



Australian Government

Department of Immigration and Border Protection

Attachment A

DECISION RECORD

Request Details

FOI Request FA 14/09/00081

File Number ADF2014/31508

Scope of request

I wish to receive a copy of the Dept of Immigration entitlements for staff members posted overseas and to Christmas Island. I wish to remove staff names from the documents.

Documents in scope

1. Irregular Maritime Arrival Workforce Management Policy – February 2012 – containing 23 folios.
2. Overseas Conditions of Service (OCOS) Manual – July 2010 – containing 158 folios.

Authority to make decision

I am an officer authorised under section 23 of the FOI Act to make decisions in respect of requests to access documents or to amend or annotate departmental records.

Information considered

In reaching my decision, I have considered the following:

- ✓ The *Freedom of Information Act 1982*;
- ✓ Departmental files and/or documents (identified above); and
- ✓ The Australian Information Commissioner's Guidelines relating to access to documents held by government.

Reasons for decision

I am satisfied that I have been provided with all the relevant documents to consider in my decision. I have considered the documents and am satisfied that no exemptions apply. Therefore, I am releasing the relevant documents in full.

Shannon Bevan

Authorised decision maker

FOI and Privacy Policy Section

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20 November 2014

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Australian Government

Department of Immigration and Border Protection

Attachment B

SCHEDULE OF DOCUMENTS TO DECISION RECORD

FOI Request FA 14/09/00081
File Number ADF2014/31508

1. Irregular Maritime Arrival Workforce Management Policy – February 2012

Folio	Description	Decision	Legislation
1 – 23	Irregular Maritime Arrival Workforce Management Policy – February 2012	Release in Full	

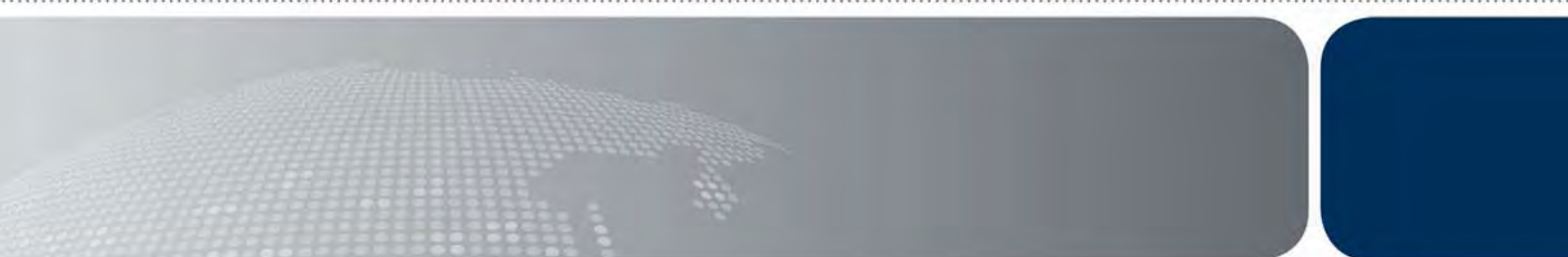
2. Departmental File:

Folio	Description	Decision	Legislation
1 - 158	Overseas Conditions of Service (OCOS) Manual – July 2010	Release in Full	



Australian Government
Department of Immigration
and Citizenship

Irregular Maritime Arrival Workforce Management Policy February 2012



Document information

Version #	Date	Author	Summary of activities
1.0	December 2011	IMA Workforce Management Section	Policy implementation

Approvals

Name	Date
Chief HR Officer	29 February 2012

Assistance and feedback

Any queries about this policy or feedback should be directed to the HR Service Centre on:

E-mail: [HR Service Centre/ACT/IMMI/AU](#)

Phone: 1300 793 883

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IMA Workforce Management Policy

1. Process for reviewing or amending this policy

- 1.1 This policy will be reviewed annually from the date of creation to ensure currency and accuracy is maintained.
- 1.2 Any significant change to this policy will be undertaken in consultation with the National Staff Consultative Forum (NSCF). Changes cannot be made that reduce the entitlements outlined in the DIAC Enterprise Agreement 2011-2014 (DIAC EA).

2. Purpose

- 2.1 The purpose of the DIAC IMA Workforce Management Policy is to provide a framework for the recruitment, deployment, and administration of IMA entitlements, as well as to ensure the ongoing care of the IMA workforce required to support IMA processing in Immigration Detention Facilities (IDFs).
- 2.2 The document is designed to provide advice and assistance to both employees and managers in relation to IMA deployments.

3. Definitions (including any relevant legislation)

B

Business Area	Refers to areas responsible for responding, processing and administration of IMAs. This includes Detention Operations, Case Management, Entry Services and Protection Obligation Evaluation.
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C

Category 3 locations (as at October 2011)	Christmas Island, Curtin, Leonora, and Scherger.
Category 2 locations (as at October 2011)	Port Augusta, Yongah Hill, Darwin IDFs*, Inverbrackie*, and Pontville*. * employees who are non-residents (ie. deployed).
Category 1 locations (as at October 2011)	Darwin IPFs, Inverbrackie, Pontville, BITA, Melbourne IPFs, Villawood, and PIDC.

D

Delegate	A Delegate is a person authorised by the Secretary to make decisions on their behalf. See also: Personnel (HR) Delegations http://IMMInet.immi.gov.au/staff_services/employment_conditions/personnel_delegations
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H

Home Area	The nominal section of a deployed employee.
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I

IMA	Irregular Maritime Arrival
IMA deployment	A temporary transfer or temporary work assignment to an IDF by an employee that does not normally reside or work in the locality of the IDF, ie a non-resident.
IMA deployment extension	A new IMA deployment in existing location.
Long term IMA deployment	IMA deployments greater than 13 weeks in duration.
Short term IMA deployment	IMA deployments up to and including 13 weeks in duration.

R

Resident	An employee that normally resides or has their home base in the same geographical location of the IDF.
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S

Secretary	The Secretary of the Department of Immigration and Citizenship or the person authorised by the Secretary as his/her delegate.
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T

Temporary transfer	A movement undertaken by an employee for a temporary period (usually up to six months) to undertake specific duties, or provide assistance due to departmental business priorities in a different geographical location from the employee's usual place of work.
Term transfer	A movement undertaken by an employee for a fixed period (usually six months or more) to undertake specific duties at a management level in State and Territory offices and IDFs or other processing facilities in Australia or overseas.

4. Who the policy applies to

- 4.1 The policy applies to all non-SES DIAC employees employed under the *Public Service Act 1999*.

IMA Workforce Recruitment

5. Selection and Recruitment

- 5.1 IMA selection and recruitment processes are conducted in line with the DIAC Recruitment policy, *Public Service Act 1999* and *Public Service Regulations 1999*.
- 5.2 In addition to the selection process, applicants are required to complete medical and resilience assessments to assist in determining their suitability for deployment, particularly to IDFs in remote localities for three (3) months or more.

6. Schedule of conditions

- 6.1 All offers of employment will be subject to the schedule of conditions as indicated on individual letters of offer. Conditions may include:
- six (6) month probation periods for Case Managers
 - successful completion of mandatory training requirements
 - deployment commitments for minimum periods to IDFs
 - specific position requirements, and
 - Work Health and Safety (WH&S) requirements, resilience assessments, and health assessments.

7. Remuneration

- 7.1 Employees on temporary movements from other Commonwealth agencies under Section 26 of the *Public Service Act 1999*, may have their salary maintained if their substantive salary is above the applicable DIAC salary classification ranges.
- 7.2 Conditions of employment for non-ongoing employees specifically recruited for deployment roles will be covered under the DIAC EA for the duration of their non-ongoing contract with the department.

IMA Workforce Deployment

8. Deployment

- 8.1 IMA deployments are based on operational requirements. Modifications to deployments may occur in line with any changes to these requirements, and employees need to be flexible with any changes to the deployment schedule. Subject to operational requirements, and any other appropriate business related purpose, employees may be required to:
- return to their home location earlier than originally planned
 - move between IDFs to ensure stability in all locations, and
 - move between individual roles (training will be provided as required).
- 8.2 Subsequent consecutive deployments may be offered to a maximum period of 12 months. Deployments extended beyond 12 months would only occur in exceptional circumstances based on operational needs and the employee's suitability to continue. This would only occur with business line approval and formal resilience assessment of the employee by the department's Employee Assistance Provider (EAP).
- 8.3 Employees recruited specifically for an IMA deployment role will have no maximum number of deployments; subsequent deployments will be determined on a case by case basis by the business area, in consultation with the IMA Workforce Management Section. Employees recruited specifically to work within the IMA workforce will have priority of placement for deployment positions over DIAC employees from departmental mainstream business.

9. Ceasing a deployment early

- 9.1 An employee on deployment may cease their scheduled deployment period at any time.
- 9.2 Employees recruited specifically for an IMA deployment role who wish to cease their deployment early will be required to negotiate an early return to their home agency if applicable.
- 9.3 Employees on non-ongoing contracts who wish to cease their deployment early will be required to cease their contract with the department.
- 9.4 Examples of why the department may cease a scheduled deployment at any time include operational requirements, Performance Appraisals, and any inappropriate behaviour under the APS Code of Conduct.

10. Deployment consideration

- 10.1 To guarantee service delivery standards are maintained at all IDFs, and to ensure the well-being of all employees, employees may also be assessed for suitability through resources such as:
- current manager/referee(s)
 - Health and Safety Section;
 - Workplace Relations and Conduct Section; and
 - IMA Workforce Management Section.
- 10.2 In some circumstances, as determined by the delegate, employees may be considered unfit or unsuitable for deployment.

11. Term transfers

- 11.1 All remuneration for term transfers is determined by an authorised delegate in line with the conditions for term transfers as set out in the DIAC EA and Domestic Relocation policy.

12. Training requirements for deployments

- 12.1 Training is mandatory for all deployments, unless otherwise authorised by the relevant business area.

13. Medical and resilience assessments

- 13.1 Medical and resilience assessments assist in determining suitability for deployment to IDFs in remote localities. For this reason, medical and resilience assessments are mandatory for all deployments of three (3) months or more.
- 13.2 A range of support services are available to employees prior to, during, and after deployments through the department's EAP.

14. Breaks between deployments

- 14.1 Appropriate breaks between two (or more) deployments are determined by the IMA Workforce Management Section in consultation with the department's Health and Safety Section, and are used to monitor and maintain the mental well-being and effectiveness of employees.

15. Multiple short-term deployments

- 15.1 Where an employee spends a majority of time on deployment more often than not (eg. over three months in a six month period or over six months in a twelve month period); The IMA Workforce Management Section may consider that an employee is deemed to be on a long-term deployment and schedule mandatory medical and resilience assessments. This would occur in the interests of the well-being of the employee and their suitability to continue on deployment.

16. Deployment extension

- 16.1 The business area in consultation with the IMA Workforce Management Section, determine the ongoing operational staffing requirements of IDFs. If there is a clear operational need for an extension to a deployment as determined by the business area and the employee in that role is willing to consider extending. The IMA Workforce Management Section will seek the additional release from nominal business areas and liaise with IDF management before the extension can be confirmed.
- 16.2 For employees recruited specifically for IMA deployments, extensions will be determined on a case by case basis by the business area, in consultation with the IMA Workforce Management Section.
- 16.3 Extensions of IMA deployments are considered as new deployments for the purposes of the annual IMA allowance (AIMAA) in the EA.
- 16.4 The business area is responsible for engaging with employees directly regarding extension requests.

17. Deployment extension over 12 months

- 17.1 Requests for extensions beyond 12 months will only be considered on a case by case basis and in exceptional circumstances. Individuals respond to stress, work pressure, isolation and remote work environments in different ways. As such, a blanket approach in determining an extension beyond 12 months is not effective or appropriate.

- 17.2 If a request for an extension for beyond 12 months is received, the department's EAP will conduct a one-on-one consultation to identify any potential risks associated with an employee's deployment being extended. Recommendations may be made on factors such as whether:
- an extension may pose risks to the employee, both psychologically or emotionally
 - the employee would benefit from additional support, and
 - there would be a benefit in the employee undertaking a further resilience assessment.
- 17.3 The decision to extend a deployment for a short period beyond 12 months is determined by operational requirements, in conjunction with EAP clearance. Clearance from the EAP alone does not automatically deem approval for an extension beyond the original period.

18. Leave following a 12 month deployment

- 18.1 The department supports and recommends that leave be taken on completion of a 12 month deployment, prior to a further deployment period being considered. The type of leave accessed may be annual, flex or other appropriate leave. If an employee does not wish to take leave they may apply to return to their substantive position in their home State provided that their manager can support a short term return. Appropriate leave periods, if requested, will be determined by the employee's manager in consultation with the employee, the IMA Workforce Management Section, the Health and Safety Section and the department's EAP.

19. Release requests

- 19.1 The IMA Workforce Management Section will seek the release of employees for deployment through State and Territory Office contacts, National Office Directors or SES as appropriate.
- 19.2 Release requests should be considered by the appropriate delegate in the context of:
- departmental operational priorities
 - continuity of their business area, and
 - priority of the work being performed by the employee.
- 19.3 An employee will only be notified of a deployment opportunity once release has been approved by their Director or SES as appropriate.
- 19.4 Consistent with clause 7.3 of the Reintegration Policy, employees returning from deployment will return to positions at the same classification level they held in their onshore division or global lines. This will be documented via the original release agreement between IMA Workforce Management, the employee and the employee's Director.

20. Escalation of release

- 20.1 Should escalation of a release request be necessary, the Director of IMA Workforce Management Section will approach the appropriate delegate. If required, further escalation to an SES or equivalent may be considered.

21. Performance appraisals

- 21.1 Performance appraisals assist the IMA Workforce Management Section with making recommendations to managers regarding deployments, subsequent deployments, ongoing suitability and training.

- 21.2 Performance appraisals are to be completed by managers, in consultation with deployed employees, in the following circumstances:
- prior to respite breaks
 - prior to end of deployment
 - prior to moving roles or centres
 - prior to undertaking higher duties
 - prior to completion of a probation period, and
 - as directed by the IMA Workforce Management Section.
- 21.3 Performance appraisals are to be returned to the IMA Workforce Management Section on completion. This should be within one week of being completed.
- 22. Performance and Development Agreements (PDAs)**
- 22.1 Employees on deployment for periods of three months and over are required to formalise a PDA with their deployment manager in accordance with DIAC's Performance Management policy.
- See:** [Performance Management Policy](#)
- 23. Non-ongoing employees**
- 23.1 Non-ongoing employees may be deployed provided the deployment period does not exceed the period of their employment as detailed in their non-ongoing employment contract.
- 24. Classification level of deployment roles**
- 24.1 The IMA Workforce Management Section will only deploy staff at their current classification level unless otherwise instructed by the business area or IDF manager.
- 25. Position management**
- 25.1 Position management, (including but not limited to, position number moves, Higher Duties Allowance or internal transfers) will be facilitated by the IMA Workforce Management Section.
- 26. Deployment management**
- 26.1 All IMA deployments will be facilitated by the IMA Workforce Management Section following appropriate delegate approval.

IMA Workforce Travel Arrangements

27. Unaccompanied deployments

- 27.1 It is expected that employees travel for IMA deployments unaccompanied. However, in exceptional circumstances, the delegate may approve a spouse or dependant to accompany an employee on an IMA deployment.

28. Accompanied deployment entitlements

- 28.1 Where approval is provided for a spouse or dependant to accompany an employee on an IMA deployment, DIAC will fund one return airfare for the employee and accompanying spouse or dependant to take up duty. The employee will be required to fund return airfares for any additional dependants and may also be expected to make a rental contribution towards their accommodation. Further information on the rate of rental contribution is provided in the Domestic Relocation policy.
- 28.2 Where family members accompany employees on deployment, the employee will not be eligible for reunion and respite fares.

29. Travel to deployment location

- 29.1 The normal mode of transport for IMA deployments is by air. However, a delegate may authorise an employee to use a private vehicle to travel to an IMA deployment.
- 29.2 See also: DIAC Travel policy. Clause 6.3 notes that the Commonwealth will not accept responsibility for insurance excess, financial liability or loss that may be incurred by employees involved in an accident, or as a result of theft or other cause while using a private motor vehicle for official purposes other than as required under statutory requirements. In addition, COMCOVER does not cover an employee's privately owned motor vehicle when used for work related activities.

30. Travel coordination

- 30.1 The IMA Workforce Management Section administers all travel and accommodation arrangements for IMA deployments (but not any contractual arrangements with accommodation providers).
- 30.2 Once a deployment has been confirmed, the IMA Workforce Management Section books flights, confirms accommodation and itineraries, and loads all trips into SAP in line with DIAC's Travel policy.

31. Itinerary changes

- 31.1 Although amendments to specific flight and accommodation requests may be considered, IMA Workforce Management Section is bound by the DIAC Travel policy and administers travel based on operational requirements and business needs.
- 31.2 The lowest practical fare of the day must be utilised, and accommodation arranged in line with approved daily accommodation rates for each location.
- 31.3 Itineraries arranged by the IMA Workforce Management Section can only be changed by authorised members of the Travel team. Employees are not permitted to change their individual itineraries unless where approved in advance by a delegate (or otherwise in exceptional circumstances), as changes may impact on Travel Allowance entitlements.

