-term assignment (STA) or short-term mission (STM) will not include the value of accommodation provided to the employee. Deployment on posting, STA or STM will be conditional on employees signing an agreement to that effect.

In some circumstances it will be necessary for the department to meet the cost of accommodation indirectly. For example, employees undertaking full-time language study may live in accommodation provided by the training institution, and the costs covered by course fees paid by the department.

The [Overseas Property Management Guide](#) details overseas accommodation standards, rental properties and furnishings.

4.6.2 ACCOMMODATION PROVISION

4.6.2.1 Provision of residential accommodation

The department makes available to an employee on short-term assignment or long-term posting a furnished house or other dwelling, in reasonable proximity to the employee's workplace. The dwelling is suitable as a residence for the employee and any dependants of the employee, in line with:

- the employee's position
- the employee's family composition, and
- other conditions at the employee's post.

4.6.2.2 Costs incurred under terms of occupancy

The Secretary's [delegate](#) may approve reimbursement of property taxes and other reasonable costs incurred as a result of an agreement entered into by the Australian Government for a dwelling occupied by an employee.

4.6.3 UTILITIES

If an employee lives in residential accommodation provided by the department, the department will meet the utility costs for that residence.

If an employee fails to exercise due care and economy in the use of utilities—and as a result incurs additional utility costs—the cost the department pays is reduced by an amount the Secretary's [delegate](#) considers is attributable to the employee failing to exercise due care and economy. In determining the amount attributable to the employee, the Secretary's delegate takes into consideration:

- family composition
- the condition and nature of the residence occupied
- the climate at the post
- the level of consumption of utilities in comparison to other residences, and
- any special circumstances affecting the employee that may cause a high level of utility use.

Utilities means:

- water services, including special arrangements for drinking water if the Secretary's delegate considers this is required
- gas and electricity services
- other fuel for ordinary household purposes
- garbage services and
- sewerage.

In determining whether the post's drinking water is potable, the Secretary's delegate takes advice from the appropriate health authorities.

4.6.4 LEASES ON BEHALF OF THE AUSTRALIAN GOVERNMENT

If an employee is directed to seek residential accommodation that is suitable for leasing on behalf of the Australian Government, the Secretary's delegate may approve reimbursement of the reasonable costs incurred by the employee in searching for, securing and retaining the accommodation.

Where an employee resides in accommodation leased on behalf of the Australian Government, the department has the same liability to meet costs necessarily incurred by the employee as if the accommodation was leased directly by the Australian Government.

Where an employee has taken out a residential lease on behalf of the Australian Government and, for reasons beyond the employee's control, has an obligation to pay rent after ceasing to occupy the residence, the rent continues to be an official expense as if the accommodation were leased by the Australian Government. Whether the circumstances are beyond the control of the employee is dependent on considerations including:

- the reasons why the employee ceased to occupy the accommodation

- the nature of official advice and assistance available to the employee at the time the lease was signed (the lease should—where practical—be approved by the Head of Mission/Post before being signed), and
- any steps taken by the employee to obviate any continuing rental obligation.

4.7 EDUCATION

4.7.1 POLICY INTENT

Education assistance is provided to support an employee's eligible child dependant(s) (refer to HRM Vol 2 – 4.1.1 – Types of Dependants) during a long-term posting.

The provisions are intended to ensure dependants have access to an education that is equivalent to that received in Australia and to minimise disruption to students across the school year.

Provisions vary according to where the child dependant resides during the posting which may include:

- in Australia** – assistance with compulsory secondary education school tuition and boarding fees for students residing in Australia, or
- at post** – assistance with compulsory tuition fees for early education, pre-school, primary school or secondary school students residing at post, or
- third location** – assistance with compulsory secondary school tuition and boarding fees for students residing in a third location.

4.7.1.1 Education levels

The table below provides a breakdown of education levels and school years as a guide for the purpose of this policy. The structure of education systems varies between countries and these levels may need to be adapted to align with the local equivalent at Post.

Education level	School year
Early-education	child dependant under 3 years of age
Pre-school	child dependant from 3 years of age to Primary School
Primary School	child dependant in Kindergarten to Year 6
Secondary	child dependant in Year 7 to 12
Tertiary	Education assistance is not provided for tertiary dependants

4.7.1.2 Education Assistance Overview

Living arrangements		Circumstances	Level of assistance	Policy reference
a)	in Australia	Child dependant who is undertaking full-time secondary education in Australia.	Tuition and boarding fees up to the equivalent of the compulsory fees at the	Refer to HRM Vol 2, Section 4.7.2 –

		<p>Note:</p> <p>There are separate provisions to allow Year 11 and 12 students to complete their secondary school studies at the same school. Refer to HRM Vol 2, Section 4.7.2.4.</p> <p>There is no education assistance for pre-school and primary school students in Australia.</p>	Australian benchmark school subject to certain conditions.	Education Assistance in Australia
b)	at post	Child dependant who is eligible to attend early, pre-school or full-time primary or secondary education at post.	Tuition fees up to the equivalent of the compulsory fees at the post benchmark school, subject to certain conditions.	Refer to HRM Vol 2, Section 4.7.4 – Education Assistance at Post and Section 4.7.12 Early Education Fee Assistance (EEFA).
c)	third location	<p>Child dependant who is eligible to attend full time secondary education.</p> <p>Note:</p> <p>There is no assistance for pre-school and primary school students.</p>	In exceptional circumstances, approval may be given for tuition and boarding costs at a third location as an official expense.	Refer to HRM Vol 2, Section 4.7.5 – Overseas education at a third location.

4.7.2 EDUCATION ASSISTANCE IN AUSTRALIA

4.7.2.1 Eligibility

Assistance with Australian tuition fees is provided when an eligible child dependant resides in Australia undertaking full-time secondary education and has either:

- a) sole/both parent(s) residing at post, or
- b) both parents are on separate postings.

To be eligible, the child dependant must have lived with the employee for at least half of the year before the start of the posting and still undertaking secondary education.

If an employee takes unpaid parental leave, long service leave or leave without pay, the eligibility to receive education assistance ceases for the duration of that leave.

If an employee terminates their posting, they must refund the department any pre-paid tuition fees on a pro rata basis from the date the posting ends.

Where an employee couple with a child dependant in full-time secondary education in Australia are posted to the same or separate posts, only one of the employees is eligible for education assistance. Unless otherwise requested, the employee who commences the long-term posting first will be deemed to be the recipient.

4.7.2.2 Timing

The timing of tuition fee assistance for a child dependant remaining in Australia in full-time secondary education is intended to minimise disruption for the child across the school year and during Years 11 and 12. These provisions are designed to assist the child dependant attend school in advance of the posting and complete their year of schooling at that school after the posting has ended.

Assistance with compulsory tuition fees in Australia commences from whichever is the latter of:

- a) the beginning of the school term following the date of formal notification of the employee's posting, or
- b) the start of the Australian school year in the year the employee's posting commences.

Assistance with compulsory tuition fees concludes at the end of the final term of the school year in which the employee's posting is completed, provided the school year has already commenced.

Where an employee's posting is completed between the end of the final term of a school year and the commencement of the first term of the next school year, education assistance is not provided for the new school year.

4.7.2.3 Tuition fees in Australia

Tuition fees are payable for a child dependant who is undertaking full-time secondary education in Australia.

Tuition fees are provided up to the equivalent value of the compulsory fees at the Australian benchmark school.

Fees which cover items not directly related to the provision of tuition are a personal cost to the employee. The table at [4.7.6](#) outlines the inclusions and exclusions that apply.

See also [4.7.11](#) – Administrative Arrangements.

4.7.2.4 Year 11 and 12 students

Where an employee's posting finishes during the year 11 school year, assistance can be extended to the end of Year 12 provided the student has:

- a) completed the full year 10 academic year at the school, and
- b) commenced Year 11 at the school before the completion of the employee's posting.

If the student did not complete the full Year 10 academic year at the school, assistance with compulsory fees will conclude at the end of the final term of the school year in which the employee's posting is completed.

Assistance with boarding fees ceases at the end of the school term in which the employee's posting is completed.

Employees should consult the Overseas Conditions of Service section to determine the eligibility for a Year 11 or 12 student in the event that their circumstances change during the posting. Please do this by submitting a [People Service Request](#).

4.7.2.5 School excursions and camps

Parents are expected to pay for school excursions and camps including sporting and cultural trips.

The Secretary's delegate may approve reimbursement for the cost of compulsory school excursions/camps where they are compulsory in the curriculum.

4.7.2.6 Notification of a posting

Following notification of a posting, employees should make contact early with the International & Domestic Movements Section (IDS) to discuss school enrolment in Australia.

4.7.3 BOARDING FEES IN AUSTRALIA

4.7.3.1 Eligibility

Where an employee is eligible to receive assistance with tuition fees (refer to HRM Vol 2, Section [4.7.2.1](#)) for their secondary school-aged child dependant residing in Australia, they are also entitled to receive assistance towards the cost of boarding.

Students may board at:

- a) the Australian benchmark school (Canberra Grammar School), or
- b) at another boarding school in Australia, or
- c) through a private boarding arrangement.

If an employee takes unpaid parental leave, long service leave or leave without pay, provision to boarding fee assistance ceases for the duration of that leave.

If an employee terminates their posting, they must refund the department any pre-paid boarding fees on a pro rata basis from the date the posting ceases.

Employees should consult the Overseas Conditions of Service section to determine provisions if their circumstances change during a posting. Please do this by submitting a [People Service Request](#).

4.7.3.2 Timing

Assistance with boarding fees commences at the beginning of the school term in which an employee departs Australia.

Assistance ceases at the end of the school term in which the employee's posting concludes.

4.7.3.3 Boarding Fees

The department will meet boarding fees up to the equivalent of the compulsory fees at the Australian benchmark school (Canberra Grammar School).

4.7.3.4 Meal Component of boarding fees

For dependants residing at a boarding school, the meals component of compulsory boarding fees is a personal cost to employees which is not reimbursed by the department (regardless of whether school meals are compulsory or not). It is considered that employees would incur this expense had the child continued to reside with them during the posting.

The meals component is calculated as the actual cost itemised by the school on the invoice or the benchmark school rate if this component is not itemised.

The meals component is assessed and deducted from the reimbursement of boarding fees when processed by the International & Domestic Movements Section (IDS). Refer to HRM Vol 2, Section 4.7.11 for [administrative arrangements](#).

4.7.3.5 Private Boarding Arrangement

Employees may be eligible for a private board supplement if:

- a) their child or children remain in Australia and reside in a private board arrangement (for example, a child or children living with a grandparent, aunt, uncle or family friend), and
- b) the employee is eligible to receive assistance with tuition fees under section [4.7.2.1](#).

The private boarding supplement is an annual amount paid to one household only (refer to HRM Vol 2, [Schedule 1](#)). A separate employee contribution for meals is not required.

Eligibility for private boarding arrangements commences on the day the employee starts duty at post or when the child(ren) take up residence under the private board arrangement (whichever is later). Assistance ceases on the employee's last day of duty at post or the day the boarding arrangement ceases (if before the end of posting).

Employees can apply for the private board supplement by completing the [education assistance application form](#) and submitting it via a [People Service Request](#).

4.7.3.6 Insurance

Employees may wish to privately arrange insurance cover for a child's personal effects while at boarding school or in a private boarding arrangement, as these are not covered by the department.

4.7.4 EDUCATION ASSISTANCE AT POST

4.7.4.1 Eligibility

Education assistance is available for compulsory tuition fees and basic school transport costs for an employee's eligible child dependant who is residing at post and is at least three years of age.

Education assistance for children under three years of age is covered in 4.7.12 – Early Education Fee Assistance (EEFA).

To be eligible the child dependant must be attending pre-school, primary school, or undertaking full-time secondary education.

If an employee takes unpaid parental leave, long service leave or leave without pay, the eligibility to receive tuition fee assistance ceases for the duration of that leave.

If an employee terminates their posting, they must refund the department any pre-paid tuition fees on a pro rata basis from the date the posting ends.

4.7.4.2 Timing

Employees with eligible dependants may receive education assistance from the day the employee starts duty at the Post on a long-term posting or short-term assignment (refer to [Definitions – duty](#)).

Education assistance will end on the final day of duty at the Post on a long-term posting or short-term assignment (refer to [Definitions – duty](#)).

4.7.4.3 Tuition fees and transport costs at post

The maximum assistance the department provides is the cost of compulsory tuition fees at the nominated [benchmark school](#) and basic school transport costs to and from that school for eligible child dependants.

The school transport provisions are intended to provide similar support to that which is available for children attending school in Australia. Public transport (bus and train) or costs to travel on a school bus are covered for eligible child dependants. The hire or purchase of private motor vehicles, bicycles, taxis or their local equivalent is not covered by the department.

Fees which cover items not directly related to the provision of tuition are a personal cost to the employee. The table at [4.7.6](#) outlines the inclusions and exclusions that apply.

See also [4.7.11](#) – Administrative Arrangements.

4.7.4.4 Meal component

School meal costs for eligible child dependents attending school at Post are a personal cost to the employee and are not paid for or reimbursed by the department, including where school meals are compulsory. For clarity, this includes instances where fees are inclusive of meals and the school has a 'no opt out' policy.

The meal component for which the employee is required to contribute is either of the following:

- a. If the school the child dependant attends itemises or invoices the meal costs separately, then the employee pays that cost;
- b. If the school the child dependant attends does not itemise or invoice the meal costs separately then the Secretary's delegate may set a meal cost for use at the Post. In doing so, the delegate must consider:
 - the comparable cost and standard of meals provided at similar schools used by staff at Post;
 - any advice or estimates from the benchmark school on indicative meal costs;
 - any other factor relevant to meal costs at Post.
- c. If the school where the child dependant attends does not itemise or invoice the meal cost separately and the Secretary's delegate has not set a meal costs for use at Post, then the employee is to contribute one quarter of the Australian benchmark school's meal component as listed in [Schedule 1 – Table A](#).

See also [4.7.11.1\(b\)](#) – Administrative Arrangements.

4.7.4.5 Notification of a posting

Employees are expected to have read the Post Report as part of their posting application process and have a reasonable understanding of the local conditions and how they may impact their personal and family circumstances. Post Reports provide information on the local standard of education, enrolment processes and the likelihood of being wait-listed for the school of choice.

Where an employee's child(ren) has a disability or if the employee has any other specific concerns, they should contact the senior administrative officer (SAO) at Post prior to submitting their application for posting to discuss the support options available at Post.

Following notification of a posting, employees are to make contact early with the SAO at Post to discuss school enrolments.

4.7.4.6 Correspondence lessons

Employees may request for their child dependant residing at post to be educated by correspondence with an Australian school.

Where there is a [benchmark school](#) at the post, and an employee's child dependant is educated by correspondence with an Australian school, the maximum level of assistance is equivalent to the compulsory school fees at the post's overseas benchmark school.

Where there is no adequate benchmark school at post, the Secretary's [delegate](#) may reimburse a reasonable amount of local tuition assistance and the costs of correspondence lessons. Approval

should be sought from the Secretary's delegate before commencing correspondence lessons. The submission should include details of the available education options and costs.

Reimbursable provisions are in line with the tuition fee provisions as approved by the Secretary's delegate and cannot exceed those in [4.7.6 Provisions](#) – What is covered and what is a private cost.

4.7.4.7 School excursions and camps

Parents are expected to pay for the same types of school excursions and camps as they do in Australia, including sporting and cultural trips.

The Secretary's delegate may approve reimbursement for the cost of compulsory school excursions and camps within the country of posting, where participation is a mandatory requirement of the curriculum.

4.7.4.8 School excursions - Singapore

There are special provisions for employees posted to Singapore due to local conditions, where the Secretary's delegate may reimburse compulsory Australian International School Singapore excursion fees to neighbouring countries. All other additional fees for extra-curricular and elective activities, (such as school meals and educational items) are as per the provisions in 4.7 Education Assistance.

4.7.5 OVERSEAS EDUCATION AT A THIRD LOCATION

4.7.5.1 Eligibility

For a child dependant in full-time secondary education, the [Secretary's delegate](#) may, in exceptional circumstances, approve the cost of tuition and boarding costs at a third location as an official expense. Before approving overseas education at a third location the delegate will consider the availability of suitable education facilities at the Post location and the employee's reasons for why education in Australia is not an appropriate alternative.

4.7.5.2 Provisions

The benchmark school for the third location is the Australian benchmark school. Tuition and boarding provisions are provided up to the equivalent of compulsory fees for tuition and boarding at the Australian benchmark school. Refer to HRM Vol 2, Section [4.7.2.3](#) Tuition fees in Australia and 4.7.3 Boarding fees in Australia.

For dependants residing at a boarding school, the meals component of compulsory boarding fees is a personal cost to employees which is not reimbursed by the department (regardless of whether school meals are compulsory or not). It is considered that employees would incur this expense had the child continued to reside with them during the posting.

The meals component is calculated as the actual cost itemised by the school on the invoice or the Australian benchmark school rate if this component is not itemised. The Australian benchmark school rate is listed in [Schedule 1 – Table A](#).

The meals component is assessed and deducted from the reimbursement of boarding fees when processed by Post administration. Refer to HRM Vol 2, Section [4.7.11](#) for administrative arrangements.

4.7.5.3 Timing

Eligible employees receive education assistance provisions at a third location from the day an employee starts duty at the Post on a long-term posting or short-term assignment (refer to [Definitions](#) – duty).

Education assistance provisions at a third location will end on the final day of duty on a long-term posting or a short-term assignment (refer to [Definitions](#) – duty).

4.7.6 PROVISIONS – WHAT IS COVERED AND WHAT IS A PRIVATE COST

The following summary table outlines the education assistance provisions that are covered in Australia, at Post and in a third location. This table is to be read in conjunction with the relevant policy in section 4.7 Education Assistance.

Item		in Australia (4.7.2 & 4.7.3)	at Post (4.7.4)	third location (4.7.5)
a)	Compulsory school tuition fees including: Compulsory application or enrolment fees (initial enrolment only) Curriculum based classes	Yes Actual compulsory fees if attending Australian benchmark secondary school. Actual compulsory fees up to the equivalent of the Australian benchmark school's compulsory fees if attending a different school in Australia. Refer to 4.7.2.3	Yes Actual compulsory fees if attending the overseas Post's benchmark school. Actual compulsory fees up to the equivalent of compulsory fees at the Post's benchmark school if attending a different school. If the benchmark school at Post is the public school system, no additional assistance is provided. Refer to 4.7.4.3	Yes* *Subject to delegate approval. Actual compulsory (secondary school only) fees up to the Australian benchmark school's compulsory fees. Refer to 4.7.2.3
b)	Boarding school fees	Yes Actual compulsory secondary school fees up to the equivalent compulsory boarding fees at the Australian benchmark school. Refer to 4.7.3.3	No No provision.	Yes* *Subject to delegate approval. Actual compulsory secondary school fees up to the equivalent compulsory boarding fees at the Australian benchmark school. Refer to 4.7.3.3
c)	Tuition by correspondence	No No provision.	Yes Where no benchmark school exists at post, actual costs of local tuition and	No No provision.

Item		in Australia (4.7.2 & 4.7.3)	at Post (4.7.4)	third location (4.7.5)
			compulsory fees for correspondence lessons with an Australian school. Where a benchmark school exists at Post, assistance is up to the limit of compulsory tuition fees at Post's benchmark school. Refer to 4.7.4.6.	
d)	Language tuition	No No provision.	Yes Reimbursement of reasonable costs for essential foreign language tuition. Refer to 4.7.9.1.	No No provision.
e)	Tuition assistance when recommended by the school	No No provision.	Yes* *Subject to delegate approval. Refer to 4.7.9.2	No No provision
f)	Compulsory school camps and excursions	Yes Actual fees if attendance is compulsory in the school curriculum. Refer to 4.7.2.5	Yes Actual fees if attendance is compulsory in the school curriculum. Refer to 4.7.4.7 and 4.7.4.8	Yes* *Subject to delegate approval. Actual fees if attendance is compulsory in the school curriculum. Refer to 4.7.2.5
g)	Optional school camps and excursions	No Personal cost to employee. Refer to 4.7.2.5	No Personal cost to employee Refer to 4.7.4.7	No Personal cost to employee. Refer to 4.7.2.5
h)	Summer school – day sessions	No Personal cost to employee.	Yes Refer to 4.7.8	No Personal cost to employee.
i)	Summer school – overnight camps	No Personal cost to employee.	No Personal cost to employee.	No Personal cost to employee.

Item		in Australia (4.7.2 & 4.7.3)	at Post (4.7.4)	third location (4.7.5)
j)	Basic transport costs between home and school (e.g. public transport or school bus)	No Personal cost to employee.	Yes Actual costs except for private motor vehicles, bicycles, taxis or local equivalent. Refer to 4.7.4.3	No Personal cost to employee.
k)	Additional fees or levies Such as: Endowment, IT, Building Activity, Subscriptions or Parent and Friend levies	No Personal cost to employee. Refer to 4.7.2.3	No Personal cost to employee. Refer to 4.7.4.3	No Personal cost to employee. Refer to 4.7.2.3
l)	Non-compulsory classes, voluntary / elective / extra-curricular activities e.g. piano classes, dance classes, languages (except where provided under 4.7.9.1)	No Personal cost to employee.	No Personal cost to employee.	No Personal cost to employee.
m)	Before or after school programs	No Personal cost to employee.	No Personal cost to employee.	No Personal cost to employee.
n)	School uniforms	No Personal cost to employee.	No Personal cost to employee.	No Personal cost to employee.
o)	Textbooks, workbooks, diaries, calculators, compulsory ICT equipment e.g. iPads, laptops and other educational equipment	No Personal cost to employee.	No Personal cost to employee.	No Personal cost to employee.
p)	Optional equipment and non-essential items (e.g. purchase of memorial year books, photos and textbook hire for an elective course)	No Personal cost to employee.	No Personal cost to employee.	No Personal cost to employee.
q)	Meals component of tuition fees and boarding fees and other school meals or lunches (including where	No Personal cost to employee. Refer to 4.7.3.4	No Personal cost to employee Refer to 4.7.4.4	No Personal cost to employee.

Item		in Australia (4.7.2 & 4.7.3)	at Post (4.7.4)	third location (4.7.5)
	school meals are compulsory).			Refer to 4.7.5.2
r)	Tertiary education fees	No Personal cost to employee.	No Personal cost to employee.	No Personal cost to employee.

4.7.7 BENCHMARK SCHOOLS

4.7.7.1 Benchmark schools – Australia

The public education system is the benchmark school in Australia. However, as Canberra does not have a public boarding school Canberra Grammar School is the benchmark school for secondary education provided in Australia. Provisions do not extend to preschool or primary schooling in Australia.

The provision of an Australian benchmark school identifies the maximum level of financial support available for the schooling of eligible secondary school aged dependant's remaining in Australia (refer to 4.1.1 – Types of Dependants).

Employees may select a school of their choice in Australia however the department will only reimburse compulsory secondary school tuition fees and / or boarding fees, up to the value of the compulsory fees at the benchmark school in Australia.

4.7.7.2 Benchmark schools – overseas

The public education system at Post is the default education system. However, where the public school system at Post is not considered suitable in accordance with the below criteria, the [Secretary's delegate](#) may set a benchmark school.

The benchmark school sets the maximum level of financial support available for the schooling of eligible dependants at Post. It guides parents on what is considered to be a suitable school at Post. Employees may select a school of their choice in the post location, however excess and non-compulsory fees are a personal cost to the employee.

In considering setting a benchmark school Post must outline and justify why the local public school system does not meet the below criteria, and why the proposed school does.

In approving a benchmark school, the [Secretary's delegate](#) must consider:

- whether the local public preschool, primary school or secondary school education system meets the intent of Education Assistance (refer to [4.7.1 – Policy Intent](#)),
- the ability of the school to provide for the physical, cognitive, and emotional needs of Australian children,
- the standard of tuition and curriculum, particular consideration should be given regarding the re-entry of children into the Australian education system,
- the language of tuition,
- where an employee is directed to live in a particular location due to operational requirements, or the available accommodation is government-owned or on long-term

- lease, whether the local public school in the residence's catchment area meets the intent of Education Assistance,
- whether the employee's child dependant requires special needs support not available in the local school system or from other OCOS provisions such as [4.7.9](#) Special Needs and Education Assistance,
- access to enrolment places at the school (e.g. the school's waiting list, ease of enrolment, ability for students to commence mid-term),
- the comparative fee structure and fee levels of suitable schools – the recommended school's fees must be defensible and meet the reasonable use of public funds under the *Public Governance, Performance and Accountability (PGPA) Act 2013*,
- a risk assessment including WHS and security risks consideration,
- compliance with relevant laws affecting the operation of schools at the locality,
- the extent to which other education institutions recognise the school's educational certificates for entry to subsequent stages of education, and
- any other factors related to the school's suitability to meet the educational needs of Australian children.

4.7.7.3 Guidelines for the approval of a benchmark school

Posts must review their benchmark schools at least every three years and consider all the factors outlined in section 4.7.7.2 above.

If Post determines the current benchmark school continues to meet the requirements as outlined in section 4.7.7.2 and there have been no significant concerns raised by A-based parents, Post management can determine if a desk-top review is sufficient rather than a comprehensive review. Where Post wishes to change their benchmark school, a comprehensive review must be undertaken.

Post is to submit either their desk-top or comprehensive review (including any recommendations for change) to the Secretary's delegate via PeopleAssist.

Reviews are to be endorsed by HOM (or DHOM where HOM is a SES Band-3) prior to submission.

4.7.7.4 Freshman year – USA posts only

Employees posted to the USA may receive assistance for their child to undertake a 'freshman year' (the first year of a junior college or similar tertiary institution). This recognises that some Australian universities consider a freshman year equivalent to Year 12 studies.

For the Secretary's delegate to approve tuition fee assistance for a freshman year, the employee's child must meet all the following criteria:

- They accompanied the employee at post for the whole of the USA posting (excluding a reasonable transition period at the beginning of the posting to complete the Australian school term)
- completed their high school education in the USA
- intend to begin a course of study at the earliest opportunity at a tertiary institution in Australia
- is required to complete a Freshman Year to obtain admission to an intended course of study.

For example:

- the dependant's application to Australian university was rejected on the basis of their scores in the American high school diploma & scholastic aptitude test (SAT), or

- the proposed college and course of study is recognised as appropriate by the Australian Government's International National Office of Overseas Skills Recognition.

4.7.8 SUMMER SCHOOLS

Employees are expected to provide care or privately fund six weeks of the summer holiday period at Post as this aligns with the Australian summer holiday period for which parents in Australia are expected to provide care for their children.

Where the summer holiday break at Post's benchmark school is longer than the standard six-week Australian summer holiday break, employees may seek reimbursement for an organised summer program, run by an accredited company, in the Post location, at the prescribed daily rate (refer to [Schedule 1 – Table A](#)) for the excess period. The period for which the employee claims reimbursement does not need to be the last weeks of the holiday period nor do the weeks claimed need to be sequential.

Summer school reimbursement is available for eligible child dependants in preschool up to and including child dependants who have not yet commenced Year 9.

Employees should consider whether a summer school program is suitable for their child. Before enrolling their child in a summer school program, parents are strongly encouraged to consider whether the summer school program:

- is compliant with local laws and regulations,
- has adequate child to supervisor ratios,
- has appropriate insurances,
- ensures their operational practices and behaviour are designed to protect children from harm and hazard at all times,
- has safe pick-up and delivery arrangements,
- demonstrates an understanding of best practice in health and safety practices.

The summer school reimbursement provision is for daytime programs only, where the child returns home each night. Reimbursements are not provided for overnight camps away from home. Overnight camps are a private cost to the employee.

Reimbursement is calculated on daily attendance up to a maximum of the Summer School daily rate (refer to Schedule 1 – Table A). Invoices detailing the provider, summer program name/content and number of days attended must be provided for reimbursement.

The Summer School daily rate is determined by benchmarking the Australian Benchmark School summer program's daily rate. The Summer School daily rate is reviewed annually. Post's baseline Cost of Living Index (COLI) and exchange rate (refer to [Schedule 3](#)) are applied to the Summer School daily rate for equity across the network.

Employees that arrive at Post or depart from Post during the summer holiday period must privately fund a minimum of six weeks of the summer holiday period at the Post location. Reimbursements are not available on a pro rata basis.

The Summer School provision does not cover early education, child-care or day-care centres for those child dependants not yet eligible for [4.7](#) Education Assistance.

Programs that include activities that may be considered as a dangerous activity under the OHP (refer to [4.9.6 – OHP What is not covered](#)) will not be reimbursed.

4.7.8.1 Summer School reimbursements formula:

Post is to use the following formula when calculating summer school reimbursements:

- Post's benchmark school has a summer break of 10 weeks. Under the summer school policy employees can seek reimbursement for up to four weeks of summer school.
- To calculate the maximum number of days summer school can be reimbursed:
- Benchmark School Summer period = 10 weeks
- Summer School reimbursement period = 4 weeks
 - Step 1 - benchmark school at post (in this case, 10 weeks)
 - Step 2 - subtract the Australian summer break period of 6 weeks ($10 - 6 = 4$ weeks)
 - Step 3 – maximum number of weeks of summer school that can be reimbursed is 4 weeks
 - Step 4 – maximum number of days of summer school that can be reimbursed is 20 ($4 \times 5 = 20$ days). In this calculation we consider 5 days equals 1 week.

To calculate the daily rate:

- Summer school daily rate (refer to [Schedule 1](#)) = \$140
- Post's baseline COLA data (refer to [Schedule 3](#)): for example, COLI = 129 and Exchange Rate = 0.6048
- Max daily reimbursement:
 - For posts with a cost-of-living index above 100:
 - Step 1 - AUD \$140 x baseline COLI (1.29) = AUD \$180.60
 - Step 2 – AUD \$180.60 x baseline exchange rate (0.6048) = local currency amount (109.22 per day)
 - The reimbursement amount in local current is 109.22 per day. **NOTE** this is the maximum daily amount. If the actual amount is less, the employee is only reimbursed up to the actual.
 - For posts with a cost-of-living index 100 or below:
 - Step 1 – AUD \$140
 - Step 2 - AUD \$140 x baseline exchange rate = local currency amount. **NOTE** this is the maximum daily amount. If the actual amount is less, the employee is only reimbursed up to the actual.

Reminders:

- Reimbursement is for the actual number of days attended up to the calculated summer school break period (in this case, 4 weeks or 20 days).
- If the actual daily amount is less than the calculated maximum rate (above), then employee is only reimbursed up to the actual daily amount.
- Post's COLI and Baseline Exchange Rates are available in [Schedule 3](#).

4.7.9 SPECIAL NEEDS AND EDUCATION ASSISTANCE

4.7.9.1 Language tuition

Where the post's benchmark school does not use English as a teaching language, the Secretary's [delegate](#) may reimburse reasonable costs for a child's essential foreign language tuition.

4.7.9.2 Education assistance – transition period

The department recognises that students may experience disruption to their education when they move internationally for a posting, given the different academic requirements, syllabi and standards between different education systems.

During the transition from one school system to another, employees may receive financial assistance for supplementary tuition, where in the professional judgement of the school, a child's progress and performance in a compulsory subject is unsatisfactory because of the relocation to post. The transition period is limited to 12 months from the date of commencement at the school in the first year of the employee's posting. It is only intended to assist students in achieving a satisfactory level, not to enhance a student's grades or to cover intensive pre-examination tutoring.

Before supplementary tuition provisions are considered, the employee must utilise any support that is available through the child's school (free or at a cost). If the child's school does not provide any extra tuition, the Secretary's delegate may approve up to 50 hours in total of tuition by a qualified person or accredited organisation to be accessed during the transition period.

The school should provide an evaluation of the child's progress and identify the requirement for the extra tuition for the child to make reasonable progress within the limits of their ability. The report should identify the child's shortfall, recommend additional support (hours) and length of time required to assist the child in bridging the knowledge gap created by the change in the school curriculum.

4.7.9.3 Special needs education

a) Overseas support for special needs

A range of special needs assistance is available in Australia through the [National Disability Insurance Scheme \(NDIS\)](#). The NDIS provides support to eligible people with intellectual, physical, sensory, cognitive and psychosocial disabilities. NDIS funding covers a broad range of [health supports](#) including; occupational therapy, speech therapy and physiotherapy (allied health therapies), personal care assistance, prosthetics and artificial limbs, aids and equipment such as wheelchairs and hearing aids, behaviour supports and clinical [mental health supports](#).

This level of assistance may not be available in the overseas context. Therefore, before applying for a particular post, employees with accompanying children who have an approved NDIS plan are strongly advised to research the type of special needs support available in that location and to decide whether this will be appropriate for their particular family situation.

Employees may wish to contact the senior administrative officer (SAO), medical adviser [s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au) or the Staff and Family Support Office [s 22\(1\)\(a\)\(i\)@dfat.gov.au](mailto:s22(1)(a)(i)@dfat.gov.au) for further advice.

Where an employee has been posted with a child who has a current NDIS plan, the department will provide funding support while at post up to the level of the NDIS plan for costs associated with the relevant disability.

See Health section for information on disability support up to the level of an NDIS plan, for employees and eligible dependents.

b) Assessment of special needs at post

In circumstances where a condition that was not diagnosed prior to deployment presents at post, an assessment must be done by a suitably qualified treating health professional at the posting location, either from within or outside the school (depending on the condition and

age of child). The employee must liaise with the DFAT Medical Unit in the first instance and provide any reports and assessments to them. The DFAT Medical Unit will make the determination on the final assessment to ensure it aligns with the NDIS and that funding can be supported.

c) Level of assistance for conditions supported by the NDIS

The Secretary's delegate may approve assistance up to the following limits:

Type of support	Level of assistance
Additional tuition fees/special learning support required by the child's school	Compulsory additional fees fully covered
Testing and evaluating of learning difficulties at post	In consultation with the MDU, request approval for assessment costs to be funded under the appropriate financial codes

d) Conditions not supported by the NDIS

The department will not provide any funding support for any behavioural/learning disorders that are not supported by the NDIS (e.g. dyslexia, ADHD). Employees who have accompanying children with these conditions are strongly advised to research the availability and cost of support available in the post location and to decide whether this will be appropriate for their particular family situation prior to applying for that posting.

See separate provisions in the [overseas health provisions](#) for counselling services, including psychological evaluation.

4.7.10 RETURN TO AUSTRALIA FOR EDUCATION

4.7.10.1 Child's travel to enrol in school

The Secretary's [delegate](#) may approve an economy class airfare for a child to travel from post to Australia to enrol in an Australian boarding school.

If seeking assistance to return a child to Australia for school, the employee must:

- confirm a place for the child at the school of choice, and
- complete and submit an [Application for Education Assistance form](#) for approval by the Secretary's delegate. Please do this by submitting the form via a [People Service Request](#).

4.7.10.2 Child's end-of-posting return to Australia

Travel to Australia to enrol in boarding school is considered to be the child's end-of-posting return to Australia.

An [Overseas Transfer Arrangement form](#) must be completed for the child and cabled to Canberra using cable topics 'Personnel/A-based Conditions', and 'Personnel/Postings Travel'.

To help the child return to Australia, up to 15 kilograms of excess baggage can also be approved on request.

4.7.10.3 Parental escort

If an employee's child needs help to enrol at boarding school in Australia, the Secretary's delegate may also approve a return economy class airfare for one parent to travel to and from the post to Australia with the child.

The airfare must be:

- best fare of the day
- the most direct route, and
- no round-the world fares or side trips.

No travel allowance, accommodation, local travel or any other costs are payable. The employee is not entitled to take official rest and travel days for this journey and must apply for annual leave. Travel to enrol a child at school in Australia can only be funded once per posting, per child.

Requests for parental escort should be included in the [Application for Education Assistance form](#) and should explain:

- why the parent must assist the child with enrolment, and confirm that there is no other person who could assist, such as an older sibling or other close relative or family friend, and
- why the travel cannot be in conjunction with other officially funded travel (i.e. leave fares/Assisted Leave Fare to Australia or mid-term consultations).

4.7.11 ADMINISTRATIVE ARRANGEMENTS

4.7.11.1 Payment of education-related fees

a) In Australia

Employees who wish to receive education assistance in Australia should apply for eligibility prior to proceeding on posting. Employees should apply by completing and submitting the [Application for Education Assistance form](#) via a [People Service Request](#).

Employees eligible for education assistance in Australia are required to pay the tuition and boarding fees direct to the school and then seek reimbursement from the department by submitting a copy of the relevant tax invoices/receipt via a [People Service Request](#).

Where [meal costs](#) are included as a component of boarding fees, the costs are deducted from the reimbursement of boarding fees. The meal costs for the nominated Australian benchmark school is as per [Schedule 1](#).

Applications for [Private Board Supplement](#) should also be applied for on the [Application for Education Assistance form](#).

b) At post

Procedures for paying or reimbursing school fees overseas vary at the discretion of individual posts and may include:

- direct payment of fees, or
- reimbursement

Where overseas schools require refundable deposits or advance payment of fees, post management can facilitate this to ensure the employee is not out-of-pocket for approved school fees.

The employee is responsible for notifying the school of any withdrawals in accordance with the school's withdrawal policy. Where an employee fails to provide timely advice to the school, and if a financial penalty is incurred, this expense will be passed onto the employee for payment.

Where [meal costs](#) are included as a compulsory component of school fees, the costs are a personal cost to the employee and are not reimbursed by the department.

The meal component is calculated as the actual cost if itemised on the school fee invoice or invoiced separately by the school. The employee can pay directly to the school or Post can raise a DAN for reimbursement from the employee to the YPOST cost centre.

Where the school cannot separate out the meal component costs from overall school fees the employee's meal component is calculated in accordance with the relevant section [4.7.4.4 or 4.7.5.2](#). Post is to raise a DAN for reimbursement from the employee to the YPOST cost centre.

c) Assistance by instalment

Where possible, assistance towards education costs is paid in instalments rather than up-front. This might involve paying school fees each quarter, rather than each year.

d) Assistance for part of a year

An employee's designated start or finish date at post can impact their child's start or finish dates for school. If a child at post must start part-way through a school year, the department will pay compulsory tuition or boarding fees on a pro rata basis where permitted by the school. If a school will not pro rata fees or provide a refund for non-completion of the full school term or year, the full amount of compulsory fees will be paid by the department.

e) Employee-initiated termination of posting

If an employee terminates their posting, they must refund the department any pre-paid tuition or boarding fees on a pro rata basis from the date the posting ceases.

f) Refunds and sibling discounts

If an employee receives a refund from a school for compulsory boarding and tuition fees—or any other education fee met by the department—the refund must be repaid to the department. Any discounts that a school provides for families with more than one sibling at the school must be passed onto the department when reimbursing the employee for the school fees.

g) Cost centres

Posts should use the Y cost code and general ledger account code 20500 (A-based Education Assistance) for all expenditure relating to education assistance.

h) Changes to benchmark schools

Changes to approved benchmark schools must be sent to Overseas Conditions of Service section for inclusion in the HRM (see approval guidelines for [benchmark schools](#) and [summer schools](#)).

i) **Change in circumstances**

Employees should consult the Overseas Conditions of Service section to determine their provisions if their circumstances change during their posting.

4.7.12 EARLY EDUCATION FEE ASSISTANCE (EEFA)

4.7.12.1 Policy Intent

Early Education Fee Assistance (EEFA) assists employees on long-term posting (LTP) in locations with high-cost early education fees. It subsidises the difference between the employee's co-contribution and the actual costs incurred or the benchmark fee, whichever is lower, for employees with accompanying child dependants under three years of age.

Examples of how Early Education Fee Assistance works in practice are shown in Section 4.7.12.16.

4.7.12.2 Eligibility

To be eligible for early education fee assistance, an employee must be:

- a) accompanied by an eligible child dependant (refer to [4.1.1.3 Child Dependant](#)); and
- b) in receipt of 0 to 3-year-old Child Supplement Allowance; and
- c) on a long-term posting in a location where the benchmark fee is greater than the employee co-contribution, as shown in the [EEFA Support Tool](#); and
- d) not receiving another form of education assistance under the provisions in 4.7.2 to 4.7.11 (excluding [4.7.9.3 Special needs education](#)) for the same child (refer to [4.7 Education Assistance](#)).

4.7.12.3 Timing

Eligible employees may receive early education fee assistance from the day an employee starts duty at the Post on a LTP (refer to Definitions – duty).

Early education fee assistance will end on the final day of duty at the Post on a LTP (refer to Definitions – duty), or when the child transitions to an alternate Education Assistance provision (whichever occurs first). Refer to 4.7.12.10 for when a child dependant turns three years old during the school term.

4.7.12.4 Criteria

The following criteria apply to early education fee assistance:

- a) employees are to make a co-contribution towards the child's attendance fees (refer to 4.7.12.6 Employee co-contribution below).
- b) the department will subsidise the difference between the employee's co-contribution and the benchmark fee for the approved hours of subsidised care.
- c) the child dependant must be attending a commercial or public fee-paying centre-based day care (refer to 4.7.12.11); and
- d) eligible Post locations and benchmark fees are listed in the [EEFA Support Tool](#), reviewed annually and are subject to change (refer to 4.4.14).

4.7.12.5 Provision

The following provisions apply to early education fee assistance:

- a) Unaccompanied employees (refer to Definitions – [unaccompanied employee](#)):
 - subsidised for up to 50 hours per week, and
 - make the unaccompanied employee co-contribution rate (refer to the [EEFA Support Tool](#)).
- b) Accompanied employees (refer to Definitions – [accompanied employee](#)):
 - subsidised for up to 30 hours per week, or up to 50 hours per week if their accompanying spouse dependant is engaged in approved work or study for more than 20 hours per week (refer to 4.7.12.9), and
 - make the accompanied employee co-contribution rate (refer to the [EEFA Support Tool](#)), and

Any fees for care beyond these hours are the employee's responsibility.

4.7.12.6 Employee Co-contribution

Employees must make a co-contribution to qualify for early education fee assistance. This co-contribution broadly replicates out of pocket childcare expenses in Australia and is based on the employee's 'unaccompanied' or 'accompanied' status.

Co-contributions are listed in the EEFA Support Tool, reviewed annually, and may change. The methodology for setting these co-contributions is detailed in 4.7.12.15.g.

4.7.12.7 Benchmark Fees

The department obtains its early education benchmark fees from ECA International, which utilises data from quality day care centres to establish a benchmark. The maximum fee eligible for subsidy is listed in the EEFA Support Tool and presented in the local currency.

To broadly align with Australia's fee structure and ensure uniformity across the network, annual fees are converted into monthly, fortnightly, weekly, daily, and hourly rates. These calculations are based on a standard of 10 hours of care per day, 5 days per week, for 51 weeks per year. The appropriate rate should be applied according to the invoicing methodology of the day care provider.

4.7.12.8 Mandatory Fees

	Item	Covered
a)	Mandatory attendance fees including:	Yes: <ul style="list-style-type: none"> - Less the employee's co-contribution - Up to the maximum benchmark fee listed in the EEFA Support Tool - Up to the approved hourly cap
b)	Application fees - e.g. application fees, enrolment fees	Yes: <ul style="list-style-type: none"> - Mandatory fees only - Applicable to one day care centre only
c)	Uniforms or equivalent	No - Personal expense for the employee

d)	Incidentals/Equipment/Supplies – e.g. nappies, wipes, creams, sunscreen, hats, etc	No - Personal expense for the employee where itemised on the invoice or invoiced separately
e)	Meals and snacks	No - Personal expense for the employee where itemised on the invoice or invoiced separately
f)	Excursions costs	No - Personal expense for the employee
g)	Donations, levies, fund raising, or similar	No - Personal expense for the employee
h)	Insurances	No - Personal expense for the employee
i)	Charges above the department's benchmark fee	No - Personal expense for the employee

4.7.12.9 Spouse Activity Test

For accompanied employees, the **spouse activity test** determines the eligibility for additional subsidised hours of early education fee assistance based on the spouse's work or study activities. The spouse activity test must be approved by the Secretary's delegate before additional hours can be subsidised.

- **Eligibility:** Accompanied employees can receive up to 30 hours of subsidised care per week. If the spouse is working or studying for less than 20 hours per week, no test is required as there is no eligibility for additional hours.
- **Additional Hours:** If the spouse is engaged in approved activities, the employee may be eligible for extra subsidised hours.
 - Spouse working or studying 20 to 25 hours: 10 additional hours of care.
 - Spouse working or studying more than 25 hours: 20 additional hours of care.
- **Approved Activities:** Includes paid work, paid or unpaid parental leave, and approved courses of education or study. Volunteer work is not an approved activity.
- **Frequency:** Employees must provide an updated spouse activity test each time there is a change that effects their eligibility for additional subsidised hours. See 4.7.12.9.3 for spouses who work irregular hours.
- **Evidence:** Employees must provide documentation such as payslips, contracts, timesheets/rosters or enrolment letters to prove the spouse's participation.

a) Approved Activities

The below table outlines the type of activities that can be included in the spouse activity test. The considerations against each activity provide advice to the applicant and delegate on what elements of each activity are considered reasonable for inclusion.

	Approved Activity	Considerations
a)	Paid work and paid leave	<ul style="list-style-type: none"> Includes hours of paid work as an employee or self-employed. Work includes, but is not limited to, that which is based in the chancery or the employee's residence and could be permanent, non-ongoing or casual. Includes periods of leave on full pay including annual leave, personal leave, carer's leave and parental leave. Spouse dependants on paid annual, personal or carer's leave will have the same number of hours subsidised per fortnight as they worked immediately prior to being on leave. Spouse dependants working from contract to contract for regular employment can continue to receive subsidised care between contracts for up to a fortnight.
b)	Paid parental or maternity leave	<ul style="list-style-type: none"> Includes any period of paid parental or maternity leave. Continues as long as the spouse dependant expects to return to work after your leave ends. Spouse dependants on paid or unpaid parental and maternity will have the same number of hours subsidised per fortnight as they worked immediately prior to being on leave.
c)	Approved course of education or study	<ul style="list-style-type: none"> The spouse dependant must be enrolled in, and actively working towards completing, a secondary or tertiary course of education or study. The full list of courses that are considered to be secondary or tertiary courses are outlined in SS Guide 1.1.A.210. Contact hours and self-directed hours of study can be included. Practicums or vocational placements in-country are included. Continues for term/semester breaks but excludes the term/semester break following completion of the course. Breaks that arise because the spouse dependant defers starting or continuing the course of education are not included.
d)	Travel time	<ul style="list-style-type: none"> reasonable time taken to travel between the childcare service and the location of the spouses recognised activity can be included.

b) Evidence

To receive additional subsidised care hours, employees must provide evidence of their spouse dependant's activities. This evidence might include:

- Current payslips, contracts, or course enrolment letters
- Rosters, schedules, or timetables
- Other documentation linking the activity to the spouse's participation
- Attendance confirmation

This documentation must be kept on the employee's post personnel file for audit purposes.

c) Irregular Hours

For those spouses with irregular work hours, such as casual workers, they can estimate their highest fortnightly hours over a three-month period. This estimate will determine their subsidised care hours per fortnight.

4.7.12.10 Child dependant turns three years old during school term

Where an employee is receiving early education fee assistance when their child turns three, this assistance can continue until the commencement of the school term following the child's third birthday.

In exceptional cases, the Secretary's delegate may approve early education fee assistance beyond the commencement of the next school term. Reasons for this may include:

- the employee's posting is scheduled to conclude after an additional term
- local preschool entry dates do not align.

Despite the above, early education fee assistance is not to continue beyond the commencement of the school year after the child turns three.

Where early education fee assistance continues beyond the child's third birthday all elements of the policy continue to apply (e.g. the co-contribution and spouse activity test).

4.7.12.11 Eligible types of care

Early education fee assistance covers commercial or public fee-paying centre-based day care services for children who do not attend school. The quality, standard and availability of suitable centre-based day care will vary across the globe.

The following types of care are **not eligible** for subsidies:

- In-home care like babysitting, au-pairs, nannies, family day care
- Services focussed on specific activities like GympaROO or music classes
- Services for disability or early intervention programs
- Playgroups or services where a parent is present and responsible for the child.

Employees must read the Post Report prior to applying for a posting to understand the local conditions. Employees should engage early with Post Management once selected for a posting if early education is required.

Even in eligible locations, there may not be available spots in early education centres. Finding quality places overseas can be difficult and may require parents to access waiting lists.

After being selected for a posting, employees should research early education availability at the Post location and talk to the SAO at Post about applications. Employees are strongly encouraged to confirm the hours and weeks of operation for their chosen centre, as they may differ from those in Australia.

4.7.12.12 Early Education Fee Assistance Rate Adjustments

Early education fee assistance subsidies may vary during a posting. The timing of these adjustments is provided in [Section 4.4.14](#). COS will cable Posts in advance of these changes taking effect.

The department's annual review of the employee co-contribution and the average cost of centre-based day care may mean that:

- the value of the subsidy provided by the department may increase or decrease.
- subsidies may cease if the centre-based day care fees are less than the employee co-contribution.

It is important that employees do not overextend themselves financially or make significant financial commitments based on provisions that are subject to change.

4.7.12.13 Change in Circumstances

Employees must notify Post Management of any change in circumstances that may affect their eligibility for early education fee assistance to avoid an overpayment.

4.7.12.14 Absence from country of posting

Where the child dependant is absent from the country of posting and their eligibility to Child Supplement ceases, eligibility to early education fee assistance also ceases (refer to [4.4.6.3](#)).

4.7.12.15 Administrative Arrangements

a) Payment of early education fee assistance

Procedures for paying or reimbursing early education fees vary at the discretion of Post Management. Options for payment include:

- The employee paying the fees to the centre and seeking reimbursement from Post, less the employee co-contribution and any optional or excess fees; or
- Post making direct payment of fees to the centre and invoicing the employee, for reimbursement to the YPOST cost centre, for the co-contribution and any optional or excess fees.

b) Invoice Calculation Tool

The EEFA Support Tool is designed to assist employees and Post Management with calculating the employee's co-contribution and subsidy for each invoice.

c) Factors that may require a pro-rata calculation

- Arriving or departing mid-billing cycle
- The child's third birthday and their transition to alternate Education Assistance provisions
- Commences care mid-year or mid-term
- Change in spouse's activity test
- Employee-initiated early termination of posting
- Change in personal circumstances e.g. change in accompanied/unaccompanied status
- Annual adjustment to early education fee assistance provision

d) Employee - initiated termination of posting

If an employee terminates their posting, they must refund the department any early education fees that have either been reimbursed or pre-paid by the department on a pro rata basis from the date the posting ceases.

e) Refunds and discounts

If an employee receives a refund or discount from an early education centre for any fee already reimbursed by the department the refund must be repaid to the department. Employees should notify Post immediately of the refund so that Post can facilitate the repayment.

f) Cost centre

Posts should use the Y cost centre and general ledger code 20503 (Early Education Fee Assistance) for all expenditure relating to early education fee assistance.

g) Employee co-contribution methodology

The employee co-contribution is set at a standard rate across all posts. The co-contribution is calculated on what an employee would contribute to childcare in Australia using the below assumptions:

- Income:
 - Accompanied – Annual average overseas salary multiplied by 1.5
 - Unaccompanied – Annual average overseas salary
- Childcare Subsidy hourly rate cap for centre-based day care from [Services Australia](#).
- Attendance
 - 10 hours of care per day
 - 10 days of care per fortnight
 - 51 weeks of care per year
- Spouse activity - 75 hours work per fortnight

These assumptions are entered into the [Australian Children's Education and Care Quality Authority \(StartingBlocks\)](#) Child Care Subsidy Calculator which provides the out-of-pocket cost. The loss of access to Australian Government support and payments component of the Child Supplement Allowance is added acknowledging that Early Education Fee Assistance is replicating a benefit that this component of the allowance was intended for.

4.7.12.16 Early Education Fee Assistance – Examples

This example provides a conceptual illustration of how early education fee assistance works for an employee eligible for a full fortnight (100 hours) of care.

Example 2

This example provides a more detailed illustration of early education fee assistance where a centre bills hourly. In this example the centre charges \$12/hr but the benchmark fee is only \$10/hour.

Invoice Breakdown	Hourly Rate	Total
Total paid by the employee	\$12 x 100	\$1,200
Maximum departmental subsidy	\$10 x 100	\$1,000
Employee's co-contribution	\$6.2 x 100	\$620
Amount reimbursed to the employee		\$380

Example 3

A DFAT employee is on LTP in London accompanied by their spouse and one-year old child. Both parents are working full-time, and the child attends centre-based day care for 40 hours a week.

The employee is eligible for accompanied early education fee assistance up to 50 hours per week.

The employee submits a paid invoice to Post for reimbursement for of one month (160 hours) early education fee assistance. The centre-based day care the child attends charges £14 per hour.

As the invoice is for 40 hours a week, Post uses the hourly benchmark fee rate for London in the [EEFA Support Tool](#).

Total childcare cost is \$1200 per fortnight

The relevant benchmark fee is \$1,000 per fortnight

Employee pays co-contribution of \$620 a fortnight

Employee is reimbursed \$380 (balance of the fees up to the benchmark)

Employee pays the extra \$200 per fortnight above the benchmark

➤ Total London Hourly Benchmark Fee

£12

- Maximum Departmental Hourly Subsidy £10
- Employee co-contribution £2

Invoice Breakdown	Hourly Rates	Total
Total invoice provided by the employee	£14 x 160	£2,240
Benchmark Fee	£12 x 160	£1,920
Employee's co-contribution	£2 x 160	£320
Amount reimbursed to the employee (Benchmark fee minus employee co-contribution)		£1,600

Fees charged above the benchmark rate are the employee's responsibility. In this example the employee would be responsible for paying the remaining £320 above the benchmark rate.

4.7.12.17 Delegations

Early Education Fee Assistance Delegation*	Position
Approve early education fee assistance in accordance with policy.	HOM/HOP or SAO
Approve additional subsidised hours based on the spouse activity test	HOM/HOP or SAO
Approve early education fee assistance transition to Education Assistance provisions later than the term following the third birthday in exceptional circumstances.	HOM/HOP or SAO
* Refer to HRM Vol 2, Schedule 6 – Consolidated HRM Vol 2 Delegations	

4.8 REUNIONS

4.8.1 REUNION TRAVEL OVERVIEW

4.8.1.1 Policy intent

Reunion travel provides employees on a long-term posting or short-term assignment the opportunity to reunite at appropriate intervals with family members not living at post.

4.8.1.2 Eligibility

Employees may be eligible for a reunion fare(s) where they have a:

- spouse dependant who does not live permanently at post, or
- child dependant who does not live permanently at post, or

- child dependant who lives at post and the employee's recognised spouse dependent lives in Australia.

4.8.1.3 Timing

Reunion provisions accrue each reunion year.

A 'reunion year' means the year beginning on the first day of an employee's posting and anniversaries of that date.

Periods of in-country language training that connect with a long-term posting count for the purposes of reunion travel.

Reunion fares cannot be banked to be used in subsequent years.

Where a recognised dependant officially departs post and becomes eligible for reunion fares, the 'reunion year' begins the day the dependant departs post and the anniversaries of that date.

The Overseas Conditions of Service section (COS) determines eligibility for reunion fares in any part years.

The number of reunion fares per reunion year varies depending on the circumstances and location of the dependants. Ref to [HRM Vol 2 Section 4.8.2](#) – Spouse dependent, [4.8.3](#) – Child dependent, and [4.8.4](#) – Tertiary dependant.

4.8.1.4 Provision

The following reunion options are available:

- Reunion fare from Australia to post** - return economy class airfare from the dependant's place of residence in Australia to the employee's post.
- Reverse reunion from post to Australia** - return economy class airfare from the employee's post to the dependant's place of residence in Australia (ref [HRM Vol 2, 4.8.6](#) Reverse Reunions). Limited to the cost of a reunion fare from dependant's place of residence in Australia to post.
 - for child dependants at post, a return economy class airfare from the employee's post to the employee's recognised spouse dependent's place of residence in Australia.
- Reunion fare from a third location to post** - limited to the cost of a return economy airfare from Australia to post (see third location reunions).
- Reunion fare to a third location** – for posts designated 'no child' only, and where a reverse reunion for the employee to travel to Australia is not possible, the Secretary's delegate may, on a case-by-case basis, approve a reunion for an employee's dependant to a third location. This is limited to the cost of a return economy airfare from Australia to post (see third location reunions).

4.8.1.5 Criteria

- Travel must allow for a reunion period of at least seven calendar days, but no more than 12 weeks (84 calendar days).
- Eligible dependants must have received medical and dental clearance before undertaking reunion travel.
- Fares are costed on the best fare of the day on the most direct route, with no round-the-world fares or side trips.
- Employee contributions are required for any difference in fare costs if approval is given to travel on an alternate route (rather than the most direct travel route).

- e) Eligible dependants can access some Overseas Health Provisions (OHP) at Post during reunion travel. Comcover travel insurance provides cover whilst in-transit to and from the Post. Ref to [HRM Vol 2, Section 4.8.5](#) – Insurance for reunion travel.
- f) Where a stopover en route to or from post can be avoided, there is no coverage under the overseas health provisions.
- g) Reunion travel to a post designated unaccompanied is not permitted. Ref to HRM Vol 2, Section 4.14.1 – Unaccompanied designation.
- h) Reunion travel to a post designated no-child may not be permitted. Ref to HRM Vol 2, Section 4.12.2 – No-child designation.
- i) Reunion travel to a post location under an emergency evacuation, directed departure or voluntary departure directive is not permitted. Ref to [HRM Vol 2, Section 4.10.3.7](#).
- j) A completed [application form and risk assessment](#) must be submitted before undertaking reunion travel. Ref to [HRM Vol 2, Section 4.8.1.8](#) for Procedural instructions.

4.8.1.6 Quarantine

Quarantine accommodation costs are provided for at the first port of call in Australia or overseas, for departmentally funded reunion travel if quarantine is required by the Australian or host-nation government.

Exception: The department will not cover quarantine costs at the third location for third location reunions.

Note: Dependants under 18 are not to travel unaccompanied on routes requiring quarantine.

4.8.1.7 Limited provisions

The following table outlines limited provisions associated with reunion travel:

Provision	Limitations
Transport to/from airport in Australia and post	<p>Normally employee's responsibility</p> <p>Exceptions are considered if the unaccompanied child is under 13 or on their first reunion visit to the post</p> <p>Requests for escort to and assistance at airports in Australia should be sent by submitting a People Service Request.</p>
Transport and accommodation costs en route to post	Only during period of unavoidable stopovers
Airline assistance for unaccompanied minors	On request and subject to availability

4.8.1.8 Procedural instructions

Reunion travel requests are approved by the Long-Term Postings Unit (LTPU), International & Domestic Movements Section.

All reunion travel must be arranged officially and approved before any other personal arrangements are made.

Tickets purchased privately by employees or dependants will not be reimbursed.

For all reunion travel, applications must be submitted **as early as possible but no less than six weeks prior to planned travel**. Extra time must be allowed if the traveller does not hold a current visa or does not have medical and dental clearances.

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4.8.1.9 Change in circumstances

Employees must notify the department of any changes in dependant circumstances that may affect payment of allowances or access to provisions. Overpayments will be recovered. Advice should be submitted via a [People Service Request](#).

4.8.2 FREQUENCY OF REUNIONS – SPOUSES

4.8.2.1 Frequency

The Secretary's [delegate](#) may approve reunion travel for an employee's spouse dependant (ref to HRM Vol 2, Section 4.1.1) to the employee's post, based on the following frequencies:

Circumstance		Frequency of fares
a)	Spouse who has remained in Australia during the posting	Two fares each reunion year

b)	Spouse in a third location	Excess costs for two fares each reunion year (see third location limitations)
c)	DFAT employee couple on concurrent separate postings	A maximum of two fares per reunion year for the employee couple. Either employee can undertake the reunion travel to visit the other's post. In this situation, the reunion year is determined based on when the second employee starts their assignment.

The Secretary's delegate will determine the frequency, if any, of reunion provisions not covered above.

4.8.2.2 Limitations

Spouse reunion travel is not permitted in the first three months or the last three months of an employee's long-term posting or short-term assignment.

4.8.3 FREQUENCY OF REUNIONS – CHILD DEPENDANT

4.8.3.1 Frequency

The Secretary's delegate may approve reunion travel for an employee's child dependant (ref to HRM Vol 2, section 4.1.1) to the employee's post. Reunion travel for child dependants can be used during the first or last three months of an employee's posting based on the following frequencies:

	Circumstance	Frequency of fares
a)	Child dependant in Australia with one parent at post	Two (2) fares per reunion year.
b)	Child dependant at post with the employee's recognised spouse dependant in Australia	Two (2) fares per reunion year.
c)	Child dependant at an employee's post whose other APS parent is on long-term posting to another post	Two (2) reunions for each reunion year. Each reunion year will have two reunions, with the expenses being shared between DFAT and the respective agency.
d)	Child dependant in Australia with both parents or sole parent at post	Total of four (4) fares per reunion year. One fare at the end of each school term if there are four terms in the school year. If the school

		has fewer than four terms, the four reunions are to be spaced at reasonable intervals.
e)	Child dependant in Australia with parents on separate postings	Total of four (4) fares per reunion year, to either post as agreed by the parents.
f)	Child dependant studying full-time primary or secondary education in a third location	Total of four (4) fares per reunion year. One fare at the end of each school term if there are four terms in the school year. If the school has fewer than four terms, the four reunions are to be spaced at reasonable intervals.
g)	Child dependant living at an overseas location other than a parent's post and receiving education assistance	Total of four (4) fares per reunion year. One fare at the end of each school term if there are four terms in the school year. If the school has fewer than four terms, the four reunions are to be spaced at reasonable intervals.

The Secretary's [delegate](#) decides the frequency, if any, of reunion provisions not covered above.

4.8.4 FREQUENCY OF REUNIONS – TERTIARY DEPENDANTS

4.8.4.1 Frequency

The Secretary's delegate may approve reunion travel for an employee's tertiary dependant to the employee's post, based on the following frequencies:

Circumstance	Frequency of fares
Tertiary dependant who meets all the eligibility criteria .	One fare per reunion year
Tertiary dependant (as above) with parents on separate postings	One fare per reunion year to each parent
Tertiary dependant (as above) studying in a third location	Excess costs of one fare per reunion year (see limitations at 4.8.4.2.a)
Tertiary student who ceases to meet all the eligibility criteria .	Nil (see limitations at 4.8.4.2.b)

4.8.4.2 Limitations

- a) A reunion fare for a tertiary dependant studying in a third location is valid only when it is compulsory for the tertiary dependant to undertake study in the third location. If the tertiary dependant has elected to study in a tertiary institution outside of Australia, a reunion fare does not apply.

- b) A tertiary dependant is not entitled to a reunion fare if they cease to meet any of the eligibility criteria (for example, turns 23, completes or defers tertiary studies or begins full-time employment). However, if the tertiary dependant did not access a reunion fare (to which they were entitled at the time) in the six months before their eligibility ceased (for example, due to final exam preparations), the employee may make a business case to the Secretary's delegate seeking their approval to defer the reunion fare. If approved, the deferred reunion fare must fall within the employee's current reunion year.

Employees must apply for [tertiary dependant status](#).

The Secretary's [delegate](#) will not approve tertiary dependant reunion travel where the tertiary dependant has only met the eligibility criteria for three months or less in an employee's reunion year.

The Secretary's [delegate](#) decides the frequency, if any, of reunion provisions not covered above.

See also frequency of reunions for [spouses](#) and [dependent children](#).

4.8.5 INSURANCE FOR REUNION TRAVEL

4.8.5.1 Insurance - Health care costs

[Eligible dependants](#) are covered under [overseas health provisions](#) (OHP) while on DFAT funded reunion travel. This is for direct return travel from their usual place of residence to the reunion destination, and while in the employee's country of posting only for:

- emergency and necessary medical or hospital treatment, and
- dental treatment in accordance with HRM Vol 2, Section 4.9.4 – Ancillary services..

To be eligible for assistance under OHP, employees and their dependants must have been declared medically fit by a DFAT approved medical practitioner and received a dental clearance before they arrived at post.

While on DFAT funded reunion travel, eligible dependants are covered only in the employee's country of posting. Employees should consider purchasing travel insurance for their dependants travelling to post on reunion provisions and travelling outside the country of posting.

Where approval has been given—other than for the most direct travel route or for an avoidable stopover—and the dependant is not accompanying an employee or the employee's spouse, the dependant will not be covered under the overseas health provisions.

Employees should consider arranging private medical or travel insurance for any unforeseen circumstances which may occur while their dependant is undertaking private travel not covered under the OHP.

Note: Dependants visiting post on privately funded travel are not covered by the overseas health provisions.

4.8.5.2 Insurance of personal effects

The department's insurance provider, Comcover, includes baggage and personal effects cover (including an amount of cash) for an employee's spouse or dependant while on reunion travel.

The maximum claimable limits are:

- Baggage: AUD10,000
- Cash: AUD500

Details of coverage and claims procedures are available from the Comcover liaison officer at [s 22\(1\)\(a\)\(ii\) @dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au).

Employees should consider arranging private travel insurance for dependants to cover unforeseen circumstances such as missed or cancelled flights, lost luggage or hire car damage if they undertake private travel (with or without the employee). These items are not covered under the overseas health provisions or Comcover arrangements.

4.8.6 REVERSE REUNIONS

Reverse reunion means travel to Australia by an employee or spouse residing at post, in lieu of reunion travel to the post by the employee's spouse or dependant.

4.8.6.1 Provision

An employee or their spouse dependant (but not both) residing at post may undertake reverse reunion travel once per reunion year unless the employee is posted to a post designated as unaccompanied or no-child.

Reverse Reunion travel by an employee and the spouse dependant travelling together may be accessed once during the posting. The employee and their spouse dependant must travel together on either the outbound or return flight.

4.8.6.2 Criteria

Reverse reunions are not approved where there is less than three months of the employee's posting remaining.

This provision can be used for travel to Australia only. Travel to a third location will not be approved.

Only an employee or the employee's spouse can access reverse reunion provisions.

4.8.6.3 Remaining reunion provision

If an employee or their spouse—or both parents travelling together—undertake a reverse reunion, the remaining reunion provisions for all eligible dependants in Australia (including tertiary and secondary-age students and spouses) are reduced by one reunion for each dependant in that reunion year.

In the case of dependants entitled to only one reunion visit a year (i.e. tertiary students), this means the dependant is not entitled to any reunion visit for that reunion year.

4.8.6.4 Additional reverse reunions

The Secretary's delegate may approve additional reverse reunions where the employee's post is:

- a) designated as 'reconsider your need to travel' or 'do not travel' by the department's travel advice, or
- b) if the post has an unaccompanied or no-child designation. Ref to HRM Vol 2, Section 4.14, or
- c) under a voluntary/directed departure directive. Ref to HRM Vol 2, Section 4.10.3.

4.8.7 THIRD LOCATION REUNIONS

4.8.7.1 Reunion fares from a third location to post

Dependants living in a third location (spouse, dependants in full-time secondary school or tertiary students under 23 years of age and studying full-time) may be eligible to reunion fares to the employee's post.

A reunion fare for a tertiary dependant studying in a third location is valid only when it is compulsory for the tertiary dependant to undertake study in the third location. If the tertiary dependant has elected to study in a tertiary institution outside of Australia, no reunion fares apply.

Provision is limited to the cost of travel between the post and Canberra. Excess costs due to travel to a third location must be paid by the employee.

Example 1:

If an employee is posted to London but their spouse is living in Washington, and they wish to reunite in London, the provision would be calculated as follows:

- **Provision:** return airfare Canberra/London (e.g. AUD1,500)
- **Actual cost:** return airfare Washington/London (e.g. AUD1,000)

Reunion fare is less expensive than the provision, therefore no contribution is required from the employee.