32. Personal leave/travel during, directly before or following official domestic travel

- 32.1 The approval to incorporate personal leave/travel during, directly before or following official domestic travel should be on an exceptions basis, as it could be perceived that the traveller is gaining a personal benefit by having part or their entire trip financed using public money.
- 32.2 Official travel is not an entitlement and must not be scheduled to meet personal preferences or needs. For example the desire of the traveller to spend a weekend at a destination should not be the basis for scheduling travel arrangements.
- 32.3 Requests to incorporate personal leave/travel during, directly before or following official domestic travel must be made, prior to travelling, to the appropriate delegate.

33. Daily Rate of Travel Allowance and Reviewed Rate of Travel Allowance

- 33.1 Employees travelling domestically on official government business will be paid Travel Allowance (TA) in accordance with departmental travel rates to cover the cost of meals and incidentals.
- 33.2 The department has determined that for all IMA deployments, the daily rate of TA will be payable for the first 21 days, followed by a Reviewed Rate of TA (RRTA) from day 22.
- 33.3 Where possible, the daily rate of TA is paid within 4-5 working days after a trip has been approved in SAP. This is a tax free lump sum payment paid directly into the employee's bank.
- 33.4 RRTA (payable from day 22) is paid fortnightly through payroll.
- 33.5 The Secretary may approve a higher rate of TA where circumstances require. In these circumstances, approval must be obtained prior to the employee undertaking the travel. Travellers who receive a higher rate of TA must provide receipts as evidence of additional expenditure incurred.

34. Debts

- 34.1 At times, deployments are ceased at short notice due to operational requirements or other business-related or personal circumstances. These situations can trigger a debt to the Commonwealth for TA overpaid to an employee. In accordance with the *Financial and Management Accountability Act 1997*, debts to the Commonwealth must be recovered.
- 34.2 In accordance with clause 3.37 to 3.41 of the DIAC EA, when a debt is identified, the Debtors team (Financial Services Section) will be advised and instructed to contact the employee to make arrangements for the debt to be repaid.

35. Travel related expenses

- 35.1 Individual DIAC Diners Cards may be used for payment of taxi fares and excess luggage fees (where eligible). Employees who do not hold official Diners Cards may pay for these costs and then seek reimbursement by completing an [Employee Reimbursement form](#).
- 35.2 The employee should ensure the Cost Centre manager's signature is included on the form and original receipts provided. Once complete, the form and receipts should be forwarded to 'Accounts Payable' Financial Services Section.

36. Luggage limits

- 36.1 Employees travelling on IMA deployments must comply with luggage limits set by airlines, and should check their itinerary to confirm luggage entitlements before departure
- 36.2 Where luggage limits are lower than 23 kilograms (kg), DIAC will pay the difference up to 23 kg main luggage limits.
- 36.3 For employees who are deployed for 12 weeks or less, a 23 kg main luggage and 6 kg hand luggage limit applies. Any excess luggage of a personal nature will be at the employee's expense.
- 36.4 DIAC will pay excess luggage costs for an additional 10 kg main luggage (above 23 kg limit) for deployments in excess of 13 weeks duration.

37. Annualised IMA allowance payments

- 37.1 The AIMAA is paid fortnightly through payroll on a pro rata fortnightly basis.

38. Public holiday observance while on deployment

- 38.1 Consistent with clauses 4.69 and 4.74 of the DIAC EA, regardless of location employees observe home State/Territory public holidays. For example, a resident of Victoria deployed to Christmas Island observes Victorian public holidays only, not Western Australian public holidays applicable to Christmas Island.

39. Access to flextime and Executive Level flexible time-off arrangements

- 39.1 Access to flextime and Executive Level flexible time-off arrangements is provided in accordance with the DIAC EA.
- 39.2 Executive Level employees across the IMA deployment network who work additional hours may access flexible time-off arrangements for each additional hour worked at a ratio of 2:1.
- 39.3 For Executive Level flexible time-off absences, APS1-6 flextime cash outs or flex leave applications, please refer to the IMA Workforce Management Section to ensure that costs are attributed to the relevant IMA cost centre.

40. Category 3 locations - Respite fares and respite leave

- 40.1 Employees on six (6) month deployments who are occupying identified IMA positions in Category 3 locations may access one respite fare and respite leave of ten (10) days to their home location after 13 weeks of continuous deployment (generally mid way through deployment).
- 40.2 Ten (10) days respite leave must be taken at the time of respite fare. Please note only employees on deployments of six (6) months or greater are eligible for respite fare and respite leave.
- 40.3 Accompanied employees on six (6) month deployments are not eligible for respite fares as their spouse or dependent has accompanied them at departmental expense. However, accompanied employees on six (6) month deployments to Category 3 locations are still eligible for ten days (10) respite leave after 13 weeks of continuous deployment (generally mid way through deployment).
- 40.4 Please note that employees may only access one respite leave and respite fares provision in any six (6) month period. Where an extension has been confirmed, the

employee may be entitled to an additional respite leave and respite fares provision as determined by the IMA Workforce Management Section.

- 40.5 If employees are deployed to a Category 3 location and return to their home location at the end of the six (6) month period, they may only access one respite leave and respite fares provision mid way through the six (6) month deployment.

41. Respite fares and respite leave coordination

- 41.1 All approvals for respite fares and respite leave provisions are subject to operational requirements. It may be necessary for employees to access their respite fares and respite leave provisions within a week (either before or after) they become eligible.
- 41.2 All requests for respite leave and respite fares must be sought through the employee's manager and coordinated through the IDF administration team. The IDF administration team will liaise with the IMA Workforce Management Section to ensure backfilling arrangements are organised as required. The IMA Workforce Management Section will also ensure appropriate arrangements for flights/ transit accommodation and will enter the respite leave into SAP HR against an employee's record.
- 41.3 Where an employee is entitled to respite fares and respite leave between confirmed deployments, the approval will rest with the relevant business area to approve such requests.

42. Category 1 & 2 locations - Reunion fares

- 42.1 Unaccompanied employees on six (6) month deployments (ie. non residents) who are occupying identified IMA positions in Category 1 and 2 locations may be eligible for one fares assistance (reunion fares) after 13 weeks of continuous deployment, where a spouse and/or dependant of the employee remains in the home locality. When requesting a reunion fare, the employee will be required to confirm in writing whether they have a spouse and/or dependent in the home locality. This confirmation must be forwarded to the employee's manager and the request will be coordinated through the IDF administration team. The IDF administration team will then liaise with the IMA Workforce Management Section to ensure backfilling arrangements are organised. The IMA Travel Team will make the necessary arrangements for flights. Employees are responsible for entering the relevant leave request into SAP HR prior to their departure from the IDF.

43. Respite fares, respite leave, and reunion fares provisions for employees who change locations within a six (6) month period

- 43.1 Respite fares and respite leave provisions only apply for six (6) month deployments in Category 3 locations. If an employee is required to re-deploy to another location within Category 3 without a break/return to the home location, the time deployed in the previous location will accrue for the purpose of respite fares and respite leave provisions, provided that the employee will still be deployed in a Category 3 location for at least a six (6) month period.

Example 1

Employee X deploys to a Category 3 location for a period of six (6) months. After 11 weeks in the Category 3 location, Employee X is requested to redeploy immediately to another Category 3 location for 15 weeks. As both locations are Category 3 locations which attract respite fares and respite leave provisions, and Employee X will be away from the home location for at least six (6) months, Employee X will be eligible for ten (10) days respite leave and a respite fare to the home location after two (2) weeks in Leonora (ie. after 13 weeks deployment to a Category 3 location mid way through a six (6) month deployment).

- 43.2 Employees deployed to Category 3 locations who are requested to redeploy to a Category 1 or 2 location without a break/return to the home location, may accrue the time deployed in the Category 3 location for respite leave purposes on a pro-rata basis provided that the employee will still be deployed for at least a six (6) month period.

Example 2

Employee Y deploys to a Category 3 location for a period of six (6) months. After 10 weeks, Employee Y is requested to redeploy immediately to a Category 2 location for 16 weeks without a break/return to the home location. Employee Y may accrue respite leave 7.69 days (ie. $10/13 \times 10$ days) for the time deployed in the Category 3 location. The respite leave may be accessed following three (3) weeks deployment at the Category 2 location, subject to operational requirements.

44. Deployments longer than six (6) months in different locations

- 44.1 Where an employee deploys to a Category 3 location for a period of six (6) months and is then requested to redeploy for a further three (3) month period to a location in Categories 1 or 2, the employee would not be eligible for respite leave or respite fares between deployments.
- 44.2 If an employee was requested to deploy immediately after a six (6) month deployment to a Category 3 location for a further three (3) months (or an extension in the same Category 3 location), the employee would be eligible for respite fares and respite leave provisions before commencing the second deployment.

IMA Workforce Entitlements

45. Eligibility for payment of annual IMA allowance

- 45.1 The Secretary will approve payment of an AIMAA to eligible employees for the duration of their deployment to an IDF or other location as part of a regular, planned and ongoing response to IMAs.
- 45.2 To be eligible for this annual allowance, an employee will:
- be working in an identified IMA position, as determined by the Secretary, and
 - be part of an IMA response (including travel time where deployed) at an IDF or other location, and
 - conduct interviews related to immigration processing, or provide case management, administrative or other support related to IMA clients.
- 45.3 An employee who is otherwise assigned duties at an IDF or other location, other than as outlined in the criteria in the preceding clause, is not an eligible employee for the purpose of this allowance (unless determined otherwise by the Secretary).

46. Rates of annual IMA payment

- 46.1 The annual allowance rates are as follows:

Category	Amount
3	\$30,000 per annum
2	\$15,000 per annum
1	\$5,000 per annum

- 46.2 In accordance with the Leave policy, if you take leave at half pay, your salary and allowances are reduced by half for the period of leave.
- 46.3 The AIMAA does not count as salary for superannuation or long service leave purposes

47. New locations eligible for annual IMA allowance

- 47.1 The Secretary may determine that other categories, localities or facilities (including offshore) are eligible for payment of the AIMAA and the applicable rates, in consultation with the NSCF. The Secretary may also adjust any allowance rate from time to time, in consultation with the NSCF.

48. Employees who are residents (i.e. non-deployed)

- 48.1 Employees who are residents (ie. not deployed) will receive payment of the AIMAA while the employee works in a identified IMA position at an IDF or other location consistent with clause 45.2 above. Employees continue to be eligible for payment of the AIMAA whilst on periods of paid leave.

49. Employees who are non-residents (i.e. deployed)

- 49.1 Employees who are deployed will receive payment of the AIMAA for the entire duration of their deployment, including travel time, whilst the employee works in an identified IMA position at an IDF or other location consistent with clause 45.2 above. Employees continue to be eligible for payment of the AIMAA whilst on periods of paid leave.
- 49.2 An employee in receipt of the AIMAA is not eligible for payment of daily IMA allowance (ie. an employee cannot receive both the AIMAA and daily IMA allowance for the same period).

Process to identify IMA positions for the purposes of the annual IMA allowance in the Enterprise Agreement

50. Process to identify IMA positions

50.1 To be eligible for payment of AIMAA as detailed at 45.2 above, an employee has to “be working in an identified IMA position, as determined by the Secretary”, which includes the Secretary’s delegate.

Category	IDF Locations	Process to identify IMA positions
3	CI, Curtin, Leonora, Scherger	a. All employees occupying positions in these IDFs will qualify for the annual IMA allowance.
2	Port Augusta, Yongah Hill, Darwin (non-resident), Inverbrackie (non-resident), Pontville (non-resident)	a. The process for determining eligibility for the annual IMA allowance will be administered as per Category 1 below. b. See also the associated statement of manager’s responsibilities, principles and working examples below.
1	Perth, Darwin, Inverbrackie, Pontville, BITA, MITA, MIDC, Villawood	<p>a. The client case mix (ie. IMA and non-IMA) of individual employees will be assessed against their position occupancy and job role, on at least a monthly basis. Positions identified by the relevant IDF manager/Case Management Manager (or other delegate where required) as being 100% directly attributable to the IMA response, and which attract 100% quarantined funding, will qualify for the allowance.</p> <p>b. For example, if six FTE in Villawood are attributable to IMA quarantined positions, it is generally expected that there will be a correlation of six employees receiving IMA allowance. However, it is noted that fluctuations in case mix can occur on a regular basis. As such, it is not expected the allowance will be payable where the case mix averages 25% or less over a reporting period. Any variation to this arrangement can only occur in exceptional circumstances, in consultation with the relevant Detention Operations Regional/SES manager/GM, and will need to be sustainable and defensible. Such an exceptional circumstance may include where the rigid application of this arrangement would adversely impact on an IDF’s capacity to run its operations flexibly noting the dynamic nature of IMA client movement, both internally within the IDF and externally across the broader IDF network. Similarly, an exceptional circumstance may include where rigid application would adversely impact on the capacity to manage case management support resources flexibly, noting the dynamic nature of IMA client movement and related case management resources. For example, the transfer of existing IMA clients to community detention reduces the IMA client percentage in that IDF below 25%, whilst arrangements are concurrently being made to transfer new IMA clients into that IDF which would very soon return the percentage to above 25%.</p> <p>c. There can be no partial or dual occupancy of a position, hence no partial or dual payment. The EA does not provide for partial or dual payments, noting that employees must also be fully attributable to IMA quarantined costings. To avoid large numbers of partial attribution across an IDF, it is open to the relevant IDF manager/Case Management Manager to consolidate IMA roles and identify which of their employees is best placed to undertake the IMA function thereby being eligible for the allowance.</p> <p>d. To inform determination of eligibility for the IMA allowance at their IDF, the Detention Services Group in NatO will on at least a monthly basis provide IDF managers/Case Management Managers with client case mix data (IMA/non IMA) for their IDF. In conjunction with this report, DIAC has functionality through SAP HR/FI to identify the number of positions at each IDF and report on quarantined funding and cost allocations. The number of positions used and allocation of funding can therefore be closely monitored to ensure consistency and equity in application.</p>

51. Manager's responsibilities

- 51.1 The IDF manager/Case Management Manager (or other delegate where required) is responsible for ensuring that positions are correctly identified as IMA positions at all times and ensuring such positions are occupied in order to meet operational requirements associated with changes to the IMA client caseload. Positions identified by the relevant IDF manager/Case Management Manager (or other delegate where required) must wherever possible be 100% directly attributable to the IMA response, and attract 100% quarantined funding, in order to be eligible for the AIMAA.
- 51.2 IDF managers/Case Management Manager delegates, in consultation with the relevant DSG Regional/SES/Global Manager, have primary responsibility for determining an employee's eligibility for the AIMAA (i.e. occupancy of position numbers in their IDF's performing IMA work). Eligibility reviews will be made on a monthly basis to ensure currency, sustainability and defensibility of arrangements.
- 51.3 Where a proportion of IMA clients in the overall client case mix is above 25%, the respective manager is responsible for:
- identifying which positions are IMA positions and hence will attract the AIMAA (where defensible, this may include all positions being identified, as it may be impracticable to separate IMA work functions), and
 - ensuring such positions are filled in order to meet the workload associated with the IMA client caseload.

52. Principles

- 52.1 Where a proportion of the case mix is IMA and non-IMA, then a commensurate proportion of positions will be assigned to work in identified IMA positions.
- 52.2 No positions can be identified as partial IMA positions for the purpose of the AIMAA (hence no partial payments can be made), i.e. 100% of identified positions must be directed at IMA work.
- 52.3 Where the client case mix changes during a monthly period and this impacts on the number of identified IMA positions that would otherwise attract the AIMAA, the allowance will be paid as though the client mix had not changed during that period (including for the duration of the relevant pay period). Any impacts arising from the changed client case mix will be reflected from the subsequent pay period.
- 52.4 Staff occupying national IMA support positions who visit a IDF will not receive the AIMAA.
- 52.5 Staff undertaking work at an IDF as part of a short-term deployment (e.g. POD, Entry Interviewing, Identity Determination) will be paid the relevant AIMAA for that IDF, for the duration of that deployment.
- 52.6 The daily IMA allowance arrangement under the EA is payable only for staff deployed to an IDF to work with IMA clients as part of an urgent and unplanned IMA response (consistent with clauses 6.37-6.38 of the Enterprise Agreement).

53. Working examples

Example 1:

Metropolitan IDF has 50% IMA clients and 50% non-IMA clients. The following positions involve working at or overseeing the IDF. All staff including the Regional Manager are based at the IDF. Wherever possible, the appropriate outcome would be as follows:

- 1 x Detention Regional Manager position (SES) for detention facilities including the IDF in question – No allowance payable
- 1 x IDF Manager position – Identified IMA position/allowance payable (ie. this position is among the 50% of IMA positions at the IDF attracting the allowance)
- 5 Detention Operation positions – Identified IMA positions/allowance payable (ie. these positions among the 50% of IMA positions at the IDF attracting the allowance)

- 1 x Case Management Manager position – Identified IMA positions/allowance payable (ie. this position is among the 50% of IMA positions at the IDF attracting the allowance)
- 10 x Case managers – Identified IMA position/allowance payable (ie. these positions are among the 50% of IMA positions at the IDF attracting the allowance).

Example 2:

Same as Example 1 but detention operations and case management positions are based in a metropolitan DIAC office and staff visit the IDF frequently in the course of carrying out their duties.

The allowance is not payable for staff based in DIAC offices or staff otherwise visiting IDFs. As such, they will not be placed in designated IMA positions to attract the allowance (consistent with example 4 below).

Example 3(a):

Entry interviewing staff and Refugee Status Assessors (POEs) based in metro locations are deployed for two-three weeks to a remote IDF to conduct entry and protection obligation evaluation interviews.