Example 2:

If an employee is posted to Wellington but their spouse is living in Jakarta, and they wish to reunite in Wellington, the provision would be calculated as follows:

- **Provision:** return airfare Canberra/Wellington (e.g. AUD500)
- **Actual cost:** return airfare Jakarta/Wellington (e.g. AUD1,000)

Reunion fare is more expensive than the provision, therefore the employee contribution in this case is AUD500.

4.8.7.2 Reunion fares to a third location

Where an employee is posted to a 'No Child' post (see [Schedule 3](#)), the Secretary's [delegate](#) may, on a case by case basis, approve reunion travel for an employee's spouse and child to a destination other than the post or Australia.

If approval is granted for the reunion to take place at a third location, the officer must submit proof of their approved recreation leave and their own tickets for travel to that location via a [People Service Request](#). The costs associated with the employee's travel would be a personal responsibility.

The cost of a reunion to a third location is limited to the cost of a reunion fare from Australia to post. Fares must allow for a reunion period of at least seven days. Any additional costs associated with travel are to be met by the employee.

4.9 OVERSEAS HEALTH PROVISIONS (OHP)

4.9.1 OHP OVERVIEW

4.9.1.1 Policy Intent

The Overseas Health Provisions (OHP) provide A-based employees and their eligible dependants with support for the treatment of day-to-day health matters, illnesses or injuries that requires treatment during the employee's long-term posting (LTP) or short-term assignment (STA).

The OHP seeks to provide employees and eligible dependants with the same or similar standard of day-to-day health care overseas as they would receive as a public patient in Australia. Where possible, the OHP aims to mirror coverage under [Medicare](#) provisions, within certain limitations.

The OHP provides support for:

- Medical services (day-to-day health matters, illnesses or injuries) include:
 - standard consultations
 - specialist consultations
 - medical imaging and testing
 - laboratory testing
 - Ancillary services
 - Pharmaceuticals
- Hospital services include:
 - in-patient treatment
 - out-patient treatment
 - day surgery
 - ambulance
 - emergency
 - Medical evacuations
 - Childbirth services

The OHP is not intended to replicate every Commonwealth/State and Territory Government health program, or private health insurance. Pre-existing conditions may have limited coverage under the OHP pending approval from the [Medical Unit \(MDU\)](#) as part of the pre-posting medical clearance.

4.9.1.2 Eligibility

Employees and their eligible dependants (refer to HRM Vol 2, [Section 4.1.1 – Types of dependants](#)) receive assistance with health care costs incurred at post under the OHP, provided they have received medical and dental clearance prior to departing Australia.

OHP coverage is contingent on the following:

a) Medical and dental clearances

To be eligible for assistance with health costs, employees and their dependants must be declared medically fit by a DFAT approved medical practitioner and have received a dental clearance from a dentist prior to departure from Australia.

The principal medical adviser or senior medical adviser provide final approval for medical fitness for coverage under the OHP.

Employees and their dependants on cross-posting must receive new medical and dental clearances prior to taking up the new posting.

Employees and their dependants transitioning from a short-term mission (STM) to a short-term assignment (STA) or long-term posting (LTP) must receive new medical and dental clearances prior to taking up the new STA or LTP position.

Employees and their dependants should undertake routine screening (such as blood tests, skin checks, cervical screening, mammograms, bowel checks and colonoscopies) before undertaking a medical clearance so the results can be considered during the clearance process.

b) Pre-existing conditions

The Secretary's delegate may limit eligibility for reimbursement of expenses for a pre-existing condition or any other identified illness as specified. In making a decision the Secretary's delegate will consider:

- the state of the person's health, including any pre-existing conditions,
- the nature, availability and cost of health services at the post,
- the interests of the Australian Government which would be furthered by the person undertaking a LTP or STA at the post,
- any climatic or other environmental factors at the post which may be particularly adverse to the health of the person,
- any other factors relevant to the person's fitness to undertake a LTP or STA,
- complexity of condition, duration of treatment and prognosis,
- relevant legislation such as the Disability Discrimination Act (1992).

c) Serious medical conditions while on a posting

Serious medical conditions that arise while on a posting may impact an employee or dependant's eligibility under the OHP and continuation of the posting.

The department's [Medical Unit \(MDU\)](#), in consultation with the treating doctor, will determine the person's fitness to remain at post.

d) Preventative measures

Employees must ensure vaccinations and any other recommended preventative measures are taken and remain current. Medical clearance and coverage are dependent on full compliance. Non-compliance may limit OHP eligibility.

The cost of vaccinations required for a LTP or STA are covered as an official expense for eligible persons.

The cost of vaccinations for private travel is not covered under the OHP and is a private expense.

Refer to HRM Vol 2, [Section 4.9.2.1](#) – What is covered - vaccination section for further information.

4.9.1.3 When are you covered

OHP cover is only provided in the country of posting, to employees on LTP or STA and their recognised dependants who:

- have completed their medical and dental clearances, and
- while the employee is in receipt of Cost of Posting Allowance (COPA), and
- the employee has started duty (ref to HRM Vol 2, Definitions) at post,

with the following limitations:

- a) OHP cover is not provided to employees and their recognised dependants while:
- b) travelling outside the country of posting, including on officially funded leave fares,
- c) in locations within the country of posting categorised as 'do not travel' in the DFAT travel advice,
- d) in Australia.
- e) The country of posting only relates to the country of residence, it does not include countries of accreditation. For clarity, Hong Kong and Macau are considered China for the purpose of OHP coverage in the country of posting.
- f) Employees are covered by Comcover while undertaking official duty in countries of accreditation.

Further to the limitations listed above, the following table provides a summary of when you are covered.

Situation		Criteria	Covered by OHP?
a)	Travelling from Australia to post	In transit and during official rest and travel days taken en-route to post (Comcover)	No
b)	On leave after departing Australia but prior to commencement of duty at post	Comcover for any official rest and travel days, otherwise private insurance arrangements	No
c)	Travelling from Australia to post and stopping en-route at another post on official duty	Considered to be an STM and Comcover provisions apply	No
d)	Living at post (after commencing official duty)	In receipt of COPA	Yes
e)	On approved annual leave in the employee's country of posting	In receipt of COPA	Yes
f)	Travelling outside the employee's country of posting on approved annual leave	Irrespective of whether the employee is in receipt of COPA and the travel is part of an officially funded leave fare.	No
g)	In Australia for approved annual leave during posting	Irrespective of whether the employee is in receipt of COPA and the travel is part of an officially funded leave fare.	No

Situation		Criteria	Covered by OHP?
h)	Absent from post for treatment in a third location (not Australia) as part of an approved Medevac	Irrespective of whether the employee is in receipt of COPA. Comcover applies.	Yes
i)	Within the final three months of posting	In receipt of COPA	Yes **
j)	Remaining at post after the last day of duty at post	Irrespective of whether the employee is in receipt of COPA	No
k)	Travelling to Australia at end of posting	During official rest and travel days (Comcover)	No
l)	On leave after departing post but prior to commencement of duty in Australia	Comcover for any official rest and travel days, otherwise private insurance arrangements	No
m)	Private travel at any time to a ‘do not travel’ destination	As listed on Smartraveller	No
** WITHIN THE FINAL THREE MONTHS OF POSTING <ul style="list-style-type: none"> Essential treatments only (day-to-day illnesses, such as colds and flu, can still be treated). However, routine treatments (for example routine GP check-ups) must be delayed until returning to Australia. Ancillary services are not claimable within the final three months of a posting. High cost, non-emergency treatments will be assessed on a case-by-case basis with an expectation that treatment will be deferred until after the posting is completed. 			
IMPORTANT REMINDER Employees are to consider arranging private medical or travel insurance to cover any unforeseen circumstances which may occur when they or their dependants are not covered under the OHP.			

4.9.1.4 Who is covered

The following table provides detail on who is covered.

Category		Criteria	OHP eligibility
a)	Employees	An employee on a long-term posting (LTP) or a short-term assignment (STA)	Covered in the country of posting while in receipt of COPA
b)	Spouse dependant	An employee's spouse dependant who ordinarily lives with the employee. Refer to HRM Vol 2 Section 4.1.1 - Types of dependant .	Covered when residing at post or undertaking departmentally funded reunion travel to post

Category		Criteria	OHP eligibility
c)	Child dependant	From birth and until completion of full-time secondary education. Refer to <i>HRM Vol 2 Section 4.1.1 - Types of dependant</i> .	Covered when residing at post or undertaking departmentally funded reunion travel to post
d)	Limited dependant	Completed secondary education. Residing at post for no longer than 12 months on a gap year while deciding on future plans. Refer to <i>HRM Vol 2 Section 4.1.1 - Types of dependant</i> .	Covered when residing at post for a maximum of 12 months from the completion of secondary education
e)	Tertiary dependant	Less than 23 years of age and undertaking full-time higher education in Australia. Refer to <i>HRM Vol 2 Section 4.1.1 - Types of dependant</i> .	Covered when undertaking departmentally funded reunion travel to post
f)	Relative dependant	An employee or their spouse's relative who has been recognised as a dependant for the purposes of a long-term posting. Refer to <i>HRM Vol 2 Section 4.1.1 - Types of dependant</i> .	Not covered under the OHP

4.9.1.5 OHP and reunion travel

Dependants (refer to *HRM Vol 2 Section 4.1.1 – Types of dependants*) undertaking departmentally funded reunion travel are covered under the OHP while in the employee's country of posting, including:

- emergency and necessary medical or hospital treatment, and
- essential dental treatment costs up to annual limits.

Dependants must have received a medical and dental clearance prior to arrival at the post to be eligible for coverage under the department's OHP.

Eligible dependants are only covered under the OHP while in the country of the employee's posting. Coverage does not extend to any travel outside the country of the employee's posting, or within 'do not travel' regions within the country of posting.

Where approval has been given for an avoidable stopover, the dependant is not covered under the OHP. The dependant will be covered by the OHP for any unavoidable stopovers en-route to and from post.

Employees should consider arranging private medical and travel insurance to cover any unforeseen circumstances which may occur while their dependants are undertaking private travel which is not covered under the OHP. This includes privately funded visits to post.

Comcare coverage is provided for the travel to/from post (ref to the [Travel Insurance Matrix](#)).

4.9.1.6 Privately funded visits to post

Employees should consider arranging private medical and travel insurance to cover any unforeseen circumstances which may occur while their dependants are undertaking privately funded visits to post as OHP is not provided.

4.9.1.7 Employee couple

Where an employee couple is posted to the same location, the department continues to provide assistance with health care costs as long as one of those employees remains in receipt of COPA.

4.9.1.8 Exceptions

Notwithstanding the provisions defining eligible people, the Secretary's delegate may approve eligibility for an employee's dependant for assistance with health care costs.

In addition, in exceptional circumstances, the department may allow a parent or other relative to accompany an employee overseas as a relative dependant (ref to *HRM Vol 2, [Section 4.1.1 – Types of Dependants](#)*). In these circumstances, there is no provision for the relative dependant to be covered by the OHP. The employee must make their own arrangements for the relative's health cover.

4.9.1.9 Extended leave

Assistance with health care costs under the OHP ceases for the period of extended leave, where an employee takes:

- unpaid maternity leave
- long service leave (LSL)
- leave without pay (LWOP).

4.9.1.10 OHP and Short-Term Missions (STM)

Employees travelling internationally on a short-term mission (STM) are covered for unavoidable medical treatment under the department's Comcare or Comcover arrangements rather than the OHP. Comcover coverage extends to dependants accompanying employees on short-term missions (STMs) if the dependant's travel is funded by the department.

Employees must pay for medical or emergency treatment directly, and then submit a claim for reimbursement to Comcare or Comcover. If Comcare or Comcover does not meet a short-term mission (STM)-related medical or dental claim, the department may consider the claim under the OHP scheme.

If the Secretary's delegate considers employees may have difficulty paying high costs of short-term mission-related unavoidable medical or emergency treatment, the post may pay those costs initially from the post's Yxxxx budget (GL 20555) and recover the funds from the employee when settling the Comcare or Comcover claim.

If an employee on a long-term posting (LTP) or short-term assignment (STA) undertakes a short-term mission (STM) within their country of posting, the usual Comcover arrangements will not apply. The employee will be covered under the OHP.

See the short-term mission (STM) travel insurance provisions in the Travel Policy for further information.

4.9.1.11 OHP and Comcare

An employee who suffers a work-related injury or illness while on duty overseas can claim workers' compensation through Comcare. Comcare claims are reviewed on a case-by-case basis.

The SAO at post is the first point of contact to submit a claim and should be contacted if a work-related injury or illness occurs.

All Comcare claims are to be submitted to Comcare through the [Workplace Health and Safety Unit](#).

4.9.1.12 OHP and Comcover

Comcover covers employees with a non-work-related injury or illness that occurs while travelling on an STM internationally.

It does not cover employees on STMs in the country of the employee's LTP or STA.

Coverage extends to dependants accompanying employees on STMs if the dependant's travel is funded by the department (see short-term mission insurance section in the Travel Policy).

4.9.1.13 OHP and the National Disability Insurance Scheme (NDIS)

Employees or eligible dependants with a current NDIS plan are eligible for support at post up to the level of their current NDIS plan for costs associated with the relevant disability. Employees should investigate relevant care and support services, including that provided by schools, before applying for a posting and/or departure for post, and develop a self-managed plan.

The NDIS will not assess Australians whilst not resident in Australia. Employees and eligible dependants are to ensure all assessments and NDIS determinations are completed prior to posting. There are no provisions to commence or upgrade plans whilst at post.

The [Medical Unit \(MDU\)](#) encourages employees to approach NDIS for special consideration to keep NDIS plans active whilst on posting. Contact the [Medical Unit \(MDU\)](#) to discuss during the early planning stages of a posting.

See [Education](#) section for information on special needs support for eligible dependants.

4.9.2 MEDICAL AND HOSPITAL PROVISIONS

4.9.2.1 Medical and hospital - what is covered

The following table provides detail on what is covered.

Category		Description	Approval requirements	Limit
a)	Routine medical treatment under AUD2,000	Cost incurred for routine medical services covered by Medicare (subject to eligibility & limitations) in Australia are met in full, such as standard consultations, specialist consultations, medical imaging/testing, laboratory testing.	For treatment - Employees do not need to seek approval for routine medical treatment under AUD2,000. NOTE – this excludes MRIs. MDU approval is required for all MRI's before seeking service.	Less than AUD2,000

Category		Description	Approval requirements	Limit
b)	Routine medical treatment over AUD2,000	Routine medical services such as standard consultations, specialist consultation, medical or diagnostic tests/treatments that exceed AUD2,000 must have pre-approval.	Pre-approval is required from the Medical Unit (MDU) .	Greater than AUD2,000
c)	MRI scans	MRI scans require pre-approval from the Medical Unit (MDU) before they are claimable under OHP – medical.	Pre-approval is required from the Medical Unit (MDU) .	Requires Medical Unit (MDU) approval
d)	Counselling and psychological services	Counselling and psychological services are reimbursed under routine medical provisions rather than ancillary provisions. Alternatively, staff and dependants can access the services of the Staff and Family Support Office .	Pre-approval is required from the Medical Unit (MDU) . A letter recommending psychology visits will be required from a treating doctor. Note - Initial 6 sessions + 4 on review by MDU.	10 visits per calendar year
e)	Optical examinations	Routine optical/eye examinations are reimbursed under routine medical provisions rather than ancillary provisions. The department also has a scheme to help employees who work for a significant part of the day with screen-based equipment (see WHSMS, employee services). Support for lenses is covered under OHP – Ancillary services – optical.	For treatment - Employees do not need to seek approval for routine medical treatment under AUD2,000.	Less than AUD2,000
f)	Crutches and wheelchairs	If directed by a medical practitioner to use crutches or a wheelchair, the department will fund the hire under OHP.	Employees do not need to seek approval if directed by a medical practitioner to hire crutches or a wheelchair if the hire cost are under the routine medical threshold.	Hire costs only – less than AUD2,000

Category		Description	Approval requirements	Limit
g)	Diagnostic assessments to determine fertility/infertility	Costs of diagnostic assessments to determine fertility/infertility are reimbursable under medical provisions. Note – assisted reproductive services are excluded.	Pre-approval is required from the Medical Unit (MDU) .	Less than AUD2,000
h)	Significant diagnosis	Any diagnosis that will involve significant tests and possible treatment e.g. cancer, heart disease etc. the employee and post must notify the Medical Unit immediately.	Pre-approval is required from the Medical Unit (MDU) .	Any significant diagnosis
i)	Childbirth services	Childbirth services overseas and medical evacuations for childbirth are covered in chapter 4.9.8 . Staff are to contact the Medical Unit prior to 12 weeks gestation.	Pre-approval is required from the Medical Unit (MDU) .	All pregnancies at post
j)	Vaccinations	<p>The following costs can be reimbursed by posts for officers and their dependants on LTP or STA</p> <p>Cost of the vaccine and any fees to administer the vaccine (for example doctor's fees) for -</p> <ul style="list-style-type: none"> • recommended travel vaccinations (for the country of posting or for official travel) • anti-malarial drugs (for the country of posting or for official travel) • routine childhood vaccinations • annual flu vaccination, and • Gardasil (HPV) vaccinations for eligible dependant children covered under the OHP. If Gardasil is not available at post, it can be sourced free through a GP on your return to Australia. <p>Note: Vaccinations for any privately funded travel are not covered under the OHP and are a personal cost to the employee.</p>	<p>For treatment - Employees do not need to seek approval for routine medical treatment under AUD2,000.</p> <p>For information on vaccination requirements for the country of posting, contact the Medical Unit (MDU).</p>	Less than AUD2,000

Category		Description	Approval requirements	Limit
k)	Hospital in the home	Enables a patient who would normally be considered an in-patient for treatment, to have treatment at home. Costs for the service are covered under OHP medical provisions.	Hospital in the Home requires prior approval by the Medical Unit (MDU) .	Requires Medical Unit approval
l)	Hospitalisation (non-emergency)	<p>All non-emergency hospital treatments including treatment as an in-patient, out-patient and day surgery must be approved by the Medical Unit (MDU) before treatment.</p> <p>Cover is not provided for elective or cosmetic procedures - See OHP – What is not covered.</p>	The Medical Unit (MDU) .	Costs covered if treatment is approved by MDU
m)	Hospitalisation (emergency)	All emergency hospitalisation including in-country treatment and medical evacuation to another location (e.g. an illness or accident where <i>'immediate treatment is needed'</i>).	<p>HOM/HOPs - While there is no requirement to seek approval from a delegate in Canberra the Principal Medical Adviser (s 22(1)(a)(ii)) is to be informed as soon as possible.</p> <p>Out of hours contact can be made via the CEC (s 22(1)(a)(ii)).</p>	<p>Unlimited</p> <p>See separate provisions for medical evacuations (including emergency and non-emergency treatment)</p>
n)	Ambulance (emergency)	Ambulance costs related to emergency services are met in full.	<p>HOM/HOPs - While there is no requirement to seek prior approval from a delegate in Canberra the Principal Medical Adviser (s 22(1)(a)(ii)) is to be informed as soon as possible. Out of hours contact can be made via the Consular Emergency Centre (s 22(1)(a)(ii))</p>	<p>Unlimited</p> <p>See separate provisions for medical evacuations (including emergency and non-emergency treatment)</p>
<p>Note</p> <p>All medical and hospital services must be listed on the Medicare Benefits Schedule (MBS) to be considered as eligible medical services for coverage under the OHP.</p>				

Category	Description	Approval requirements	Limit
<p>Not all MBS items are covered under the OHP.</p> <p>However, a medical service/treatment must be listed on the MBS to be considered as eligible for OHP.</p> <p>Employees and their dependants must be declared medically fit by a DFAT approved medical practitioner and have received a dental clearance from a dentist for coverage under the OHP.</p> <p>This table is to be read in conjunction with OHP Section</p> <ul style="list-style-type: none"> • Medical approval processes • What is not covered 			

4.9.2.2 Medical and hospitalisation approvals

The following approvals are required before undertaking treatment:

a) Routine medical under the threshold

Employees do not need approval for routine medical treatment (ref to HRM Vol2, [Section 4.9.2.1 – What is covered](#)) under the threshold for themselves or their eligible dependants.

b) All medical over the threshold

Employees must seek approval from the [Medical Unit \(MDU\)](#) before undertaking any non-emergency medical or diagnostic treatments that may exceed the threshold.

c) MRI scans

MRI scans require pre-approval from the [Medical Unit \(MDU\)](#) even if they are under the threshold.

d) Significant diagnosis

If an employee or eligible dependant develops any condition overseas that will involve significant tests and possible treatment e.g. cancer, heart disease or major trauma, the employee and post must immediately notify the [Medical Unit \(MDU\)](#). No further tests or proposed treatment is to be undertaken until the delegate in Canberra has approved coverage under the OHP. A decision will be made on whether further tests and possible treatment will be undertaken locally or in Australia.

e) Emergency Hospitalisation

All emergency hospitalisation, including in-country treatment and medical evacuation to another location (e.g. an illness or accident where immediate treatment is needed) can be approved by HOM/HOP at post.

While there is no requirement to seek approval from a delegate in Canberra, the principal medical adviser ([s 22\(1\)\(a\)\(ii\)](#)) or the senior medical adviser [s 22\(1\)\(a\)\(ii\)](#) contactable via the CEC [s 22\(1\)\(a\)\(ii\)](#) out of hours, are to be consulted wherever possible.

f) Non-emergency Hospitalisation

All non-emergency hospitalisations (including day surgeries) must be approved by the [Medical Unit \(MDU\)](#) before treatment, regardless of cost.

4.9.2.3 Pre-approval not given

If an employee does not seek pre-approval for treatment in accordance with HRM [Vol 2, Section 4.9.2.1](#) for themselves or an eligible dependant, they may be required to personally meet all treatment costs.

4.9.2.4 Notification requirements for all Hospitalisations

A cable is to be sent to Canberra advising details of all hospitalisations, using the ODIN topic:

- Staff welfare/medical unit

The cable must reference medical unit approval, outline the duration of hospitalisation, the cost and any post-hospitalisation requirements.

The cable is not to contain details of the medical condition or the medical treatment.

4.9.2.5 Medical coverage on travel outside the country of posting

At some posts routine medical and dental treatment is not possible, and private travel insurance will generally only cover accidents or unforeseen illnesses that develop during travel.

Medical or dental treatment at another location is allowed and reimbursable under the OHP where treatment is not available at post. Employees must have approval from the HOM, SAO or the [Medical Unit \(MDU\)](#) to access treatment in a third location before the treatment takes place. Treatment under these conditions may be undertaken during private, unofficial or official travel.

Coverage under the OHP will not be approved if a similar treatment is available at post, if the treatment is elective or related to a pre-existing condition.

4.9.2.6 Reimbursement of medical and hospital costs

HOM/HOPs and SAOs may approve reimbursement of non-emergency/routine medical expenses at the post location up to the threshold in HRM Vol 2, Schedule 6. Some treatments provided as an out-patient at hospital—for example physiotherapy—should be processed as an ancillary or pharmaceutical claim.

Refer to HRM Vol 2, [Section 4.9.10 - OHP administrative arrangements](#) for additional details.

4.9.2.7 Personal contributions for medical and hospital costs

Personal contributions are not required for medical and hospital services. All costs for eligible medical expenses are fully reimbursable. It is the employee's responsibility to ensure that only eligible medical expenses are claimed (Refer to HRM Vol 2, [Section 4.9.5 – what is not covered](#)).

4.9.2.8 Benchmark local hospitals

The Secretary's delegate designates suitable local hospitals which are comparable to an equivalent public hospital in Australia. The designated benchmark hospital is to be communicated to employees to avoid conflicts over standards of acceptability.

If an eligible person incurred costs for hospital treatment which are greater than costs for treatment of the benchmark standard outlined above, the department may meet as much of the extra costs as

the Secretary's delegate considers reasonable. When determining what costs the department will meet, the Secretary's delegate considers:

- the nature of the illness or condition of the eligible person
- the standard of available hospital accommodation, treatment and medical equipment at the post, and
- any other factor relevant to the treatment.
- Hospitalisation as a public patient in Australia is ordinarily in a shared room. If an employee chooses a higher standard of hospital accommodation, they are responsible for any additional costs.

4.9.3 OTHER MEDICAL AND HOSPITAL COSTS

4.9.3.1 Processing of medical tests in a third location

The processing of medical tests in a third location can be reimbursed under the medical cost provisions. For this to be approved, tests must be ordered by a medical practitioner overseas and processed at the nearest available overseas location. This includes Australia and is the only instance where medical costs incurred in Australia will be reimbursed. For example, a blood sample collected at post and the results are processed in Australia.

4.9.3.2 Routine medical checks during and after posting

If the Secretary's delegate approves routine medical checks during or after the posting, the cost of the checks are reimbursed.

The Secretary's delegate considers the:

- general standard of health at a post, and
- incidence at the post of diseases which are unlikely to be contracted in Australia.

4.9.4 ANCILLARY SERVICES

4.9.4.1 Policy intent

Ancillary services are supplementary health services not covered by Medicare in Australia such as dental and physiotherapy.

4.9.4.2 Provisions

Employees and eligible dependants may receive reimbursement for eligible ancillary services of up to a maximum of AUD1,000 per eligible person each financial year.

4.9.4.3 Ancillary services - what is covered

The following table provides detail on what ancillary services are covered.

	Service category	Description	Cost limit from 1 July 2024
a)	Dental/Orthodontic	Adults – routine dental only Children – routine dental and/or orthodontic	Employees and eligible dependants may receive reimbursement for eligible ancillary services of up to a maximum of AUD1,000 per eligible person each financial year.
b)	Professional Therapies:	<ul style="list-style-type: none"> • Physiotherapy • Occupational Therapy • Podiatry • Speech Therapy • Home Nursing Does not include natural therapies, chiropractic, acupuncture, naturopathy, massage.	
c)	Optical	Lenses only, including contact lenses (<i>does not include frames</i>).	
d)	Medical equipment	Hearing Aids, Medical brace Nebulisers & Spacers, CPAP equipment subject to MDU approval . Does not include over-the-counter items such as strapping tape, bandages, splints.	

4.9.4.4 Ancillary limitations

Employees and accompanying dependants cannot leave Australia for posting without a medical and dental clearance. It is expected that existing dental problems be identified and corrected as part of the clearance process. Pre-existing conditions are to be brought to the attention of the examining dentist during the pre-posting check and to the Medical Unit (MDU).

The following limits are in place for reimbursing the OHP ancillary provisions:

- Ancillary services, including routine dental treatment is not approved for reimbursement within three months of arrival at post or three months before departing post. Emergency treatment is permitted.
- elective forms of dental treatment—such as teeth whitening or teeth-capping—are not covered under the OHP and are not reimbursable.
- items which can reasonably be adapted for multiple users (such as a nebuliser for asthmatics) are limited to one for each family each year.
- spectacle frames are not reimbursable.
- items claimed under the [WHS screen based eye test](#) program cannot be claimed a second time under the OHP – Ancillary service – optical

4.9.4.5 Access to dental services outside the country of posting

For some posts routine dental treatment is not available, and private travel insurance during travel utilising leave fare provisions (for example a RLF) or private travel generally only covers accidents or unforeseen illnesses that develop during travel.

Routine dental treatment can therefore be sought at a third location and reimbursed under the OHP ancillary provisions, where treatment is not available at post. Employees must seek approval from the HOM, SAO or the Medical Unit (MDU) to access treatment in a third location prior to the treatment taking place. Treatment under these conditions may be undertaken during private, unofficial or official travel.

Coverage under the OHP will not be approved if a similar treatment is available at post. Examples of how the policy is applied:

- if dental treatment at the location is not available, an employee posted to Abuja may (after approval) seek routine dental treatment during a RLF to London and seek reimbursement under OHP – Ancillary Service – within normal caps.
- if dental treatment at the location is not available, an employee posted to Honiara would generally not be approved as it is reasonable and logical for staff to travel to Australia where Medicare and private health insurance are used to manage health costs rather than travelling to a third location.

4.9.5 PHARMACEUTICAL COSTS

4.9.5.1 Policy intent

The provisions for pharmaceutical cover overseas follow the Australian Pharmaceutical Benefits Scheme (PBS) as provided under the National Health Act. This enables employees to be reimbursed for the excess costs above the employee contribution incurred for most prescription pharmaceutical items listed on the PBS, except where an authority prescription is required or where the cost of a single pharmaceutical product is greater than AUD500 a month.

4.9.5.2 Pharmaceutical provisions – what is covered

The following provides detail on what is covered.

a) Pharmaceutical

- Eligible pharmaceutical items must be listed on the Australian Pharmaceutical Benefits Scheme (PBS) index (without an authority notation) or an equivalent medication where the specific PBS item is not available.
- Claimable items are a drug or medicinal preparation supplied on the prescription of a qualified practitioner.

- The item must be listed on the PBS index for reimbursement under the OHP.
- In locations where only an equivalent drug of a PBS item is prescribed, approval from the Medical Unit (MDU) must be given before the non-PBS item is reimbursed.
- From 1 September 2023 the PBS allowable amount changed to 60 units for some medication. The employee contribution is based on what would be allowable on the PBS. For example, if the employee purchases 120 units of a medication on a single prescription, where the PBS limit is 60 units per script, the employee is required to pay the employee contribution twice.
- A comprehensive list of medications listed as schedule items under the PBS is on the PBS Website.
- Employee contribution - Employees must pay a contribution (refer to HRM Vol 2, Schedule 1) for each eligible item purchased.
- Note - A concession has been made to the level of employee pharmaceutical contributions in recognition of fact that employees overseas may face higher health risks and have a greater demand for pharmaceuticals. For this reason, the employee contribution rate and safety net limit have been reduced to 66 per cent of the Australian rate of contribution.

b) Pharmaceutical safety net

- The OHP pharmaceutical safety net applies to all households, whether the employee is accompanied or unaccompanied (refer to HRM Vol 2, Schedule 1).
- Only the employee contribution amount counts towards the annual pharmaceutical safety net, not the full cost of the pharmaceutical item. Pharmaceutical safety net rates are calculated for each household rather than an individual, and apply for a financial year.

Example:

- The employee contribution rate is AUD27.06* and the item costs AUD35.00.
- The employee is entitled to receive a reimbursement of AUD7.94. AUD27.06 counts towards the pharmaceutical safety net threshold for the household.
- If the item was less than \$27.06 there would be no reimbursement, but the entire amount paid would count towards the safety net threshold.
- Figures are example only. Refer to Schedule 1 for actual rate.

Note:

- The safety net threshold amount is pro-rated where the employee is at post for less than a full financial year. If the employee is cross-posted, accumulated safety net amounts are portable between posts in the same financial year. Safety net records are not portable in either direction between the Australian PBS and the DFAT overseas system.

4.9.5.3 Pharmaceutical limitations

If the medication or prescription item is not listed on the PBS index, then there is no reimbursement provision under the OHP, except in locations where only an equivalent drug of a PBS item is prescribed. Reimbursement of these medications can be requested from the [Medical Unit \(MDU\)](#).

Items that require an authority prescription in Australia are not ordinarily reimbursed overseas. The Medical Unit (MDU) must approve reimbursement for authority items. Employees on authority items in Australia must continue to source these from Australia in consultation with the Medical Unit.

Items available over the counter without a prescription in Australia are not prescription items for reimbursement or pharmaceutical safety net purposes overseas.

4.9.5.4 High-cost pharmaceuticals

Employees must contact the Medical Unit (MDU) where the cost of an individual pharmaceutical product—for themselves or their eligible dependants—is more than AUD500 a month.

4.9.5.5 Preventative medication

The cost of preventative medication such as anti-malarial drugs that are required for a LTP or STA are covered as an official expense for employees and their eligible dependants. The cost of these items is not counted towards an employee's pharmaceutical safety net threshold.

4.9.5.6 Diabetic supplies

The following items are considered pharmaceutical items for reimbursement purposes:

- insulin
- hypodermic injection supplies
- hypoglycaemic tablets, and
- diabetic testing supplies.

Blood glucose monitors are covered in the medical equipment category under the OHP ancillary provisions.

Australian Government employees and their dependants serving overseas can access diabetic supplies under the National Diabetes Services Scheme (NDSS) if they have a current Medicare number. The NDSS scheme receives emailed or faxed orders (see the NDSS website). Employees can use the diplomatic bag to receive supplies at post.

4.9.5.7 Pharmaceuticals from Australia

Costs incurred for pharmaceutical items supplied in Australia cannot be reimbursed under the OHP. However, items purchased in Australia during a posting can count towards the employee's pharmaceutical safety net at post. Note, items purchased in Australia before or after the posting cannot be counted towards the employee's pharmaceutical safety net at post.

Employees who purchase prescribed pharmaceuticals from Australia can consider maintaining Australian and overseas pharmaceutical safety net records concurrently. The records of purchases made in Australia may be relevant in the final year of posting when returning to Australia.

4.9.6 OHP - WHAT IS NOT COVERED

The following table provides detail on what is not covered.

Item not covered		Detail
a)	Screening medical services	Medical services undertaken for screening-only purposes are not reimbursable under the OHP. This includes executive health checks, annual check-up packages, multi cancer-screening packages, or wellness check-ups.

	Item not covered	Detail
		<p>Multiple tests for 'baseline-only' purposes—recommended in some locations—are not reimbursable under the OHP.</p> <p>It is expected that screening tests included in Australia's national screening recommendations (cervical screening, breast screening and bowel cancer screening) are completed in Australia prior to departure or during leave fares.</p> <p>If employees are not clear about testing or screening eligibility, they should contact the Medical Unit (MDU).</p>
b)	Elective Treatments	<p>The OHP does not cover any elective treatment.</p> <p>Elective treatment being defined as a treatment that does not need immediate attention and is planned in advance. It could include procedures such as:</p> <ul style="list-style-type: none"> • executive health checks • teeth whitening • teeth capping • joint replacements • cosmetic surgery • vasectomies • pre-existing hernia repair • varicose-vein surgery • cataract surgery, or • laser eye surgery <p>Continuing routine medical care such as replacement of contraceptive devices (e.g. Implanon or Mirena), skin checks and routine screening colonoscopies are not covered. These should be planned during leave fares. Any exceptions to this need to be discussed with the Medical Unit (MDU) in advance.</p> <p>Employees contemplating medical procedures which are considered elective in Australia, are to contact the Medical Unit (MDU) to establish whether official financial support is appropriate.</p>
c)	Self-funded treatments	<p>The OHP will not cover follow-up treatment required as a result of a self-funded treatment. For example, any medical or ancillary costs that arise from a self-funded knee-reconstruction.</p>
d)	Pre-existing condition	<p>The department's OHP are not intended to provide comprehensive cover for specialist treatment of pre-existing conditions. Treatment for pre-existing conditions may be approved by the Medical Unit (MDU) (principal medical adviser or senior medical adviser) during the medical clearance process. Treatment will normally be limited to emergency/urgent care, routine general practice, and specialist monitoring in-country. Non-urgent MEDEVAC for specialist review or treatment would not normally be approved. Where the Medical Unit (MDU) limited coverage of a pre-existing condition under the overseas health provisions, it is the employee's responsibility to ensure they do</p>

	Item not covered	Detail
		<p>not claim any medical, hospital or ancillary services outside the approved coverage without MDU approval.</p> <p>It is also the employee's responsibility to disclose any pre-existing conditions for themselves and their eligible dependants during the medical clearance process, or that arise after undertaking the pre-posting medical before departing to post. Failure to disclose a pre-existing condition may mean the employee has to pay or repay any costs associated with treating or managing the condition.</p>
e)	Fertility assistance	<p>The department recognises that infertility is medical in nature and the costs of diagnostic assessments/tests to determine fertility will be covered under the medical component of the OHP.</p> <p>There is no coverage for assisted reproduction treatments.</p> <p>The department provides an undertaking that employees will not be disadvantaged should they seek to end a posting early to undergo self-funded assisted reproductive treatment.</p>
f)	Translation	<p>The OHP will not cover the translation of non-English medical records.</p>
g)	Serious medical conditions arising overseas	<p>If an employee or an eligible dependant develops any condition overseas that involves significant tests and possible ongoing treatment (for example, a cancer diagnosis, heart disease or major trauma) the employee must immediately notify the Medical Unit (MDU). No further tests or any proposed treatment is to be undertaken until the delegate in Canberra has approved coverage under the OHP.</p> <p>This approval is required to protect the patient's welfare by ensuring that any proposed treatments are medically necessary and appropriate. A decision must also be made on whether any further tests or treatment will be undertaken locally or in Australia.</p>
h)	Dangerous activities	<p>The department does not extend coverage for injuries sustained while undertaking dangerous sports and activities. These include:</p> <ul style="list-style-type: none"> • scuba diving • free diving • mountain climbing above 5,500 metres • bungee jumping • skydiving • base jumping • paragliding or hang-gliding • motor vehicle racing • any professional sporting activity • motorcycle riding without a license or without protective equipment e.g. helmet. <p>This is not an exhaustive list. Employees and their dependants who wish to participate in more adventurous sports and activities, whether</p>

	Item not covered	Detail
		in the country of posting, or during private travel, are encouraged to purchase private travel insurance to cover them for emergency assistance or medical expenses.
i)	'Do not travel' destinations	The department does not provide cover under the OHP when an eligible person is undertaking privately funded travel to any region of the country of posting, where the DFAT travel advice is 'do not travel' . Employees can arrange private medical or travel insurance to cover themselves.
j)	Coverage in Australia	<p>Medical costs incurred in Australia, including costs associated with dental or optical treatment in Australia or with a medevac to Australia, are not covered under the OHP.</p> <p>In Australia, employees and their dependants are responsible for their own health care costs and are covered by Medicare or their private health insurance.</p> <p>Where an eligible person receives a specialist referral from a medical practitioner overseas and wishes to seek treatment in Australia, they should obtain a referral from their Australian general practitioner as Medicare may refuse to reimburse specialist costs without a referral.</p>
k)	Private travel insurance	<p>Employees and their eligible dependants are only covered by the OHP while they are in their country of posting. Employees are strongly encouraged to take out private travel insurance for any personal or unofficial travel (including department funded leave fares) outside their country of posting or to a 'do not travel' region of the country of posting. The country of posting does not include other countries of accreditation. It only relates to the country where the employee is living and the mission is located. The department will not cover any medical costs incurred where an employee has not taken out travel insurance for themselves or their eligible dependants when undertaking private or unofficial travel outside their country of posting.</p> <p>Employees are expected to undertake their own research on insurance options.</p>
l)	Treatment in Australia following a medevac	<p>Treatment in Australia following a departmentally funded medical evacuation is not funded under the OHP.</p> <p>It is a personal cost to the employee (see medical evacuation provisions).</p>
m)	Private health insurance	Private health insurance is a private matter for employees to consider. The department does not require employees to hold private health insurance while overseas on posting, however the department encourages all employees to consider retaining or taking out private health insurance to ensure coverage in Australia for the duration of a posting. Staff should be aware that employees or their dependants may return to Australia for medical treatment where treatment is

Item not covered	Detail
	either not available in the country of posting, or where treatment is only available at high cost. In taking decisions on private health insurance in Australia, employees should also consider the costs of not holding private health insurance, e.g. increased Medicare levy, wait periods applied for services when re-joining and the comparatively significant increase in private health insurance premiums dependent on a person's age at the time of joining or re-joining.

4.9.6.1 Return to Australia for health care

Returning to Australia to undertake treatment may be cost effective for the department and preferable for the employee or dependant. All cases will be treated on their merits after considering relevant factors, including the:

- cost to the department
- nature of the treatment (i.e. is it essential)
- timing of the treatment (i.e. its urgency)
- welfare of the employee or dependant, and
- operational requirements of the post.

Treatment in Australia following a departmentally-funded medical evacuation is not funded under the OHP and it is a personal cost to the employee (see medical evacuation provisions).

4.9.6.2 Assignment of rights to recover costs

The department will not provide assistance with health care costs unless the person assigns any right to recover the costs from another person or entity to the department.

4.9.7 MEDICAL EVACUATIONS (MEDEVACS)

4.9.7.1 Overview

Medical evacuation provisions apply to employees and their registered dependants posted overseas on long-term posting (LTP) and short-term assignment (STA) in their posted location.

OHP does not apply to employees on a short-term mission (STM). They are covered for unavoidable medical treatment under the department's Comcare arrangements. (See HRM Vol 2, [Chapter 2 - International Short Term Missions](#) for further information).

4.9.7.2 Purpose

To administer the required healthcare which cannot be satisfactorily provided at post—or where treatment is only available at high cost—to enable travel to a location where appropriate treatment can be provided.

Where an employee or their registered dependant at post is advised that appropriate treatment for a medical condition is not available in the country of posting, or is **only available at a high cost**, the Medical Unit (MDU) must be consulted.

MDU must approve all medevacs and will determine the method, duration and location for the medevac to ensure the welfare of employees and registered dependants.

4.9.7.3 Eligibility

HRM Vol 2, [Section 4.9.1 – OHP Eligibility](#) details the eligibility to medevac provisions during a long-term posting or short-term assignment.

4.9.7.4 Medevac types

There are three types of medical evacuation:

- a) emergency medevacs
- b) non-emergency medevacs
- c) childbirth non-emergency medevacs

a) Emergency medevacs

Emergency medevacs are for life-threatening situations or serious medical incidents where immediate treatment is required but not available in the post location. Due to the critical timing emergency medevacs are to be actioned by post in consultation with the Medical Unit via the on-call doctor. If the on-call doctor is unavailable or if contact is impractical, the HOM/HOP can approve an emergency medevac to another location. The Principal Medical Adviser or Senior Medical Adviser must be informed as soon as possible, preferably by cable.

Note - the Overseas Conditions of Service section (COS) is not part of the emergency medevac process and does not need to be consulted.

b) Non-emergency medevacs

Non-emergency medevacs are more common and form a part of healthcare management at some posts. If the Secretary's delegate considers that an eligible person requires healthcare which cannot be satisfactorily provided at the post—or where treatment is only available at high cost—the department will authorise travel to a location where appropriate treatment can be provided.

There are two official approval processes required before a non-emergency medevac can be actioned.

The Medical Unit [s 22\(1\)\(a\)\(ii\)](#) @dfat.gov.au) provides approval that the medevac to another location is required. In making this decision the Secretary's delegate considers:

- the patient's welfare and state of health
- the standard and availability of treatment options at post
- medical advice from the treating practitioners at post (where available)
- the most appropriate medevac location, length of time and need for an escort, and
- any other relevant medical factors.

Overseas Conditions of Service (COS) provides funding approval based on MDU's advice.

c) Childbirth non-emergency medevacs

For some locations MDU may advise a return to Australia for childbirth is required. This return usually occurs at around five weeks prior to the estimated delivery date (EDD) however is at the discretion of MDU. Higher risk pregnancies are likely to require an earlier medevac to Australia.

An employee or their partner who become pregnant whilst on posting must review [MDU's Pregnancy and postings advice](#) for more information.

Refer to HRM Volume 2, [Section 4.9.8 – Childbirth services](#) for further information on childbirth medevacs as some provisions differ.

4.9.7.5 Regional medevac centres for non-emergency medevacs

The department has determined several destinations as non-emergency regional medevac centres. The Medical Unit determines the most appropriate medevac location as part of their approval process.

The current non-emergency regional medevac centres are:

- Australia (nearest, most direct port)
- Bangkok
- Abu Dhabi/Dubai
- London
- Nairobi, and
- Pretoria
- Singapore (generally for obstetric imaging for staff posted to Indonesia only)

Where the travel is to a third location, the post at that location is expected to assist where possible. Post should liaise with employees at the third location to ensure the patient receives appropriate support.

4.9.7.6 Non-Emergency Medevac Provisions

a)	Travel	<p>All travel for medical treatment is return economy class using the most direct route and the lowest practical economy class airfare available on the day the travel is booked. See the department's Travel policy for details on booking travel from post.</p> <p>A higher class of travel may be approved if MDU considers it essential, due to the health of the patient and the nature of their illness/issue.</p> <p>Where MDU has approved a child dependant, a family welfare escort or a medical escort to accompany the patient their fare is booked at the same class of travel.</p> <p>All travel must be arranged officially through post administration. The cost of tickets purchased privately by employees or dependants will not be reimbursed.</p> <p>There are no provisions for additional or excess baggage.</p> <p>For some locations, car, bus, or train travel is more appropriate. The medevac approver must consider the most efficient, effective use of funds, notwithstanding the patient's medical requirements.</p> <p>Transportation costs (incl. to/from airports), car hire and parking costs are not payable at the post or medevac location.</p> <p>Ambulance costs, where necessitated by the person's medical condition, including from the plane to the hospital are covered in full.</p>
b)	'To/From' travel timing	<p>Non-emergency medevacs are provided only for the purposes of medical treatment. The patient (employee or registered dependant) is to travel directly before the appointment/treatment and is to return to post on the next available flight after the appointment/treatment as stipulated by the treating doctor.</p>

		<p>If an employee wishes to include other factors in the travel, such as take annual leave, stay for a weekend/longer period, or travel with additional family members, then a Regional Leave Fare (HRM Vol 2, Section 4.5.3 - RLE) is used (if available), rather than a medevac.</p> <p>The patient or employee must contact the MDU s 22(1)(a)(ii) @dfat.gov.au to discuss medical clearance and any ongoing treatment plans before returning to post.</p>
c)	Accommodation	<p>Temporary commercial accommodation at the approved medevac location is provided for any non-hospitalisation periods of the medevac.</p> <p>Medevac accommodation is not provided for the patient during periods of hospitalisation.</p> <p>Where an escort has been approved by MDU to accompany the patient commercial accommodation is provided for the duration of the medevac.</p> <p>Medevac to Australia</p> <p>Temporary commercial accommodation at the approved medevac location is capped at the Medevac Accommodation Nightly Rates detailed in HRM Vol 2, Schedule 1 – Rates.</p> <p>Regional medevac centre or third location approved by MDU</p> <p>Reasonable, temporary commercial accommodation at an approved third location may be booked via local post arrangements, in accordance with the DFAT Travel policy.</p>
d)	Meal Supplement	<p>Payment of a meal supplement during treatment may be applicable if all overseas allowances have ceased due to the length of the medevac. See 'Payment of allowances' below for further information.</p> <p>If a meal supplement is applicable:</p> <ul style="list-style-type: none"> • medevac specific rates in Australia are set out in HRM Vol 2, Schedule 1 • rates at a third location are capped at one quarter of the non-SES travel allowance rate (meal component only) for the destination location • rates for children under 12 years of age are two thirds of the adult rate
e)	Incidentals	travel allowance and incidentals are not payable
f)	Family welfare escort	<p>Family members accompanying the patient on a medevac are not automatically supported, except for an approved guardian to accompany a child dependant undertaking a medevac. Additional family members who choose to accompany the medevac patient must arrange their own fares, accommodation and travel insurance in a regional medevac centre.</p> <p>In certain circumstances the Secretary's delegate may approve - based on MDU's advice - fares and accommodation for a family member or other non-medical escort to accompany the patient.</p> <p>Approval must be obtained from COS before travel can occur where:</p> <p>the patient is a minor</p> <p>the patient is unable to travel independently for treatment, but a trained medical escort is not required, or</p>

		in exceptional circumstances relevant to the patient's welfare, during travel or for urgent treatment for life-threatening conditions. This is determined by the Secretary's delegate.
g)	Child dependant to accompany the patient	<p>The cost of fares and accommodation for a registered child dependant living at post to accompany the medevac patient is not automatically supported.</p> <p>Before requesting for registered child dependants to accompany the patient on the medevac, post and the employee must consider if there are other caring arrangements that can be made, such as the other parent remaining at post taking on caring during the medevac period. All other childcare at post options are to be considered before approval is given for funds to cover additional children to accompany the patient.</p>
h)	Medical Escort	<p>MDU may approve a trained medical escort to accompany the patient to the medevac location. The cost of airfares at the same class of travel as the patient and accommodation are provided for the medical escort.</p> <p>Approval must be obtained from MDU prior to booking any fares or accommodation for the medical escort.</p>
i)	Payment of allowances	<p>During medical evacuations, overseas allowances are paid to an employee for a period of up to 56 days, from the date the employee or their dependants departs post. See the HRM Vol2, Section 4.4 - Allowances for more information.</p> <p>Payment of a meal supplement may be applicable if all overseas allowances have ceased.</p>
j)	Elective treatment	<p>The department does not ordinarily provide assistance with elective treatments. Only in exceptional circumstances will it be considered appropriate to use medevac provisions for elective health matters. Where a medevac for elective treatment is requested, supporting documentation from the treating medical practitioner must be provided to the MDU s 22(1)(a)(ii) @dfat.gov.au for consideration.</p>
k)	Quarantine costs	<p>Quarantine accommodation costs are provided for in Australia or overseas, for departmentally funded medevac travel if quarantine is required by the Australian or host-nation government.</p>
l)	Medical costs	<p>All medical costs in Australia are a private matter, regardless of the type of medevac.</p> <p>Costs are managed under Medicare and/or private healthcare arrangements.</p> <p>Medical costs incurred as part of an approved non-emergency medevac to a regional medevac centre or third location are covered under the Overseas Health Provisions.</p>

See separate provisions for:

- non-emergency [medical and hospital costs](#)
- [emergency medical treatment \(in-country\)](#)
- [non-emergency childbirth services](#)

4.9.7.7 Procedural instructions

s 47E(d)

s 47E(d)

s 47E(d)

4.9.7.8 Administration of costs

Expenditure associated with an authorised non-emergency medevac or childbirth medevac (ambulance, travel, accommodation, meal supplement, medical escort, and approved escorts) are processed at post in accordance with the Overseas Health Provisions (OHP) and medevac approval cable.

Employees are not to use their personal or corporate credit card for the payment of medevac provisions or medical treatment.

Refer to [HRM Vol 2, Section 4.9.5 - Administrative arrangements](#) – Processing reimbursement in SAP.

Post toolkit

- [Template - medevac request cable](#)
- [Non-emergency medevac cost sheet](#)

4.9.7.9 Variations - examples of how the policy is applied

Example 1	MDU agrees that non-emergency medical treatment is required and not available at post. The employee is travelling to Australia for work purposes and will take PCL in Australia to undertake medical appointments. In this circumstance, there is no medevac. The employee would travel under STM provisions to Australia, including receipt of travel allowance, for the work period. The employee would take PCL to manage the medical appointments and no STM travel allowance or officially funded accommodation is payable for this period. Allowances will cease after 28 days absent from post (including the STM period).
Example 2	An employee and/or accompanying dependants intends to utilise a RLF to a location outside Australia and wishes to have non-emergency medical treatment/appointments

	during the approved RLF. If MDU has confirmed that the treatment is not of a suitable standard at the post location and provided prior approval for undertaking the treatment at the third location then OHP reimbursement is extended to cover the approved medical items. Travel allowance and officially funded accommodation is not payable during the RLF break.
Example 3	An employee or accompanying spouse has been approved for a non-emergency medevac and wishes to have family accompany them, however, the family members are not approved by MDU as part of the medevac. The medevac provisions are extended to the patient only. The family members may accompany the patient but must self-fund or use a HLF or RLF. Any accommodation upgrades to accommodate the additional family must be self-funded.
Example 4	An employee would like to self-select a location that is different to MDU's authorised medevac location. No OHP or medevac provisions are extended. The employee is required to self-fund.
Example 5	An employee's visiting relative, who is not a registered dependant, requires medical treatment while at post. OHP coverage is not applicable for the visiting relative, all medical treatment and/or medevac costs for the visiting relative are self-funded. Employees' visitors are recommended to have personal travel insurance suitable for the post location.
Example 6	An employee's registered dependant requires medical treatment on a self-funded visit at the post location. OHP coverage is not applicable for registered dependants during visits that are not officially funded. The employee is responsible for medical treatment and/or medevac costs. Visiting dependants, not on officially funded travel, such as a reunion fare, should have personal travel insurance suitable for the post location.
Example 7	An employee wishes to holiday in a third location during their travel to/from their medevac destination. There are no OHP or medevac provisions in this circumstance. The employee is required to self-fund the whole trip including any required medical treatment.

4.9.8 CHILDBIRTH SERVICES

4.9.8.1 Overview

Where it is safe and reasonable to do so, DFAT will support childbirth at post for employees on a long-term posting (LTP). An employee or their partner who become pregnant on a long-term posting, or are considering pregnancy on posting, should contact the department's Medical Unit (MDU) early in order to discuss their individual circumstances.

In consultation with MDU, the department has implemented a policy to identify and manage risks at post locations for maternity services for pregnancy and childbirth across the network.

IMPORTANT - Staff are to refer to the [DFAT Medical Unit Pregnancy and Overseas Posting Advice](#) for further information on childbirth on posting and post's childbirth risk rating.

The following OHP provisions apply subject to MDU's authorisation of the birthing plan.

4.9.8.2 Access to childbirth services at post

Generally childbirth will occur in countries with adequate services for delivery (refer to MDU's childbirth at post [risk categories](#)), however, like all non-emergency hospitalisations, approval must be sought from the MDU. Where there are potential high risks or high costs, a medevac to Australia is likely.

4.9.8.3 Provisions for childbirth at post

- Costs - The costs associated with childbirth at post are to be treated in accordance with the relevant OHP medical, ancillary, and pharmaceutical provisions.
- Midwifery at post location
- Midwife costs incurred at a hospital can be processed under [4.9 OHP medical provisions](#)
- Midwife home visits are not included under the OHP. In exceptional circumstances, where post-natal care in the first week is not provided through the hospital/health service, a limited number of home visits may be considered. Please seek MDU advice well in advance if you consider this will be required.
- Home birthing - home birthing is not supported under the OHP.

4.9.8.4 Procedural instructions for childbirth at post

s 47E(d)

4.9.8.5 Medical evacuation for childbirth

In accordance with the MDU's childbirth at post risk categories, for risk category 2 locations, expectant mothers will generally be medically evacuated to Australia for their baby's birth. Only in exceptional circumstances is birth allowed at category 2 post locations.

All non-emergency childbirth medevacs must be authorised by:

- DFAT Medical Unit (MDU) - **s 22(1)(a)(ii)** @dfat.gov.au – to provide advice on the medical needs.
- Overseas Conditions of Service (COS) to provide funding approval based on MDU's advice.

4.9.8.6 Provisions for a childbirth medevac

The following variations to the standard non-emergency medevac provisions - [HRM Vol 2, Section 4.9.7](#) - apply:

a)	Location	<p>Canberra is the designated location for all childbirth medevacs.</p> <p>Expectant mothers wishing to travel to an alternative destination in Australia other than Canberra (the designated location) or another overseas location must:</p> <ul style="list-style-type: none"> • discuss the suitability of the alternative location with MDU • advise by cable through post administration why the location is preferred <p>attach a Non-Emergency Medical Evacuation (medevac) Cost sheet to the request cable. The sheet includes reasons for the alternative location (if applicable), airfares and accommodation costs, accompanying family and travel itinerary.</p>
b)	Travel – Mother and newborn	<p>Travel for mother and new-born:</p> <ul style="list-style-type: none"> • a return business class airfare for the mother to Canberra or the approved location in Australia • the new-born baby on return to the post accompanies the mother in the same class of travel and in accordance with the airline policy for infants (e.g. on lap/bassinet/seat) • in addition to the ticket rules excess baggage for mother up to 15kg can be purchased for the mother's return sector to the post location <p>Travel funding caps to an alternative destination in Australia</p> <ul style="list-style-type: none"> • The department will fund return business class travel for mother and new-born between the approved medevac location in Australia and post using the most direct route and the lowest practical airfare available on the day the travel is booked. See the department's Travel policy for details on booking travel from post. If business class is not available (i.e regional towns in Australia or some remote Pacific posts) an economy class ticket will be purchased. • The department will pay actual costs if travel to the alternative destination in Australia is less than the designated destination centre of Canberra. • The standard non-emergency medevac accommodation caps apply – refer to HRM Vol 2, Section 4.9.7 <p>Travel funding caps to an alternative destination outside Australia</p> <ul style="list-style-type: none"> • The employee is responsible for travel costs above the childbirth medevac notional (post to Canberra) airfare (including mothers, new-born, partner, accompanied child, medical escort or family welfare escort as detailed under HRM Vol 2, Section 4.9.7). • The department will pay actual costs if travel to the alternative destination outside Australia is less than the designated destination centre of Canberra. • There are no further provisions if an employee self-selects an alternative destination outside Australia for all non-emergency childbirth medevacs. This includes accommodation, medical costs, incidentals, meal supplement, quarantine, medical clearances, visa & passport requirements.

		Privately purchased tickets will not be reimbursed.
c)	'To/From' travel timing	<p>A pregnant employee/dependant is expected to depart the post around the 35th week of pregnancy and return to post seven (7) weeks after the birth, following necessary vaccinations and medical clearances - this equates to 83 nights for a routine childbirth medevac.</p> <p>Costs to cover an extended stay will only be considered on medical grounds with prior approval by the MDU. Following MDU's approval, COS will update the funding approval. Medical extensions can be approved via email.</p> <p>Extension requests for administrative purposes, such as obtaining passports and visas, or a wish to remain at the location for personal reasons, will not be supported.</p>
d)	Accommodation	Accommodation costs are provided in-line with the provisions set out in the standard non-emergency medevac provisions - HRM Vol 2, Section 4.9.7.
e)	Meal Supplement	Payment of a meal supplement are provided in-line with provisions set out in the standard non-emergency medevac provisions - HRM Vol 2, Section 4.9.7.
f)	Incidentals	<ul style="list-style-type: none"> • Travel allowance and incidentals are not payable • At location transportation, car hire and parking costs are not payable • Transport costs to/from airports are not payable • Additional luggage or excess baggage is not payable for accompanying family members or approved escorts
g)	Spouse dependant travel	<p>Registered spouse dependant</p> <ul style="list-style-type: none"> • A return economy class airfare to the approved medical location for their child's birth (flexible fares can be booked) • The travel funding caps to alternative locations are economy class and align with 'Travel – Mother and newborn' section above • No other expenses (travel or meal allowance, ground transportation, incidentals, excess baggage) are paid. • Privately purchased tickets will not be reimbursed.
h)	Child dependant to accompany the mother	<p>The cost of fares and accommodation for a registered child dependant living at post to accompany the medevac patient for the whole of the childbirth medevac period is not automatically supported.</p> <p>It is expected the child dependant/s at post will travel with the registered spouse dependant including travelling economy class. Where this is not practical, post and the employee must consider if there are alternative caring arrangements that can be made before approval is given for funds to cover additional children to accompany the mother for the whole of the childbirth medevac.</p> <p>Refer to HRM Vol 2, Section 4.9.7 – child to accompany the patient.</p>
i)	Medical escort	Refer to non-emergency medevac provisions – HRM Vol 2, Section 4.9.7
j)	Family welfare escort	Refer to non-emergency medevac provisions – HRM Vol 2, Section 4.9.7.

k)	Ambulance costs	Refer to non-emergency medevac provisions – HRM Vol 2, Section 4.9.7
l)	Quarantine costs	Refer to non-emergency medevac provisions – HRM Vol 2, Section 4.9.7
m)	Medical costs	<p>Medical costs in Australia refer to non-emergency medevac provisions – HRM Vol 2, Section 4.9.7</p> <p>Medical costs for a location outside of Australia – if an employee self-selects a location outside of Australia for their childbirth medevac no medical costs are covered during the medevac period.</p>

4.9.8.7 Procedural instructions for a childbirth medevac s 47E(d)

s 47E(d)

4.9.8.8 Documents for newborn

Important information is available at - [Childbirth medevac and return to post employee checklist](#)

a) Birth at post - Employee's responsibilities

- Medical clearances and vaccinations - liaise with MDU on medical clearances and vaccinations
- Birth certificate - submit the birth certificate to Payroll via the People Assist portal to have your child added as a child dependant for the purposes of overseas conditions of service
- Apply for Australian passport and host country visa for new-born

b) Birth in Australia - Employee's responsibilities

- It is the employee's responsibility to arrange travel documents for the new-born to return to post. This includes:
- Medical clearances and vaccinations - liaise with MDU on medical clearances and vaccinations
- Birth certificate - submit the birth certificate to Payroll via the People Assist portal to have your child added as a child dependant for the purposes of overseas conditions of service.
- Passport and host country visa for new-born to travel to post.

4.9.8.9 ADMINISTRATION OF COSTS

Refer to non-emergency medevac provisions – [HRM Vol 2, Section 4.9.7.](#)

4.9.8.10 Contacts:

Conditions of Service Section (COS)	s 22(1)(a)(ii) @dfat.gov.au
Long-Term Postings Unit (LTPU)	s 22(1)(a)(ii) @dfat.gov.au
Pay Help Desk	s 22(1)(a)(ii) @dfat.gov.au
DFAT Medical Unit	s 22(1)(a)(ii) s 22(1)(a)(ii) @dfat.gov.au
Visa Desk	s 22(1)(a)(ii) s 22(1)(a)(ii) @dfat.gov.au
Sponsored Passports	s 22(1)(a)(ii) @dfat.gov.au

4.9.8.11 Post toolkit

- [Template - medevac request cable](#)
- [Non-emergency medevac cost sheet](#)
- [Childbirth medevac and return to post employee checklist](#)
- [DFAT Medical Unit Pregnancy and Overseas Posting Advice](#)

4.9.9 MEDICAL EMERGENCIES (IN-COUNTRY)

This section covers emergency medical treatment provided at post to employees and their eligible dependants overseas. See separate provisions for:

- non-emergency medical and hospital costs, and
- medical evacuations (to Australia or a third location).

4.9.9.1 Approval process

Where there is an illness or accident, and immediate medical treatment is required, the HOM/HOP can approve necessary medical or hospital assistance and associated costs in the location of posting for an eligible person.

While there is no requirement to seek approval from a delegate in Canberra, the principal medical adviser [s 22\(1\)\(a\)\(ii\)](#)) or senior medical adviser [s 22\(1\)\(a\)\(ii\)](#)) must be consulted where possible. They can be contacted through the CEC ([s 22\(1\)\(a\)\(ii\)](#)) out of hours.

It is not considered a medical emergency if the injury requiring immediate treatment is to the teeth only. Tooth matters alone are considered dental and the [OHP – Ancillary services](#) cap applies.

For example, an eligible person falls from a push bike and sustains skin lacerations, a broken arm and broken teeth, and is taken to hospital. Treatment for skin lacerations and the broken arm are considered medical. Treatment for the broken teeth is dental. The person would be reimbursed for the dental portion of the treatment up to the [OHP – Ancillary service](#) limits. Any costs above this cap are the eligible person's responsibility.

4.9.9.2 Ambulance costs

When it is a clinical requirement to travel via ambulance, costs for an eligible person's ambulance transport are reimbursed in full.

4.9.9.3 Reporting

Hospitalisations must be reported by cable as soon as possible using the ODIN topic/subtopic:

- Staff welfare/medical unit

Cost reimbursements must be processed in accordance with [Administrative Arrangements](#).

4.9.10 OHP PROCEDURAL INSTRUCTIONS

[s 47E\(d\)](#)

4.9.10.1 Claim instructions

Refer to Post SAO for instructions on:

- Medical and hospital claim
- Ancillary services claim
- Pharmaceutical claim

4.9.11 ADMINISTRATIVE ARRANGEMENTS

4.9.11.1 Approval processes

What needs approval? - refer to [HRM Vol 2, Section 4.9.2 - Medical and Hospital Approvals](#).

4.9.11.2 Delegations

Refer to HRM Vol 2, [Schedule 6 – Consolidated HRM Vol 2 delegations](#).

4.9.11.3 Informing Canberra

While there is no intention to compromise the standards of medical care for employees and dependants overseas, Canberra must be informed where costs will be greater than the approved limits in Schedule 6. This allows alternative courses of treatment to be considered, including treatment at another location such as Australia.

Canberra must be informed of all hospitalisation overseas – refer to HRM Vol 2, Section 4.9.5 - Notification requirements for all Hospitalisation.

4.9.11.4 Reimbursement of claims

Staff are to pay for medical treatment and seek reimbursement in accordance with OHP limits.

4.9.11.5 Receipts

Receipts must be provided for all reimbursement claims under the health provisions. Staff are to submit all claims in the same financial year that the costs were incurred, based on the date that the invoice for costs was issued, rather than the date of treatment. Due to end of financial year cut-off periods, health costs incurred or invoiced in the last two weeks of June may be lodged in the new financial year. Claims submitted after your last day of duty will not be accepted.

4.9.11.6 Payment directly to service provider

Where the outlay for a health care cost is excessive, the Secretary's delegate may approve payment of the cost directly to the service provider, usually only in the case of hospitalisation.

4.9.11.7 Exchange rates

Reimbursements is to be calculated using the period exchange rate (spot rate) at the time the employee paid for the medical service or pharmaceuticals.

4.9.11.8 Annual periods

The financial year is used as the annual period for all employee contributions and safety net limits monitored under the OHP.

4.9.11.9 Approval for treatment in North America

Cigna—the US Medical Plan—, assists North American posts administer medical provisions for all A-based employees and their dependants. Cigna is not an insurance provider, it is a facilitator only. All medical costs under CIGNA arrangements are passed onto the department.

The plan allows North American posts access to networks of medical providers with agreed financial discounts.

Medical costs are billed directly to Cigna, which in turn bills posts. Cigna is then paid the full cost of medical services by posts. Employees and dependants must have approval from the Secretary's delegate for all forms of treatment where the total cost of the entire treatment (including successive treatments) exceeds the approval limit in Schedule 6, unless this is not possible because the treatment is in response of a life-threatening condition.

If an employee does not seek approval for the treatment, they may have to meet all costs of the treatment personally.

Employees must understand the local post procedures for approval of medical treatment.

4.9.11.10 Processing reimbursements in SAP

Posts must ensure that medical costs are charged to the appropriate general ledger code, cost centre and agency. Costs are attributed to corporate (Yxxxx) cost centres, as opposed to post budgets. An employee's PeopleSoft personnel number must be recorded against all reimbursements for them and their eligible dependants.

GL codes for processing medical costs for A-based employees overseas are as follows:

GL code	Description	Comment
20565	A-based medical overseas reimbursements	Reimbursement of medical costs (excluding ancillary and pharmaceutical expenses). Major expenditure requires Canberra's approval
20570	A-based ancillary reimbursements	Reimbursement of ancillary expenses
20571	A-based pharmaceutical reimbursements	Reimbursement of excess pharmaceutical expenses
20575	A-based eyesight testing	Reimbursement of costs
21165	Medevac	Travel and accommodation component only

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4.10 OTHER PROVISIONS

4.10.1 EARLY TERMINATION OF POSTING

4.10.1.1 Management-initiated

a) Overview

The Secretary's [delegate](#) may approve compensation for an employee if the department prematurely terminates their long-term posting. Management-initiated termination of a posting might include:

- withdrawing a position
- closing a post
- an employee on posting is withdrawn for medical reasons.

Withdrawals for disciplinary, performance-related or personal reasons would generally not be covered by a compensation payment.