Staff are transferred into identified IMA positions whilst at the IDF to facilitate the allowance being paid for the two-three week period. The allowance is then discontinued on completion of the deployment as the staff are then based in DIAC offices (eg. when the POEs research and write up their evaluations), i.e. not based at the IDF.

Example 3(b):

POE staff based in metro locations visit a nearby IDF to conduct interviews.

Staff are not deployed to IDF per se and hence no allowance is payable.

Example 4:

Metropolitan-based (usually NatO) staff occupying positions responsible for IMA infrastructure, OH&S, general operations or detention services management matters visit a IDF in another location for a short period (e.g. one week to perform a range of duties including staff training).

Positions are identified as National IMA Support positions and no allowance is payable.

Example 5:

Staff undertake IMA processing in a community detention setting.

The allowance is not payable as the IMA work is not being performed at an IDF.

Example 6:

Removals staff based at a metro-IDF, where the ratio of IMA to non-IMA clients is approximately 50:50. The Removals staff work principally on the removal of non-IMA clients (90% of their caseload).

The allowance is not payable as the staff are working principally with non-IMA clients.

Example 7:

Case Management staff based at metro DIAC offices provide Case Management services to IMA and non-IMA clients based at the local metro IDF, APOD and in Community Detention.

The allowance is not payable as the staff are based in DIAC offices, i.e. not based at the IDF or APOD as an ongoing arrangement.

Summary of conditions relating to IMA deployments

	Category 1 Darwin IPFs; Inverbrackie; Pontville; BITA; Melbourne IPFs; Villawood; PIDC	Category 2 Port Augusta; Yongah Hill; Darwin IPFs*; Inverbrackie*; Pontville*; * employees who are non-residents (ie. deployed).	Category 3 Christmas Island; Curtin; Leonora; Scherger
<u>Travel Allowance</u> See clause 9.6-9.8 of the EA	* First 21 days daily TA followed by Reviewed Rate TA	* First 21 days daily TA followed by Reviewed Rate TA	* First 21 days daily TA followed by Reviewed Rate TA
<u>Annualised IMA Allowance</u> See clause 6.31-6.36 of the EA	\$5,000 per annum	\$15,000 per annum	\$30,000 per annum
<u>Flextime</u> See clause 4.15-4.22 of the EA	For employees at the APS1 - APS6 level	For employees at the APS1 - APS6 level	For employees at the APS1 - APS6 level
<u>Flex cash out</u> See clause 4.34 of the EA. Costs will be attributed to the cost centre where the flex is accrued.	For employees at the APS1 - APS6 level	For employees at the APS1 - APS6 level	For employees at the APS1 - APS6 level
<u>Overtime</u> See clause 4.73-4.86 of the EA (must be pre-approved by an authorised delegate)	For employees at the APS1 - APS6 level	For employees at the APS1 - APS6 level	For employees at the APS1 - APS6 level
<u>Executive Level flexible time-off arrangements</u> See clause 4.40-4.43 of the EA	Flexible time-off arrangements for each additional hour worked at a ratio of 2:1 across the IMA network	Flexible time-off arrangements for each additional hour worked at a ratio of 2:1 across the IMA network	Flexible time-off arrangements for each additional hour worked at a ratio of 2:1 across the IMA network
<u>Respite fare, respite leave and reunion fares</u> Unaccompanied employees on six (6) month deployments that are occupying identified IMA positions in IDFs	Reunion fares - Employees deployed (ie. non-residents) to Category 1 locations may be eligible for one fares assistance (reunion fares) after 13 continuous weeks of deployment, where a spouse and/or dependent of the employee remains in the home locality.	Reunion fares - Employees deployed (ie. non-residents) to Category 2 locations may be eligible for one fares assistance (reunion fares) after 13 continuous weeks of deployment, where a spouse and/or dependent of the employee remains in the home locality.	Respite fare - One respite fare to the home location after 13 weeks of continuous deployment when on six (6) month deployment <u>Respite Leave</u> - Ten days respite leave which must be taken at time of respite fare

IMA allowance (daily)

54. Formation of an IMA Taskforce

- 54.1 An IMA Taskforce may be formed in response to a critical event that is short-term and unplanned in nature, and which requires an urgent and immediate response at an IDF.
- 54.2 The Secretary, will declare the formation of an IMA Taskforce and who is part of that taskforce for the purposes of daily IMA Allowance under the DIAC Enterprise Agreement 2011-2014.
- 54.3 A Taskforce will be comprised of a team of employees who are deployed from their home region to another location outside their home region, for the purposes of processing or interviewing IMAs.

55. Payment of daily IMA allowance

- 55.1 In line with clauses 6.37-6.42 of the DIAC Enterprise Agreement 2011-2014, employees are eligible to be paid daily IMA allowance where they satisfy all of the criteria listed below:
- be listed as a member of an urgent and unplanned response to an IMA at an IDF;
 - undertake work as part of an IMA Taskforce in an IDF or other processing facility in Australia or overseas (not in National Office or a State/Territory Office); and
 - be deployed to conduct interviews related to immigration processing, or provide administrative or other support specifically to the IMA Taskforce function.
- 55.2 For the purpose of the allowance, employees will receive a payment of \$128 per day for each day, or part day spent working as part of a response to an IMA at an IDF.
- 55.3 An employee, who is temporarily assigned duties at an IDF, other than as part of a declared IMA Taskforce, is not an eligible employee (unless determined otherwise by the Secretary).
- 55.4 Where an employee is in receipt of the daily IMA allowance on the commencement of this Agreement, they will continue to receive the allowance for the duration of their deployment until such time as the deployment ceases, or the employee moves to another locality. An extension of deployment is deemed to be a new period of deployment, and as such eligibility to continue receiving the daily IMA allowance will cease upon acceptance of an extension of deployment.
- 55.5 The daily IMA allowance is only paid for days, or part days, worked and is not payable for periods of travel or leave and during temporary returns to an employee's home base.
- 55.6 The daily IMA allowance does not count as salary for superannuation or Long Service Leave purposes.
- 55.7 IMA allowances travel and accommodation entitlements are administered by the IMA Workforce Management Section.

Feedback

56. Feedback

- 56.1 The IMA Workforce Management Section operates in a client service environment; as such regular feedback is encouraged from the stakeholders. If negative feedback or a complaint is received and cannot immediately be resolved, it may be escalated to the Director of IMA Workforce Management Section for resolution.
- 56.2 If the issue remains unresolved after escalation to the Director, then escalation to the Assistant Secretary, People Services Branch will occur.

57. Further Assistance

[DIAC Enterprise Agreement 2011–2014](#)

DIAC People Management Policies

http://dimanet.immi.gov.au/_data/assets/file/0020/47522/People_Management_Policies.tr5

Personnel (HR) Delegations

http://dimanet.immi.gov.au/staff_services/employment_conditions/personnel_delegations

HR Service Centre

E-mail: [HR Service Centre/ACT/IMMI/AU](#)

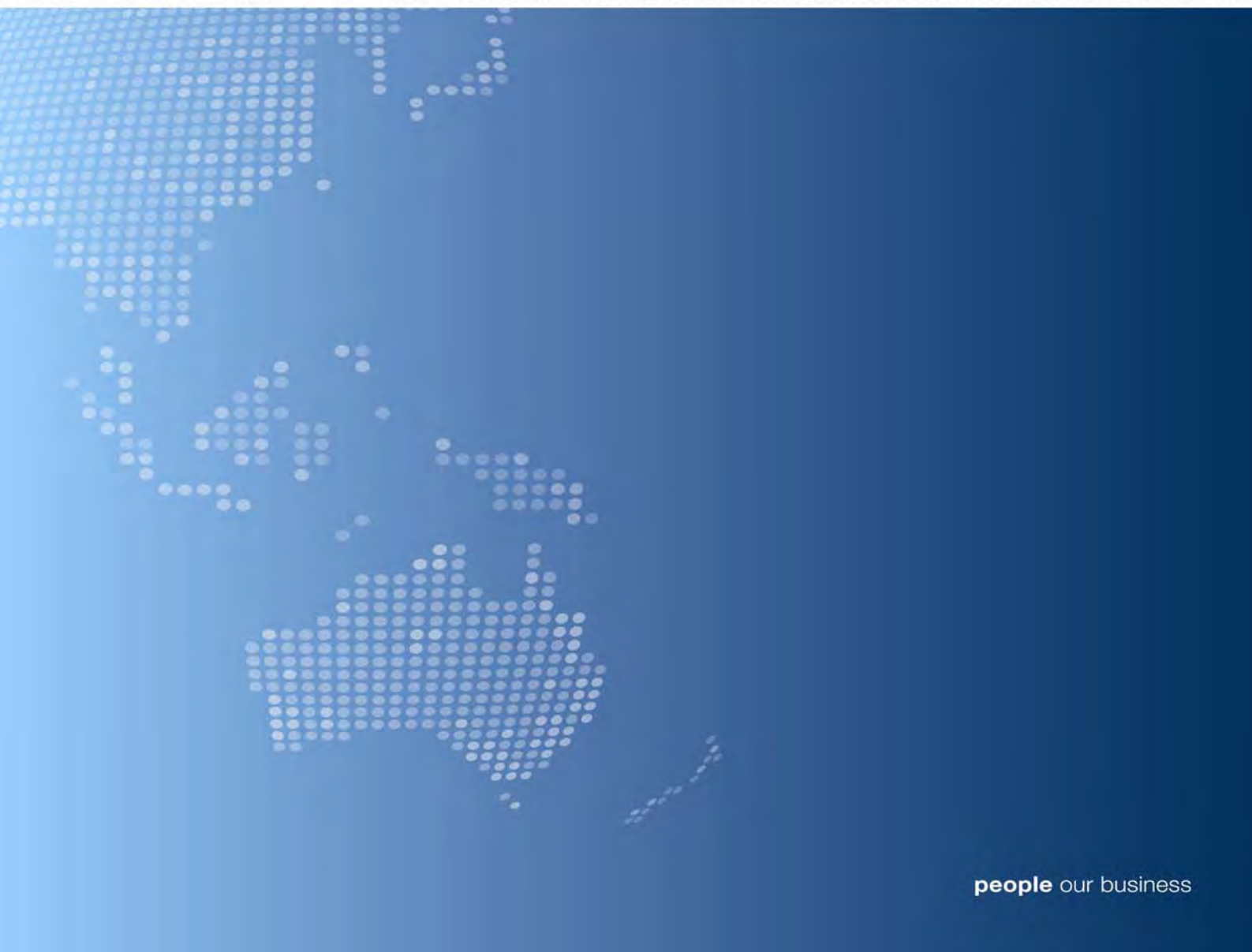
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Australian Government
Department of Immigration
and Citizenship

Overseas Conditions of Service (OCOS) Manual

July 2010



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Section 1 – Introduction and Application

Part 1 – General Introduction

Citation

1.1.1 This determination is issued as People Services Policy 14.0 and is known as the DIAC Overseas Conditions of Service (OCOS) Manual. It prescribes the conditions of employment for employees performing duty overseas.

Authority

1.1.2 The Secretary is empowered under the DIAC Enterprise Agreement to determine and publish overseas conditions of employment. Where this manual is silent on particular conditions of employment, the DIAC Enterprise Agreement, FMA Act, Chief Executive Instructions (CEIs), Finance Circulars, taxation legislation and associated people management instructions and policies will apply.

1.1.3 The legal authority for taking decisions on a range of overseas conditions matters in this manual has been delegated by the Secretary to designated office holders in the department. Delegates are listed at Schedule 1 to this manual and must exercise their powers in a manner that a reasonable person would in the circumstances, including not exercising powers in respect to their own position, conditions and entitlements.

See: Schedule 1 – Delegations

Definitions

1.1.4 This determination uses terms and phrases that have a distinctive meaning necessary to correctly interpret the department's overseas conditions and policy. These definitions are listed in alphabetical order at Schedule 2. Other sections of the manual may include these definitions and definitions that are relevant and specific only to those sections.

See: Schedule 2 – Definitions

Part 2 – Application to APS agency employees

Coverage

1.2.1 Unless otherwise stated, the conditions in this manual apply to DIAC employees employed under section 22 of Public Service Act 1999 and assigned duties overseas.

Dual-agency employees

1.2.2 Dual-agency employees comprise a DIAC APS employee and their APS-employee spouse employed by another Commonwealth department or agency and posted to the same post locality.

1.2.3 If dual-agency employees would both be entitled to overseas conditions of service from their respective department or agency, the employee and their spouse must jointly nominate the employee to have accompanied status for receiving Cost of Posting Allowance (COPA) and

Hardship Allowance at the accompanied rate. Both employees will receive Financial Counselling Assistance and Cost of Living Allowance (if Cost of Living Allowance is applicable to the post locality) during their posting period.

1.2.4 If dual-agency employees do not nominate who will be the accompanied employee, the employee with the higher income will be deemed to have been nominated. Nominees cannot change their status during the period of posting.

1.2.5 For postings involving dual-agency employees, DIAC will negotiate a suitable joint financial arrangement with its counterpart Commonwealth agency to fund some of the following wide-ranging costs associated with a long-term posting:

- uplift/removal of household goods (share);
- worldwide multiple risks insurance cover;
- storage and insurance of household goods in Australia (share);
- settling in/out allowance;
- travel costs to/from post (share);
- travelling allowance/rest periods;
- assisted leave fares;
- reunion fares;
- compassionate travel (individual agency);
- overseas health assistance (individual agency and agency providing accompanied allowances cater for children);
- education assistance at post and in Australia;
- residential accommodation and utilities (share);
- financial counselling assistance (individual agency);
- transfer allowance;
- outlay advance;
- passports and visa requirements;
- pre-posting medical costs; and
- other posting-related costs as agreed between each agency.

1.2.6 Where a specific allowance or benefit attracts an FBT liability that is payable by the employer, the Commonwealth agency which has agreed to fund this allowance or benefit under the terms of the dual-agency agreement will be responsible for funding the liability.

DIAC employee couples

1.2.7 An employee couple comprise two DIAC employees who are each other's spouse and who are both on long-term posting to the same post at the same time.

1.2.8 DIAC employee couples on long-term posting and entitled to overseas conditions and entitlements under the provisions of this manual, must jointly nominate the employee to be paid as the accompanied employee for receipt of the following allowances and entitlements:

- Transfer Allowance (accompanied rate);
- Outlay Advance;
- Settling-in/out Allowance;

- COPA (accompanied rate);
- Child Allowance;
- Additional Child Allowance;
- Child Reunion Allowance;
- Hardship Post Allowance (accompanied rate);
- Special Location Supplement Allowance (accompanied rate);
- Assisted leave fares;
- Education assistance;
- Health care assistance; and
- Loss on sale of motor vehicle.

1.2.9 DIAC employee couples will each receive the following allowances and entitlements where appropriate:

- COLA;
- Financial counselling assistance;
- Attraction Allowance;
- Additional Annual Leave; and
- Refugee Camp Hardship Allowance.

Section 2 – International Travel

Part 1 – Introduction

Application

2.1.1 This section applies to employees in Australia or working overseas who undertake International Business Travel, Short-Term Mission travel, Short-Term Assignment travel, or In-Country Travel at an overseas post. International Business Travel is travel that is undertaken in or to an overseas country. Travel to Australia's external territories is considered International Business Travel if the travel transits through an overseas country.

See: Chief Financial Instruction – Non-employee Travel Policy

Definitions

2.1.2 For the purposes of this section:

AGPC means the Australian Government Purchasing Card (MasterCard).

Corporate Travel Card refers to the department's corporate credit card used for purchasing official travel expenses such as flights, accommodation and hire care expenses.

See: Chief Executive Instruction 21

International Business Travel (IBT) means international business trips from Australia that are generally under 28 days duration and include travel overseas for such things as: overseas meetings; conferences; site visits; escort removals; capacity building or fact finding trips; Global Medical Unit travel; travel to accompany a Minister; travel to install IT or other systems/equipment; travel to deliver specialised training, etc. International Business Travel is administered by the International Business Travel (IBT) Unit, Financial Services Section, Property & Financial Operations Branch.

Example of International Business Travel: The Secretary accompanies the Minister on an official visit to Beijing.

In-Country Travel means official travel undertaken by an employee on long-term posting or short-term assignment within the country where the employee resides. Arrangements for In-Country Travel are managed locally at post.

Example of In-Country Travel: A PMO working in Shanghai travels to Beijing on official business.

Headquarters, in relation to:

- an employee on long-term posting at a post, means the post at which the employee ordinarily performs duties or, if the employee does not ordinarily perform duties at any one place, the place at which the employee is ordinarily required to report for duty;
- an employee on unpaid leave and recalled to duty at a post, means the locality at which the employee ordinarily resides;

- an employee living in Australia, means the place at which the employee ordinarily performs duties or, if the employee does not ordinarily perform duties at any one place, the place at which the employee is ordinarily required to report for duty.

Logical direct route is a fare that is in accordance with finance circular BFOD. It is the quickest most direct route that does not deviate to any requested destination by the traveller and does not include nominated stopovers en route to the destination.

Long-Term Posting means a period of duty overseas for longer than 12 months in one post, or a series of Short-Term Missions totalling 12 months or longer, if considered appropriate by the Secretary.

Short-Term Assignment means a designated temporary absence from headquarters on official duty at a single overseas location for a period greater than six months but not more than 12 months.

Short-Term Mission is a temporary absence from headquarters for a period not greater than six months in order to perform official duty overseas. STM does not include International Business Travel. A Short-Term Mission can include business travel between:

- Australia and an overseas locality;
- an overseas locality and Australia; or
- an overseas locality and another overseas locality.

Short-Term Missions from a post are managed locally by post and can be of any duration and for any official purpose, eg. to attend a Migration Officers' Conference.

Short-Term Missions from Australia are generally of a longer-term duration than International Business Travel (>28 days) and can include overseas travel by employees undertaking ALO assignments, relief duties at a post, mobile team visits, visa processing and liaison assignments to Nauru etc. The travel arrangements (fares, visas, passports, travel allowance, etc) for Short-Term Mission travel from Australia are administered by the Overseas Conditions Section, People Services Branch.

Travel Management Company means the department's travel service contractor who will, upon request, quote, book and issue domestic and international airfares, book hotel accommodation and hire cars.

Related policies

2.1.3 Employees should be aware that special conditions may apply to employees undertaking Airline Liaison Officer (ALO) assignments and that these conditions, where they differ, will prevail over the conditions prescribed in this section.

Travel advisories

2.1.4 Employees undertaking international travel need to consult DFAT Travel Advisories prior to undertaking the travel. As a minimum, employees intending to travel on official business are expected to refer to recommendations made in the travel advisories for the countries to be visited. Where travel advisories flag security or personal safety concerns, employees should consult Post Security Managers at the relevant post where they are, or will be, based and, if appropriate, at posts with consular responsibility for countries to be visited prior to arranging and proceeding with travel plans. Such consultations are mandatory when travel advisories recommend against travel to the locations to be visited.

Recall to duty entitlements

2.1.5 An employee who is on leave without pay (LWOP) and is recalled to duty at a post and undertakes official travel will be entitled to receive travel allowance only if they travel away from their headquarters overnight during the recall to duty. The employee will receive a Cost of Living Allowance (if this is applicable to the post) for the duration of their recall to duty.

Travel for compassionate reasons

2.1.6 The compassionate travel provisions applying to employees on long-term postings also apply to employees undertaking International Business Travel. If compassionate travel is necessary, the Secretary may consider whether the continuation of the travel is appropriate.

See: Section 20 – Compassionate travel

See: Schedule 1 – Delegations

Travel out of hours

2.1.7 Employees undertaking International Business Travel may not access flex time or overtime for periods of travel that fall outside normal working hours.

See: DIAC Enterprise Agreement

Travel out of hours – Escort Duty Allowance

2.1.8 Employees that are escorting a client or interpreting for a returnee or detainee when travelling are entitled to receive Escort Duty Allowance. All payments made for escort duty to international destinations do not count as salary for superannuation or long service leave purposes.

Frequent flyer points

2.1.9 Frequent flyer points accrued through official travel may only be used for official travel purposes. Points may not be used to convert a ticket to a higher class of travel than the employee's approved standard of travel. For example, they may not be used to upgrade to first class if business-class is the approved standard of travel.

See: DIAC Code of Conduct and Enterprise Agreement

Promotions and competitions

2.1.10 Employees travelling on official business are not permitted to participate in promotions or competitions conducted by external providers.

Costs associated with Pets

2.1.11 Any costs associated with the transportation, boarding or maintenance of pets whilst an employee is undertaking International Business Travel, a Short-Term Mission, a Short-Term Assignment or In-Country Travel at an overseas post, are the responsibility of the employee and will not be funded nor reimbursed by DIAC.

Part 2 – Travel Arrangements

Official passports

2.2.1 All employees undertaking official government business as a representative of the department must use an official passport. The cost of official passports will be charged to the cost centre funding the travel. Official passports are arranged by the Overseas Conditions Section, People Services Branch.

Visas

2.2.2 Travel on official government business is governed by different visa requirements to those applying to unofficial/personal travel. Official passports carry strict visa requirements which vary for each country. The cost of visas will be charged to the cost centre funding the travel. Visas for International Business Travel are arranged by the International Business Travel Unit, Financial Services Section. Visas for Short-Term Missions are arranged by the Overseas Conditions Section.

2.2.3 For detailed information regarding visa requirements, including application forms, number of photos, invitation letters, third country notes, etc., employees should contact the relevant section.

Inoculations and Vaccinations

2.2.4 The department will meet the cost of inoculations and vaccinations that are recommended by the department's travel doctor or a registered health professional. The cost of inoculations/vaccinations can be charged to the Corporate Travel Card with medical authority access. Medical authority access is available from the Corporate Travel Card manager, Financial Services Section. Further information on health matters is available from the Department of Foreign Affairs website or the Travel Doctor website.

Approval of travel

2.2.5 International travel may only be approved by a person delegated by the Secretary to approve a trip request for international travel. International Business Travel proposals are to be submitted via the relevant Division Head to a Deputy Secretary (for non-SES employees) or the Secretary (for SES employees) for approval PRIOR to the travel. Short-Term Mission travel, Short-Term Assignment travel and In-Country Travel must be approved by the relevant delegate specified in Financial Delegations Schedule F120B prior to travel. Under no circumstances can travellers approve their own travel.

Arranging Travel Bookings

2.2.6 Travel bookings for international travel from Australia must be arranged through the department's Travel Management Company (TMC).

Travel bookings for business travel from a post should be managed locally via post administration. Employees should utilise the best fare of the day when making airline bookings in order to comply with the Whole of Government Directive from the Department of Finance and Deregulation.

Air travel

2.2.7 The normal method of travel is by air via the most logical direct route which means the direct route with the lowest cost at the standard of travel applicable to the employee. Subject to availability of alternative airlines, it is not intended that employees be required to use an airline where there are reasonable grounds for concerns over safety or security. Australian domestic sectors and in-country sectors used in conjunction with an international itinerary may be at the same standard of travel if a through ticket is purchased.

Class of air travel – in-country

2.2.8 The standard class of air travel for In-Country Travel at an overseas post is economy class for non-SES employees and business-class for SES employees. Employees undertaking IBT (and whose headquarters therefore remain in Australia) are entitled to business travel in accordance with clause 2.2.9 below, as they will always be undertaking ‘international travel’. Where the standard of economy class air travel within a country is determined to be substantially below western standards, the Regional Director may determine that the standard for air travel within that country is business class.

Class of air travel – international

2.2.9 The standard class of air travel for international travel is business-class for all employees. Where an intermediate or business class is not available, travel is by economy class. The prime consideration in these circumstances is that an appropriate carrier is approved to enable the employee access to rest facilities equal to that available in business class travel on standard international airline carriers. This may involve consideration of an alternative (non-direct) route, where the flight involves either overnight travel or travel in excess of 8 hours. If an employee travels at a lower standard of travel than prescribed, no credit is to be provided, either in cash or as an offset, against higher expenditure on another sector. Similarly, employees are not able to voluntarily downgrade the class of travel to take account of wider travel options or to purchase additional tickets for non-official travel.

2.2.10 If an SES employee would be provided with economy class air travel and first class travel is available for travel on the approved itinerary, the SES employee is entitled to first class air travel.

2.2.11 If an employee would normally be provided with a class of air travel other than first class and the Secretary is satisfied that there are special circumstances that require the employee to be provided with first class air travel, the employee may be provided with first class air travel.

See: Schedule 1 – Delegations

Accommodation

2.2.12 The department will pay the cost of a reasonable standard of accommodation. Properties should be selected based on:

- the location in relation to the place of work;
- equivalent to western 4 to 4 1/2 star rating standard for non-SES employees;
- equivalent to western 5 star rating standard for SES employees;
- reputation; and
- safety standards.

Corporate credit card use

2.2.13 Employees travelling internationally on official business must hold a DIAC Corporate Travel Card. All travel-related costs, such as airfares, hotel accommodation, car hire costs, etc. are to be purchased using the department's Travel Card.

Train travel

2.2.14 If an employee is required to travel by train when undertaking official business, the class of travel will normally be at intermediate class. Another class may be used as determined by the appropriate delegate prior to travel. Refer to clause 2.2.5 – Approval of Travel.

Unused tickets

2.2.15 All unused tickets or portions of unused tickets must be returned to the Travel Management Company (TMC) for a refund. Lost or stolen tickets must be reported promptly to the TMC to obtain the maximum refund. Under no circumstances can unused tickets purchased by the department be used for personal travel.

Flexible travel

2.2.16 Employees travelling on Short-Term Mission or International Business Travel are not entitled to access flexible travel arrangements including taking side trips, backtracking or generally deviating from the logical direct route.

Public holidays

2.2.17 Employees travelling internationally for the department observe public holidays on the basis of overseas location. If there is a public holiday in Australia while overseas, the public holiday is forfeited unless it is also observed at the post. Post-specific public holidays are observed by employees visiting the post.

Access to leave while overseas

2.2.18 Subject to the following limitations, annual leave that is accrued during periods of duty working overseas may be accessed while overseas. Approval for annual leave intended to be taken in conjunction with International Business Travel (see definition at 2.1.2) must be obtained prior to commencing the travel. Employees will be personally liable for any additional costs incurred by the department as a result of leave taken in association with international travel.

2.2.19 Subject to the Secretary's approval, the amount of annual leave that can be taken while overseas on a Short Term Mission shall not exceed 5 days. Notwithstanding this provision, officers undertaking a 180 day ALO placement (currently Singapore and Dubai) accrue and may, subject to the Secretary's approval, access up to 10 days annual leave upon completion of their placement.

See: Schedule 1 – Delegations

2.2.20 Subject to the Secretary's approval, the amount of annual leave that can be taken while overseas on a Short Term Assignment shall not exceed 10 days.

See: Schedule 1 – Delegations

2.2.21 Any annual leave taken in association with international travel of less than three month's duration is subject to the Secretary's approval.

See: Schedule 1 – Delegations

Part 3 – Rest Periods

Intention

2.3.1 An employee is considered to be travelling when on a rest period and entitled to travel allowance for the rest period when the rest period is taken away from the employee's headquarters. Rest periods are intended to provide recuperation after lengthy overseas travel to enable sufficient overnight rest. This is the foremost consideration. Additionally, the rest period is to be for a maximum period of either 24 hours or 48 hours as prescribed at Schedule 5. Where the 24 hour or 48 hour period (as applicable) ceases outside of normal working hours, the employee should present for work at their final destination at the earliest possible opportunity during normal working hours applicable to the duties to be performed by the employee. This will vary depending on whether the employee is commencing a LTM, STM, STA or ALO assignment. A rest period is effective from the time the traveller disembarks the aircraft at a scheduled stopover in the journey or at the final destination. The actual length of a rest period may vary slightly from the prescribed rest period entitlement and will depend on airline schedules and time of arrival and departure at the destination.

Entitlement

2.3.2 Rest period entitlements are calculated by the most direct route of travel. If an employee's travelling time from their point of origin to the first landing point of their final destination is longer than 12 hours, then the employee is not required to be on duty until after the prescribed rest period has been taken at the final destination or during a stopover en-route to the destination. Rest periods for more common destinations are prescribed at Schedule 5.

See: Schedule 5 – Prescribed rest periods

2.3.3 If an employee has a 24 hour rest period entitlement, it must be taken at the final destination. If they have a 48 hour rest period entitlement,

one day may be taken en-route and one day at the final destination, or both days may be taken at the final destination.

2.3.4 A rest period should be no longer than 48 hours for the following journeys:

- between Australia and Europe, the Middle East, Africa, or South America;
- eastwards from Australia to North America; or
- westwards to Australia from North America (excluding California).

2.3.5 A rest period should be no longer than 24 hours for all other destinations.

Rest period – employee on duty

2.3.6 An employee is taken to be on duty during any approved rest period that falls within normal working hours. A rest period taken outside normal working hours does not entitle an employee to remuneration or time off in lieu. Rest periods that fall on a weekend day or a public holiday are rest days if the employee is not required to work on those days.

Example: If an employee arrives at their destination at 17:10hrs on a Saturday, their 24 hour rest period will be until the same time on the following day, ie Sunday. In the case of a 48 hour rest period, it will continue until the same time on the following day, ie Monday.

Travelling time for purpose of rest periods

2.3.7 Travelling time is measured from the latest time allowable for flight check-in at the point of origin to the scheduled arrival time of the aircraft at the first landing point of the final destination (eg. when travelling to Australia, the first landing point of the final destination is where the aircraft first lands in Australia). Travelling time for calculating rest day entitlements does not include pre-departure travel time, rest periods, leave or stopovers at localities where an employee is not required to perform duty.

2.3.8 Travelling time refers to travel by the most logical direct route. When authorised to travel by other than the most direct route, the rest period entitlement is that which would apply had the employee travelled by the logical direct route.

Effect of stopover on a rest period

2.3.9 If an employee has an unavoidable stopover during international travel, they are not entitled to a rest period unless the Secretary is satisfied that the stopover did not constitute the equivalent of a rest period for the employee. An employee cannot nominate a stopover at a location other than the scheduled stopover location in order to utilise a rest period entitlement.

See: Schedule 1 – Delegations

Part 4 – Travel Allowance

Travel allowance

2.4.1 The department will meet the cost of air travel, accommodation and official transport for an employee undertaking international travel and will provide travel allowance appropriate to the classification of the employee, the destination and the nature of the duties performed.

2.4.2 Travel allowance comprises of a payment for meals and incidental expenses. Meal allowance compensates employees for the cost of meals. Incidental allowance covers living and incidental expenses including currency conversion fees, commissions, exchange losses etc.

2.4.3 **Additional Expenses:** Personal expenses such as bank fees and charges for non-official ATM withdrawals, non-prescription pharmaceuticals, excessive private phone calls, etc. will not be met as an official charge. Other expenses associated with international travel such as official phone calls, passport and visa fees, departure taxes, vaccination costs, travel to and from work at the overseas destination, etc will be met as an official charge. Expense items will be reimbursed at acquittal on return from travel and upon presentation of all receipts.

2.4.4 **Travel allowance during times of leave:** Travel allowance will be paid while on sick leave, but is not paid during periods of annual leave, leave without pay, long service leave or during any weekend or other holiday taken in conjunction with leave.

Travel allowance advances

2.4.5 When sufficient notice and approval of travel is received by the appropriate section (OCS or IBT Unit) to allow payment processing, travel allowance will be paid to an employee's nominated bank account, building society or credit union account prior to the travel. Travel allowance for Short-Term Missions and In-Country Travel from post will be calculated and processed by post and in accordance with local post administration requirements.

Travel allowance during transit

2.4.6 If a traveller transits a domestic destination during a major meal time, the meal rate (not including incidentals) for that meal will be paid. The following table can be used as a guide for domestic transit TA entitlements:

Time	Meal Provided
06:00 – 08:00	Breakfast
12:00 – 14:00	Lunch
17:00 – 19:00	Dinner

Rates of travel allowance

2.4.7 If an employee's international travel involves an overnight stay, the employee is entitled to meals and incidental costs applicable to the town or city at the destination in accordance with the global travel allowance rates provided by Employment Conditions Abroad (ECA). ECA provides travel allowance rates each year on 1 July to apply for the following financial year. The applicable travel allowance rates for A-based Short-Term Missions from post and In-Country Travel from post are the ECA rates used by DFAT. Where an employee's EasySAP record depicts their travel as 'international travel,' and their actual travel actually incorporates a large domestic portion, TA may be paid in respect of the domestic proportion of the travel, consistent with the provisions under the CA for domestic travel. Travel allowance rates applicable to domestic travel in Australia are provided by the Department of Employment and Workplace Relations and are published on IMMI.net.

See: Schedule 6 – ECA global TA rates

2.4.8 If no travel allowance rate is specified for the destination, reimbursement of the cost of meals (excluding the cost of alcoholic beverages) and incidental expenses reasonably incurred by the employee is the amount payable. In such cases, an advance of travel allowance may be provided based on a reasonable estimate of the daily meals and incidental costs at the destination. Travel allowance is required to be acquitted on return from the trip and on presentation of all receipts.

Meals allowance on the day of arrival or departure

2.4.9 An employee is entitled to an allowance for meals on the day of arrival and day of departure at their overseas destination. A proportion of the full meal allowance rate is paid according to the time of arrival at, or departure from, the overseas destination as set out in the table below.

Table – Meals rate for day of arrival or departure		
Time of arrival/departure	Rate on day of arrival	Rate on day of departure
Before 07:00am	100%	Nil
07:00am – 1:00pm	75%	25%
1:01pm - 7:00pm	50%	50%
After 7:00pm	Nil	100%

Incidental allowance

2.4.10 If an employee arrives at their destination before 12 noon on the day of arrival, or departs after 12 noon on the day of departure, the employee is entitled to a full day's incidental allowance. In any other case, the employee is entitled to half the full rate of incidental allowance. Employees travelling in-country on official business are entitled to incidental allowance at half the usual rate.

Lower rate for incidental costs in certain circumstances

2.4.11 An employee is entitled to incidental costs at half the usual rate if they are:

- on a Short-Term Mission or International Business Travel in one location for a continuous period of 28 days or more;
- on a long-term posting or Short-Term Assignment and undertakes In-Country Travel; or
- in an overseas country on leave and is recalled to duty in that overseas country.

Rate for meals in accommodation with cooking facilities

2.4.12 If an employee stays for five continuous days or longer in accommodation with cooking facilities sufficient to prepare a cooked meal (ie. there are adequate cooking utensils, cutlery, crockery, etc), the employee is entitled to two thirds of the meal allowance that would have been payable had cooking facilities not been available.