If an employee's long-term posting concludes prematurely because of a management-initiated termination or other extraordinary circumstance as determined by the delegate, the Secretary's delegate may approve a payment to the employee as set out in [Schedule 4](#):

- The date of termination will be the date the employee departs the post.
- The payment is determined by the number of months remaining in the term of the original posting.
- If the employee's posting was previously extended, the payment is calculated by referencing the number of months remaining of the term of the extended posting.
- Where the employee undertook language training overseas for a posting, the payment is calculated by the number of months remaining of the combined term of the language training and posting.

b) Cancellation of posting before leaving Australia

If an employee's posting is cancelled before they have left Australia due to post closure or management-initiated termination of posting, and the employee incurred pre-posting expenses, the Secretary's delegate will determine the amount of compensation considered reasonable.

c) Early termination of posting – additional costs

If an employee can show that an early termination of posting meant they incurred expenses over the amount paid in accordance with [Schedule 4](#), the Secretary's [delegate](#) may approve an additional amount that is considered reasonable.

4.10.1.2 Early termination of posting - Employee-initiated

- a) If an employee elects to terminate their posting early, the Secretary's [delegate](#) will consider the level of financial assistance the employee may receive towards Relocation Travel, Removals and Transfer Allowance.

Period of ordinary posting completed	Provisions
Less than half	No financial assistance towards RTA airfare costs No financial assistance towards removal of personal effects No transfer allowance is paid
Between half and three-quarters	Half the airfare costs may be covered Half the removal expenses may be covered Half the applicable rate of transfer allowance may be paid
More than three-quarters	Three-quarters of the airfare costs may be covered Three-quarters of the removal expenses may be covered Three-quarters of the applicable rate of transfer allowance may be paid

- b) If an employee has been cross-posted without a period of duty in Australia between postings, the period of previous continuous postings will be taken to be service at the last post for the purpose of determining the costs to be met by the department outlined in the above table.
- c) If an employee terminates a posting, and chooses to travel outside of the notional route for their RTA, the employee:
- must meet all travel costs over the proportion of the notional business class fare met by the department as outlined above
 - must cover all additional costs, such as supplementary visas and extra travel insurance, and
 - **will not be credited for the cost difference** where an alternative choice of travel is cheaper than the notional route.

The department is only responsible for any applicable RTA airfare (costed at the date of the resignation) **up to three months** after an employee's retirement, resignation or termination. No assistance with travel costs are provided if the employee remains at post for longer than three months after ceasing duty.

d) Rest periods

An employee is not entitled to rest periods when returning to Australia under this section.

See the relocation travel section of the [Travel Policy](#) for timeframes to book relocation travel to and from post in conjunction with leave.

The relevant sections of HRM, Volume 2 are 4.2 Relocation [Travel](#), 4.3 [Removal of personal effects](#) and 4.4.9 [Transfer Allowance](#) under sub-heading 'Early termination of posting – Employee-initiated'.

4.10.2 MOTOR VEHICLES AT POST

4.10.2.1 Private use of official vehicles overview

Employees may use an official vehicle for private purposes on occasion. The [DFAT Management of official vehicle policy](#) outlines the limited circumstances where private use may be approved. If approved, The employee contribution when doing so is outlined below.

4.10.2.2 Casual short-term private hire of an official vehicle

The Secretary's [delegate](#) can authorise an employee to hire an official vehicle for casual short-term private use. Casual short-term private use is for a period of less than 28 days. In these instances, employees should reimburse the department for costs incurred on a per kilometre basis. The amount to be reimbursed is calculated using the formula in section 4.10.2.5 below.

If an official vehicle is hired with a driver, the employee must reimburse the department the cost of any overtime or additional salary payable to the driver. The exception is if the [Secretary's delegate](#) is satisfied that the employee:

- cannot drive a motor vehicle by religious custom or law, or
- would have their personal safety put at an unacceptable risk by driving.

4.10.2.3 Continuous full-time private hire of an official vehicle

If the Secretary's [delegate](#) authorises an employee to hire an official vehicle for continuous full-time private use for a period of 28 days or more, the employee pays the department for each kilometre travelled during the hire period. This amount is calculated in accordance with the following formula:

$A \times 8000 \times (B/365)$, where:

A =	the rate of allowance payable in accordance with section 4.10.2.5
B =	the number of days in the period for which the vehicle was allocated, and
8000 =	average yearly kilometre usage.

Information on applying the SES Executive Vehicle Scheme at posts is located in the [Executive Vehicle Scheme Guidelines](#).

4.10.2.4 Official use of a private vehicle

Where vehicle transport is better value for money on a door-to-door basis than other commercial transport options (including commercial car hire at corporate rates), and there is a clear business reason for doing so, the Secretary's delegate may authorise using a private motor vehicle.

4.10.2.5 Vehicle allowance for official use of a private vehicle

If an employee is authorised to use their private motor vehicle for official purposes, they receive a vehicle allowance for each kilometre of an authorised journey. The amount is calculated in accordance with the formula:

$A \times B \times (C/100)$, where:

'A' =	the rate of Australian domestic private motor vehicle allowance as at Schedule 1
'B' =	the period exchange rate on the date of effect of the most recent adjustment to the cost of living adjustment (COLA) index base as advised in the previous January or July, and
'C' =	the most recently advised new COLA index base. Where the COLA index is less than 100, "C" will be taken to be 100.

Travel between an employee's residence and headquarters is not included in any journey authorised under the above provision.

4.10.2.6 Amount payable to be reduced in certain circumstances

Where a vehicle allowance for official use of a private vehicle involves travel away from the post, the vehicle allowance plus travel allowance payable is not to exceed the cost of fares payable if normal commercial transport is used. In this section the reference to:

- 'fares' includes the fare of another employee who is authorised to accompany an employee on duty, and
- 'vehicle allowance' includes costs reimbursed under miscellaneous costs of a journey as described in section 4.10.2.7.

4.10.2.7 Miscellaneous costs of journey

While an employee receives vehicle allowance, they are also reimbursed the reasonable cost of ferries, tolls and garage accommodation incurred during an authorised journey.

4.10.3 EMERGENCY EVACUATIONS AND SPECIAL AUTHORISED TEMPORARY DEPARTURE CONDITIONS

4.10.3.1 Policy Intent

Emergency evacuation and authorised temporary departure conditions are intended to provide employees (including their registered dependants at post) with fair and reasonable conditions if they are directed to leave a post under one of the following scenarios:

a) Emergency evacuation

In circumstances where the Secretary has authorised an immediate emergency evacuation of A-based staff and dependents from post.

b) Directed departure

In circumstances where the Secretary has authorised some or all A-based staff and dependants to depart the post. The directed departure scenario assumes conditions at the post allow time for those leaving to plan and organise their travel and put their local affairs in order.

c) Voluntary departure at official expense

Where the situation may not warrant a directed departure, but the Secretary authorises the voluntary departure at official expense of A-based staff and/or their dependants.

4.10.3.2 Evacuation Type

The approved drawdown from post will take the form of one of the following scenarios:

a) Temporary movement to a safe area outside Australia

This is intended for circumstances in which an authorised drawdown is required for a short period or until the situation can be fully assessed and a safe and appropriate location is available nearby. For example, a local weather event requires staff or dependents to be temporarily relocated to a safe location nearby but does not warrant returning to Australia.

b) Temporary return to Australia

This is intended to be used in circumstances in which the temporary return to Australia of A-based staff and dependents is appropriate and has been authorised.

c) Permanent return to Australia

In some circumstances, a posting may be terminated early, and the employee returned to Australia following the standard early termination of posting provisions or Return to Australia at the end of long-term posting provisions.

4.10.3.3 Conditions for each scenario are as follows:

Temporary movement to a safe area outside Australia	Temporary return to Australia
<p>Travel</p> <ul style="list-style-type: none"> • Most direct route available without stopovers or rest days • Air travel is at economy class • Rail travel, where appropriate and authorised, is at first class • If travel is by private vehicle, where appropriate and authorised the motor vehicle allowance rate determined for the post is paid. Only the direct travel between the post and the authorised destination is covered • Travel is to the authorised destination centre only 	<p>Travel</p> <ul style="list-style-type: none"> • Most direct route available without stopovers or rest days • Air travel is at economy class • Travel is to Australia - Canberra is the destination centre • Payment is managed by post

<ul style="list-style-type: none"> • Payment is managed by post <p>Travel for immediate emergency evacuations (i.e. depart location immediately) is by whatever means, and class is available at reasonable cost which ensures the safety of employees and dependants.</p>	
<p>Incidentals and excess baggage</p> <ul style="list-style-type: none"> • The 'local move at post' transfer allowance (4.4.9) will be provided to cover incidentals and excess baggage • One 'local move at post' payment is payable per employee regardless of family composition • One 'local move at post' payment is paid to manage both the movements from and return to post • See Schedule 1 for rates 	<p>Incidentals and excess baggage</p> <ul style="list-style-type: none"> • A one-off supplement is provided to cover incidental costs and excess baggage • One payment is made to manage both the movements from post and to return to post • Based on family composition returned to Australia • Paid directly into the employee's designated Australian bank account • See Schedule 1 for rates
<p>Temporary Accommodation</p> <ul style="list-style-type: none"> • The cost of reasonable commercial temporary accommodation with cooking facilities may be met as an official expense for the duration of the departure • If an employee or the employee's dependants elect to stay in accommodation other than what the delegate considers reasonable, the additional cost is a personal expense • If an employee or the employee's dependants elect to relocate to different accommodation, associated arrangements and relocation costs are a personal responsibility • No payment is made for private accommodation arrangements with relatives or friends • Where the employee travels to a destination other than the authorised departure destination, no accommodation is paid • The department pays the basic accommodation costs, including bond • The employee and employee's dependants must meet the accommodation lease requirements including check-in/check-out procedures • The bond is to be returned in full. The employee is liable for any costs recovered from the bond by the agent for cleaning and damage • Payment is managed by post 	<p>Temporary Accommodation</p> <ul style="list-style-type: none"> • An on-going supplement is provided to manage temporary accommodation costs - cost of reasonable commercial temporary accommodation in Canberra with cooking facilities - and incidentals such as credit card fees • Paid directly into the employee's designated Australian bank account fortnightly • Based on family composition returned to Australia • No payment is made for private accommodation arrangements with relatives or friends • No payment if spouse dependant did not accompany the employee on the posting and is resident in Australia • Is not provided if the employee is in receipt of Additional Household Assistance (AHA) • Is not provided if the employee/dependants elect to travel to a third location outside Australia • See Schedule 1 for rates <p>Acquittal</p> <p>The employee must acquit the temporary drawdown from post supplement within 28-days from when the direction is lifted by:</p> <ul style="list-style-type: none"> • completing the Authorised temporary departure from post supplement acquittal form stating the supplement was expended in accordance with the department's drawdown policy. <p>The department does not need receipts to be lodged with the form, but these are to be retained by the employee</p>

	for five years for audit purposes and if the Australian Taxation Office requires presentation of any documentation.
<p>Overseas allowances</p> <ul style="list-style-type: none"> An employee continues to receive overseas allowances during the temporary movement to a safe area outside Australia for the authorised drawdown period If an employee is at a location allowance post, they continue to receive location allowance, and accrue regional leave and additional annual leave provisions as appropriate during the drawdown 	<p>Overseas allowances</p> <p>Single officer in Australia:</p> <ul style="list-style-type: none"> Payment of COPA at the unaccompanied rate COLA, Location allowance, SLS and Child Supplement (if applicable) are payable for up to 28 continuous calendar days from the date of departure. No transfer allowance or travel allowance is payable. <p>Officer and dependants in Australia:</p> <ul style="list-style-type: none"> Payment of COPA at the accompanied rate COLA, Location allowance, SLS and Child Supplement (if applicable) are payable for up to 28 continuous calendar days from the date of departure. No transfer allowance or travel allowance is payable. <p>Officer at post and dependants in Australia:</p> <ul style="list-style-type: none"> Payment of COPA at the accompanied rate Adjust COLA, Location allowance and SLS (if applicable) to the unaccompanied rate after 28 continuous calendar days from date of departure. Child Supplement is payable for up to 28 continuous calendar days from date of departure. No transfer allowance or travel allowance is payable. <p>Officer and dependants at Post location:</p> <ul style="list-style-type: none"> Overseas allowances (COLA, COPA, Location and SLS - if applicable) at the accompanied rate Child Supplement payable if applicable <p>Officer and dependants in third country:</p> <ul style="list-style-type: none"> No allowances payable after 28 continuous calendar days from date of departure.
<p>Overseas Health Provisions</p> <ul style="list-style-type: none"> Remain in place for eligible staff and dependants. Is not provided if the employee/dependants travel to a third location outside country of posting 	<p>Health Provisions</p> <ul style="list-style-type: none"> All health care costs in Australia are a personal expense (Medicare and/or private health insurance) No health care costs are covered if employees/dependants elect to travel to a third country

<p>Additional Location Leave (ALL)</p> <ul style="list-style-type: none"> ALL (if applicable) accrual will continue in line with standard ALL provisions during the temporary departure directive. 	<p>Additional Location Leave (ALL)</p> <ul style="list-style-type: none"> For staff repatriated to Australia, ALL (if applicable) accrual will stop after 28 continuous calendar days from date of departure.
<p>Not included</p> <ul style="list-style-type: none"> Meal supplement Rest periods while travelling Reimbursement for any incidental costs, including telephone calls, transport and excess baggage as these costs are met from the 'local move at post' transfer allowance Transport in location Additional education assistance. As overseas allowances continue and school fees at post are paid in accordance with the overseas conditions of service package. The department does not meet private tuition costs. 	<p>Not included</p> <ul style="list-style-type: none"> Meal supplement Rest periods while travelling Reimbursement for any incidental costs, including telephone calls, transport and excess baggage as these costs are met from the one-off supplement Transport in Australia Additional education assistance. As government schooling is the benchmark for Australia, the department does not meet private school or tuition costs. School fees at post will continue to be paid There is no change to the provisions for children in department funded boarding school if one or both parents return to Australia under the repatriation conditions package
<p>Drawdown Review</p> <p>Recognising the circumstances surrounding a drawdown are continually evolving, the Secretary's delegate—in consultation with post—will periodically review and determine one of the following:</p> <ul style="list-style-type: none"> Return to post as the situation has improved Continue the 'temporary movement to a safe area outside Australia' conditions Return staff and dependants to Australia under the 'temporary return to Australia' conditions Initiate a termination of posting <p>A decision can be actioned at any time by the delegate, but staff are to expect the following markers:</p> <ul style="list-style-type: none"> First review within seven days Second review within 14 days – employees should not remain on the 'temporary movement to a safe area outside Australia' conditions for extended periods. Employees are to manage their expectations and personal affairs accordingly. 	<p>Drawdown Review</p> <p>Recognising the circumstances surrounding a drawdown are continually evolving, the Secretary's delegate—in consultation with post—will periodically review and determine one of the following:</p> <ul style="list-style-type: none"> Return to post as the situation has improved Continue the 'temporary return to Australia' conditions Initiate a termination of posting <p>A decision can be actioned at any time, but staff are to expect the following markers:</p> <ul style="list-style-type: none"> First review within 30 days Second review within 60 days Third review within 90 days – employees should not remain on the 'temporary return to Australia' conditions for extended periods. Employees are to manage their expectations and personal affairs accordingly.

4.10.3.4 Period of eligibility

The period of departure and applicable departure provisions begins the day an employee or an employee's dependant departs post, and ends:

in the employee's case, whichever is the earlier of the day the employee:

- returns to the post
- has their posting terminated, or
- begins living permanently in Australia or at a third location, and

in the case of an employee's dependant, whichever is the earlier of the day the:

- dependant returns to the post
- employee leaves the post because the posting was terminated, or
- dependant begins living permanently in Australia or at a third location.

4.10.3.5 Return to post

For the employee - the employee is to return to post on the next available flight once the departure directive is lifted.

For dependants - it is expected dependants return to post (i.e. be at the post location) within 14 days of department's authorisation to return to the post.

The ongoing supplement will cease:

- on arrival at post for an employee and dependants returning to post, or
- on the next pay period cut-off date after the departure directive is lifted for an employee's dependants remaining in Australia.

Variations to returning to post are only considered based on MDU approved medical conditions and flight availability. Family preference, schooling preference, public holidays, weekends and planned vacation days are not considered reasonable justification to vary the return to post timeframes.

4.10.3.6 Quarantine

In circumstances that require mandatory quarantine, and are not covered by the local arrival authorities, the department will cover quarantine accommodation costs at the first port of entry for all officially purchased tickets.

4.10.3.7 Reunion travel

If an employee remains at post, they may receive a reverse reunion when the employee's dependent children and/or recognised spouse are on an approved departure for a period exceeding three months.

If the employee previously received reunion provisions, their normal reunion provision is reduced by one visit if a reverse reunion is undertaken.

Reunion travel is not approved to a post which is subject to a departure directive. See [HRM Vol 2, Section 4.8.1 Reunion travel](#).

4.10.3.8 Absent from post before the drawdown authorisation is given

Employee's and/or dependants absent from the posting location prior to the drawdown authorisation is given qualify for the departure conditions package. Commencement of conditions are determined case-by-case.

4.10.3.9 Staff on a Short-Term Mission (STM) or Short-Term Assessment (STA)

Temporary movement to a safe area outside Australia conditions apply to staff on a STM/STA at the location/time a temporary drawdown is given.

Temporary return to Australia conditions do not apply to staff on a STM/STA at the location under a return to Australia drawdown scenario. The STM/STA period will end upon departure from post. STM/STA staff will return to Australia in line with standard STM/STA provisions.

4.10.3.10 Procedural Instruction

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4.10.4 EMERGENCY CARE OF DEPENDENT CHILDREN

In exceptional circumstances where an employee's dependant requires care—and the employee has pressing work requirements that they agree to and attend—the Secretary's [delegate](#) may reimburse reasonable commercial emergency care costs for the dependant. This will be for an amount in-line with the standard rates charged by local reputable providers.

Reimbursement of emergency care is available for up to a maximum of five days in a calendar year.

The employee should obtain prior approval from the Secretary's delegate for reimbursement.

4.10.5 MEAL COSTS IN SPECIAL CIRCUMSTANCES

If an employee is directed to live in temporary accommodation at the post to undertake their duty at that location, the Secretary's [delegate](#) may reimburse the reasonable cost of meals that must be taken at the temporary accommodation. Costs associated with reimbursement are met from the post's administration budget.

This section does not apply to an employee's settling-in and settling-out periods at post. Meal provisions for these periods are specified in the [settling-in and out section](#).

4.10.6 EXTRAORDINARY COSTS INCURRED AT POST

The Secretary's [delegate](#) may reimburse the extraordinary costs that an employee incurs to procure goods and services at a post if the:

- ordinary purchasing arrangements are severely disrupted because of war, civil disorder, natural disaster or another similar event
- employee is unable to leave post or has been directed to remain at post, and
- Secretary's [delegate](#) is satisfied that the costs relate to purchasing critical goods and services that could not be obtained from alternative sources and that will enable the employee to remain at the post.

4.10.7 CLOTHING ALLOWANCES

4.10.7.1 Cultural clothing requirements

The Secretary's [delegate](#) may approve reimbursement of reasonable costs to purchase clothing required by an employee or eligible dependants to meet local dress codes imposed by religious custom or law at the employee's posting location. An example of this is the requirement for women and girls to wear particular clothing in some Islamic countries.

An employee may be reimbursed a reasonable amount from the post administration budget if:

- an employee or their dependant is required to wear a garment only to conform to a dress code imposed by religious custom or law at post, and
- the employee buys a garment for this reason that is not useful for any other purpose, regardless of fashion and the employee's personal taste.

Any reimbursement made will be with regard to the:

- clothing to be worn to conform to the dress code, and
- nature and cost of the garment.

Approval should not be given under these provisions for special clothing requirements associated with:

- the duties of an employee
- climate conditions at the post, or
- general representational considerations.

Costs associated with purchasing clothes for these reasons do not apply to employees on long-term posting as they are incorporated in the transfer allowance and cost of posting allowance.

4.10.7.2 Reunion visits

The Secretary's [delegate](#) may also approve reimbursement of reasonable costs incurred for clothing required by an eligible dependant during a reunion visit to post in accordance with the criteria specified above.

4.10.7.3 Other clothing and equipment allowances

Equipment, special clothing and extreme cold weather allowances are included in the [transfer allowance](#) for employees proceeding on a long-term posting. Employees undertaking a short-term mission can apply for these allowances separately (see [STM travel allowances](#)).

4.11 LOCATION-SPECIFIC PROVISIONS

4.11.1 OVERVIEW OF LOCATION-SPECIFIC PROVISIONS

Location-specific provisions are in addition to the general Overseas Conditions of Service (OCOS) outlined in this manual and are intended to compensate for the adverse effects on lifestyle or welfare experienced at posts.

Location-specific provisions include:

- Regional Leave Fares – [HRM Vol 2, Section 4.5.3](#);
- Additional Location Leave – [HRM Vol 2, Section 4.11.2](#); and
- Category F – End of posting leave (CATF Leave) – [HRM Vol 2, Section 4.11.3](#).

4.11.2 ADDITIONAL LOCATION LEAVE (ALL)

Additional location leave (ALL) helps employees have a break from a difficult environment, or to access medical, dental and shopping facilities not available at the post. The additional leave takes into account travel time to and from the designated regional leave centre.

4.11.2.1 Additional Location Leave provisions

[The Secretary's delegate](#) has approved ALL for employees at posts with a location rating of category C to F as follows:

Location category	ALL per year
C	8 days
D	9 days
E	10 days
F	15 days

Post location categories are specified at [Schedule 3 - location provisions](#).

Exception: Employees posted to Baghdad or Kyiv do not accrue ALL (refer to HRM Vol 2 – 4.12 Special Location Package – Baghdad or Kyiv) due to the Decompression Leave (DCL) available in lieu.

While on a long-term posting or short-term assignment, an employee's ALL credits accrue on a fortnightly basis.

4.11.2.2 Period of eligibility

Additional location leave accrues from the day an employee commences duty (refer to [HRM Vol 2 – 1.4 Definitions](#)) at the post on a long-term posting or a short-term assignment and ends on the day the employee ceases duty on completion of the posting or short-term assignment.

4.11.2.3 Provisions when the post's location rating changes

Where a post's location rating changes, adjustments to leave accruals are in line with adjustments to the post's location allowance, unless the Secretary's [delegate](#) determines otherwise.

4.11.3 CATEGORY F END OF POSTING LEAVE (CATF LEAVE)

4.11.3.1 Policy intent

Category F End of Posting Leave (CATF Leave) provides employees with an additional opportunity to rest and recuperate after completion of their long-term posting in a Category F location (except Baghdad) and before returning to duty in Canberra or overseas. CATF Leave is provided in addition to Additional Location Leave (ALL) and annual leave.

4.11.3.2 Eligibility

Employees on a long-term posting to a post with a Category F location rating, who have completed the minimum specified ordinary period of posting (refer to HRM Vol 2, Schedule 3 for ordinary period of posting) are eligible for CATF Leave.

CATF Leave does not apply to employees who are separating from the department at the end of their long-term posting. Refer to [HRM Volume 2 – 4.2.5](#) for applicable provisions when an employee retires, resigns, or initiates an early termination of their posting.

4.11.3.3 Provision

On completion of the minimum specified ordinary period of posting the Secretary's delegate may approve employees to access CATF Leave up to the following limits:

- if the employee has met the minimum specified ordinary period of posting and has been posted for at least **three years** - up to **28 consecutive calendar days**.
- if the employee has met the minimum specified ordinary period of posting and has been posted for at least **two years** - up to **14 consecutive calendar days**.

Public holidays, weekends and rest and travel days are included in the 14 or 28 calendar day period. CATF Leave cannot commence until PPD has confirmed eligibility.

4.11.3.4 Criteria

Category F End of Posting Leave:

- a) can only be accessed and used after ceasing duty at post following a long term posting
- b) must be taken as a block of consecutive days and cannot be broken with other leave types
- c) must be completed before other leave types commence
- d) cannot be replaced with other leave types (e.g. PCL, sick leave)
- e) must be taken outside of the country of posting
- f) must be taken at full pay (not available on half pay)
- g) overseas allowances are not payable
- h) is forfeited if not utilised immediately after ceasing duty, cannot be banked, carried over or cashed out
- i) is not an accruable leave type.

4.11.3.5 Timing

CATF Leave must be taken immediately upon completion of the posting (i.e. it is to commence the day after the employees last day of duty) and prior to any other leave. Employees considering a cross posting should consult with IDS/SHS regarding the ability to access this leave.

4.11.3.6 Provisions when the post's location rating changes

- a) When a post's location rating reduces from Category F to Category E, employees already at post or selected for a long-term posting to the location but not yet deployed retain their access to CATF Leave on completion of the ordinary period of posting.
- b) When a post's location rating increases from Category E to Category F, employees already at post and those who commence their long-term posting while the location remains a Category F become eligible for CATF Leave on completion of the ordinary period of posting.
- c) CATF End of Posting Leave is not applicable to posting locations with a Category E or below rating, even if the location has previously had a location Category F rating, unless your posting meets the criteria in paragraph 1 above.

4.11.3.7 Delegation

Category F Leave Delegation	Position
Approve an employee to access 14 days or 28 days of CATF Leave in accordance with policy and as part of the RTA approval.	HOM/HOP, SAO, SHS
* Refer to HRM Vol 2, Schedule 6 – Consolidated HRM Vol 2 Delegations	

4.11.3.8 Procedural instruction

s 47E(d)

4.12 SPECIAL LOCATION PACKAGE (SLP)

4.12.1 OVERVIEW OF SPECIAL LOCATION PACKAGE

In exceptional circumstances, the Secretary's delegate may approve a Special Location Package to manage particular challenges at specific post locations in addition to the general Overseas Conditions of Service (OCOS) outlined in this manual.

4.12.2 SPECIAL LOCATION PACKAGE

A Special Location Package may include adjustments to:

- Ordinary posting period,
- Additional Location Leave / Decompression leave,
- Leave fares / Decompression fares,
- Flexible uplift provisions,
- Education Assistance,
- Accommodation location.

A Special Location Package may be provided on its own or in tandem with a Special Location Supplement (refer to HRM Vol 2, Section 4.13).

4.12.3 DECISION-MAKING PRINCIPLES

The decision-making principles for implementing a Special Location Package are:

- *Performance, Governance and Public Accountability Act 2013*,
- Australian Government Review of provisions, additional allowances and financial support 2016,
- WHS and Security considerations, and
- Operational requirements.

4.12.4 REVIEW

Special Location Packages are reviewed annually in December to ensure the package remains fit for purpose.

The review includes consultation with line areas to determine if there are any changes/updates to the original assessment. The Secretary's delegate will consider:

1. improvements in risk setting, PPD will adjust/remove the Special Location Package.
2. additional risks identified; post will need to justify either:
 - a. adding additional measures, or
 - b. maintain status quo, or
 - c. move to a new Special Location Package.

4.12.5 IMPLEMENTATION OF ADJUSTMENTS

Adjustments to post's Special Location Package are cabled to post detailing the decision, the with effect date, timing and any criteria governing the change to provisions.

Staff are reminded a Special Location Package may adjust (go up or down) during a posting.

4.12.6 LOCATIONS ATTRACTING A SPECIAL LOCATION PACKAGE

Locations attracting a special location package are:

- a. 4.12.6.1 [Kabul](#) (suspended for long-term postings following closure of mission)
- b. 4.12.6.2 [Baghdad](#)
- c. 4.12.6.3 [Tehran](#)
- d. 4.12.6.4 [Yangon](#)
- e. 4.12.6.5 [Beirut](#)
- f. 4.12.6.6 [Moscow](#)
- g. [4.12.6.7 Kyiv](#)

4.12.6.1 Kabul

Effective 1 April 2011, ceased for long-term postings 28 May 2021

Employees on short-term missions

Employees on short-term missions to Kabul are entitled to the following:

- **SLS** for periods in country, including periods less than 28 calendar days.
- **Location allowance**, but only for periods of more than 28 consecutive days in location allowance posts including Kabul.
- **Travelling allowance (TA)** is not payable for employees on short-term missions to Kabul as meals are available at no cost. However employees may seek reimbursement for other costs excess of TA through the travel acquittal process.
- **DCL** provisions extend to employees who are on a short-term mission in Kabul for a period exceeding 28 consecutive days on a pro rata basis for up to a maximum of 14 calendar days. It is expected that—in line with staff welfare principles—short-term missions would be limited to 56 calendar days in country. Longer periods in country do not attract pro rata DCL.
- **Excess baggage** is payable to employees on a short-term mission for greater than one 56 calendar day rotation. Employees must consult post on excess baggage eligibility before undertaking any short-term mission travel to and from Kabul. Depending on the length of a short-term mission, employees may be entitled to send unaccompanied air freight to post (approximately 100 kilograms).
- **Additional Location Leave (ALL)** provisions extend to employees who are on a short-term mission in Kabul for durations less than 28 calendar days.
- These provisions state that for periods of 28 calendar days or more in a calendar year, employees can accrue additional location leave and special location leave at the appropriate pro rata rate.
- **s 47E(d)**
- Because of the prevailing security environment in Kabul, a further eight days special location leave can be taken each year.

This duty need not be continuous and may be aggregated in each calendar year. The accrual excludes any periods that have attracted DCL (see [short term mission location provisions](#)).

4.12.6.2 Baghdad

Effective 26 May 2011, updated 1 July 2023

This conditions of service package is specific to employees deployed to Baghdad.

a) Length of posting

For non-SES employees: The ordinary period of posting is six rotations. An extension for an additional two rotations may be applied for through the postings process.

For employees who were notified of their posting **prior to 1 July 2023**, the ordinary period of posting remains as four rotations, following which employees may seek an extension of a further two rotations through an expression of interest process. An extension for an additional two rotations may be applied for through the postings process.

For SES officers: as per personal s.24(1) determination.

b) Placements and posting policy

A six rotation deployment to Baghdad is considered 'time in Canberra' for placement and posting purposes.

Where a further two rotation extension is approved through the postings process, bringing the total length of assignment to a maximum of eight rotations, the assignment in Baghdad is considered a posting.

In addition to Pac consideration, decisions about extensions are made in consultation with the Staff and Family Support Office and HOM.

c) Restrictions for accompanying dependants

Due to the high-risk security environment, Baghdad is deemed an unaccompanied post.

d) Transfer allowance

Transfer allowance to and from Baghdad is payable at unaccompanied rates. Current rates are set out in [Schedule 1](#).

e) Outlay advance

Outlay advance is not payable as restrictive living conditions result in reduced set up costs.

f) Removal of personal effects on commencement/conclusion of posting**To post:**

Shipments of up to 150 kilograms are sent via the diplomatic bag and must comply with DHL requirements. Shipments must not contain:

- Glass
- perishable goods
- liquid or viscous items
- other breakable, spoilable materials, or
- any dangerous or illegal goods that are not permitted to be carried on an aircraft.

Employees should note that the provision is 150 kilograms or the volumetric equivalent of 150 kilograms. See DHL's website for an [explanation and tool to calculate volumetric weight](#).

From post: Shipments of up to 150 kilograms are sent from post via DHL airfreight (as a diplomatic shipment) and will be treated as a private consignment on arrival in Australia. It must comply with Customs and Quarantine requirements. For this reason, shipments must be sent under a separate air waybill and separate bag number (or numbering sequence) to a private address in Australia. It must not be addressed to the department.

g) Use of diplomatic airfreight bag during the posting

Each employee is permitted to import up to 10 kilograms of non-perishable personal items to Baghdad each week via the diplomatic bag, taking into account Customs and Quarantine requirements. There is no concession for personal items to be sent from post to Australia in the diplomatic bag.

h) Cost of Posting Allowance (COPA)

Cost of posting allowance (COPA) is payable to employees on a long-term posting or short-term assignment to Baghdad.

The allowance is payable for the duration of the posting, including during periods of authorised leave such as DCL, annual leave and PCL.

COPA is payable for up to three calendar days after an employee completes the final DCL period at the end of posting, provided the employee proceeds directly on to approved leave following DCL.

COPA is payable during medical evacuations from the post (see [Payment of COPA and COLA](#)).

i) Cost of Living Adjustment (COLA)

In the absence of reliable cost of living data, the index is set at 100. No cost of living allowance is payable on this index.

j) Location allowance

Location allowance is payable for the term of the posting, including during periods of authorised leave including:

- DCL
- annual leave, and
- PCL.

Location allowance ceases when the final DCL period is completed (a maximum of 28 calendar days) at the end of a posting. It is not payable on any accrued leave taken after the final DCL

Baghdad is classified at location **s 47E(d)**. The current rate net per annum for unaccompanied employees is as outlined in [Schedule 1](#).

k) Special Location Supplement (SLS)

Special location supplement (SLS) is determined by the Secretary and paid to all employees on posting to Baghdad for the term of the posting. This includes during periods of authorised DCL, annual leave and DCL. SLS ceases when the final DCL period is completed (a maximum of 28 calendar days) at the end of a posting.

The SLS compensates employees for:

- the exceptional circumstances and conditions faced by employees assigned to specific location allowance posts, and
- extraneous costs associated with the posting, for example, additional wear and tear on clothing or purchasing equipment that is not supplied.

The SLS is reviewed regularly and may be adjusted to reflect changes in local conditions. The current rate of SLS net each year for unaccompanied employees is in [Schedule 1](#).

l) Meals

Because of the constraints to obtaining fresh food locally, meals are available to employees posted to Baghdad at the embassy dining facility (DFAC) at no cost. These are provided by a contracted catering company managed by post administration.

m) Decompression Leave (DCL)

DCL is provided to all employees posted to Baghdad. It is in lieu of additional location leave (ALL) special location leave and Category F End of Posting Leave. DCL ensures that employees posted to Baghdad have adequate opportunity to recuperate after spending time in a high risk environment.

The leave is a mandatory condition of service put in place to ensure employee wellbeing and to meet the department's work health and safety responsibilities.

The current DCL regime requires employees to leave the country for a period of 28 calendar days following each period of 56 calendar days in country.

The DCL period of 28 calendar days includes seven days rest and travel. Public holidays do not have any impact on DCL.

DCL starts on the day following departure from Baghdad and ceases on the day before arrival back in country.

DCL cannot be accrued to be added to subsequent DCL periods, including the last DCL provision at the end of a posting.

A maximum of 28 calendar days of DCL is available for each decompression break, and at the end of a posting. The final leave period is pro-rated to a shorter period if the last rotation is less than 56 calendar days. This leave can only be taken immediately after departing post.

Under exceptional circumstances (including when operational requirements prevent departure from the country or require a return to Baghdad before the full 28 calendar day DCL period has been completed) the HOM has discretion to vary DCL. It is expected any variations fall within a 12 calendar day period of the scheduled DCL, and—at a minimum—the DCL period provides for a 14 calendar day break from Baghdad. Unused DCL does not accrue.

n) Decompression Leave fare provisions

One return economy air fare to Canberra is provided after each successive period of 56 calendar days in country.

If an employee is returning to Canberra on a combination of decompression leave and duty, business class travel is authorised if the period of duty is of at least five days duration. Accommodation costs and travel allowance are payable while employees are on duty during decompression breaks in Australia. Accommodation costs are not covered where employees maintain a residence in Canberra for which they receive [additional household allowance \(AHA\)](#).

No additional rest or travel days are provided as seven rest and travel days are included in the 28 calendar day DCL period. Where there are enforced stopovers, accommodation and associated travel costs are met at official expense if receipts are provided.

An excess baggage provision of up to 10 kilograms for each return trip is available for employees travelling on economy tickets only, due to the lack of storage facilities and extreme weather changes in Baghdad.

DCL fare costs are limited to the cost of a return economy class airfare Baghdad/Canberra on the best fare of the day for international official air travel (IBF) – see the [Travel Policy](#). The fare may be used for an alternative destination that meets the requirements of

providing access to appropriate health care services and adequate opportunities for psychological decompression.

At the conclusion of the posting the employee must return to Australia. The provision to receive a decompression leave fare to an alternative destination only applies during the course of an employee's posting and does not apply during relocation travel to or from post. An employee is however eligible to receive a maximum of 28 calendar days decompression leave at the end of their posting, which is pro-rated in accordance with the final rotation period. Decompression leave incorporates rest and travel days and must be taken immediately after departing post.

Quarantine accommodation costs are provided for at the first port of call in Australia or overseas for all travel provided under this section if the quarantine is required by the Australian or host-nation government.

o) Staff welfare

Employees must undertake a psychological assessment after every two rotations and at their end of their deployment to Baghdad. For staff posted prior to 1 July 2023 who elect to undertake only 4 rotations, they must attend psychological assessments after their second rotation and upon completion of their deployment. For staff undertaking six rotations they must attend psychological assessments after their second and fourth rotations and upon completion of their deployment.

The psychological assessment meetings can be arranged directly with the Staff and Family Support Office (SFO) and can be attended remotely (i.e. there is no requirement to return to Canberra). Employees should keep a record of any periods of duty during DCL and submit these to the SAO on return from DCL.

On completion of the posting, employees must consult with a staff counsellor from the SFO. Employees should contact the SFO directly to arrange an appointment.

p) Leave provisions

Employees may carry over until the end of the posting in Baghdad any leave credits held from the start of the posting, up to a maximum of 20 days.

Carry over leave credits (22 days a year) accrued in Baghdad and not used during the posting, are exempt from leave deeming provisions for up to 12 months after completing the posting. On 1 July of the subsequent year, all annual leave credits are subject to carryover limits outlined in the enterprise agreement.

Note: additional location leave is not available to employees posted to Baghdad, as DCL provisions replace this provision.

q) Insurance

To address the situation where personal life insurance policies may be voided due to war and terrorism exclusion clauses, employees assigned to Baghdad are covered by a determination that increases the Comcare determined benefits in the case of death (45 per cent increase) or permanent impairment (50 per cent increase).

r) Taxation

It is the employee's responsibility to inform the department of any changes to their tax arrangements which effect allowance provisions. Failure to inform Payroll Services Section

of tax exemption status is contrary to the APS Code of Conduct and APS Values and is a conduct and ethics issue.

A number of provisions provided to officers on posting attract a fringe benefits tax (FBT) liability. The department's policy to provide or mandate any particular provision is independent to the ATO's application of the FBT Act. Reportable benefits include motor vehicles, leave fares and telephones. For more information, see [FBT-related DFAT provisions](#).

More information on reportable fringe benefits can be found by contacting [s 22\(1\)\(a\)\(ii\)](#) @dfat.gov.au.

s) Training

All employees posted to Baghdad attend mandatory specialised DFAT training courses. These are organised through the Overseas Security Training section.

t) Other standard HRM conditions

Other standard conditions of service including, [additional household allowance \(AHA\)](#) apply. However, reunion or reverse reunion provisions are not payable because employees can return to Australia on decompression breaks (see [Reunion](#) section).

Staff on Short-term Missions (STMs)

Employees on short-term missions are entitled to the following conditions:

- **SLS** for periods in country, including those less than 28 calendar days.
- Location allowance payable only for periods more than 28 consecutive days in location allowance posts, including Baghdad.
- **Travelling allowance (TA)** is not paid for employees on short-term missions to Baghdad as meals are available at the DFAC, at no cost. However employees can seek reimbursement of [other costs](#) TA through the travel acquittal process.
- **DCL** provisions extend to employees who are on a short-term mission in Baghdad for more than 28 consecutive days on a pro rata basis for up to a maximum of 14 calendar days. It is expected that—in line with staff welfare principles—short-term missions are limited to 56 calendar days in country. Longer periods do not attract pro rata DCL.
- **Excess baggage** is payable to employees on short-term missions for greater than one 56-calendar day rotation. Employees must consult post on excess baggage before they undertake any short-term mission travel to and from Baghdad. Depending on the length of a short-term mission, employees may be entitled to send unaccompanied air freight to post (approximately 100 kilograms).
- **Additional location leave (ALL)** provisions extend to employees who are on a short-term mission in Baghdad for short durations (less than 28 calendar days).
- These provisions state that for periods of 28 calendar days or more in a calendar year, employees can accrue additional location leave and special location leave at the appropriate pro rata rate.
- [s 47E\(d\)](#)
- Because of the prevailing security environment in Baghdad, a further eight days special location leave can be taken each year.

- This duty need not be continuous and may be aggregated in each calendar year. The accrual excludes any periods that have attracted DCL (see the [short-term mission location provisions](#)).

u) Staff welfare

The approvers of travel for prolonged or regular short-term missions to Baghdad must consult staff counsellors to ensure that appropriate pre and post short-term mission briefings are undertaken. They should also contact Personnel Security, Capability and Culture Branch (PSB) to check training and equipment requirements.

4.12.6.3 Tehran

This table outlines temporary adjustments to the standard HRM Volume 2 provisions for overseas conditions of service in response to the conditions in Iran.

Cable reference: **s 22(1)(a)(ii)**

Provision	HRM Vol 2	Criteria	End date
Flexibility for Regional Leave Fare Destination Regional leave fare (RLF) can be undertaken to Post's RLF Centre London or Australia without a cost contribution.	4.5.3 Leave Fares	RLF travel must be taken in accordance with the policy outlined in HRM Vol 2, 4.5.3 Leave Fares , with the exception that a RLF can be utilised for travel from Tehran to the most direct Australian capital city without a cost reconciliation for the flight difference between post and London. London remains Tehran's RLF centre and notional route. [Post – London – Post] is used for cost comparison purposes when RLF are booked to a location other than London or Australia.	Dec 2025
Diplomatic Bag Diplomatic Bag – increase personal use (essential items) weight limit to 5 kg per week per family unit.		Increased from 1kg to 5kg for personal use to bring essential items not available at post into country. Personal use of the dip bag is strictly in accordance with the Mailroom policies and is for essential items only.	Dec 2025
Overseas Health Provisions for In-Country Do Not Travel Zone Overseas Health Provisions (OHP) will be provided for in-country travel within Iran (a designated Do Not Travel zone) for A-Based on LTP or STA and their dependants, following a risk assessment approved by HOM.	4.9 Health	A risk assessment for each travel movement is required and must be approved by HOM prior to travel. A-based and their dependants must adhere to any measures in place to avert risks, understand the availability of medical services in the area of their travel, and the ability to medevac from the in-country destination.	Dec 2025

Provision	HRM Vol 2	Criteria	End date
		<p>In-country travel requests must avoid perceptions of double standards.</p> <p>Extended OHP approval does not extend to:</p> <ul style="list-style-type: none"> • Approval for travel to DNT destinations outside of Iran • Health provisions outside of the OHP. For example, OHP does not extend to injuries sustained while undertaking activities, such as scuba diving and mountain climbing, refer to HRM Vol 2, 4.9 Health for further details. • Staff on short term missions (STM) where Comcover travel and medical insurance applies. For further information on their insurance coverage, staff on STM should consult Comcover. 	
<p>Relocation of Personal Effects to/from Post</p> <p>s 47E(d)</p> <p>the department has approved a hybrid relocation model to facilitate the shipment of personal effects for A-based staff posted to Tehran.</p>	<p>4.3.2 Removal of personal effects to post</p> <p>4.3.3 Removal of personal effects on RTA</p>	<p>Consignments to Tehran</p> <ul style="list-style-type: none"> • Up to 150kg per person of personal effects couriered via DHL bag • Allied Pickford survey, pack and deliver consignments to DHL • DHL arranges required clearances and transport to Tehran • DHL transports personal effects from Canberra to post <ul style="list-style-type: none"> ○ Allowance by volume or weight whichever occurs first (anything above will require a personal contribution) ○ No items over 1.2m in length ○ Anything over limit will be at personal expense, costed with DFAT's reduced contract rates • Restrictions and other policies pertaining to the removal of personal effects to post, as outlined in HRM Vol 2 4.3.2 and the Long-term Postings Handbook apply. <p>Consignments to Australia</p> <ul style="list-style-type: none"> • Standard provisions in accordance with HRM Vol 2, 4.3.3 Removal of personal effects on RTA. 	Ongoing

Provision	HRM Vol 2	Criteria	End date
		<ul style="list-style-type: none"> For removal of personal effects on RTA, Tehran is a designated air freight post. A local removal firm managed by post despatches consignments by air freight to Sydney. The consignment is received and cleared through Customs and Quarantine by Chess Removals (Sydney) and delivered to Canberra. 	

4.12.6.4 Yangon

This table outlines temporary adjustments to the standard HRM Volume 2 provisions for overseas conditions of service in response to the conditions in Myanmar.

s 22(1)(a)(ii)

Provisions	HRM	Criteria	End date
Diplomatic Bag Diplomatic Bag – increase personal use (essential items) weight limit to 5 kg per week per family unit.		Increased from 1kg to 5kg for personal use to bring essential items not available at post into country. Personal use of the dip bag is strictly in accordance with the Mailroom policies and is for essential items only.	Dec 2025

4.12.6.5 Beirut

This table outlines temporary adjustments to the standard HRM Volume 2 provisions for overseas conditions of service in response to the conditions in Lebanon.

Updated 22 March 2023

Provision	HRM	Criteria	End date
<p>Overseas Health Provisions for In-Country travel in a Do Not Travel Zone</p> <p>Overseas Health Provisions (OHP) will be provided for in-country travel within Lebanon (a designated Do Not Travel zone) for A-Based on LTP or STA and their dependants, following a risk assessment approved by HOM.</p>	<p>4.9 Health</p>	<p>A risk assessment for each travel movement is required and must be approved by HOM prior to travel.</p> <p>A-based and their dependants must adhere to any measures in place to avert risks, understand the availability of medical services in the area of their travel, and the ability to medevac from the in-country destination.</p> <p>In-country travel requests must avoid perceptions of double standards.</p> <p>Extended OHP approval does not extend to:</p> <ul style="list-style-type: none"> • Approval for travel to DNT destinations outside of Lebanon • Health provisions outside of the OHP. For example, OHP does not extend to injuries sustained while undertaking activities, such as scuba diving and mountain climbing, refer to HRM Vol 2, 4.9 Health for further details. • Staff on short term missions (STM) where Comcover travel and medical insurance applies. For further information on their insurance coverage, staff on STM should consult Comcover. 	<p>March 2025</p>

4.12.6.6 Moscow

This table outlines temporary adjustments to the standard HRM Volume 2 provisions for overseas conditions of service in response to the conditions in Moscow.

Updated December 2024.

Provision	HRM	Criteria	End date
<p>Overseas Health Provisions for In-Country travel in a Do Not Travel Zone</p> <p>Overseas Health Provisions (OHP) will be provided for in-country travel within Russia (a designated Do Not Travel zone) for A-Based on LTP or STA and their dependants, following a risk assessment approved by HOM.</p>	<p>4.9 Health</p>	<p>A risk assessment for each travel movement is required and must be approved by HOM prior to travel.</p> <p>A-based and their dependants must adhere to any measures in place to avert risks, understand the availability of medical services in the area of their travel, and the ability to medevac from the in-country destination.</p> <p>In-country travel requests must avoid perceptions of double standards.</p> <p>Extended OHP approval does not extend to:</p> <ul style="list-style-type: none"> • Approval for travel to DNT destinations outside of Russia. • Health provisions outside of the OHP. For example, OHP does not extend to injuries sustained while undertaking activities, such as scuba diving and mountain climbing, refer to HRM Vol 2, 4.9 Health for further details. • Staff on short term missions (STM) where Comcover travel and medical insurance applies. For further information on their insurance coverage, staff on STM should consult Comcover. 	<p>March 2025</p>
<p>Diplomatic Bag</p> <p>Diplomatic Bag – increase personal use (essential items) weight limit to 5 kg per week per family unit.</p>		<p>Increased from 1kg to 5kg for personal use to bring essential items not available at post into country.</p> <p>Personal use of the dip bag is strictly in accordance with the Mailroom policies and is for essential items only.</p>	<p>Dec 2025</p>
<p>Designate Moscow as a 'No-child post'</p>		<p>Children aged 0-18 cannot reside at post – security reasons.</p> <p>A-based posted to Moscow with family remaining in Australia may access Additional Household Allowance (AHA)</p>	<p>N/A</p>
<p>More out of country relief</p>		<p>A-based and eligible dependants will be provided an additional one (1) regional leave fare (RLF) per ordinary posting period.</p>	<p>March 2025</p>

4.12.6.7 Kyiv

Effective 17 December 2024

This conditions of service package is specific to employees on short-term mission, short-term assignment or long-term posting to Kyiv.

For employees on long-term posting to Kyiv who are residing in Warsaw, the below conditions, except for paragraphs r through t, do not apply until such time as they permanently move onto the rotational schedule and relocate from their accommodation in Warsaw into Kyiv. Until such time, posting location for these employees will remain as Warsaw and Warsaw allowances and provisions will apply.

a) Length of posting

The ordinary period of posting is three rotations (one year). An extension for an additional three rotations may be applied for through the postings process.

b) Placements and posting policy

A three-rotation posting to Kyiv is considered a 'completed posting' for placement and posting purposes.

In addition to PAC consideration, decisions about extensions are made in consultation with the Staff and Family Support Office and HOM.

c) Restrictions for accompanying dependants

Due to the high-risk security environment, Kyiv is deemed an unaccompanied and no-child post.

d) Transfer allowance

Transfer allowance to and from Kyiv is payable at unaccompanied rates. Current rates are set out in [Schedule 1](#).

e) Outlay advance

Outlay advance is not payable as the restrictive living conditions result in reduced set up costs.

f) Removal of personal effects on commencement/conclusion of posting

To post:

Shipments of up to 150 kilograms are sent via the diplomatic bag and must comply with DHL requirements. Shipments must not contain:

- glass
- perishable goods
- liquid or viscous items
- other breakable, spoilable materials, or
- any dangerous or illegal goods that are not permitted to be carried on an aircraft.

Employees should note that the provision is 150 kilograms or the volumetric equivalent of 150 kilograms. See DHL's website for an [explanation and tool to calculate volumetric weight](#).

From post:

Shipments of up to 150 kilograms are sent from post via DHL airfreight (as a diplomatic shipment) and will be treated as a private consignment on arrival in Australia. It must comply with Customs and Quarantine requirements. For this reason, shipments must be sent under a separate air waybill and separate bag number (or numbering sequence) to a private address in Australia. It must not be addressed to the department.

g) Use of diplomatic airfreight bag during the posting

Each employee is permitted to import up to 5 kilograms of non-perishable personal items to Kyiv each week via the diplomatic bag, taking into account Customs and Quarantine requirements. There is no concession for personal items to be sent from post to Australia in the diplomatic bag.

h) Cost of Posting Allowance (COPA)

Cost of posting allowance (COPA) is payable to employees on a long-term posting or short-term assignment to Kyiv.

The allowance is payable for the duration of the posting, including during periods of authorised leave such as DCL, annual leave and PCL.

COPA is payable for up to three calendar days after an employee completes the final DCL period at the end of posting, provided the employee proceeds directly on to approved leave following DCL.

COPA is payable for up to 56 calendar days during medical evacuations from post (see [Payment of COPA and COLA](#)).

i) Cost of Living Adjustment (COLA)

Cost of Living Adjustment (COLA) is payable to employees on a long-term posting or short-term assignment to Kyiv if the cost-of-living index exceeds 100.

The allowance is payable for the duration of the posting, including during periods of authorised leave such as DCL, annual leave and PCL.

COLA is payable for up to three calendar days after an employee completes the final DCL period at the end of posting, provided the employee proceeds directly on to approved leave following DCL.

COLA is payable during medical evacuations from the post (see [Payment of COPA and COLA](#)).

j) Location Allowance

Location allowance is payable for the term of the posting, including during periods of authorised leave such as DCL, annual leave and PCL.

Location allowance ceases when the final DCL period is completed (a maximum of 28 calendar days) at the end of a posting. It is not payable on any leave taken after the final DCL period.

The current rate for unaccompanied employees is outlined in [Schedule 1](#).

Location Allowance is payable for up to 56 calendar days during medical evacuations from post.

k) Special Location Supplement (SLS)

A Special Location Supplement (SLS) has been determined noting the particular challenges at post. SLS is payable for the term of the posting, including during periods of authorised leave such as DCL, annual leave and PCL.

SLS ceases when the final DCL period is completed (a maximum of 28 calendar days) at the end of a posting. It is not payable on any leave taken after the final DCL period.

The SLS is reviewed regularly and may be adjusted to reflect changes in local conditions. The next review of SLS is due for completion no later than 30 June 2025.

The current rate of SLS for unaccompanied employees is in [Schedule 1](#).

Special Location Allowance is payable for up to 56 calendar days during medical evacuations from post.

l) Decompression Leave (DCL)

DCL is provided to all employees posted to Kyiv. It is provided in lieu of additional location leave (ALL). DCL ensures that employees posted to Kyiv have adequate opportunity to recuperate after spending time in a high-risk environment.

The leave is a mandatory condition of service put in place to ensure employee wellbeing and to meet the department's work health and safety responsibilities.

Employees are required to leave the country for a DCL period of 28 calendar days following each period of 90 calendar days in country.

The DCL period of 28 calendar days includes rest and travel days. Public holidays do not have any impact on DCL.

DCL starts on the day following departure from Kyiv and ceases on the day prior to arrival back in country.

DCL cannot be accrued and added to subsequent DCL periods, including the final DCL provision at the end of a posting.

A maximum of 28 calendar days of DCL is available for each decompression break, and at the end of a posting. The final leave period is pro-rated to a shorter period if the last rotation is less than 90 calendar days. This leave can only be taken immediately after departing post.

Under exceptional circumstances (including when operational requirements prevent departure from the country or require a return to Kyiv before the full 28 calendar day DCL period has been completed) the HOM has discretion to vary DCL. It is expected any variations fall within a 12 calendar day period of the scheduled DCL, and—at a minimum—the DCL period provides for a 14 calendar day break from Kyiv. Unused DCL does not accrue.

m) Decompression Leave fare provisions

One return economy air fare to Canberra is provided after each successive period of 90 calendar days in country.

If an employee is returning to Canberra on a combination of decompression leave and duty, business class travel is authorised if the period of duty is of at least five days duration. Accommodation costs and travel allowance are payable while employees are on duty during decompression breaks in Australia. Accommodation costs are not covered

where employees maintain a residence in Canberra for which they receive [additional household allowance \(AHA\)](#).

No additional rest or travel days are provided as these are included in the 28 calendar day DCL period. Where there are enforced stopovers, accommodation and associated travel costs are met at official expense if receipts are provided.

DCL fare costs are limited to the cost of a return economy class airfare Kyiv/Canberra on the best fare of the day for international official air travel (IBF) – see the [Travel Policy](#). The fare may be used for an alternative destination that meets the requirements of providing access to appropriate health care services and adequate opportunities for psychological decompression.

At the conclusion of the posting the employee must return to Australia. The provision to receive a decompression leave fare to an alternative destination only applies during the course of an employee's posting and does not apply during relocation travel to or from post. An employee is however eligible to receive a maximum of 28 calendar days decompression leave at the end of their posting, which is pro-rated based on the length of their final rotation in country. Decompression leave incorporates rest and travel days and must be taken immediately after departing post.

Quarantine accommodation costs are provided for at the first port of call in Australia or overseas for all travel provided under this section if the quarantine is required by the Australian or host-nation government.

n) Staff welfare

Employees must undertake a psychological assessment after their first rotation and at their end of their deployment to Kyiv. For staff who are extended for a second year they must attend a psychological assessment after their third rotation as well.

The psychological assessment can be arranged directly with the Staff and Family Support Office (SFO) and can be attended remotely (i.e. there is no requirement to return to Canberra). Employees should keep a record of any periods of duty during DCL and submit these to the SAO on return from DCL.

On completion of their posting, employees must consult with a staff counsellor from the SFO. Employees should contact the SFO directly to arrange an appointment.

o) Leave provisions

Employees may carry over until the end of the posting in Kyiv any leave credits held from the start of the posting, up to a maximum of 20 days.

Carry over leave credits (22 days a year) accrued in Kyiv and not used during the posting, are exempt from leave deeming provisions for up to 12 months after completing the posting. On 1 July of the subsequent year, all annual leave credits are subject to carryover limits outlined in the enterprise agreement.

Note: additional location leave is not available to employees posted to Kyiv, as DCL provisions replace this provision.

p) Training

All employees posted to Kyiv attend mandatory specialised DFAT training courses. These are organised through the Overseas Security Training section.

q) Other standard HRM conditions

Other standard conditions of service including, [additional household allowance \(AHA\)](#) apply. However, reunion and reconnection fares are not available because employees can return to Australia on decompression breaks (see [Reunion](#) section).

r) Staff on Short-term Missions (STMs)

Employees on short-term missions are entitled to the following conditions:

- Travelling allowance (TA) is provided as per the Travel Policy.
- SLS for periods in country, including those less than 28 calendar days.
- Location allowance - only for STMs of more than 28 consecutive days in location.
- DCL provisions extend to employees who are on a short-term mission in Kyiv for more than 28 consecutive days on a pro rata basis for up to a maximum of 14 calendar days.
 - o Note - It is expected that, in line with staff welfare principles, short-term missions are limited to 90 calendar days in country. Longer periods do not attract pro rata DCL.
- Excess baggage is payable to employees on short-term missions for greater than one 90-calendar day rotation. Employees must consult post on excess baggage before they undertake any short-term mission travel to and from Kyiv. Depending on the length of a short-term mission, employees may be permitted to send unaccompanied air freight to post (approximately 100 kilograms).
- Additional location leave (ALL) provisions extend to employees who are on a short-term mission in Kyiv for short durations (less than 28 calendar days). Where an employee is in Kyiv for 28 calendar days or more in a calendar year, they can accrue additional location leave at the rate of 10 days a year (pro-rated).
- This duty need not be continuous and may be aggregated in each calendar year. The accrual excludes any periods that have attracted DCL (see the [short-term mission location provisions](#)).
- The allowances and provisions applicable to Warsaw continue to apply for employees residing in Warsaw who undertake an STM into Kyiv.

s) Staff welfare

Travel approvers who authorise prolonged or regular short-term missions for an employee to Kyiv must consult staff counsellors to ensure the travellers receive the appropriate pre and post short-term mission briefings. They should also contact Personnel Security Culture and Assessments Branch (PSB) to check training and equipment requirements.

t) Procedural instruction

Claims for STM Special Location Supplement and Additional Location Leave are to be submitted when the STM is completed using the [STM Location allowance claim form](#) available on the COS homepage > OCOS forms, references and FAQs.

Employee should note on the form that the application is for the Special Location Supplement and not Location Allowance. The form must be approved by a supervisor or travel approver and sent to PPD by submitting a People Service Request.

4.12.7 PROCEDURAL INSTRUCTION

s 47E(d)

4.13 SPECIAL LOCATION SUPPLEMENT (SLS)

4.13.1 OVERVIEW OF SPECIAL LOCATION SUPPLEMENT

In exceptional circumstances, the Secretary's delegate may approve the payment of a Special Location Supplement (SLS) to reflect particular challenges at post. Where possible, the application of any or all elements of a Special Location Package (4.12) should be undertaken before consideration is given to a Special Location Supplement (4.13).

SLS is provided in addition to:

- cost of posting allowance (COPA)
- cost of living adjustment (COLA) if applicable, and
- location allowance.

SLS may be provided on its own or in conjunction with a Special Location Package (refer to [HRM Vol 2, Section 4.12](#)).

4.13.2 DECISION-MAKING PRINCIPLES

The decision-making principles for implementing a Special Location Supplement are:

- [Performance, Governance and Public Accountability Act 2013](#),

- Australian Government Review of provisions, additional allowances and financial support 2016,
- individual SLS policy thresholds, and
- operational requirements.

4.13.3 TYPES OF SLS

There are two types of SLS.

1. SLS - Security (4.13.4)
2. SLS - Extremely high inflation (4.13.5)

4.13.4 SLS - SECURITY

SLS – Security is paid to reflect:

- the particular security challenges of a post, or
- in response to a significant deterioration of the security operational environment which is likely to have serious impacts on the lifestyles of posted staff. Examples include terrorism, political or civil unrest, conflict and instability that result in a heightened security threat environment.

4.13.4.1 SLS - Security Methodology

- a) **Timing** - reviewed annually (December for implementation on the first full pay period in January) in line with ECA's annual publication of post location ratings.
- b) **Data** – the annual SLS review combines ECA's location data (which measures the liveability of an expatriate at post) and ratings derived by Operational Security Branch (OSB) based on internal DFAT security assessments at each post.
- c) **Threshold** – Post must meet the threshold of Category F location rating to be considered for SLS - Security.
- d) **Interim review** – Posts (not just Category F posts) undergoing a sudden change in security operating environment (for example political and/or security situations resulting in a heightened security threat environment) may request an interim review of their Location Allowance. In these circumstances, and where the outcome of the Interim review results in the post's Location Rating being categorised as a Category F post, —the Secretary's delegate may determine an appropriate SLS rate to manage the situation until the annual review of Location Allowance. Post is to cable - using Topics PERSONNEL/A-based Conditions and SECURITY/Threats & Risks – to request an interim Location Allowance review detailing reasons and justification.

4.13.5 SLS - EXTREMELY HIGH INFLATION

SLS – Extremely High Inflation is paid to locations experiencing inflation of **s 47E(d)** in the most recent quarter, based on ECA's basket of goods and services. It is applied as an interim measure to support purchasing power at post until the post's COLA baseline is recalculated by ECA in the next pricing survey.

For locations experiencing extremely high inflation, an Extremely High Inflation Supplement (EHIS) is applied as an **interim measure** to support purchasing power at post until the post's COLA baseline is recalculated by ECA in the next quarterly pricing survey (i.e. ECA conducts a pricing survey to set an updated baseline COL index and exchange rate that accounts for inflation pressures and currency movements so COLA is not out of step with on-the-ground pricing experienced at the location).

EHIS is provided in addition COLA.

Extremely High Inflation Supplement parameters are:

Eligibility	<ul style="list-style-type: none"> Applies when ECA identifies s 47E(d) inflation of ECA's basket of goods and services in the previous quarter as measured by ECA's COL price data, and Significant devaluation of the local currency.
Timing	<ul style="list-style-type: none"> Commences the next full pay period after ECA identifies extremely high inflation of the ECA basket in the previous quarter. Ends when the ECA data identifies post pricing increases s 47E(d) for the previous quarter. The supplement is temporary and only applies when extremely high inflation of the ECA basket is identified in the previous pricing survey.
Provision	<ul style="list-style-type: none"> Provided as a buffer to further protect the purchasing power of staff in extremely high inflation posts. Is driven by the inflation of ECA's basket of goods and services. The supplement is provided as one rate regardless of location, salary or family size.
Methodology	<ul style="list-style-type: none"> Is calculated as the average cost (fortnightly), from ECA data, of a basket of basic goods and services. The basket of basic goods and services includes weekly groceries, fruit & vegetables, meat and dairy, toiletries, and general goods as well as limited eating out, for example takeaway and cafes. DFAT posting locations globally have been used to determine the average cost.
Rate	<ul style="list-style-type: none"> See Schedule 1 for EHIS rate. Rate is updated annually (July).
Tax treatment	<ul style="list-style-type: none"> Income tax is payable. Payments are grossed up to include PAYG liability.

4.13.5.1 SLS – Extremely High Inflation Methodology

- Related Policy - Refer to [HRM Vol 2, Section 4.4.2.3](#) – Cost of Living allowance.
- Timing – reviewed quarterly (March, June, September, and December).
- Data – based on ECA quarterly pricing survey data.
- Threshold - extremely high inflation is identified by ECA and is defined as **s 47E(d)** based on ECA's basket of goods and services

4.13.5.2 SLS Adjustments

Staff are reminded overseas allowances including SLS payments may vary (go up or down) during a posting. It is important staff do not overextend themselves financially or make financial commitments based on allowances yet received.

4.13.5.3 SLS Rates

Current SLS rates are in [Schedule 1](#).

4.14 LOCATION-SPECIFIC RESTRICTIONS

4.14.1 UNACCOMPANIED DESIGNATION

4.14.1.1 Policy Intent

For the purpose of Overseas Conditions of Service (OCOS), some posts are designated unaccompanied as the department has determined a spouse dependant (ref to [HRM Vol 2, Section 4.1.1](#)) is not able to accompany the employee on posting due to particular security and/or medical reasons or other approved departmental circumstances.

Refer to [HRM Vol 2, Schedule 2](#) for a list of posts designated unaccompanied.

Reunion travel to a post designated as unaccompanied is not permitted.

Staff posted to a post designated as unaccompanied may be eligible for Additional Household Allowance (AHA). Refer to [HRM Vol 2, Section 4.4.5](#) Additional Household Allowance.

4.14.1.2 Methodology

- a) **Timing** - reviewed annually (December) for implementation in January.
- b) **Data** – based on post reporting (WHS and Security risk assessments) and Operational Security Branch (OSB), Employees Health and Safety Section (EHS) and Medical Unit (MDU) recommendations.
- c) **Interim review** – Posts undergoing a change in operating environment may request an interim review to add or remove the unaccompanied designation at any time. Post is to cable - using Topics PERSONNEL/A-based Conditions, PERSONNEL/A-based staffing, STAFF WELFARE/Medical Unit and SECURITY/Threats & Risks – to request an interim review detailing reasons and justification.

4.14.2 NO-CHILD DESIGNATION

4.14.2.1 Policy Internet

For the purpose of Overseas Conditions of Service (OCOS), some posts are designated as no-child posts as the department has determined a child dependant (ref to [HRM Vol 2, Section 4.1.1](#)) is not able to accompany the employee on posting due to particular security and/or medical reasons or other approved departmental circumstances.

Refer to [HRM Vol 2, Schedule 2](#) for a list of posts designated no-child.

Reunion travel to a no-child designated post may not be permitted (refer to [HRM Vol 2, Schedule 2](#) for age group restrictions and reunion travel to post eligibility).

Staff posted to a no-child designated post may be eligible for Additional Household Allowance (AHA) subject to age limitations. Refer to [HRM Vol 2, Section 4.4.5](#) Additional Household Allowance for further policy advice and [HRM Vol 2, Schedule 2](#) for age group restrictions.

4.14.2.2 Methodology

- a) **Timing** - reviewed annually (December) for implementation in January.
- b) **Data** – based on post reporting (WHS and Security risk assessments) and Operational Security Branch (OSB), Employees Health and Safety Section (EHS) and Medical Unit (MDU) recommendations.

- c) **Interim review** – Posts undergoing a change in operating environment may request an interim review to add or remove the no-child designation at any time. Post is to cable - using Topics PERSONNEL/A-based Conditions, PERSONNEL/A-based staffing, STAFF WELFARE/Medical Unit and SECURITY/Threats & Risks – to request an interim review detailing reasons and justification.

4.15 ORDINARY PERIOD OF POSTING

A non-SES overseas short-term mission (STM), short-term assignment (STA), or long-term posting (LTP) is an assignment of duties under section 25 of the *Public Service Act 1999*.

All postings have a predefined ordinary posting period.

Due to operational circumstances, such as changes in post operations or matters related to host government accreditation, the duration of a posting may be subject to change.

The ordinary posting period and any standard variations are outlined below.

4.15.1 LONG-TERM POSTING - ORDINARY PERIOD OF POSTING

The ordinary period of an overseas long-term posting is three years (36 months), or a period set by the [Secretary's delegate](#) in respect of a post.

The ordinary period of an overseas posting starts on the employee's first day of duty at post and ceases on the day the employee finishes their duty at post (refer to [HRM Vol 2, Section 1.4 Definitions – duty](#)).

Employees who complete the full ordinary period of posting may be eligible to apply for an extension of up to 12 months, in accordance with the [Overseas Postings – Procedural Instruction](#).

In accordance with section 16.1 of the department's [Posting policy](#), the employee can negotiate a commencement date that is no more than four (4) weeks either before or after their predecessor's posting end date.

4.15.2 LONG-TERM POSTING – ORDINARY PERIOD OF POSTING VARIATION

Variations to the ordinary period of an overseas long-term posting are listed at [5.3 - Schedule 3 - Location](#) provisions and in the [OCOS Summary Tool](#).