Reduction in meal allowance if meals provided

2.4.13 If an employee is provided with meals at no cost to the employee, the employee is not entitled to a meal allowance payment for the meals provided, but only payment for meals not provided.

Excess meals and incidental costs

2.4.14 The intention of this clause is that employees are not left out of pocket from unusual circumstances while travelling, eg. employees travelling with Ministers or Secretaries may incur higher levels of travel expenses or a meal may not be provided 'in flight' on an international journey over a major meal time.

2.4.15 If the Secretary is satisfied that the amount of travel allowance payable to an employee was insufficient and upon receipt of supporting documentation (ie receipts, Secretary approval), the difference between the travel allowance paid and the actual cost may be reimbursed to the employee. Alternatively the traveller may be reimbursed the cost of that meal up to the corresponding rate for that meal at the destination of departure.

See: Schedule 1 – Delegations

Travel allowance if paid by another organisation

2.4.16 The amount of travelling allowance paid to an employee by the department will be reduced by any amount paid to the employee by another organisation for the same period and location.

Exchange rates used for travel allowance

2.4.17 In order to process travel allowance advances and acquittals, the International Business Travel (IBT) Unit and Overseas Conditions Section use the 'Commonwealth Bank's Global Market Foreign Exchange Rates' for International Business Travel, Short-Term Missions, Short Term Assignments and postings from Australia. These exchange rates are supplied on a daily basis. Travel allowance advances are calculated and paid at the exchange

rate applicable on the day of processing and not necessarily on the day of departure.

All expenses claimed on acquittal, including taxi fares, departure taxes, etc. will be reimbursed at the exchange rate that was used to calculate the advance. No other exchange rate will be used to reimburse employees unless a purchase was made using a personal credit card and the exchange rate can be verified from the original credit card statement.

2.4.18 The exchange rates used to process travel allowance advances and acquittals for Short-Term Missions from a post are the rates used by DFAT post administration.

Acquittal of travel allowance

2.4.19 Employees undertaking international travel must acquit their travel allowance advance within 14 days of returning from travel. International travellers must complete a 'Travel Diary' to record their daily expenses and other miscellaneous costs in order to acquit their trip. If travellers do not acquit their travel allowance within this time frame action may be taken to recover the advance in full. Items such as departure taxes, taxis and public transport costs that could not be paid using the Corporate Travel Card or the AGPC are to be claimed in the acquittal process. All claims for items above AUD\$20.00 must be supported by receipts.

2.4.20 If, following acquittal, travel allowance has been overpaid, this money must be repaid to the department. Travellers with a departmental debt must finalise this debt through the Collector of Public Monies in National Office or in their STO. If travel allowance has been underpaid, the additional funds owing to the traveller will automatically be processed and paid into the employee's bank account following approval of their trip in SAP.

Travel allowance when in hospital

2.4.21 If an employee is hospitalised during international travel they will not be entitled to meal allowance for the period of hospitalisation but will be entitled to:

- incidental allowance for each day or part day at the rate set by Employment Conditions Abroad for the locality; and
- any continuing accommodation and related costs (eg where meals not provided) necessarily incurred.

Travel allowance for absence not extending overnight

2.4.22 If an A-based employee is on a Short-Term Mission from post or undertaking In-Country Travel from post for periods of less than 24 hours and no overnight stay is involved, no travel allowance is payable. Where the employee is away from their home town and their total period of absence is in excess of 6 hours, they are entitled to an incidentals allowance equivalent to AUD\$15.00.

Part 5 – Other Travel Entitlements

Spouse-accompanied travel

2.5.1 When an employee has an aggregated period of short-term unaccompanied duty overseas of 40 weeks or more during the previous five years, the Secretary may approve payment of fares and accommodation for the employee's spouse to accompany the employee. In assessing eligibility for spouse-accompanied travel, delegates should consider:

- the cost of the spouse travel and availability of funds;
- the employee's classification and the purpose and extent of the proposed overseas travel;
- periods of duty overseas when the employee was unaccompanied or single;
- the period (if any) since the employee's spouse last accompanied the employee during travel overseas;
- the duration of the travel and the localities to be visited during the overseas travel; and
- the official duties to be performed by the employee including any representational responsibilities.

(Note: Spouse accompanied travel will not be approved for travel to localities with travel warnings of 'recommended not to travel' or 'do not travel'.)

See: Schedule 1 – Delegations

2.5.2 If spouse-accompanied travel is approved, the cost of transport for the spouse at the same class of travel as the employee and reasonable additional costs of accommodation associated with the travel will be met by the department. No additional travel allowance will be paid when an employee's spouse accompanies them on a Short-Term Mission. Spouses travelling under this part should arrange suitable private travel insurance for the duration of their travel.

Medical treatment while overseas

2.5.3 International travel insurance is provided under DIAC's Comcover insurance policy. This provides medical, hospital, dental and pharmaceutical coverage for up to 180 days to employees travelling internationally including during rest periods and stopovers. If the travel will exceed 180 days, employees should contact the DIAC Comcover Manager regarding extending the medical cover.

2.5.4 Employees needing medical or emergency dental care while travelling internationally should contact International SOS for assistance. An International SOS contact card can be obtained from OCS, IBT Unit or the Comcover Manager. Travellers should follow the directions given by International SOS concerning approved medical practitioners and facilities. Medical costs incurred are to be paid at the time of service by Corporate Travel Card. Receipts must be retained for auditing purposes. In the event that cash payment is the only available option at the time of treatment, receipts must be retained to support a claim for reimbursement through the employee's travel acquittal.

2.5.5 If an employee becomes ill or is injured during international travel, the department will meet the cost of any necessary medical or hospital treatment for the illness/injury.

2.5.6 In order for a traveller to be able to purchase medical services such as a doctor's consultation, vaccinations, etc on a Corporate Credit Card, they must obtain a medical authority on their card prior to use. The request must be made in writing to the Corporate Travel Card Manager at travel.unit@immi.gov.au.

Dental treatment while overseas

2.5.7 If an employee obtains essential or emergency dental treatment during international travel and the cost of the treatment is not recoverable under DIAC's Comcover Insurance Policy, the employee will be personally liable for the amount by which the treatment costs exceed the cost of the same treatment in Australia. If the treatment is not available in Australia, the cost of similar treatment will be used to determine personal liability.

2.5.8 Employees undertaking Short-Term Missions or International Business Travel are taken to be on duty for allowance purposes even when unable to perform duty because of illness or injury.

Insurance of personal effects

2.5.9 The department's Comcover Insurance Policy provides employees with overseas travel cover for travel periods of up to 180 days. This covers loss of or damage to baggage and/or personal items (excluding cash) up to a maximum of AUD8,000 per event with a maximum amount per single item limited to AUD2,000. The department will cover the cost of necessities purchased if baggage is delayed for more than 24 hours. Employees undertaking international travel in excess of 180 days duration may continue to be covered by Comcover and in these situations advice should be obtained from the DIAC Comcover Manager.

Equipment Allowance

(The Equipment Allowance applying to IBTs has been adopted for all international travel from Australia – previously employees undertaking STMs from Australia received \$100 per trip.)

2.5.10 Equipment Allowance is intended to assist employees with the cost of travel equipment, other items purchased for international travel and the wear and tear on possessions (including luggage) resulting from overseas travel. When travelling from Australia, an employee will be entitled to receive an Equipment Allowance of AUD225.00 once every three years. The Secretary may adjust the amount for Equipment Allowance on 1 July each year in line with changes in the Consumer Price Index.

See: Schedule 1 – Delegations

2.5.11 Equipment Allowance is not paid:

- more than once in any three year period;
- if the employee has been on a long-term posting up to three years prior to the international travel;

- if the employee is on a long-term posting while undertaking a Short-Term Mission; or
- if an employee is accompanying their spouse on a long-term posting and is recalled to duty to undertake a Short-Term Mission.

2.5.12 Equipment Allowance is not assessable income for employees and will be paid in association with travel allowance.

Funeral costs overseas

2.5.13 If an employee undertaking international travel dies overseas, the same provisions as those for employees on long-term postings will apply.

See: Section 20 – Bereavement

Hardship Post Allowance

2.5.14 An employee undertaking International Business Travel or a Short-Term Mission at a category C, D, E, or F hardship post for a period of 28 days or more is eligible to receive pro-rated Hardship Post Allowance at the unaccompanied rate from the first day of duty at the post. If on duty continuously at more than one hardship post, pro-rated Hardship Post Allowance will be paid at the rate applicable to the post with the highest hardship rating. Rates of Hardship Post Allowance are listed at Schedule 7.

See: Section 21 – Hardship Post Conditions

See: Schedule 7 – Hardship Post Entitlements

Excess baggage

2.5.15 The cost for work-related excess baggage associated with international travel may be charged to a Corporate Travel Card or the AGPC. If work-related excess baggage costs are paid personally by an employee travelling overseas they may seek reimbursement on acquittal of their travel. Work-related excess baggage includes training materials, computers, audio visual and other essential business equipment transported with an employee undertaking international travel. Costs incurred for personal excess baggage cannot be claimed as an official expense and is not reimbursable.

Personal telephone calls

2.5.16 Employees travelling overseas on official business are entitled to reasonable telephone calls to their home and/or immediate family members from a work-issued mobile phone or from their hotel accommodation. Personal telephone calls that are considered to be excessive will not be reimbursed.

Compression Stockings

2.5.17 The department acknowledges the danger of Deep Vein Thrombosis (DVT) on long haul travel and strongly urges all travellers to implement guidance offered by airlines to eliminate the risk of developing DVT. This may include one or more of the following: wear loose clothing; find a comfortable position in your seat and recline if possible; don't cross your legs when sitting as this compresses blood vessels; at stopovers leave the plane and walk as much as possible; walk around on long flights (when permitted) and drink plenty of water.

2.5.18 Where an employee is required to travel on official business on an international flight, the employee will be reimbursed for the cost of 'flight socks' (or similar compression stockings) if they elect to use them.

Part 6 – Short Term Assignments

Conditions

2.6.1 The long-term posting provisions of this manual will apply to employees on designated Short-Term Assignments, with the following exceptions:

- there is no entitlement to be accompanied by dependants at official expense unless the Secretary authorises accompanied travel at official expense and varies the conditions of the Short-Term Assignment accordingly;
- there is no entitlement to assisted leave fares or an ALFA entitlement;
- there is no entitlement to assistance with education in Australia; and
- there is no entitlement to flexible travel for travel to/from a post.

See: Schedule 1 – Delegations

2.6.2 It is anticipated that the period of a Short-Term Assignment will be specified prior to departure. If, for operational reasons, a Short-Term Mission exceeds six month's duration and develops into a Short-Term Assignment, the Secretary may approve that Short-Term Mission conditions will continue to apply. Alternatively, the Secretary may approve that Short-Term Mission conditions will cease on a particular day and that Short-Term Assignment conditions will apply from the next day until cessation of the Short-Term Assignment. If a Short-Term Assignment period is extended by at least 12 months, the Secretary may approve that the employee receive additional conditions of service applying as if the employee was on a long-term posting.

See: Schedule 1 – Delegations

Reunion

2.6.3 The Secretary may approve one reunion fare at the allowable travel cost for an employee's spouse and each eligible dependant child to visit an unaccompanied employee on a designated Short-Term Assignment of at least nine month's duration. The reunion fare entitlement must be used at least two months prior to the employee ceasing their Short-Term Assignment otherwise the entitlement will be lost.

See: Schedule 1 – Delegations

Section 3 – Airline Liaison Officer (ALO) Allowances

Part 1 – General information

Introduction

3.1.1 The department has an extensive commitment to provide a number of short-term and long-term Airline Liaison Officer placements at a range of strategic overseas localities. When warranted, the Secretary may approve special allowances for Airline Liaison Officers with dual ALO and PMO/SMO roles at specific localities to compensate for the round the clock coverage of international flights.

See: Schedule 1 – Delegations

Section 4 – Long-Term Postings

Part 1 – General Information

Overseas staffing structure

4.1.1 The department has an overseas presence in over 40 locations. These localities are staffed by A-based employees at the Regional Director (SES/EL2), Principal Migration Officer (EL2/EL1) and Senior Migration Officer (EL1/APS6) levels. The overseas conditions of employment set out in this and the following sections prescribe a range of employment conditions and entitlements that are provided to A-based employees on long-term posting to assist with the additional cost of living and working overseas.

Definition of long-term posting

4.1.2 A long-term posting is defined as a period of duty overseas for longer than 12 months at one post or a series of short-term missions or short-term assignments totalling 12 months or longer, if considered appropriate by the Secretary.

Ordinary period of posting

4.1.3 An ordinary period of posting is a period that has been prescribed for a long term posting at an overseas locality. The prescribed posting periods for a number of overseas posts are listed at Schedule 3. The Secretary may determine the prescribed period for an ordinary period of posting.

See: Schedule 1 – Delegations

See: Schedule 3 – Prescribed Posting Periods

Officer decision to return to Australia after two years

4.1.4 Should an officer posted to a locality in hardship Category D, E or F decide during the first year of their posting that they only wish to complete two years instead of three for professional or personal reasons, it is recommended that they be permitted to apply for an early return. This would occur without prejudice unless a Regional Director supported the early return in the End of Post report as a result of unsatisfactory performance.

In a shorter posting period of 12-24 months, the assisted leave fare entitlements would reduce by one from the three-year provision.

Unforeseen changes to posting periods

4.1.5 Employees undertaking long-term postings should understand that, while a period is prescribed in this determination for each posting, circumstances (operational or personal) may arise that could result in a change to the ordinary period of posting. Employees must make every attempt to ensure they do not make irrevocable financial or other commitments which could cause hardship in these circumstances.

Advice of changed circumstances

4.1.6 If an employee's personal/family circumstances change for any reason (eg. changed marital status, spouse departs post, education status of

dependants, dependants no longer dependent, etc.) that might affect the level of overseas allowances or entitlements during the employee's long-term posting, written advice must be provided to the Overseas Conditions mailbox within 14 days of the change in circumstances occurring, to avoid an overpayment of salary and allowances.

Part 2 – Attendance

Hours of duty

4.2.1 The hours of duty for employees on long-term posting are determined by a Regional Director or Post Manager and will generally coincide with the hours of duty for the overseas mission as determined by a Head of Mission or Head of Post.

Limited access to certain leave

4.2.2 Periods of long or extended leave such as miscellaneous leave without pay, long service leave, leave at half pay, etc. will not be approved during a posting. The mandatory 12 week maternity leave period will be granted. Applications for long or extended leave may be considered on cessation of a posting but will not be granted while the employee is receiving overseas allowances and their position remains in the overseas transit pool. Applications for long or extended leave on cessation of a posting must be approved and funded by the work area to which the employee is returning.

Flextime and working hours

4.2.3 Flextime, travel out of hours, home-based work and variable working hours provisions specified in the DIAC Enterprise Agreement are not available to employees on long-term posting. Employees posted overseas should pay particular attention to maintaining a healthy work-life balance as the pressures and volume of work combined with the new living environment may significantly exacerbate the various hardship conditions in existence at the post.

Public Holidays

4.2.4 For employees on long-term posting, a public holiday is a day or part of a day observed as a public holiday at the Embassy, High Commission or Consulate where the employee is posted. Public holidays usually comprise a combination of local and Australian holidays and are determined by the relevant Head of Mission/Head of Post.

Time off in lieu (TOIL)

4.2.5 Employees on long-term posting may, at the discretion of a Regional Director or Post Manager access time off in lieu having regard to operational requirements and the additional or excessive hours worked by the employee over a sustained period. Employees will not be recompensed for excessive hours worked on a one-for-one basis. Employees on TOIL are considered to be on leave and applications for TOIL should be entered into and approved in EasySAP.

Studies assistance and study leave

4.2.6 The studies assistance and study leave provisions of the DIAC Enterprise Agreement are not available to employees while on a long-term posting or on leave without pay to accompany an employee on a long-term posting.

Part 3 – Pre-posting assistance

Pre-posting expenses

4.3.1 The department will meet the costs incurred by employees for a range of pre-posting expenses including medical and dental checks, vaccinations, passport and visa photographs and passport and visa application fees.

Financial counselling assistance

4.3.2 Up to \$500 may be reimbursed towards the cost of a qualified, GST registered financial adviser to provide financial counselling once, either prior to or during a long-term posting. This entitlement is not payable for extensions to ordinary posting periods. The Secretary may adjust the rate of financial counselling assistance in line with changes to the Consumer Price Index from time to time.

See: Schedule 1 – Delegations

4.3.3 Each employee of an employee couple will be eligible to receive financial counselling assistance.

Language training

4.3.4 The department is committed to providing A-based staff posted to non-English speaking localities with basic/survival-level language training at official expense as part of their pre-posting preparations. Language training at official expense will not be provided after a posting has commenced.

See: DIAC Language Training Policy

Part 4 – Assistance with living conditions

Special clothing assistance

4.4.1 If an employee or a dependant of the employee on long-term posting is required to wear a garment only to conform to a dress code imposed by religious custom or law at the employee's post, and the employee or dependant buys a garment for this purpose that is not useful for any other purpose, the employee is entitled to be reimbursed the amount that the Secretary considers reasonable in the circumstances.

See: Schedule 1 – Delegations

4.4.2 An employee who incurs a cost for clothing of a kind referred to above for a dependant during a reunion visit to the post is entitled to be reimbursed the amount that the Secretary considers reasonable in the circumstances.

Snow clearing

4.4.3 If the Secretary is satisfied, having regard to any relevant factors, that it is reasonable for an employee on long-term posting who occupies a free-standing dwelling to use commercial snow clearing services, the employee is entitled to be reimbursed an amount equal to the costs incurred by the employee for those services.

See: Schedule 1 – Delegations

Telephones in private residences

4.4.4 DIAC A-based staff on long-term posting are entitled to a semi-official phone (ie. an official phone in their private residence). The department will meet the following costs for a semi-official telephone:

- telephone service connection and installation costs;
- rental costs on one handset;
- business/official call costs; and
- a proportion of local personal/private calls (particularly where local calls are timed).

4.4.5 DIAC A-based employees must contribute towards the cost of private and personal local calls plus pay for any private international, STD and long distance calls made from their semi-official telephone.

4.4.6 The rebate levels for local calls must be established locally having regard to local post practice. Rebate levels would normally be determined by a Regional Director or Post Manager having regard to DFAT's local practices and what is considered fair and reasonable for the particular locality. For example, the costs for local calls at some overseas localities can be expensive and in such cases DIAC would normally meet a higher proportion of the local call costs at that locality.

Mobile phones

4.4.7 DIAC A-based staff issued with a mobile phone for work purposes must contribute towards the cost of private and personal calls made from the mobile phone.

Excess commuting costs – private vehicle

4.4.8 An employee who uses a motor vehicle owned or hired by the employee to travel between their residence and place of employment is entitled to be paid Vehicle Allowance (calculated by the same method outlined in this manual) for kilometres of travel that exceeds 30 kilometres per day.

See: Section 10 – Vehicle Allowance and Vehicle Contributions

4.4.9 Where an employee travels between their residence and place of employment, partly by public transport and partly by private motor vehicle, the employee is taken to have travelled the entire journey by public transport.

4.4.10 An employee is entitled to be reimbursed or paid an allowance only for travel by the most direct available route.

Part 5 – Post-specific assistance

Undercover parking in Canada

4.5.1 An employee in Canada living in an apartment that lacks free undercover parking is entitled to be reimbursed up to Canadian Dollars 40 a month for the rental of undercover parking for one motor vehicle.

4.5.2 If an employee in Ottawa uses a motor vehicle to travel between their residence and the High Commission between November and April, the employee can be reimbursed the cost of monthly undercover parking to a maximum of Canadian Dollars 202 per month.

Vehicle Certificate of Entitlement in Singapore

4.5.3 An employee who purchases a motor vehicle during a posting in Singapore is entitled to be reimbursed for the cost of the Certificate of Entitlement issued for one vehicle only.

Personal property tax in the USA

4.5.4 If an employee on a posting in the United States of America owns a motor vehicle, the employee is entitled to be reimbursed the cost of any State Government personal property tax payable on one motor vehicle.

Rebate of duty and taxes on petrol in Thailand

4.5.5 If an employee on posting in Thailand is eligible for rebate of petrol duties and taxes and the employee assigns the rights to any unpaid rebate to the department, the employee is entitled to an amount equal to the amount of the unpaid rebate.

Part 6 – Diplomatic responsibilities

Diplomatic status

4.6.1 Diplomatic status and privileges are conferred on A-based employees on long-term posting to facilitate the operation of the mission and not for the personal benefit of employees or members of the employee's household. Employees must always act with integrity in relation to any privilege provided (eg. exemption under international law from the payment of taxes or duties) as a diplomatic representative of Australia. Goods obtained without the payment of duty under privilege are for personal use only and must not be sold or used as payment of any kind to persons that do not have the relevant privilege.

4.6.2 Employees shall not be required to use diplomatic privileges in a manner that would undermine the integrity of those privileges. Employees must not seek either to invoke or waive diplomatic immunity, which is a matter for decision by the Minister for Foreign Affairs.

See: Spouse employment

4.6.3 Employees and members of their households have no immunity in relation to any professional or commercial activity in which they may engage outside of their official functions. If a member of a household is planning to engage in any private occupation, an employee must advise the Head of

Mission or Head of Post who may decide that the department or host Government be consulted.

4.6.4 Employees must take all reasonable steps to ensure that any activities by a member of their household who is carrying on a private gainful occupation or business do not give rise to a conflict of interest or the perception of a conflict of interest. For example, the mission's address is not to be used as the place of business or the employee's email address used for business-related correspondence.

Representational responsibilities

4.6.5 Representational funds may be provided for Regional Directors, Post Managers and selected DIAC employees required to promote, advance or facilitate the interests of the department or Australia through contact with local agencies, business networks, other relevant organisations and officials to achieve operational objectives. Further information on representation responsibilities and accountability of representational funds is available in the DIAC Representation Funds Policy and Chief Executive Instruction CEI 15 – Official Hospitality.

Spouse employment

4.6.6 Employees undertaking an overseas posting should be aware that it may not be possible for spouses/dependants holding diplomatic visas to obtain permission to work outside the embassy/foreign legion environment in certain countries. The Department of Foreign Affairs and Trade (DFAT) has formal and informal bilateral employment arrangements/agreements with a number of countries that allow dependants to access local employment opportunities. However, other countries may require spouses or dependents seeking employment locally to relinquish their diplomatic status or waive diplomatic immunity. Decisions concerning waiver of diplomatic immunity or relinquishment of diplomatic status are made by the Minister for Foreign Affairs. Accordingly, staff must ensure they are aware of local employment conditions and possible restrictions on obtaining working visas prior to applying for a posting.

4.6.7 Employees whose spouse/dependants intend to give up their diplomatic status or waive immunity in order to access employment opportunities in countries where there are no formal or informal employment arrangements in place, must follow procedures issued by the Department of Foreign Affairs and Trade from time-to-time.

See: Schedule 4 – DFAT Administrative Circular – Employment of Spouses of A-based Staff within the Country of Posting

Part 7 – Recall to duty in Australia

Reasons for a recall to duty

4.7.1 Employees on long-term posting may be recalled to Australia for a variety of reasons, such as briefings prior to taking up a cross-posting, or to attend training courses, seminars, workshops, conferences, court proceedings, etc. during a posting.

Accommodation in Australia

4.7.2 If an employee is recalled to Australia on official business, a standard of accommodation equivalent to that provided for domestic business travel for the employee's classification level will be paid for by the department for the duration of the visit.

4.7.3 Employees opting to make personal accommodation arrangements other than with a GST registered provider, including staying with family members, will be entitled to payment of the accommodation rate specified in the DIAC Enterprise Agreement during the recall period.

Meals and incidentals

4.7.4 For the first 21 days of their recall to duty, domestic travelling allowance rates specified in the DIAC Enterprise Agreement for meals and incidentals will be payable to the employee.

4.7.5 At the end of 21 days, the rates for meals and incidentals payable to the employee will be reviewed having regard to the standard of cooking facilities available in the accommodation provided. The weekly review travelling allowance rates provided by the Department of Employment and Workplace Relations will be used as a reference when reviewing rates of allowances.

Payment of overseas allowances

4.7.6 An employee who is absent from a post on official duty is entitled to receive Overseas Living Allowances and Hardship Allowance (if applicable) for up to 28 days after their departure. If dependants of an employee remain at post during a recall to Australia, overseas allowances will continue to be paid for the full duration of the recall to duty.

4.7.7 An employee recalled to duty in Australia while on an approved leave fare will be paid overseas living allowances for the period of their recall to duty.

Re-credit of annual leave

4.7.8 An employee on approved annual leave who is recalled to duty will be re-credited with a period of annual leave equivalent to the standard hours of duty worked during the recall to duty.

Section 5 – Travel to and from long-term posting

Part 1 – General travel information

5.1.1 This section sets out travel provisions (fares, travel allowance, rest days, etc) for employees and dependants travelling to and from post at the beginning and end of their long-term posting. The normal method of transport for travel to and from post is by air by the most logical direct route.

5.1.2 Travel by the direct route is air travel to/from post that is in a continuous forward direction without avoidable backtracking. Where there are a number of notional “direct” routes to/from a particular post, the cheapest of these fares will be considered the most logical direct route.

5.1.3 Outward air travel bookings from Australia are to be arranged through the department’s TMC. Travel originating from post for return to Australia will be managed locally through post administration and approved in National Office under standard return to Australia procedures.

5.1.4 Departmental travel funds are only available for the costs associated with official travel (rest periods, TA and accommodation) and under no circumstances can they be used to offset costs for holiday packages and private travel costs (eg. accommodation, train/land travel, visas, taxis, car hire, travel insurance and other personal travel costs).

5.1.5 Airline seating for infants/toddlers/babies may be purchased where the child is mobile and/or sitting up. Baby baskets will normally be provided if an infant is new born or not mobile. Only eligible dependants have an entitlement to travel to and from a posting at official expense.

Part 2 – Transport costs

Travel costs

5.2.1 The department will pay the cost of an employee’s air travel to and from a post on the most direct route using the lowest business class airfare available, with reasonable planning, on a reputable carrier:

- at the commencement and on completion of the employee’s posting;
- on termination of the posting by the Secretary; or
- on termination of the posting by the employee where the Secretary is satisfied it is reasonable that the department meet the travel costs.

See: Schedule 1 – Delegations

Alternate routes

5.2.2 Travel to and from a posting must meet the sole purpose of conveying employees and dependants to and from post in a timely manner. If employees choose to travel by other than the most logical direct route:

- employees must meet any travel costs in excess of the business class fare on the most logical direct route;
- rest days and travel allowance will be applicable to the most logical direct route entitlement;

- any costs incurred additional to those which would be incurred on the most logical direct route (additional visas, extra travel insurance, etc.) are the personal responsibility of the employee;
- in instances where the choice of travel is cheaper than the most logical direct route, credit will not be given in cash or used to offset other non-air travel costs (eg. accommodation, taxi fares, holiday packages, etc.); and
- where Fringe Benefits Tax (FBT) is incurred in respect of a deviation from the most logical direct route for the travel, the FBT liability for the entire trip (not just the deviation), will be at the employee's personal expense unless the department agrees to meet this liability.

See: Part 3 – Travel arrangements

Travel costs of dependants

5.2.3 If the department pays the cost of an employee's travel to and from post, the department will also pay the travel cost of eligible dependants to the same extent, subject to the following conditions:

- travel by a spouse and dependants will not precede that of the employee's travel to a post;
- a spouse and accompanying dependants travelling separately to the employee will be entitled to business class air fares on the most logical direct route without rest days at official expense;
- dependants not accompanying an employee or the employee's spouse will not be entitled to rest days at official expense;
- the amount paid for the travel will not be more than the amount that would have been paid if the dependants had accompanied the employee during their travel; and
- dependants unaccompanied by the employee or the employee's spouse will not be entitled to more than the allowable travel cost for an economy class fare.

Fares on resignation or termination of posting by employee

5.2.4 When an employee ends a posting before the ordinary period of posting is completed, by either resigning or terminating the posting, the employee is entitled to be reimbursed:

- if the employee has completed at least three-quarters of the ordinary period of posting, the employee will be reimbursed for their air travel and their dependant's air travel from the post to Australia to an amount no greater than three-quarters of the allowable travel cost; and
- if the employee has completed at least half, but less than three-quarters of the ordinary period of posting, then the employee is entitled to be reimbursed for their air travel and their dependants' air travel from the post to Australia to an amount no greater than half the allowable travel cost.

5.2.5 No financial assistance will be provided for air travel if less than half the ordinary period of posting has been completed at the time of termination or resignation by the employee.

5.2.6 An employee is only entitled to assistance if the employee returns to Australia within three months of resigning or terminating the posting. An employee will not be reimbursed an amount greater than the allowable travel cost of the employee's and their dependants' air travel.

5.2.7 If the Secretary, on considering the circumstances of a termination, is satisfied that it is reasonable, he may reimburse the full costs of the employee's and dependants' air travel in accordance with the travel provisions in this section.

See: Schedule 1 – Delegations

5.2.8 For the purposes of the above clauses, any period of previous continuous postings of an employee who has been cross-posted without return to Australia is taken to be service at the last post.

Part 3 – Travel arrangements

Class of air travel

5.3.1 An employee is entitled to international air travel in accordance with the following provisions:

- where three classes of travel are provided on the aircraft, the employee travels at the intermediate class, usually business class or its equivalent;
- where there are no intermediate or business classes the ordinary standard of travel is economy class;
- if, as a result of the preceding provisions in this clause, a Senior Executive Service employee would be provided with economy class air travel and first class air travel is available for travel on the approved itinerary, the employee is entitled to first class air travel; and
- if an employee would normally be provided with a class of air travel other than first class and the Secretary is satisfied that there are special circumstances that require the employee to be provided with first class air travel, the employee may be provided with first class air travel.

See: Schedule 1 – Delegations

5.3.2 The above provisions do not prevent a higher standard of air travel being provided with the approval of the Secretary.

Flexible travel restrictions

5.3.3 International travel that is not solely for the purpose of relocating employees and their dependants to and from a post within a 'reasonable timeframe' is considered to be recreational travel and incurs a Fringe Benefits Tax (FBT) liability on the department for the total cost of the trip. Where this occurs, the cost of travel to and from post is substantially increased and the department cannot continue to fund this additional cost. 'Reasonable time frame' is deemed to be the amount of annual leave accrued in one year of service, not including hardship post additional leave.

5.3.4 In order to reduce the department's FBT liability on international travel, employees may no longer deviate from the most logical direct route when travelling to take up a long-term posting or returning to Australia on

cessation of a posting. Staff travelling to and from posts may still purchase a range of travel options (take rest days, stopovers, or take an annual leave break), provided they are taking the most logical direct route and the travel meets the sole purpose of conveying staff and families to and from post in a timely manner. Travel must be in a continuous forward direction towards the post or on return to Australia without avoidable backtracking. Any break in travel or deviation from the logical direct route must be integral with the main purpose of the travel.

5.3.5 If a travel itinerary will attract an FBT liability, the travel must be approved by the Assistant Secretary, Service Delivery Network Operations Branch and the employee will be liable for the full FBT liability for the entire trip.

5.3.6 Subject to operational requirements, employees may:

- continue to access annual leave en route to and from post so long as the leave is taken at a location that is on the most logical direct route; or
- arrange private recreation travel in association with a period of annual leave after arriving at post and prior to commencing their posting.

Insurance cover when on leave

5.3.7 Employees that are utilising annual leave en-route to commence a posting need to obtain private travel insurance (property and health cover) for themselves and dependants during the leave period. Health care assistance is only available to employees and dependants for approved travel days and rest days. Private travel insurance will also assist with costs associated with unavoidable stopovers due, for example to, illness or missed flights.

5.3.8 When returning to Australia on cessation of posting, employees and dependants are covered by the departmental health care assistance provisions while on leave with overseas allowances. However, once leave with allowances ceases, employees and dependants will need to take out private travel insurance if remaining overseas on leave.

Air travel for employees with special requirements

5.3.9 When intermediate or business class of travel is not provided on an aircraft, an employee or dependant with special travel requirements is entitled to first class travel. An employee with special travel requirements is one who has an entitlement to travel and:

- is certified by a medical practitioner as being more than seven months pregnant at the time of travel; or
- is accompanied by a spouse who is certified by a medical practitioner as being more than seven months pregnant at the time of travel; or
- is accompanied by a child who at the commencement of travel is under seven years of age; or
- is certified by a medical practitioner as having a disability or serious medical condition.

Excess baggage

5.3.10 The department will meet the cost of up to 15kg of accompanied excess baggage for an employee and each accompanying dependant if their

household goods are sent to post by sea freight or returned to Australia by sea freight, subject to the following conditions:

- the value of the entitlement is to be based on the excess baggage being sent to post or returned to Australia by the most logical direct route irrespective of the actual route used;
- costs for packing, despatch, clearance and handling are the employee's responsibility;
- the excess baggage is correctly addressed;
- collection of baggage is the employee's responsibility;
- storage costs for baggage not cleared within 5 working days is the employee's responsibility;
- the excess baggage entitlement does not extend to the freight of pets.

Unaccompanied air freight

5.3.11 Employees may convert their 15kg accompanied excess baggage entitlement to the equivalent value for unaccompanied air freight (for example, the value of 15kg of accompanied excess baggage may enable employees to purchase a higher volume of unaccompanied air freight). The conditions specified above applying to excess baggage, applies equally to unaccompanied air freight. In particular, employees must provide an accurate Customs declaration and ensure prohibited goods are not imported. If prohibited or undeclared items result in additional storage, customs or quarantine costs being incurred, the employee will be personally responsible for the additional costs.

5.3.12 The Secretary may approve additional excess baggage entitlements in exceptional circumstances.

See: Schedule 1 – Delegations

Travel by private motor vehicle

5.3.13 If during domestic travel to or from a long-term posting an employee is authorised to travel by private motor vehicle owned or hired by the employee, they will receive Motor Vehicle Allowance and travelling allowance at the rates set out in the DIAC Enterprise Agreement except that incidental allowance will be paid at half the usual rate. The total amount paid to an employee under this clause will not be more than the amount that would have been payable had the employee travelled by air.

Part 4 – Rest periods

Intention

5.4.1 An employee is taken to be travelling when on a rest period and entitled to travel allowance for the rest period when the rest period is taken away from the employee's headquarters. A rest period is intended to provide recuperation after lengthy overseas air travel and should be of sufficient duration to enable overnight rest. It is effective from the time of disembarkation at either an intermediate point in the journey or the final destination. The actual length of a rest period may vary slightly from the prescribed rest period entitlement and will depend on airline schedules and time of arrival at the destination.