4.15.2.1 Ordinary Period of Posting Variations

The Secretary's [delegate](#) may set the following variations to a location's ordinary period of posting from the standard three years (36 months) to:

- a) **2 (+1) years** - Employees posted to these locations will be posted for the period of 24 months. After serving 12 months at the post, employees will have the option of extending to three years (36 months) subject to HOM and AS OPB approval for non-SES employees and COO for HOM/HOP/SES employees.
 - i. Employees selected for overseas positions with an ordinary period of posting of 2 (+1) years and an 88-week language training requirement should refer to the [Overseas Postings – Procedural Instruction](#) for further detail on how possible variations to their posting will operate.
 - ii. Employees who remain for the three years (36 months) period will be eligible to apply for an extension for a fourth year, in line with the posting application process.

- iii. A minimum extension of 12 months is required beyond the 36-month posting period to be eligible for an ALFA fare (refer to HRM Vol 2, Section 4.5.2).
- b) **1 (+1+1) years** - non-SES employees are posted to these locations for a period of one year (12 months), with the option to opt in for two 12-month extensions through an expression of interest process.
- i. All 12-month postings to these locations will count for secondary consideration purposes of the Posting Advisory Committee (PAC) in accordance with the [Overseas Postings – Procedural Instruction](#).
 - ii. If an employee serves one or more 12-month extension, then the posting will not count for secondary consideration by the PAC unless the posting was served in a Category E or F post in accordance with the provisions in the [Overseas Postings – Procedural Instruction](#).
 - iii. A minimum extension of 12 months is required beyond the 36-month posting period to be eligible for an ALFA fare (refer to HRM Vol 2, Section 4.5.2).
- c) **1 (+6m+6m) year (months)** - non-SES employees are posted to these locations for an ordinary period of one year (12 months), with the option to opt in to two six-month extensions through an expression of interest process.
- i. Postings to these locations (except for Baghdad) for up to 24 months will count for secondary consideration purposes of the Posting Advisory Committee (PAC) in accordance with the [Overseas Postings – Procedural Instruction](#).
 - ii. A minimum extension of 12 months is required beyond the 24-month posting period to be eligible for an ALFA fare (ref to HRM Vol 2, Section 4.5.2).

CHAPTER 5 – SCHEDULES

5.1 SCHEDULE 1 – RATES

- Updated: January 2025
- Next scheduled update: July 2025

Table A – Rates

HRM Vol 2	Item	Rate (AUD)	Period
2.3.2	STM - Equipment allowance	s 47E(d)	one off payment
2.3.2	STM - Equipment allowance – High Frequency Travel		one off payment
2.3.3	STM - Special clothing allowance		one off payment
2.3.5	STM - Extreme cold weather clothing allowance		one off payment
4.3.2.4	Personal effects requiring special handling		one off payment
4.13.5	COLA – Extremely High Inflation Supplement (EHIS)		per fortnight
4.4.4	Average salary of overseas DFAT employees	\$142,161.00	per annum
4.4.5	Additional household allowance	\$9,440.00	per annum
4.4.10.7	Local post moves	\$453.00	one off payment
4.4.11	Outlay advance	\$20,000.00	one off payment
4.7.3.5	Private board supplement	s 47E(d)	per annum
4.7.8	Summer School daily rate		per day
4.7.3.4	Meal component of boarding fee – employee contribution		per annum (or actual cost separately itemised on school invoice)
4.9.5.2 (b)	Pharmaceutical safety net	\$1,087.61	per FY
4.9.5.2 (a)	Pharmaceutical – contribution per script item before safety net reached	\$20.86	per script item
4.9.5.2 (b)	Pharmaceutical – contribution per script item after safety net reached	\$5.08	per script item
4.9.7.6 (d)	Medevac - meal supplement (12 years and over) - Commercial accommodation without cooking facilities	s 47E(d)	per day
4.9.7.6 (d)	Medevac - meal supplement (12 years and over) - 5 days or less in commercial accommodation with cooking facilities and utensils		per day
4.9.7.6 (d)	Medevac - meal supplement (12 years and over) - Longer than 5 days in commercial accommodation with cooking facilities and utensils		per day
4.9.7.6 (d)	Medevac - meal supplement - Private accommodation		per day

HRM Vol 2	Item	Rate (AUD)	Period
4.9.7.6 (d)	Medevac - meal supplement for children under 12	s 47E(d)	per day
4.9.7.6 (c)	Medevac - 1-2 adults accommodation rates in Australia		per night
4.9.7.6 (c)	Medevac - 1-2 adults & 1-2 children accommodation rates in Australia		per night
4.9.7.6 (c)	Medevac - 1-2 adults & 3+ children accommodation rates in Australia		per night
4.9.7.6 (c)	Medevac - Darwin High Season (May to October) accommodation rates		above rates can increase up to 30%.
4.10.2	Australian motor vehicle allowance		per km
4.10.3	Emergency evacuation and authorised temporary drawdown – one-off supplement - adult		per adult
4.10.3	Emergency evacuation and authorised temporary drawdown – one-off supplement - child		per child
4.10.3	Emergency evacuation and authorised temporary drawdown – on-going supplement- single/couple		per week (7 days)
4.10.3	Emergency evacuation and authorised temporary drawdown – on-going supplement - 1-2 adults with 1-2 children		per week (7 days)
4.10.3	Emergency evacuation and authorised temporary drawdown – on-going supplement - 1-2 adults with 3+ children		per week (7 days)
Representation Funds (Post Operations Portal)	Representation allowance - spouse payment rate	\$27.00	per hour
4.4.4	Location allowance - Category A s 47E(d)	\$0	per annum
4.4.4	Location allowance - Category B s 47E(d)	\$0	per annum
4.4.4	Location allowance - Category C s 47E(d)	\$25,589.00	per annum
4.4.4	Location allowance - Category C s 47E(d)	\$17,059.00	per annum
4.4.4	Location allowance - Category D s 47E(d)	\$34,119.00	per annum
4.4.4	Location allowance - Category D s 47E(d)	\$22,746.00	per annum
4.4.4	Location allowance - Category E s 47E(d)	\$42,648.00	per annum
4.4.4	Location allowance - Category E s 47E(d)	\$28,432.00	per annum
4.4.4	Location allowance - Category F s 47E(d)	\$51,178.00	per annum
4.4.4	Location allowance - Category F s 47E(d)	\$34,119.00	per annum
4.13	SLS rate s 47E(d) - unaccompanied - 100%	\$34,119.00	per annum
4.13	SLS rate s 47E(d) - accompanied - 100%	\$51,178.00	per annum

HRM Vol 2	Item	Rate (AUD)	Period
4.13	SLS rate - s 47E(d) 200%	\$68,238.00	per annum
4.13	SLS rate - s 47E(d) - 25%	\$8,529.75	per annum
4.13	SLS rate - s 47E(d) - 25%	\$12,794.50	per annum
4.13	SLS rate - s 47E(d) - 75%	\$25,589.25	per annum
4.13	SLS rate - s 47E(d) - 75%	\$38,383.50	per annum
4.13	SLS rate - s 47E(d) 200%	\$68,238.00	per annum
4.13	SLS rate - s 47E(d) - 75%	\$25,589.25	per annum
4.13	SLS rate - s 47E(d) - 25%	\$8,529.75	per annum
4.13	SLS rate - s 47E(d) - 25%	\$12,794.50	per annum

Table B – Transfer Allowance

To post - Unaccompanied							
To Post	Base	Per child	1 child	2 chldn	3 chldn	4 chldn	5 chldn
Unaccompanied	\$4,259	\$272	\$4,531	\$4,803	\$5,075	\$5,347	\$5,619
Plus if applicable:							
4 day rest & travel to post	\$536	\$180	\$716	\$896	\$1,076	\$1,256	\$1,436
Excess baggage [^]	\$1,064	\$148	\$1,212	\$1,360	\$1,508	\$1,656	\$1,804
To post - Accompanied							
To Post	Base	Per child	1 child	2 chldn	3 chldn	4 chldn	5 chldn
Accompanied	\$7,005	\$272	\$7,277	\$7,549	\$7,821	\$8,093	\$8,365
Plus if applicable:							
4 day rest & travel to post	\$681	\$180	\$861	\$1,041	\$1,221	\$1,401	\$1,581
Excess baggage [^]	\$1,594	\$148	\$1,742	\$1,890	\$2,038	\$2,186	\$2,334
From post / cross-posting - Unaccompanied							
From Post / Cross-posting	Base	Per child	1 child	2 chldn	3 chldn	4 chldn	5 chldn
Unaccompanied	\$2,741	\$138	\$2,879	\$3,017	\$3,155	\$3,293	\$3,431
Plus if applicable:							
4 day rest & travel to post*	\$536	\$180	\$716	\$896	\$1,076	\$1,256	\$1,436
Excess baggage [^]	\$1,064	\$148	\$1,212	\$1,360	\$1,508	\$1,656	\$1,804
From post / cross-posting - Accompanied							
From Post / Cross-posting	Base	Per child	1 child	2 chldn	3 chldn	4 chldn	5 chldn
Accompanied	\$4,114	\$138	\$4,252	\$4,390	\$4,528	\$4,666	\$4,804
Plus if applicable:							
4 day rest & travel to post*	\$681	\$180	\$861	\$1,041	\$1,221	\$1,401	\$1,581
Excess baggage [^]	\$1,594	\$148	\$1,742	\$1,890	\$2,038	\$2,186	\$2,334
*If being cross-posted via Australia and both posts are 4 rest/travel, then double these rates.							
[^] Excess baggage is payable if personal effects are shipped to/from post via sea freight.							

5.2 SCHEDULE 2 – FAMILY AT POST

- Updated: January 2025
- Next update: January 2026

Post	Spouse	Child/ren - No child locations	Reunion visits	Additional Household Allowance
Abu Dhabi	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Abuja	Accompanied - registered spouse dependant may reside at post	Restrictions - children aged 0-18 CANNOT reside at post - Security reasons	No reunion travel to post/ reverse reunion will apply	Possible (no-child post)
Accra	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Addis Ababa	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Alofi	Accompanied - registered spouse dependant may reside at post	Restrictions - children aged 0-4 CANNOT reside at post - Medical reasons	Yes - reunion travel to post for children of all ages	Possible (no-child post)
Amman	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Ankara	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Apia	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Athens	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Baghdad	Unaccompanied - registered spouse dependant CANNOT reside at post	Restrictions - registered child/ren CANNOT reside at post	No reunion travel / DCL will apply	Available (unaccompanied post)
Bali	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Bandar Seri Begawan	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A

Post	Spouse	Child/ren - No child locations	Reunion visits	Additional Household Allowance
Bangkok	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Beijing	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Beirut	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Belgrade	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Bengaluru	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Berlin	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Bern	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Bogota	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Brasilia	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Brussels	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Buenos Aires	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Buka	Accompanied - registered spouse dependant may reside at post	Restrictions - children aged 0-10 CANNOT reside at post - Medical reasons	Yes - reunion travel to post for children over 10	Possible (no-child post)
Cairo	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Canakkale	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Chengdu	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A

Post	Spouse	Child/ren - No child locations	Reunion visits	Additional Household Allowance
Chennai	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Chicago	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Colombo	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Copenhagen	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Dhaka	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Dili	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Doha	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Dubai	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Dublin	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Funafuti	Accompanied - registered spouse dependant may reside at post	Restrictions - children aged 0-18 CANNOT reside at post - Medical reasons	Yes - reunion travel to post for children over 10	Possible (no-child post)
Geneva UN	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Geneva WTO	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Guangzhou	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Hanoi	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Harare	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A

Post	Spouse	Child/ren - No child locations	Reunion visits	Additional Household Allowance
Ho Chi Minh City	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Holy See	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Hong Kong	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Honiara	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Honolulu	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Houston	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Islamabad	Accompanied - registered spouse dependant may reside at post	Restrictions - children aged 0-18 CANNOT reside at post - Security reasons	No reunion travel to post/ reverse reunion will apply	Possible (no-child post)
Istanbul	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Jakarta	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Kathmandu	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Kolkata	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Koror	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Kuala Lumpur	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Kuwait City	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Kyiv	TBA	TBA	TBA	TBA

Post	Spouse	Child/ren - No child locations	Reunion visits	Additional Household Allowance
Lae	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Lima	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Lisbon	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
London	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Los Angeles	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Madrid	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Majuro	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Makassar	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Malè	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Malta	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Manila	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Mexico City	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Moscow	Accompanied - registered spouse dependant may reside at post	Restrictions - children aged 0-18 CANNOT reside at post - Security reasons	No reunion travel to post/ reverse reunion will apply	Possible (no-child post)
Mumbai	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Nairobi	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A

Post	Spouse	Child/ren - No child locations	Reunion visits	Additional Household Allowance
Nauru	Accompanied - registered spouse dependant may reside at post	Restrictions - children aged 0-4 CANNOT reside at post - Medical reasons	Yes - reunion travel to post for children of all ages	Possible (no-child post)
New Delhi	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
New York CG	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
New York UN	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Nicosia	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Noumea	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Nuku'alofa	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Osaka	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Ottawa	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Papeete	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Paris Emb	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Paris OECD	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Phnom Penh	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Phuket	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A

Post	Spouse	Child/ren - No child locations	Reunion visits	Additional Household Allowance
Pohnpei	Accompanied - registered spouse dependant may reside at post	Restrictions - children aged 0-4 CANNOT reside at post - Medical reasons	Yes - reunion travel to post for children of all ages	N/A
Port Louis	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Port Moresby	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Port of Spain	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Port Vila	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Pretoria	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Rabat	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Ramallah	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Rarotonga	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Riyadh	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Rome	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Santiago de Chile	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Seoul	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Shanghai	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Shenyang	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A

Post	Spouse	Child/ren - No child locations	Reunion visits	Additional Household Allowance
Singapore	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Stockholm	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Surabaya	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Suva	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Taipei	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Tarawa	Accompanied - registered spouse dependant may reside at post	Restrictions - children aged 0-10 CANNOT reside at post - Medical reasons	Yes - reunion travel to post for children over 10	Possible (no-child post)
Tehran	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Tel Aviv	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
The Hague	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Tokyo	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Ulaanbaatar	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Vienna UN	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Vientiane	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Warsaw	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Washington	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A

Post	Spouse	Child/ren - No child locations	Reunion visits	Additional Household Allowance
Wellington	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A
Yangon	Accompanied - registered spouse dependant may reside at post	Restrictions - children aged 0-18 CANNOT reside at post - Security reasons	No reunion travel to post/ reverse reunion will apply	Possible (no-child post)
Zagreb	Accompanied - registered spouse dependant may reside at post	No restrictions - registered child dependant may reside at post	No restrictions	N/A

5.3 SCHEDULE 3 – LOCATION CATEGORIES AND PROVISIONS

- Updated: April 2025
- Next scheduled update: July 2025

Post	Ordinary Period of Posting	Rest & Travel Days	Location Rating	Additional Location Leave	Cat F End of Posting Leave	Special Location Supplement	Home Leave Fare	Regional Leave Fare	Regional Leave Centre	COL baseline index	COL baseline exchange rate	Currency for COL exchange rate
Abu Dhabi	3	3	s 47E(d)				1	1	London	s 47E(d)		AED
Abuja	2 (+1)	4					1 +12kg excess baggage on return	2 (+1 for the 3rd year)	London			NGN
Accra	3	4					1	2	London			GHS
Addis Ababa	3	4					1 +12kg excess baggage on return	3	London			ETB
Alofi	1 (+6+6)	2					1 +12kg excess baggage on return	1 in the first 12 mths plus 1 x RLF per 6 mth extension	Australia			NZD
Amman	3	3					1	1	London			JOD
Ankara	3	4					1	1	London			TRY
Apia	3	2					1 +12kg excess baggage on return	1	Australia			WST
Athens	3	4					1	1	London			EUR
Baghdad	1.5 (+6)	4					Decompression leave fares	Decompression leave fares	N/A			AUD
Bali	3	2	s 47E(d)	Decompression leave			1	1	Australia			IDR

Post	Ordinary Period of Posting	Rest & Travel Days	Location Rating	Additional Location Leave	Cat F End of Posting Leave	Special Location Supplement	Home Leave Fare	Regional Leave Fare	Regional Leave Centre	COL baseline index	COL baseline exchange rate	Currency for COL exchange rate
Bandar Seri Begawan	3	2	s 47E(d)				1	1	Australia	s 47E(d)		BND
Bangkok	3	2					1	1	Australia			THB
Beijing	3	2					1	1	Australia			CNY
Beirut	3	4					1	1	London			LBP
Belgrade	3	4					1	1	London			RSD
Bengaluru	3	3					1	1	Australia			INR
Berlin	3	4					1	0	N/A			EUR
Bern	3	4					1	0	N/A			CHF
Bogota	3	4					1	1	Miami			COP
Brasilia	3	4					1	1	Miami			BRL
Brussels	3	4					1	0	N/A			EUR
Buenos Aires	3	4					1	1	Miami			ARS
Buka	2 (+1)	2					1 +12kg excess baggage on return	2 (+1 for the 3rd year)	Australia			PGK
Cairo	3	4					1 +12kg excess baggage on return	2	London			EGP
Canakkale	3	4					1	1	London			TRY
Chengdu	3	2					1	1	Australia			CNY
Chennai	3	3					1 +12kg excess baggage on return	1	Australia			INR
Chicago	3	4					1	0	N/A			USD

Post	Ordinary Period of Posting	Rest & Travel Days	Location Rating	Additional Location Leave	Cat F End of Posting Leave	Special Location Supplement	Home Leave Fare	Regional Leave Fare	Regional Leave Centre	COL baseline index	COL baseline exchange rate	Currency for COL exchange rate
Colombo	3	3	s 47E(d)				1 +12kg excess baggage on return	1	Australia	s 47E(d)		LKR
Copenhagen	3	4					1	0	N/A			DKK
Dhaka	2 (+1)	2					1 +12kg excess baggage on return	2 (+1 for the 3rd year)	Australia			BDT
Dili	2 (+1)	2					1 +12kg excess baggage on return	1	Australia			USD
Doha	3	3					1	1	London			QAR
Dubai	3	3					1	1	London			AED
Dublin	3	4					1	0	N/A			EUR
Funafuti	1 (+6+6)	2					1 +12kg excess baggage on return	1 in the first 12 mths then: Option 1 - 1 x RLF for a 6 mth extension. Option 2 - 3 x RLF for a 12 mth extension.	Australia			AUD
Geneva UN	3	4					1	0	N/A			CHF
Geneva WTO	3	4					1	0	N/A			CHF
Guangzhou	3	2					1	1	Australia			CNY
Hanoi	3	2					1	1	Australia			VND

Post	Ordinary Period of Posting	Rest & Travel Days	Location Rating	Additional Location Leave	Cat F End of Posting Leave	Special Location Supplement	Home Leave Fare	Regional Leave Fare	Regional Leave Centre	COL baseline index	COL baseline exchange rate	Currency for COL exchange rate
Harare	3	4	s 47E(d)				1 +12kg excess baggage on return	2	London	s 47E(d)		USD
Ho Chi Minh City	3	2					1	1	Australia			VND
Holy See	3	4					1	0	N/A			EUR
Hong Kong	3	2					1	0	N/A			HKD
Honiara	2 (+1)	2					1 +12kg excess baggage on return	1	Australia			SBD
Honolulu	3	3					1	0	N/A			USD
Houston	3	4					1	0	N/A			USD
Islamabad	2 (+1)	3					1 +12kg excess baggage on return	2 (+1 for the 3rd year)	Australia			PKR
Istanbul	3	4					1	1	London			TRY
Jakarta	3	2					1	1	Australia			IDR
Kathmandu	2 (+1)	3					1 +12kg excess baggage on return	1	Australia			NPR
Kolkata	3	3					1	1	Australia			INR
Koror	1 (+1+1)	2					1 +12kg excess baggage on return	1 in the first 12 mths plus 2 x RLF per 12 mth extension	Australia			USD
Kuala Lumpur	3	2					1	1	Australia			MYR
Kuwait City	3	4					1	1	London			KWD

Post	Ordinary Period of Posting	Rest & Travel Days	Location Rating	Additional Location Leave	Cat F End of Posting Leave	Special Location Supplement	Home Leave Fare	Regional Leave Fare	Regional Leave Centre	COL baseline index	COL baseline exchange rate	Currency for COL exchange rate
Kyiv	1(+1)	4	s 47E(d)	Decompression leave	s 47E(d)		Decompression leave fares	Decompression leave fares	N/A	s 47E(d)		UAH
Lae	2 (+1)	2	s 47E(d)				1 +12kg excess baggage on return	2 (+1 for the 3rd year)	Australia			PGK
Lima	3	4					1	1	Miami			PEN
Lisbon	3	4					1	0	N/A			EUR
London	3	4					1	0	N/A			GBP
Los Angeles	3	3					1	0	N/A			USD
Madrid	3	4					1	0	N/A			EUR
Majuro	1 (+1+1)	2					1 +12kg excess baggage on return	1 in the first 12 mths plus 2 x RLF per 12 mth extension	Australia			USD
Makassar	2 (+1)	2					1 +12kg excess baggage on return	2 (+1 for the 3rd year)	Australia			IDR
Malè	3	3					1 +12kg excess baggage on return	1	Australia			MVR
Malta	3	4					1	0	N/A			EUR
Manila	3	2					1	1	Australia			PHP
Mexico City	3	4					1	1	Miami			MXN
Moscow	3	4					1 +12kg excess baggage on return	2	London			RUB
Mumbai	3	3					1	1	Australia			INR

Post	Ordinary Period of Posting	Rest & Travel Days	Location Rating	Additional Location Leave	Cat F End of Posting Leave	Special Location Supplement	Home Leave Fare	Regional Leave Fare	Regional Leave Centre	COL baseline index	COL baseline exchange rate	Currency for COL exchange rate
Nairobi	3	4	s 47E(d)				1	2	London	s 47E(d)		KES
Nauru	1 (+6+6)	2					1 +12kg excess baggage on return	1 in the first 12 mths then: Option 1 - 1 x RLF for a 6 mth extension. Option 2 - 3 x RLF for a 12 mth extension.	Australia			AUD
New Delhi	3	3					1	1	Australia			INR
New York CG	3	4					1	0	N/A			USD
New York UN	3	4					1	0	N/A			USD
Nicosia	3	4					1	0	N/A			EUR
Noumea	3	2					1	1	Australia			XPF
Nuku'alofa	2 (+1)	2					1 +12kg excess baggage on return	2	Australia			TOP
Osaka	3	2					1	0	N/A			JPY
Ottawa	3	4					1	0	N/A			CAD
Papeete	1 (+1+1)	2					1	1 in the first 12 mths plus 2 x RLF per 12 mth extension	Australia			XPF
Paris Emb	3	4					1	0	N/A			EUR
Paris OECD	3	4					1	0	N/A			EUR

Post	Ordinary Period of Posting	Rest & Travel Days	Location Rating	Additional Location Leave	Cat F End of Posting Leave	Special Location Supplement	Home Leave Fare	Regional Leave Fare	Regional Leave Centre	COL baseline index	COL baseline exchange rate	Currency for COL exchange rate
Phnom Penh	3	2	s 47E(d)				1	1	Australia	s 47E(d)		USD
Phuket	3	2					1	1	Australia			THB
Pohnpei	2 (+1)	2					1 +12kg excess baggage on return	1	Australia			USD
Port Louis	3	3					1	1	London			MUR
Port Moresby	2 (+1)	2					1 +12kg excess baggage on return	1	Australia			PGK
Port of Spain	3	4					1	1	Miami			TTD
Port Vila	2 (+1)	2					1	1	Australia			VUV
Pretoria	3	4					1	1	London			ZAR
Rabat	3	4					1	1	London			MAD
Ramallah	3	4					1	1	London			ILS
Rarotonga	1 (+1+1)	2					1	1 in the first 12 mths plus 2 x RLF per 12 mth extension	Australia			NZD
Riyadh	3	3					1	2	London			SAR
Rome	3	4					1	0	N/A			EUR
Santiago de Chile	3	4					1	1	Miami			CLP
Seoul	3	2					1	0	N/A			KRW
Shanghai	3	2					1	1	Australia			CNY
Shenyang	3 (-1)	2					1	2	Australia			CNY

Post	Ordinary Period of Posting	Rest & Travel Days	Location Rating	Additional Location Leave	Cat F End of Posting Leave	Special Location Supplement	Home Leave Fare	Regional Leave Fare	Regional Leave Centre	COL baseline index	COL baseline exchange rate	Currency for COL exchange rate
Singapore	3	2	s 47E(d)				1	0	N/A	s 47E(d)		SGD
Stockholm	3	4					1	0	N/A			SEK
Surabaya	3	2					1	1	Australia			IDR
Suva	3	2					1 +12kg excess baggage on return	1	Australia			FJD
Taipei	3	2					1	1	Australia			TWD
Tarawa	1 (+6+6)	2					1 +12kg excess baggage on return	1 in the first 12 mths then: Option 1 - 1 x RLF for a 6 mth extension. Option 2 - 3 x RLF for a 12 mth extension.	Australia			AUD
Tehran	2 (+1)	4					1 +12kg excess baggage on return	2 (+1 for the 3rd year)	London			IRR
Tel Aviv	3	4					1	1	London			ILS
The Hague	3	4					1	0	N/A			EUR
Tokyo	3	2					1	0	N/A			JPY
Ulaanbaatar	3	3					1 +12kg excess baggage on return	1	Australia			MNT
Vienna UN	3	4					1	0	N/A			EUR
Vientiane	3	2					1	1	Australia			LAK
Warsaw	3	4					1	0	N/A			PLN

Post	Ordinary Period of Posting	Rest & Travel Days	Location Rating	Additional Location Leave	Cat F End of Posting Leave	Special Location Supplement	Home Leave Fare	Regional Leave Fare	Regional Leave Centre	COL baseline index	COL baseline exchange rate	Currency for COL exchange rate
Washington	3	4	s 47E(d)			N/A	1	0	N/A	s 47E(d)		USD
Wellington	3	2				N/A	1	0	N/A			NZD
Yangon	2 (+1)	2				25%	1 +12kg excess baggage on return	2 (+1 for the 3rd year)	Australia			MMK
Zagreb	3	4				N/A	1	0	N/A			EUR

5.4 SCHEDULE 4 – MANAGEMENT INITIATED EARLY TERMINATION OF POSTING PAYMENTS

- Updated: July 2024
- Next scheduled update: July 2025

	3 Year Posting	
months remaining	Accompanied	Unaccompanied
35 or more	\$15,295	\$9,176
32 to 34	\$13,909	\$8,342
29 to 31	\$12,520	\$7,507
26 to 28	\$11,126	\$6,673
23 to 25	\$9,738	\$5,839
20 to 22	\$8,349	\$5,006
17 to 19	\$6,963	\$4,171
14 to 16	\$5,571	\$3,337
11 to 13	\$4,180	\$2,503
8 to 10	\$2,791	\$1,668
4 to 7	\$1,403	\$832
0 to 3	\$0	\$0
	2 Year posting	
months remaining	Accompanied	Unaccompanied
23 or more	\$15,295	\$9,176
20 to 22	\$13,109	\$7,867
17 to 19	\$10,926	\$6,557
14 to 16	\$8,744	\$5,249
11 to 13	\$6,557	\$3,937
8 to 10	\$4,372	\$2,629
4 to 7	\$2,186	\$1,321
0 to 3	\$0	\$0

5.5 SCHEDULE 5 – EDUCATION: BENCHMARK SCHOOLS

- Updated: April 2025

Post	Pre School	Primary School	Secondary School
Abu Dhabi	Cranleigh School Abu Dhabi	Cranleigh School Abu Dhabi	Cranleigh School Abu Dhabi
Abuja	American International School	American International School	American International School
Accra	Lincoln Community School	Lincoln Community School	Lincoln Community School
Addis Ababa	International Community School (ICS)	International Community School (ICS)	International Community School (ICS)
Alofi	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)
Amman	American Community School	American Community School	American Community School
Ankara	British Embassy School	Ankara Elementary/High School	Ankara Elementary/High School
Apia	Bahai Montessori Pre-School	Vaiala Beach School	Robert Louis Stevenson School
Athens	St. Catherine's British School	St. Catherine's British School	St. Catherine's British School
Baghdad	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)
Bali	Bali International School	Bali International School	Bali International School
Bandar Seri Begawan	Jerudong International School	Jerudong International School	Jerudong International School
Bangkok	New International School of Thailand	New International School of Thailand	New International School of Thailand
Beijing	Western Academy of Beijing	Western Academy of Beijing	Western Academy of Beijing
Beirut	American Community School	American Community School	American Community School
Belgrade	International School of Belgrade	International School of Belgrade	International School of Belgrade
Bengaluru	Stonehill International School	Stonehill International School	Stonehill International School
Berlin	Berlin Brandenburg International School	Berlin Brandenburg International School	Berlin Brandenburg International School
Bern	International School of Bern	International School of Bern	International School of Bern
Bogota	Colegio Nueva Granada	Colegio Nueva Granada	Colegio Nueva Granada
Brasilia	American School of Brasilia	American School of Brasilia	American School of Brasilia
Brussels	International School of Brussels	International School of Brussels	International School of Brussels

Post	Pre School	Primary School	Secondary School
Buenos Aires	Montessori Sunrise Nursery	Association Escuelas Lincoln	Association Escuelas Lincoln
Buka	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)
Cairo	Cairo American College	Cairo American College	Cairo American College
Canakkale	No provision	No Provision	No provision
Chengdu	The Leman International School	The Leman International School	The Leman International School
Chennai	American International School Chennai	American International School Chennai	American International School Chennai
Chicago	Public education system - see section 4.7.4	Public education system - see section 4.7.4	Public education system - see section 4.7.4
Colombo	Overseas School of Colombo	Overseas School of Colombo	Overseas School of Colombo
Copenhagen	Copenhagen International School	Copenhagen International School	Copenhagen International School
Dhaka	American International School	American International School	American International School
Dili	QSI International School of Dili	QSI International School of Dili	QSI International School of Dili
Doha	Compass International School	Compass International School	Compass International School
Dubai	GEMS World Academy	GEMS World Academy	GEMS World Academy
Dublin	The International School of Dublin	The International School of Dublin	St Andrew's College
Funafuti	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)
Geneva UN	International School of Geneva	International School of Geneva	International School of Geneva
Geneva WTO	International School of Geneva	International School of Geneva	International School of Geneva
Guangzhou	British School of Guangzhou	British School of Guangzhou	British School of Guangzhou
Hanoi	UN International School [UNIS]	UN International School [UNIS]	UN International School [UNIS]
Harare	Harare International School	Harare International School	Harare International School
Ho Chi Minh City	International School Ho Chi Minh City	International School Ho Chi Minh City	International School Ho Chi Minh City
Holy See	The American Overseas School of Rome	The American Overseas School of Rome	The American Overseas School of Rome
Hong Kong	Australian International School Hong Kong	Australian International School Hong Kong	Australian International School Hong Kong
Honiara	Woodford International School (WIS)	Woodford International School (WIS)	Woodford International School (WIS)
Honolulu	Montessori Community School	Punahou School	Punahou School

Post	Pre School	Primary School	Secondary School
Houston	Public education system - see section 4.7.4	Public education system - see section 4.7.4	Public education system - see section 4.7.4
Islamabad	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)
Istanbul	No provision	No provision	No provision
Jakarta	Jakarta Intercultural School	Jakarta Intercultural School	Jakarta Intercultural School
Kathmandu	British Lincoln School	British Lincoln School	British Lincoln School
Kolkata	Calcutta International School	Calcutta International School	Calcutta International School
Koror	SDA Elementary School	SDA Elementary School	Palau Mission Academy
Kuala Lumpur	International School of Kuala Lumpur	International School of Kuala Lumpur	International School of Kuala Lumpur
Kuwait City	American School of Kuwait	American School of Kuwait	American School of Kuwait
Kyiv	No provision	No provision	No provision
Lae	No provision	No provision	No provision
Lima	Markham College	Markham College	Markham College
Lisbon	St Julian's School	St Julian's School	St Julian's School
London	International School of London	International School of London	International School of London
Los Angeles	Piper pre school	Public education system - see section 4.7.4	Public education system - see section 4.7.4
Madrid	American School	American School	American School
Majuro	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)
Makassar	Makassar Independent School	Makassar Independent School	Makassar Independent School
Malè	AJIAL International School - Maldives	Brightway International School (BIS)	Brightway International School (BIS)
Malta	Verdala International School	Verdala International School	Verdala International School
Manila	International School Manila	International School Manila	International School Manila
Mexico City	Greengates English School	Greengates English School	Greengates English School
Moscow	P'tit CREF	Anglo-American School	Anglo-American School
Mumbai	American School of Bombay (ASB)	American School of Bombay (ASB)	American School of Bombay (ASB)
Nairobi	International School of Kenya	International School of Kenya	International School of Kenya

Post	Pre School	Primary School	Secondary School
Nauru	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)
New Delhi	American Embassy School	American Embassy School	American Embassy School
New York CG	British International School of New York	British International School of New York	British International School of New York
New York UN	British International School of New York	British International School of New York	British International School of New York
Nicosia	Nicholls Kindergarten	American International School in Cyprus	American International School in Cyprus
Noumea	James Cook International School	James Cook International School	James Cook International School
Nuku'alofa	Montessori Pre-school	Ocean of Light School	No provision
Osaka	No provision	No provision	No provision
Ottawa	No provision	Turnbull School	Ashbury College
Papeete	No provision	No Provision	No provision
Paris Emb	International School of Paris	International School of Paris	International School of Paris
Paris OECD	International School of Paris	International School of Paris	International School of Paris
Phnom Penh	International School in Phnom Penh	International School in Phnom Penh	International School in Phnom Penh
Phuket	British International School	British International School	British International School
Pohnpei	Seventh Day Adventist	Calvary Christian Academy	No provision
Port Louis	L'Arche de Zoe	Alexandra House	Labourdonnais College
Port Moresby	Ela Murray International School	Ela Murray International School	No provision
Port of Spain	International School of Port of Spain	International School of Port of Spain	International School of Port of Spain
Port Vila	Port Vila International School	Port Vila International School	Port Vila International School
Pretoria	Crawford International School	American International School of Johannesburg	American International School of Johannesburg
Rabat	Rabat American School	Rabat American School	Rabat American School
Ramallah	Anglican International School Jerusalem	Anglican International School Jerusalem	Anglican International School Jerusalem
Rarotonga	No provision	No Provision	No provision
Riyadh	American International School - Riyadh	American International School - Riyadh	American International School - Riyadh
Rome	The American Overseas School of Rome	The American Overseas School of Rome	The American Overseas School of Rome

Post	Pre School	Primary School	Secondary School
Santiago de Chile	International School (Nido de Aguilas)	International School (Nido de Aguilas)	International School (Nido de Aguilas)
Seoul	Seoul Foreign School	Seoul Foreign School	Seoul Foreign School
Shanghai	British International School of Shanghai	British International School of Shanghai	British International School of Shanghai
Shenyang	No provision	No Provision	No provision
Singapore	Australian International School Singapore	Australian International School Singapore	Australian International School Singapore
Stockholm	International School of Stockholm	International School of Stockholm	International School of Stockholm
Surabaya	Surabaya Intercultural School	Surabaya Intercultural School	Surabaya Intercultural School
Suva	International School	International Primary School	International Secondary school
Taipei	Taipei American School	Taipei American School	Taipei American School
Tarawa	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)	No provision (<i>no-child post</i>)
Tehran	British School	British School	French School
Tel Aviv	Walworth Barbour American International School	Walworth Barbour American International School	Walworth Barbour American International School
The Hague	British school in the Netherlands	American School of The Hague	American School of The Hague
Tokyo	American School in Japan	American School in Japan	American School in Japan
Ulaanbaatar	International School of Ulaanbaatar	International School of Ulaanbaatar	International School of Ulaanbaatar
Vienna UN	The Danube International School	The Danube International School	The Danube International School
Vientiane	Vientiane International School	Vientiane International School	Vientiane International School
Warsaw	American School of Warsaw	American School of Warsaw	American School of Warsaw
Washington	Washington International School	Public education system - see section 4.7.4	Public education system - see section 4.7.4
Wellington	Queen Margaret College	Scots College	Scots College
Yangon	<i>International School Yangon (under review)</i>	<i>International School Yangon (under review)</i>	<i>International School Yangon (under review)</i>
Zagreb	English Speaking Playschool	American International School of Zagreb	American International School of Zagreb

5.6 SCHEDULE 6 – CONSOLIDATED LIST OF DELEGATIONS – OVERSEAS CONDITIONS OF SERVICE

- Limitations: Delegate authority is for the employee (and eligible dependants) other than themselves.