5.4.2 Rest period entitlements are calculated by the most logical direct route of travel. If an employee's travelling time from their point of origin to the first landing point of their final destination is longer than 12 hours, then the employee is not required to be on duty until after the prescribed rest period has been taken at the final destination or during a stopover en-route to the destination. Rest periods for more common destinations have been prescribed at Schedule 5.

See: Schedule 5 – Prescribed Rest Periods

5.4.3 If an employee has a 24 hour rest period entitlement, it must be taken at the final destination. If they have a 48 hour rest period entitlement, one day may be taken on route and one day at the final destination, or both days may be taken at the final destination.

5.4.4 A rest period at the destination or en-route should be no longer than 48 hours for the following journeys:

- between Australia and Europe, the Middle East, Africa, or South America;
- eastwards from Australia to North America;
- westwards to Australia from North America (excluding California).

5.4.5 A rest period should be no longer than 24 hours for all other destinations.

Rest period – employee on duty

5.4.6 An employee is taken to be on duty during any approved rest period that falls within normal working hours. A rest period taken outside of normal working hours does not entitle an employee to remuneration or time off in lieu. Rest periods that fall on a weekend day or public holiday are considered to be rest days if the employee is not required to work on those days.

Example: If the employee arrives at their destination on a Saturday, their 24 hour rest period will be Sunday. In the case of a 48 hour rest period, it would be Sunday and Monday.

Travel time for purpose of rest periods

5.4.7 Travelling time is measured from the latest time allowable for flight check-in at the point of origin to the scheduled arrival time of the aircraft at the first landing point of the final destination (eg. when travelling to Australia, the first landing point of the final destination is where the aircraft first lands in Australia). Travelling time for calculating rest day entitlements does not include pre-departure travel time, rest periods, leave or stopovers at localities where an employee is not required to perform duty.

5.4.8 Travelling time refers to travel by the most logical direct route. When authorised to travel by other than the most direct route, the rest period entitlement is that which would apply had the employee travelled by the most logical direct route.

Effect of stopover on a rest period

5.4.9 If an employee has an unavoidable stopover during travel to or from post, they are not entitled to a rest period unless the Secretary is satisfied that the stopover did not constitute the equivalent of a rest period for the employee.

See: Schedule 1 – Delegations

Dependant entitlements

5.4.10 A dependant of an employee who travels to and from the post at the beginning and end of the posting is to be treated in the same manner as the employee, except that:

- a dependant who does not travel with the employee is not entitled to a rest period or travel allowance;
- for a dependant travelling with the employee who is less than 12 years of age, the employee is entitled to two-thirds of the amount of travel allowance payable to the employee.

Part 5 – Travel allowance

Travel allowance

5.5.1 In addition to the cost of air travel, accommodation and official transport, an employee travelling to and from a long-term posting will be paid travel allowance appropriate to the classification of the employee during an approved rest period/stopover. Travel allowance comprises a payment for the cost of meals and incidental expenses.

Rates of travel allowance for rest days

5.5.2 If an employee is entitled to travel allowance for a rest period at an intermediate point of their journey when commencing, or returning from, a long-term posting, the meals and incidental costs equivalent to Short-Term Mission travel allowance rates at the rest period locality will apply. If an employee does not travel by the most logical direct route, the travel allowances rates will be those that would have applied had the rest period been taken at an intermediate point on the most logical direct route.

5.5.3 When rest days are taken on arrival at the employee's destination and in Australia following cessation of a posting, employees are not entitled to receive both travel allowance and settling-in allowance for the rest days.

See: Section 8 – Settling in/out

5.5.4 The Global Travel Allowance rates provided by Employment Conditions Abroad (ECA) from time-to-time will apply. Travel allowance rates applicable to domestic travel are included in the DIAC Travel Policy and on IMMI.net.

See: Schedule 6 – ECA Global TA rates

Section 6 – Removals and Storage of Household Goods

Part 1 – General information

6.1.1 The department will provide, as far as practicable, an administratively efficient and flexible system for the removal and transport of employees' household goods to and from overseas posts (including between posts) at the beginning and end of long-term postings including the storage in Australia of an employee's household goods not removed to post.

Definition – Household Goods

6.1.2 Household goods are personal and household effects, furniture and property used, or intended to be used, in the operation of a home. Household goods exclude items such as perishable foodstuff, motorised vehicles, trailers, boats, caravans, pets, hazardous, prohibited or dangerous items and excessively heavy or large items.

Limitations

6.1.3 Overseas removals may include alcohol subject to Australian Customs regulations and those of the country posted to. Employees are responsible for any duty payable on alcohol.

6.1.4 The department will meet the storage costs but will not accept responsibility for the cost of special or extra crating and packaging for valuable art works, wine cellar contents, rare, antique or vintage items and the like that are to be uplifted. Employees are personally responsible for ensuring such items are adequately insured, crated and packaged to minimise loss or damage during removal and storage.

Leave for packing, uplift and removal

6.1.5 Employees on long-term posting are entitled to up to three days Miscellaneous Leave with Pay (in the interest of the APS) for packing, uplift and removal of their household goods (including when moving residence at post or cross-posting). This entitlement allows two days for packing and one day for house cleaning. If additional days are required, employees must apply for personal leave or annual leave.

6.1.6 Employees are entitled to two days Miscellaneous Leave with Pay (in the interest of the APS) at their destination for unpacking their household goods (including when moving residence at post or cross-posting). If additional days are required, employees must apply for personal leave or annual leave.

6.1.7 Employees on unpaid leave or annual leave while packing/unpacking their household goods will not be re-credited leave or receive remuneration if on unpaid leave for the period spent packing/unpacking. DIAC employees accompanying an employee on a long-term posting will not be granted Miscellaneous Leave with Pay (in the interest of the APS) for packing/unpacking, uplift and removal of household goods.

Inventories

6.1.8 For valuation purposes and the employee's own protection, separate inventories should be prepared for household goods being removed overseas and for household goods being stored in Australia. The level of detail on each item listed in the inventory should be sufficient to fully describe the item, its condition and replacement value if compensation is sought due to loss or damage. The department does not require inventories and it is the employee's responsibility to ensure values reflect replacement costs.

6.1.9 Copies of inventories for household goods to be uplifted overseas and stored in Australia, must be provided to the removalist organising the uplift. Employees are responsible for retaining a personal copy of, and regularly updating, their inventories.

Part 2 – Removals to and from post

Volume Entitlements

6.2.1 The table below specifies the cubic metre (m³) limits by family composition for employees proceeding on posting or returning to Australia from an ordinary period of posting plus any extension at one post. Cubic metre volume limits refer to packed amounts. The external packaging is part of the volume allowance.

Table – Ordinary period of posting and Extensions					
Family composition	1	2	3	4	5
Volume in m ³ (Aust to Post)	12	15	17	19	21
Volume in m ³ (Post to Aust)	15	19	21	24	26

6.2.2 The table below specifies the cubic metre (m³) limits by family composition for employees proceeding on cross-posting or returning to Australia from multiple postings.

Table – Cross-postings and Multiple postings					
Family composition	1	2	3	4	5
Volume in m ³ (Post to Post)	15	19	21	24	26
Volume in m ³ (Post to Aust)	19	23	27	30	33

Cross-posting arrangements

6.2.3 Employees proceeding on a cross-posting may return unwanted or excess household goods to Australia for storage at official expense provided the total volume of the household goods removed to Australia and to their new post does not exceed the employee's overall volume limit.

Adjustment to prescribed volume limits

6.2.4 Family composition comprises only those dependants who accompany an employee at official expense. When family size is greater than five persons, volume limits increase by two cubic metres for each additional dependant.

6.2.5 Household goods that exceed the allowable volume limit will be removed at the employee's expense. Employee contributions towards removal of additional household goods must be paid prior to departure.

6.2.6 The Secretary may vary a volume limit where exceptional circumstances have resulted in an employee exceeding their prescribed volume limit.

See: Schedule 1 – Delegations

Despatch arrangements

6.2.7 Employees departing Australia, or proceeding on cross-posting, will normally have their household goods sent by air freight.

6.2.8 Employees returning to Australia, will normally have their household goods sent by sea freight unless they are returning from a designated 'airfreight' post. If an employee has an airfreight entitlement and chooses to send their household goods by sea freight, their volume entitlement will remain unchanged and cannot be increased.

Designated 'airfreight' posts

6.2.9 The Secretary may add or delete designated airfreight posts. The following posts have been designated airfreight posts for return of household goods to Australia:

- Dhaka;
- Hanoi;
- Islamabad;
- Nairobi;
- New Delhi; and
- Phnom Penh.

See: Schedule 1 – Delegations

Freight restrictions

6.2.10 The despatch of hazardous, explosive or combustible items is prohibited. It is an employee's responsibility to ensure that they do not transport prohibited or dangerous items. Further details are available on the Civil Aviation Safety Authority website.

6.2.11 The Civil Aviation Safety Authority specifies restrictions on what may be transported by aircraft. These include:

- furniture items (including pianos) larger than 1.52mx1.01mx1.62m;
- whitegoods such as washing machines, dryers and refrigerators;
- boats, canoes and windsurfers;
- trailers;
- heavy gymnasium equipment;

- lawn mowers; and
- paint, aerosol cans, lighter fuel, etc.

6.2.12 Employees must comply with Australian customs and quarantine requirements. Employees will be personally responsible for additional costs incurred for clearance, handling, storage or destruction of undeclared or prohibited items. Further details are available from the Australian Customs Service or the Australian Quarantine and Inspection Service.

Separate removal of employee and dependant

6.2.13 Employees are entitled to one removal into and out of storage in Australia and to and from post (or between posts) at official expense. If an employee's or dependant's household goods are removed from Australia or a post at different times, and the cost to the department is greater than if all goods had been removed at one time, then the employee is to pay the department for the extra cost incurred. In exceptional circumstances the Secretary may decide that it is reasonable for a removal to be done at more than one time with no officer contribution required.

See: Schedule 1 – Delegations

Assistance on resignation or termination of posting by employee

6.2.14 An employee who terminates, or resigns from, a posting and returns to Australia within three months of ceasing duty at post is eligible for:

- the full cost of removal of their household goods to their pre-posting location in Australia if the employee has completed the ordinary period of posting applicable to the post;
- three quarters of the cost of the employee's removal of their household goods to their pre-posting location in Australia if the employee has completed at least three quarters of the ordinary period of posting applicable to the post;
- half the cost of the employee's removal of their household goods to their pre-posting location in Australia if the employee has completed at least half, but less than three quarters of the ordinary period of posting applicable to the post;
- no financial assistance will be provided for removal if less than half the ordinary period of posting has been completed at the time of termination or resignation.

6.2.15 If the Secretary, on considering the circumstances of the early termination of posting, is satisfied that it is reasonable, he may reimburse some or all of the costs of the employee's and dependants' removal of household goods.

See: Schedule 1 – Delegations

6.2.16 The cost of storage and insurance of an employee's household goods stored in Australia during the employee's posting will be met by the department for up to three months from the date the employee's posting ends.

6.2.17 If an employee has resigned or separated from the department and chooses to move to another location in Australia, the department will only meet the out-of-storage costs to the equivalent of delivery to an address in the employee's pre-posting locality for household goods stored in Australia during the employee's posting. Costs relating to transporting household goods that have been returned from overseas after customs clearance to a location other than the employee's pre-posting locality will be at personal cost to the employee.

Moving residence at post

6.2.18 If an employee is required to move from one residence to another at post as a result of departmental requirements, the employee is entitled to have their possessions moved at departmental expense. The employee is also entitled to receive Transfer Allowance for moving residence at post. If a move is self-initiated, the removal costs will be a personal charge and no Transfer Allowance will be provided unless the move is formally supported by the department.

Part 3 – Storage and insurance of household goods

Period of entitlement

6.3.1 The department will meet the cost of storing an employee's and their accompanying dependants' household goods that are not removed overseas with a contracted supplier in Australia for the duration of the employee's posting.

Employees remaining overseas after cessation of posting

6.3.2 If an employee intends to remain overseas after completing a posting, they will have six months from the date their posting ceases to return their household goods to Australia at departmental expense. In such cases, the world-wide multiple risk insurance and storage costs for the employee's household goods that were removed overseas will be a personal cost to the employee from the day after the posting ceases, or if annual leave with overseas allowances is taken immediately after the posting ceases, the day after the annual leave with allowances ends.

6.3.3 If an employee remains overseas after cessation of posting, the department will continue to pay the storage and insurance costs for their household goods that are held in storage in Australia only for a period of three months from the date the posting ceases.

Storage on completion of posting

6.3.4 The department will continue to pay the storage and insurance costs for household goods that have been stored in Australia during the employee's posting for a period of up to three months from the date an employee's posting ceases to allow sufficient time for the employee to return from post and move into permanent accommodation.

6.3.5 The department will not meet storage or insurance costs on household goods returned from post after customs clearance beyond a period of annual leave with overseas allowances that is taken immediately after completion of a posting. Employees taking approved long service leave,

annual leave not accrued at post or leave without pay after completing a posting will be personally responsible for the storage and insurance costs relating to their household goods being returned to Australia.

See: Employees remaining overseas after cessation of posting

Accessing stored items

6.3.6 Employees are responsible for any costs associated with accessing or adding to their household goods being stored in Australia before the relevant ordinary period of posting has expired.

Insurance of household goods

6.3.7 Employees should seek advice from their insurance company and removalist regarding the appropriate level of indemnity for their household goods being stored in Australia and removed overseas. It is an employee's responsibility to ensure that the values recorded on inventories reflect replacement cost.

6.3.8 The department will reimburse the cost of total indemnity up to a maximum value of \$85,000 on household goods removed overseas and \$100,000 on household goods placed in storage in Australia. The period of insurance begins the day the goods are removed from the employee's residence and ends on the day the goods are moved back to the employee's residence in Australia on completion of posting.

6.3.9 The amount which will be reimbursed by the department is the lesser of:

- the cost of world-wide multiple risks insurance necessary to cover the value of household goods removed overseas up to a maximum value of \$85,000 and the insurance to cover household goods stored in Australia up to a maximum value of \$100,000 indemnity per year; or
- the actual cost of the world-wide multiple risks insurance on the employee's goods removed overseas and the insurance on goods stored in Australia.

6.3.10 Employees are required to personally pay for any additional insurance that may be required to adequately cover their household goods if the maximum values are exceeded.

Part 4 – Loss on sale of motor vehicle

Selling a motor vehicle

6.4.1 An employee may be reimbursed for an actual loss incurred (up to AUD1,500) in Australia on the sale of one motor vehicle and up to AUD500 on a second motor vehicle owned by the employee or a dependant prior to the employee undertaking a posting provided that:

- the employee or their dependant bought the vehicle/s before being notified in writing of the posting;
- the employee had not imported the vehicle/s from another country, without incurring the full taxes and duties payable in that country, within the preceding seven years;

- the price that the employee obtained for the vehicle/s is less than the market price (initially advertised price) for a vehicle/s of the same model and age and in a similar condition.

6.4.2 In order to be eligible for reimbursement for a loss on sale of a motor vehicle/s, the employee must provide evidence (eg. all-classifieds/newspaper advertisements) that they have made reasonable efforts to dispose of the vehicle/s without incurring a loss. This means that the motor vehicle/s must have initially been advertised for the amount identified in the valuation as being the market value of the vehicle/s. Any costs incurred for advertising, valuation, etc will be a personal charge to the employee. A valuation that identifies the market value of the vehicle/s should be obtained from a recognised valuer (valuations can be conducted by the DAS Fleet Workshop (Canberra) or some motoring associations, and the cost of the valuation will be met by DIAC through the Transfer Allowance). Your briefing officer can provide you with further details of recognised valuers if required.

6.4.3 If an employee is informed that a long-term posting is likely, and subsequently buys a motor vehicle less than a year before the employee departs Australia on posting, the maximum amount of reimbursement will be halved.

6.4.4 A loss in respect of either vehicle can not be utilised to qualify for reimbursement of an amount in excess of the maximum loss reimbursable for that vehicle.

Limitation for employee couples

6.4.5 There is no dual entitlement to reimbursement for loss on sale of motor vehicle/s for employee couples. Employee couples can also only be granted up to AUD1,500 towards the loss incurred in Australia on the sale of one motor vehicle and up to AUD500 on a second motor vehicle, even if more than two vehicles are owned.

Section 7 – Transfer Allowance

Part 1 – General information

Purpose

7.1.1 Transfer Allowance is intended to assist staff undertaking a long-term posting with expenditure incurred as a result of household disruptions associated with moving to and from a post and changing residence at post. It covers a range of unspecified costs that may include disposal of unconsumed food and beverages, electrical conversion appliances, travel equipment and suitcases, cleaning supplies that have to be disposed of, utilities disconnection/connection, car valuations etc.

7.1.2 Transfer Allowance will not be paid more than six weeks prior to the date a posting commences. Employees who receive Transfer Allowance under this section are not entitled to also receive Transfer Allowance under the DIAC Enterprise Agreement onshore relocation provisions when commencing a Term Transfer immediately on return to Australia after a posting.

Eligibility

7.1.3 Transfer Allowance is paid to employees when:

- proceeding on a long-term posting;
- returning from a long-term posting;
- being cross-posted for a further long-term posting; or
- being moved at departmental expense from one location to another at post (except if the move is within the same residential compound).