INSTRUMENT REFERENCE			DELEGATE																							
Type	Authority (Relevant HRM Vol 2 policy)	Description of Delegation	SESB2, CPO PPD	SESB1, AS STB	EL2, Director COS	EL1, Assistant Director COS	Desk Officer COS	EL2, Director WRS	SESB1. AS OPB	EL2, Director IDS	EL1, Assistant Director IDS	Desk officer IDS	EL2, Director SHS	EL1, Assistant Director SHS	Desk Officer SHS	EL2, Director PSS	EL1, Assistant Director PSS	Division Heads	Branch Heads	Section Heads	HOMs and HOPs	SAO	Corporate A-based First & Second Secretary (where SAO is EL2 or above)	PMA MDU	Senior Adviser MDU	Other positions
Definitions	HRM Vol 2 Introductions and Definitions	Determine a location in Australia where an employee ordinarily lives, as considered reasonable in the circumstances	X	X	X			X	X	X			X													
Definitions	HRM Vol 2 Introductions and Definitions	Approve public holidays to be observed at post	X	X																	X					
Definitions	HRM Vol 2 Introductions and Definitions	Approve the ordinary period of a posting and any variations	X	X	X			X	X	X			X													

INSTRUMENT REFERENCE			DELEGATE																					
Definitions	HRM Vol 2 Introductio ns and Definitions	Approve an employee to be on long-term posting where the period of duty in a series of overseas countries exceeds a total of 12 months.	X	X					X	X			X											
Definitions	HRM Vol 2 Introductio ns and Definitions	Approve an assignment of less than 12 months but greater than six months to be a Short Term Assignment	X	X					X	X			X											
Short Term Mission	HRM Vol 2 Section 2.2	Approve payment for an employee's spouse to accompany the employee on travel while acting as HOM/HOP	X	X					X															
Short Term Mission	HRM Vol 2 Section 2.2	Approve the payment of meals and incidentals for an employee's spouse to accompany the employee on a STM	X	X					X															

INSTRUMENT REFERENCE			DELEGATE																					
Short Term Mission (STM)	HRM Vol 2 Section 2.2	Determine the department's liability for associated costs and the continuation of overseas allowances on the death of an employee or dependant overseas	X	X	X			X	X	X			X											
Short Term	HRM Vol 2 Section 2.3	Approve the payment of special clothing allowance when travelling on a STM	X	X	X			X	X	X			X					X	X	X	X	X		
Short Term Mission (STM)	HRM Vol 2 Section 2.3	Approve the payment of extreme cold weather clothing allowance in addition to that allowed under the provisions for 'Special Clothing Allowance'	X	X	X			X	X	X			X					X	X	X	X	X		
Short Term	HRM Vol 2 Section 3	Approve an employee's spouse to accompany on a STA at official expense and apply	X	X	X			X	X	X			X											

INSTRUMENT REFERENCE			DELEGATE																						
		accompanied provisions																							
Short Term	HRM Vol 2 Section 3	Approve a reunion fare for eligible dependant spouse or child	X	X	X	X	X	X	X	X	X	X	X	X	X										
Family	HRM Vol 2 Section 4.1.1	Approve a child 18 years of age or older as a dependant and determine financial assistance as appropriate	X	X	X	X		X	X	X	X		X	X											
Family	HRM Vol 2 Section 4.1.1	Approve a child that does not ordinarily live with the employee eligibility for reunion travel	X	X	X			X	X	X			X												
Family	HRM Vol 2 Section 4.1.1	Approve as a dependant a child 18 years of age or older at post who is still undertaking full-time secondary education	X	X	X	X	X	X	X	X	X		X												

INSTRUMENT REFERENCE			DELEGATE																					
Family Circumstances	HRM Vol 2 Section 4.1.1	Approve as a dependant any other person who is a relative of an employee, or of the employee's spouse, for a specified period	X	X	X	X		X	X	X	X		X	X										
Family Circumstances	HRM Vol 2 Section 4.1.1	Approve the continuation of dependant status despite material changes in the circumstances upon which the decision to grant dependant status was originally made	X	X	X			X	X	X			X											
Family Circumstances	HRM Vol 2 Section 4.1.1	Approve the provisions that apply to a dependant spouse of an employee on presentation of documentation from the relevant state/territory authority	X	X	X	X		X	X	X	X		X	X		X	X							
Relocation	HRM Vol 2 Section 4.2.2	Approve up to 15 kilograms additional excess baggage when	X	X	X	X	X	X	X	X	X	X	X	X	X									

INSTRUMENT REFERENCE			DELEGATE																					
		travelling with an infant																						
Relocation	HRM Vol 2 Section 4.2.4	Approve temporary accommodation in Australia for an employee who has been cross posted	X	X	X	X		X	X	X	X	X	X	X										
Relocation Travel	HRM Vol 2 Section 4.2.5	Approve the travel costs the department will cover for an employee to return to Australia following employee-initiated early termination of posting	X	X	X			X	X	X	X	X	X	X										
Removals	HRM Vol 2 Section 4.3.1	Approve two separate international shipments from one home location	X	X	X	X	X	X	X	X	X	X	X	X										
Removals	HRM Vol 2 Section 4.3.1	Approve the removal of personal effects at the beginning, end and during a LTP or STA	X	X	X	X	X	X	X	X	X	X	X	X					X	X	X			

INSTRUMENT REFERENCE			DELEGATE																					
Removals	HRM Vol 2 Section 4.3.4	Approve the process for removal of personal effects on cross posting	X	X	X	X	X	X	X	X	X	X	X	X	X					X	X	X		
Removals	HRM Vol 2 Section 4.3.5	Approve payment for loss or damage to possessions due to war, etc.	X	X	X			X	X	X			X											
Removals	HRM Vol 2 Section 4.3.8	Approve the cost of an employee's removal of personal effects from the post on the early termination of the posting by the employee	X	X	X	X	X	X	X	X	X	X	X	X	X									
Allowances	HRM, Vol 2 Section 4.4.2	Approve the COLA index for each post	X	X	X			X																
Allowances	HRM Vol 2 Section 4.4.3	Approve payment of allowances during medical evacuations for a period of up to 56 days	X	X	X	X	X	X	X	X			X	X										
Allowances	HRM Vol 2 Section 4.4.3	Approve the continued payment of allowances for prolonged departures from	X	X	X			X	X	X			X											

[illegible]

INSTRUMENT REFERENCE			DELEGATE																					
Allowances	HRM Vol 2 Section 4.4.6	Approve child supplement eligibility	X	X	X	X	X	X	X	X	X	X	X	X	X									
Allowances	HRM Vol 2 Section 4.4.9	Approve the payment of transfer allowance for local post moves	X	X	X	X	X	X	X	X	X	X	X	X	X					X	X	X		
Allowances	HRM Vol 2 Section 4.4.9	Approve partial payment of transfer allowance where dependant travels later to the post than the employee	X	X	X	X	X	X	X	X	X	X	X	X	X									
Allowances	HRM Vol 2 Section 4.4.9	Approve partial payment of transfer allowance where dependant departs post in advance of the employee	X	X	X	X	X	X	X	X	X	X	X	X	X									
Allowances	HRM Vol 2 Section 4.4.9	Approve payment of transfer allowance rate for employee-initiated termination of posting	X	X	X	X	X	X	X	X	X	X	X	X	X									
Allowances	HRM Vol 2 Section 4.4.10	Approve exceptions to an outlay advance not being acquitted within	X	X	X		X	X	X							X								

INSTRUMENT REFERENCE			DELEGATE																					
		the specified timeframe																						
Allowances	HRM Vol 2 Section 4.4.10	Approve the continuation of fortnightly repayments of an outlay advance when an employee's posting has been cancelled or ends	X	X	X			X	X	X			X			X								
Allowances	HRM Vol 2 Section 4.4.12	Approve an extended period of settling-in for an employee	X	X				X	X	X			X							X	X			
Allowances	HRM Vol 2 Section 4.4.12	Approve an extended period of settling-out for an employee	X	X				X	X	X			X							X	X			
Allowances	HRM Vol 2 Section 4.4.12	Approve an employee return to settling-in provisions	X	X				X	X	X			X							X	X			
Leave Fares	HRM Vol 2 Section 4.5.1	Approve an employee to undertake home leave	X	X				X	X	X			X							X	X	X		

INSTRUMENT REFERENCE			DELEGATE																					
Leave Fares	HRM Vol 2 Section 4.5.1	Approve an employee to undertake home leave during the first or last six months of a posting	X	X	X	X		X	X	X	X		X	X										
Leave Fares	HRM Vol 2 Section 4.5.2	Approve an ALFA travel to Australia	X	X	X	X		X	X	X	X		X	X					X	X	X			
Leave Fares	HRM Vol 2 Section 4.5.3	Approve an employee to undertake a Regional Leave Fare, including variations to the location where the fare is taken	X	X	X			X	X	X			X						X	X	X			
Leave Fares	HRM Vol 2 Section 4.5.3	Approve an employee to undertake a Regional Leave Fare in the first or last three months of a posting	X	X	X	X		X	X	X	X		X	X										
Leave Fares	HRM Vol 2 Section 4.5.4	Approve compassionate travel	X	X	X	X	X	X	X	X	X		X	X					X	X	X			

INSTRUMENT REFERENCE			DELEGATE																							
Leave Fares	HRM Vol 2 Section 4.5.4	Approve a person in a close relationship with the employee or spouse as a close relative for the purposes of the compassionate travel provisions	X	X	X	X	X	X	X	X	X		X	X												
Leave Fares	HRM Vol 2 Section 4.5.4	Approve travel for a child to accompany the person on compassionate travel	X	X	X	X	X	X	X	X	X	X	X							X	X	X				
Leave Fares	HRM Vol 2 Section 4.5.4	Approve compassionate travel to post for a close relative in circumstances of a serious crisis involving the welfare of an employee or spouse at post	X	X	X	X	X	X	X	X	X	X	X													
Leave Fares	HRM Vol 2 Section 4.5.4	Approve compassionate travel in circumstances of a serious crisis involving the welfare of an employee or an employee's	X	X	X	X	X	X	X	X	X		X													

INSTRUMENT REFERENCE			DELEGATE																							
		spouse's close relative																								
Leave Fares	HRM Vol 2 Section 4.5.4	Approve compassionate travel when a close relative with a terminal illness rapidly deteriorates	X	X	X	X	X	X	X	X	X		X								X	X				
Leave Fares	HRM Vol 2 Section 4.5.4	Determine the department's liability for associated costs and the continuation of overseas allowances on the death of an employee or dependant overseas.	X	X	X	X		X	X	X		X														
Accommodation	HRM Vol 2 Section 4.6.2	Approve reimbursement of expenses incurred as a result of an agreement entered into by the Australian Government for a dwelling occupied by an employee	X	X					X												X	X				

INSTRUMENT REFERENCE			DELEGATE																					
Accommodation	HRM Vol 2 Section 4.6.3	Approve reduced utility payments where an employee fails to exercise due care and economy in the use of utilities	X	X					X											X	X			
Accommodation	HRM Vol 2 Section 4.6.3	Approve special arrangements for provision of drinking water for employees	X	X					X											X	X	X		
Accommodation	HRM Vol 2 Section 4.6.4	Approve the reimbursement of expenses incurred by an employee in searching for, securing and retaining residential accommodation	X	X					X											X	X			
Education	HRM Vol 2 Section 4.7.3	Approve the payment of compulsory school fees up to the limit of the benchmark school	X	X					X											X	X			
Education	HRM Vol 2 Section 4.7.3	Approve reimbursement of local tuition assistance and correspondence lessons where no	X	X	X	X		X	X	X	X		X	X										

INSTRUMENT REFERENCE			DELEGATE																							
		adequate benchmark school exists																								
Education	HRM Vol 2 Section 4.7.3	Approve the reimbursement of costs for compulsory school excursion	X	X																						
Education	HRM Vol 2 Section 4.7.3	Singapore: Approve school excursions outside Singapore	X	X																						
Education	HRM Vol 2 Section 4.7.3	Approve tuition and boarding costs at a location not at the post or in Australia	X	X	X	X			X	X	X			X												
Education	HRM Vol 2 Section 4.7.3	Approve Australian benchmark school.	X	X	X				X																	
Education	HRM Vol 2 Section 4.7.3	Approve payment of education and boarding costs for an employee's child in Australia	X	X	X	X	X	X	X	X	X	X	X	X	X											
Education	HRM Vol 2 Section 4.7.3	Approve a pre-school, primary or secondary school as a benchmark school at the post	X	X	X	X			X																	

INSTRUMENT REFERENCE			DELEGATE																						
Education	HRM Vol 2 Section 4.7.4	Approve amount of assistance provided, including the additional costs of a special needs school if necessary, where an employee's child requires special needs education	X	X	X	X		X	X	X			X												
Education	HRM Vol 2 Section 4.7.4	Approve payment of the reasonable cost of special arrangements for a child's education where the education facilities at post are inadequate	X	X	X			X	X	X			X												
Education	HRM Vol 2 Section 4.7.4	USA School Fees: Approve the payment of school fees where an employee is directed to live in a district where a suitable benchmark school is not available for schooling an employee's child	X	X	X			X	X	X			X												

INSTRUMENT REFERENCE			DELEGATE																						
Education	HRM Vol 2 Section 4.7.4	Approve benchmark school fees for USA locations with no benchmark school	X	X	X			X	X	X			X												
Education	HRM Vol 2 Section 4.7.4	Approve the tuition cost of Freshman year at US schools	X	X	X			X	X	X			X							X	X				
Education	HRM Vol 2 Section 4.7.5	Approve reimbursement of summer school costs at post at the prescribed daily rate	X	X																X	X	X			
Education	HRM Vol 2 Section 4.7.6	Approve reimbursement of reasonable costs for a child's essential foreign language tuition where benchmark school does not use English	X	X	X	X		X	X	X	X		X	X						X	X				
Education	HRM Vol 2 Section 4.7.6	Approve payment for education assistance during the transition period (within first 12 months of arrival at post)	X	X	X	X		X	X	X	X		X	X						X	X	X			

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INSTRUMENT REFERENCE			DELEGATE																					
		meet the eligibility criteria for tertiary dependants.																						
Reunions	HRM Vol 2 Section 4.8.7	Approve additional reverse reunions where the employee's post is designated as 'reconsider your need to travel' or a 'do not travel' location	X	X	X	X		X	X	X	X		X	X										
Reunions	HRM Vol 2 Section 4.8.8	Approve reunion travel for an employee's spouse and child to a destination other than post or Australia when employee at a 'no child' post	X	X	X	X		X	X	X	X		X	X										
Health	HRM Vol 2 Section 4.9.1	Determine a person other than those listed at clause 4.9.1 - Dependants Eligibility table - to be eligible for health care costs.	X	X	X			X	X	X			X											
Health	HRM Vol 2 Section 4.9.1	Delegate may limit eligibility for reimbursement of expenses under the	X	X	X			X	X	X			X									X	X	

INSTRUMENT REFERENCE			DELEGATE																						
		OHP for a pre-existing condition or any other identified illness.																							
Health	HRM Vol 2 Section 4.9.1	Approve treatment for a serious medical condition arising overseas	X	X	X			X	X	X			X											X	X
Health	HRM Vol 2 Section 4.9.1	Approve the payment or reimbursement of routine and other non-emergency medical treatment (excluding hospitalisation) up to AUD 2,000 at post	X	X	X	X	X	X	X	X	X	X	X	X	X					X	X		X		
Health	HRM Vol 2 Section 4.9.2 4.9.5	Approve routine and other non-emergency medical treatment (excluding hospitalisation) greater than AUD 2,000 at post	X	X	X			X	X	X			X											X	X
Health	HRM Vol 2 Section 4.9.2 4.9.5	Approve any non-emergency hospitalisations at post	X	X	X			X	X	X			X											X	X

INSTRUMENT REFERENCE			DELEGATE																							
Health	HRM Vol 2 Section 4.9.2 4.9.5	Approve payment of reasonable costs for hospital treatment for a person in excess of costs as outlined under Benchmark local hospital costs	X	X	X			X	X	X			X							X				X	X	
Health	HRM Vol 2 Section 4.9.2	Designate suitable local hospitals which are as near as practicable to an equivalent public (Medicare) hospital in Australia	X	X	X			X	X	X			X							X	X			X	X	
Health	HRM Vol 2 Section 4.9.2	Approve access to routine medical services outside the country of posting where treatment is not available at post	X	X	X			X	X	X			X							X	X		X	X	X	
Health	HRM Vol 2 Section 4.9.2	Approve reimbursement of the cost of routine medical checks during/after posting.	X	X	X	X	X	X	X	X	X	X	X	X	X					X	X				X	
Health	HRM Vol 2 Section 4.9.3	Approve the reimbursement of ancillary services up to the relevant cap limits	X	X	X	X	X	X	X	X	X	X	X	X	X					X	X		X			

INSTRUMENT REFERENCE			DELEGATE																							
Health	HRM Vol 2 Section 4.9.4	Approve access to dental services outside the country of posting where treatment is not available at post	X	X	X				X	X			X							X	X			X	X	
Health	HRM Vol 2 Section 4.9.4	Approve reimbursement for the excess costs above the employee contribution incurred for most prescription items listed on the PBS	X	X	X	X	X	X	X	X	X	X	X	X	X						X	X		X		
Health	HRM Vol 2 Section 4.9.4	Approve reimbursements of a single pharmaceutical item which costs more than AUD500 per month	X	X																			X	X		
Health	HRM Vol 2 Section 4.9.4	Approve emergency medical and hospital treatment at post	X	X																X	X		X	X		
Health	HRM Vol 2 Section 4.9.5	Approve the payment in full or in part for the cost of a health service other than an ancillary service or a pharmaceutical	X	X	X		X	X	X			X								X	X					

INSTRUMENT REFERENCE			DELEGATE																																
		product direct to the provider of the service in lieu of reimbursement to the employee																																	
Health	HRM Vol 2 Section 4.9.7	Approve a non-emergency medical evacuation at official expense	X	X	X	X	X	X	X	X	X	X	X	X	X																				
Health	HRM Vol 2 Section 4.9.7	Approve a medical evacuation at official expense in life threatening/emergency situations only	X	X																															
Health	HRM Vol 2 Section 4.9.7	Approve the class of travel on medical evacuations as considered reasonable	X	X	X	X		X	X	X	X	X	X	X	X																				
Health	HRM Vol 2 Section 4.9.7	Approve accommodation costs while on non-emergency medical evacuation	X	X	X	X	X	X	X	X	X	X	X	X	X																				
Health	HRM Vol 2 Section 4.9.7	Approve accommodation costs while on emergency medical evacuation	X	X	X	X		X	X	X		X	X																						

INSTRUMENT REFERENCE			DELEGATE																					
Health	HRM Vol 2 Section 4.9.7	Approve rates of meals allowance payable while on medical evacuation	X	X	X	X	X	X	X	X	X	X	X	X	X									
Health	HRM Vol 2 Section 4.9.7	Approve the travel of a medical escort and/or accompanying child for a person on non-emergency medical evacuation authorised under Section 4.9.7	X	X	X	X	X	X	X	X	X	X	X	X	X							X	X	
Health	HRM Vol 2 Section 4.9.7	Approve the travel of a medical escort and/or accompanying child for a person on emergency medical evacuation authorised under Section 4.9.7	X	X	X	X	X	X	X	X	X	X	X	X	X				X	X	X	X	X	
Health	HRM Vol 2 Section 4.9.7	Approve payment of allowances during medical evacuations when the employee has ongoing costs at the post, for a period of up to 56 calendar days	X	X	X	X		X	X	X	X		X	X										

INSTRUMENT REFERENCE			DELEGATE																				
Health	HRM Vol 2 Section 4.9.8	Approve hospitalisation for childbirth at Category 1 posts	X	X																		X	X
Health	HRM Vol 2 Section 4.9.8	Approve medevac for childbirth services, including accommodation, meal supplement, spouse travel and accompanying escort/children	X	X	X	X	X	X	X	X	X	X	X	X	X							X	X
Other Provisions	HRM Vol 2 Section 4.10.1	Approve payment to an employee in accordance with Schedule 4 – Management Initiated Early Termination of Posting Payments	X	X	X			X	X	X			X										
Other Provisions	HRM Vol 2 Section 4.10.1	Approve payment to an employee on cancellation of posting	X	X	X			X	X	X			X										
Other Provisions	HRM Vol 2 Section 4.10.1	Approve payment to an employee for costs incurred greater than provided at Schedule 4 - Management	X	X	X			X	X	X			X										

INSTRUMENT REFERENCE			DELEGATE																					
		Initiated Termination of Posting Payments																						
Other Provisions	HRM Vol 2 Section 4.10.1	Determine employee entitlements in the event of Employee Initiated Termination of Posting	X	X	X			X	X	X			X											
Other Provisions	HRM Vol 2 Section 4.10.2	Approve the hire of an official vehicle for casual short-term private use	X	X															X	X		X		
Other Provisions	HRM Vol 2 Section 4.10.2	Waive the requirement for an employee who hires an official vehicle with driver to meet the cost of salary arising from the hire of the vehicle	X	X															X	X				

INSTRUMENT REFERENCE			DELEGATE																					
Other Provisions	HRM Vol 2 Section 4.10.2	Approve an employee to hire an official vehicle for continuous full-time private use	X	X															X					X
Other Provisions	HRM Vol 2 Section 4.10.2	Approve the use of an employee's vehicle for official purposes	X	X															X	X				
Other Provisions	HRM Vol 2 Section 4.10.3	Approve travel by an employee's dependant to a centre other than Canberra	X	X	X			X	X	X			X											
Other Provisions	HRM Vol 2 Section 4.10.3	Determine instances where directed orderly departure conditions will not apply to employees or dependants on authorised voluntary departure from post	X	X	X			X	X	X			X											

INSTRUMENT REFERENCE			DELEGATE																					
Other Provisions	HRM Vol 2 Section 4.10.3	Approve additional excess baggage while on emergency evacuation	X	X	X			X	X	X			X							X	X			
Other Provisions	HRM Vol 2 Section 4.10.3	Approve a one-off relocation supplement to cover incidental costs	X	X	X			X	X	X			X											
Other Provisions	HRM Vol 2 Section 4.10.3	Approve rail or motor vehicle travel from the post to the departure destination during an emergency evacuation or temporary departure	X	X	X			X	X	X			X							X	X			
Other Provisions	HRM Vol 2 Section 4.10.3	Approve the continuation of paying allowances for prolonged departures from post in excess of three months	X	X	X			X	X	X			X											
Other	HRM Vol 2 Section 4.10.3	Approve accommodation cost limits at destination for emergency	X	X	X			X	X	X			X											

INSTRUMENT REFERENCE			DELEGATE																						
		evacuation and temporary departures																							
Other Provisions	HRM Vol 2 Section 4.10.3	Determine rates of meal allowance while in Australia on emergency evacuation or temporary departure	X	X	X			X	X	X			X												
Other Provisions	HRM Vol 2 Section 4.10.3	Determine rates of meal allowance while on authorised departure to a location outside Australia	X	X	X			X	X	X			X												
Other Provisions	HRM Vol 2 Section 4.10.3	Determine when employees must return to post following an emergency evacuation or temporary departure	X	X	X			X	X	X			X												
Other Provisions	HRM Vol 2 Section 4.10.3	Determine exceptions to no further allowances clause as outlined in HRM Vol 2 'Emergency Evacuation and Temporary	X	X	X			X	X	X			X												

INSTRUMENT REFERENCE			DELEGATE																					
		Departure from Post' provisions																						
Other Provisions	HRM Vol 2 Section 4.10.4	Approve reimbursement of costs of commercially provided emergency care for an employee's dependent child	X	X																X	X			
Other Provisions	HRM Vol 2 Section 4.10.5	Approve payment of necessary meal costs while in temporary accommodation (special circumstances)	X	X																X	X			
Other Provisions	HRM Vol 2 Section 4.10.6	Approve reimbursement of extraordinary costs incurred for procurement of goods and services at post	X	X	X			X	X	X			X											

INSTRUMENT REFERENCE			DELEGATE																					
Other Provisions	HRM Vol 2 Section 4.10.7	Approve the reimbursement of reasonable costs for clothing required by an employee or eligible dependents to confirm to a dress code imposed by religious custom or law at the employee's locality of posting	X	X															X	X	X			
Other Provisions	HRM Vol 2 Section 4.11	Determine the amount of special location supplement and other entitlements as considered appropriate for a post	X	X	X			X																
Location	HRM Vol 2 Section 4.11	Determine whether an employee is accompanied for the purposes of location allowance	X	X	X	X		X	X	X		X	X											
Location	HRM Vol 2 Section 4.11	Determine post location rating	X	X	X			X																

INSTRUMENT REFERENCE			DELEGATE																						
Location	HRM Vol 2 - Section 4.11.3	Determine the eligibility for a Regional Leave Fare when a location rating moves between a Category B and Category C	X	X	X			X	X	X			X												
Location	HRM Vol 2 Section 4.11.3	Determine the applicable rates for Additional Location Leave (ALL)	X	X	X			X																	
Location	HRM Vol 2 Section 4.11.4	Determine special conditions of service for employees at specific locations	X	X	X			X																	
Location	HRM Vol 2 Section 4.11.4	Determine the rates of Special Location Supplement and other provisions as considered appropriate for a post	X	X	X			X																	
Location	HRM Vol 2 Section 4.11.5	Approve an appropriate Special Location Supplement rate following a rapid review	X	X	X			X																	

INSTRUMENT REFERENCE			DELEGATE																					
Location	HRM Vol 2 Schedule 6 Allowance Rates	Approve the following allowances: equipment allowance; equipment allowance (high frequency travel); special clothing allowance; extreme cold weather clothing allowance; designated airfreight RTA posts; additional household allowance; local move at post; outlay advance; Australian motor vehicle allowance; private board supplement; education assistance rates for the USA where an employee is 'directed to live'; summer school daily limit; Australian education boarding costs employee																						
			X	X	X			X	X	X		X												

INSTRUMENT REFERENCE			DELEGATE																					
		contribution; pharmaceutical safety net; employee pharmaceutical contribution amount before safety net reached; employee contribution rate after safety net is reached; medevac meal supplements; evacuation meal supplements; evacuation one-off relocation supplementation; location post child supplement; special location supplement; representation activities spouse contribution allowance																						

INSTRUMENT REFERENCE			DELEGATE																						
Schedules	HRM Vol 2 Schedule 1 Allowance Formulas	Approve the following amounts for inclusion in various allowance formulas: minimum and maximum salary for COPA calculations; rates of COPA; child supplement; child reunion supplement; fixed AUD amounts in child supplement; location allowance rates; average overseas salary in location allowances	X	X	X			X																	
Schedules	HRM Vol 2 Schedule 1 Designated Post Entitlements	Approve the posts for which the following entitlements apply: airfreight for RTA of an employee's personal effects	X	X	X			X	X	X			X												
Schedules	HRM Vol 2 Schedule 4 - Early Termination of Posting Allowance	Approve rates of early termination of posting allowances	X	X	X			X	X	X			X												

INSTRUMENT REFERENCE			DELEGATE																							
Schedules		Approve unaccompanied only and no-child posts	X	X	X			X																		
Schedules		Approve provisions for spouses and dependants proceeding to post separately from the employee	X	X	X	X		X	X	X	X		X	X												
Schedules		Approve provisions for spouse and dependants returning from post separately from the employee	X	X	X	X		X	X	X	X		X	X												
Travel		Approve air travel to a posting	X	X	X	X	X	X	X	X	X	X	X	X	X											
Travel		Approve air travel on RTA at end of posting	X	X	X			X	X	X	X	X	X						X	X						
Travel Related	Travel Policy Chapter 5.19	In exceptional circumstances, approve the booking of business class fares where economy fares are unavailable	X	X					X																	AS, FSB AS, PDCU
Travel		Approve surface transport en-route to a posting or on	X	X	X	X		X	X	X	X		X	X												

INSTRUMENT REFERENCE			DELEGATE																					
		RTA at end of posting																						
Travel		Approve an official rest period	X	X	X			X	X	X			X											
Travel Related		Determine the appropriate standard of train travel for an employee on an STM	X	X														X		X	X			Division Heads/Branch Heads for travel funded by Divisional programs.
Travel Related		Approve accommodation during an unavoidable stopover	X	X	X	X	X	X	X	X	X	X	X	X	X			X		X	X			Division Heads/Branch Heads for travel funded by Divisional programs.
Travel Related		Approve a rest period where an employee has an unavoidable stopover during a journey on a short-term mission	X	X														X		X	X			Director FTT Division Heads/Branch Heads for travel funded by Divisional programs.

INSTRUMENT REFERENCE			DELEGATE																						
Travel Related		Approve reimbursement of reasonable meal costs at a locality where no TA rate has been set	X	X														X		X	X				Director FTT Division Heads/Branch Heads for travel funded by Divisional programs.
Travel Related		Approve the reimbursement of excess costs for meals and incidentals as necessary	X	X														X		X	X				Division Heads/Branch Heads for travel funded by Divisional programs.

5.7 SCHEDULE 7 – HRM VOL 2 CHANGE LOG

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CHAPTER 6 – OCOS FORMS, REFERENCES & FAQs

A consolidated list of all forms in the Human Resources Manual (HRM) Volume 2 (Overseas Conditions of Service).

6.1 FAMILY CIRCUMSTANCES

- [Spouse Dependant Application Form](#)
- [Tertiary Dependant Application Form](#)
- [Limited Dependant Application Form](#)

6.2 RELOCATION TRAVEL

- [Fringe Benefits Tax and OCOS](#)

6.3 REMOVAL OF PERSONAL EFFECTS

- [Overseas Transfer Arrangement Form](#) (where RTA in PeopleSoft is unavailable or unsuitable)

6.4 ALLOWANCES

- [Additional Household Allowance Application Form](#)
- [Outlay Advance Request form](#)
- [Outlay Advance Acquittal form](#)
- [Cost of living adjustment fact sheet](#)
- [Location allowance & ratings fact sheet](#)
- [Cost of living adjustment – Frequently asked questions](#)
- [Transfer Allowance Application Form](#)

6.5 ACCOMMODATION

- [Overseas Property Management Guide \(OPMG\)](#)

6.6 EDUCATION

- [Application for Education Assistance](#)
- [Early Education Fee Assistance – Frequently asked questions](#)
- [EEFA support tool](#)

6.7 REUNIONS

- [Reunion travel application and risk assessment](#)

6.8 HEALTH

- [Template - medevac request cable](#)
- [Non-emergency medevac costing tool](#)
- [Childbirth medevac and return to post employee checklist](#)
- [Overseas health provisions info sheet](#)

6.9 **OVERSEAS HEALTH PROVISION CLAIM FORM** OTHER PROVISIONS

- [Authorised temporary departure form post supplement acquittal form](#)

6.10 LOCATION PROVISIONS

- [STM location allowance claim form](#)

CHAPTER 7 – CONTACT DETAILS

- Overseas Conditions of Service Helpdesk: s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)
- Long Term Posting Helpdesk: s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)
- Pay Helpdesk: s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)
- Comcover Liaison Officer: s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)
- Medical Unit: s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)