7.1.4 Unaccompanied Transfer Allowance will apply if an employee's spouse does not accompany the employee on travel to a post. An employee may be paid the balance of Transfer Allowance owing (ie. the difference between the unaccompanied less accompanied entitlement) when the employee's spouse arrives at post.

7.1.5 If an employee's spouse departs a post before the end of an employee's posting, the employee may receive partial payment of the accompanied transfer allowance entitlement in advance of the employee's departure from the post.

Annual adjustment and tax treatment

7.1.6 The Secretary may adjust the rates of Transfer Allowance on 1 July each year to reflect movements in the Consumer Price Index. Transfer Allowance is not subject to Fringe Benefits Tax and is treated as assessable income subject to PAYG withholding tax.

See: Schedule 1 – Delegations

Transfer Allowance rates

7.1.7 An employee is paid Transfer Allowance in accordance with the following table.

Family Composition	(A) From Australia to Post		(B) Between Two Overseas Localities		(C) Change of Residence at Post		(D) To Australia From Post	
	Acc	Unacc	Acc	Unacc	Acc	Unacc	Acc	Unacc
Employee	\$2944	\$1522	\$1435	\$801	\$298	\$298	\$632	\$353
Employee plus 1 Child	\$3521	\$2100	\$1885	\$1249	\$298	\$298	\$894	\$613
Employee plus 2 Children	\$4098	\$2677	\$2335	\$1699	\$298	\$298	\$1154	\$873
Employee plus 3 Children	\$4675	\$3254	\$2785	\$2149	\$298	\$298	\$1416	\$1135
Employee plus 4 Children	\$5252	\$3831	\$3234	\$2599	\$298	\$298	\$1676	\$1395
Employee plus 5 Children	\$5829	\$4409	\$3684	\$3049	\$298	\$298	\$1936	\$1656
Employee plus 6 Children	\$6406	\$4986	\$4134	\$3499	\$298	\$298	\$2198	\$1917

Acc = accompanied employee Unacc = unaccompanied employee

Telephone reconnection/disconnection

7.1.8 In addition to the rate of Transfer Allowance specified in Column C of the above table, an employee who, at departmental expense, changes residence at a post to another residence at the same post, will also be reimbursed costs incurred for telephone disconnection and reconnection.

Transfer allowance for employee couples

7.1.9 There is no dual entitlement to Transfer Allowance for employee couples. Only one employee will receive transfer allowance at the appropriate rate according to family composition.

Repayment if posting cancelled

7.1.10 If an employee's posting is cancelled or does not eventuate for either personal or operational reasons and the employee's household goods have not been uplifted at the time the posting is cancelled, they must repay the full amount of Transfer Allowance received less any amount determined by the Secretary to have been reasonably expended by the employee.

Section 8 – Outlay Advance

Part 1 – General information

Purpose

8.1.1 An Outlay Advance is an interest-free payment available to employees about to undertake a long-term posting (including a cross-posting). It is designed to assist with the establishment and set-up costs at the post, for example, the advance could be used for such things as:

- purchasing, registering and insuring a motor vehicle at post;
- purchasing special clothing required because of cultural or climatic conditions; and
- payment of miscellaneous costs and expenses associated with setting up a new home at the post.

Amount of Outlay Advance

8.1.2 The amount of Outlay Advance payable is to be not more than AUD15,000. Employees may request an Outlay Advance and nominate the amount of advance they wish to receive on the appropriate form. The Secretary may adjust the maximum amount prescribed for Outlay Advance.

See: Schedule 1 – Delegations

Capacity to repay

8.1.3 It is the individual employee's responsibility to ensure they have the capacity to repay any requested amount and that repaying the advance will not create undue financial hardship. Examples of fortnightly deductions from salary over 12 months are:

- AUD653 per fortnight for AUD15,000 advanced;
- AUD435 per fortnight for AUD10,000 advanced;
- AUD218 per fortnight for AUD5,000 advanced.

8.1.4 Outlay Advance will not be paid earlier than six weeks prior to the date an employee commences their period of posting.

Outlay Advance for employee couples

8.1.5 There is no dual entitlement to Outlay Advance for employee couples. Employee couples can only be granted up to a combined amount of AUD15,000 between the two employees. Outlay Advance can be paid to, and the advance recovered from, one employee or split between both employees.

Repayment of Outlay Advance

8.1.6 The Outlay Advance must be repaid in full within the first 12 months from the date of receipt. Repayment deductions from salary will begin on the first pay received at the post and continue in fortnightly instalments until fully recovered. If an employee chooses, the advance may be repaid over a shorter time period.

Repayment if posting cancelled

8.1.7 The balance of an Outlay Advance owing by an employee is immediately recoverable in full if an employee's posting does not eventuate, is cancelled, or is terminated by the employee or the Secretary.

Taxation implications

8.1.8 Outlay Advance may be subject to Fringe Benefits Tax as a loan fringe benefit and the 'notional' interest on the loan will be determined and recorded on individuals' payment summaries.

Section 9 – Settling-in and Settling-out

Part 1 – General Information

Purpose

9.1.1 The purpose of settling-in and settling-out provisions is to assist with the additional costs for meals faced by employees and their eligible dependants (if any) who are obliged to temporarily reside in an hotel or other commercial accommodation prior to, during, or after, a posting.

Accommodation

9.1.2 The period of settling in/out should be kept to a minimum and the standard of accommodation should include cooking facilities (sufficient to prepare a cooked meal) and be appropriate having regard to the composition of the employee's family and the availability of suitable accommodation. The use of self-catering accommodation will generally be more economical than hotel accommodation when differences in rates of allowances payable in each circumstance are taken into account.

9.1.3 Employees electing to stay in private accommodation (ie. with friends or relatives) during a settling-in/settling-out period will be eligible to receive:

- meal supplements; and
- a private accommodation payment specified in the DIAC Enterprise Agreement (only when settling-in/out in Australia).

9.1.4 Accommodation at official expense will be provided only once during each settling in/out occasion. Where employees opt to travel separately to their dependants and use their settling in/out entitlement, the dependants will not be eligible for further settling in/out assistance with accommodation. If the employee does not utilise their accommodation entitlement, their dependants will be eligible for settling in/out accommodation assistance at official expense.

Employee couples

9.1.5 Both employees of an employee couple will not be paid separate meals supplements. Only one employee will receive meals supplements at the appropriate rate for the entire family unit.

Dual-agency employees

9.1.6 If an employee is part of dual-agency couple, only one entitlement to meals supplement accrues to the family. In such cases payment will be made to the employee receiving COPA at the accompanied rate.

Incidental allowance is not paid

9.1.7 There is no entitlement for employees to receive an incidental allowance during settling-in/settling-out either at post or in Australia under the provisions of this section.

Part 2 – Settling-in and Settling-out at Post

Settling-in period at Post

9.2.1 An employee's settling-in period at post begins on the first day of the employee's period of posting and ends on whichever is the earlier of:

- the day suitable permanent residential accommodation becomes available at the post; or
- six weeks after the day the employee's period of posting begins.

9.2.2 If an employee is unable to obtain suitable permanent residential accommodation within the settling-in period, the Secretary may extend the settling-in period to allow the employee more time to obtain suitable accommodation.

See: Schedule 1 – Delegations

Settling-out period at Post

9.2.3 The settling-out at post period begins on the day when residential accommodation becomes unavailable because of the completion of the employee's posting and ends on the day the employee's period of posting ends.

9.2.4 The maximum settling-out period at post is 14 days, unless the Secretary is satisfied that the circumstances of the employee's removal from the post make it impractical to reduce the period that the employee occupies temporary accommodation.

See: Schedule 1 – Delegations

Amount of meal allowance paid overseas

9.2.5 If an employee and their dependants are authorised to live in a hotel or other accommodation without cooking facilities during a settling-in or settling-out period at post, the employee is entitled to:

- two-thirds of the meal allowance specified for the post for the employee and any dependant 12 years or older;
- for each dependant who is less than 12 years of age, two-thirds of the amount specified above for employees and dependants 12 years or older;
- for each complete day during the settling in/out period.

Part-day amount of meals supplement paid overseas

9.2.6 On the first and last days of a settling-in or settling-out period at a post, the employee's and dependants' meal allowance is determined in the same manner as for a short-term mission. The proportion payable is set out in the following table.

Table – Meal rate for day of arrival or departure		
Time of arrival or departure	Rate for day of arrival	Rate for day of departure
	%	%
Before 07:00	100	Nil
07:00-13:00	75	25
13:01-19:00	50	50
After 19:00	Nil	100

Meals supplement not payable overseas in certain circumstances

9.2.7 An employee and dependants are not entitled to meals supplement in the following cases:

- if meals are provided to the employee or a dependant, or are otherwise paid for, by the Australian Government (eg. receiving travel allowance);
- during a period of recreation leave taken by the employee, including on weekends and public holidays contiguous with that recreation leave; or
- while the employee occupies accommodation with facilities and utensils sufficient to allow the employee to prepare a cooked meal (eg. serviced apartment).

Reversion to settling-in

9.2.8 If an employee's permanent accommodation becomes unavailable or unfit for occupation during their posting, or the employee is directed to live in temporary accommodation without adequate cooking facilities, the employee is entitled to meals supplement as if the employee began settling-in on the day on which they depart their permanent accommodation.

Part 3 – Settling-in and Settling-out in Australia

Settling-in on return to Australia

9.3.1 An employee who returns to a State/Territory, other than their original State/Territory, on cessation of their posting will be entitled to up to three weeks settling-in period at the new location. In such cases, if the employee is authorised to live in a hotel or other commercial accommodation without cooking facilities sufficient to prepare a cooked meal, the employee and accompanying dependants will be paid a weekly meal rate as advised by the Department of Education, Employment and Workplace Relations (DEEWR) for Temporary Accommodation Allowance. Dependants under 12 years of age will be entitled to half the weekly meal rate advised by DEEWR.

9.3.2 If an employee returns to their original State/Territory on cessation of their posting, they will be entitled to up to three days settling-in period. If the employee and accompanying dependants are authorised to reside in a hotel or other commercial accommodation during the settling-in period, they will be entitled to a meal allowance equivalent to the daily meals rate for

Canberra prescribed in the DIAC Enterprise Agreement. Dependants less than 12 years of age will be entitled to half the daily meals rate for Canberra.

9.3.3 The Secretary may extend a settling-in period in exceptional circumstances and determine an appropriate meals supplement for the extended period.

See: Schedule 1 – Delegations

Settling-out in Australia

9.3.4 When an employee moves out of their home (due to uplift of effects, etc) and into a hotel or other commercial accommodation prior to departure for post, they will be entitled to a settling-out period of up to three days. In such cases, the employee and accompanying dependants will be paid a meal allowance equivalent to the daily meals rate for Canberra prescribed in the DIAC Enterprise Agreement. Dependants less than 12 years of age will be entitled to half the daily meals rate for Canberra.

9.3.5 The Secretary may extend a settling-out period in exceptional circumstances and determine an appropriate meals supplement for the extended period.

See: Schedule 1 – Delegations

Section 10 – Residential Accommodation

Part 1 – General information

Introduction

10.1.1 This section sets out the policy and conditions relating to the provision of residential accommodation at overseas locations for employees and their families on long-term posting and short-term assignment. Allowances and other conditions provided to employees on long-term posting and short-term assignment are based on housing and utilities being provided to A-based employees at departmental expense. In most cases employees will be accommodated in premises owned or leased by the Australian Government or alternatively, the employee may be required to lease premises on behalf of the Australian Government. Information relating to overseas accommodation standards, rental properties and furnishings are available from the Director, Property Section.

Definition

10.1.2 “Utilities”, for the purposes of residential accommodation, means:

- water services, including special arrangements for provision of drinking water for an employee if the Secretary considers the water available at a residence is not fit for consumption;
- gas and electricity services;
- other fuel for ordinary household purposes;
- garbage services; and
- sewerage.

See: Schedule 1 – Delegations

Drinking water

10.1.3 In determining the quality of the drinking water supply at post, advice will be obtained from the Department of Foreign Affairs and Trade.

Part 2 – Provision of residential accommodation

Accommodation

10.2.1 The department will arrange to make available to an employee on a short-term assignment or long-term posting a furnished house or other dwelling in reasonable proximity to the employee’s workplace, that is suitable as a residence for the employee and any dependant of the employee, having regard to:

- the status and position of the employee;
- the composition of the employee’s family; and
- other conditions at the employee’s post.

Utilities

10.2.2 Employees on short-term assignment or long-term posting overseas who are living in accommodation provided by the department and

who incur costs for utilities, are entitled to be reimbursed for the cost of those utilities.

10.2.3 If an employee fails to exercise due care and economy in the use of utilities and as a result additional costs are incurred, the Secretary may reduce the amount the employee is entitled to be reimbursed, or require the employee to make a contribution towards the cost of utilities.

See: Schedule 1 – Delegations

10.2.4 An employee is not entitled to be reimbursed for costs incurred for swimming pool heating.

Leases on behalf of the Australian Government

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

See: Schedule 1 – Delegations

Costs incurred under terms of occupancy

10.2.6 If an employee is required to pay property taxes or make other payments because of the agreement entered into by the Australian Government for a dwelling occupied by the employee, they are entitled to be reimbursed for the costs equal to the amount expended by the employee.

Maintaining a garden or swimming pool

10.2.7 When employees are required to maintain a garden or swimming pool as part of a lease, reasonable costs as determined by the relevant Regional Director will be reimbursed from post or regional budgets. Any approval of expenditure at post in relation to garden or swimming pool maintenance, is to be charged to the 'Operating Costs' Cost Centre of the post and not the Property Cost Centre.

Section 11 – Vehicle Allowance and Employee Contributions

Part 1 – Official use of a private vehicle

Vehicle Allowance

11.1.1 If the Secretary authorises an employee to use a motor vehicle owned or hired by the employee for official purposes, the employee is entitled to Vehicle Allowance for a journey that the employee makes under that authority. Travel between an employee's residence and headquarters is not included in any authorised journey.

See: Schedule 1 – Delegations

11.1.2 For each kilometre of an authorised journey, an employee is entitled to an amount calculated in accordance with the formula $A \times B \times (C/100)$, where:

A = the MVA rate specified in the DIAC Enterprise Agreement;

B = the period exchange rate; and

C = the ECA COL post index.

Note: The ECA Post Index is the index used for the payday prior to the commencement of travel. If the ECA Post Index is less than 100.0 then an index of 100.0 is used.

11.1.3 An employee who is entitled to Vehicle Allowance is entitled to be reimbursed for the reasonable cost of ferries, tolls and garage accommodation that the employee incurs during an authorised journey.

Allowance reduced in certain circumstances

11.1.4 The amount of allowances payable for an authorised journey is the lesser of:

- the sum of the Vehicle Allowance and Travelling Allowance payable to the employee for the journey; or
- the sum of the cost of the employee's fares by means of commercial transport that the Secretary would ordinarily authorise for the journey and the amount of Travelling Allowance payable to the employee if the journey were by that means of transport.

Part 2 – Hire of official vehicles for casual short-term private use

11.2.1 The Secretary may authorise the private use of an official vehicle subject to conditions and guidelines imposed by post administration on the use of official vehicles for private use. Home garaging of an official vehicle is considered to be private use.

See: Schedule 1 – Delegations

11.2.2 If an employee hires an official vehicle at post for private use, they will be responsible for paying the department an amount per kilometre travelled calculated in accordance with the formula $A \times B \times (C/100)$, where:

A = the MVA rate specified in the DIAC Enterprise Agreement;
B = the period exchange rate; and
C = the ECA COL post index.

Note: The ECA Post Index is the index used for the payday prior to the commencement of travel. If the ECA Post Index is less than 100.0 then an index of 100.0 is used.

11.2.3 If an official vehicle is hired with a driver, the employee must pay to the department the cost of any overtime or additional salary that is payable to the driver arising from the vehicle hire. This condition does not apply if the Secretary is satisfied that an employee or dependant were prevented from driving the vehicle during the period of hire by religious custom or law or, that such driving would be an unacceptable risk to the personal safety of the employee or dependant.

See: Schedule 1 – Delegations

Part 3 – Continuous full-time private use of official vehicles

11.3.1 The Secretary may authorise the hire of an official vehicle for continuous full time private use for periods of 28 days or more subject to any conditions and guidelines imposed by post administration on the private use of official vehicles.

See: Schedule 1 – Delegations

11.3.2 If an employee hires an official vehicle at post for continuous private use, they will be responsible for paying the department an amount for each kilometre travelled by the vehicle during the period of hire calculated in accordance with the formula $A \times B \times (C/365)$, where:

A = the rate of vehicle allowance calculated in accordance with paragraph 12.2.2;

B = average annual kilometres travelled; and

C = number of days in the period for which the vehicle was allocated.

11.3.3 For continuous private use of an official vehicle for 28 days or more, an employee will pay the department the taxable value of the car fringe benefit that accrues from the day the private use commenced.

11.3.4 If the period of authorised continuous full-time private use of an official vehicle is less than 28 days, the employee's personal contribution will be calculated in accordance with the formula used at paragraph 19.2.2 above. In such cases, any car fringe benefit tax incurred will not be recovered from an employee.

Part 4 – SES employees and official vehicles

11.4.1 The provisions set out in Parts 1 – 3 of this section apply to SES employees on long-term posting who have cashed out their EVS entitlement unless alternative provisions are specified in the SES employee's AWA or other form of work place agreement.

See: Executive Vehicle Scheme (EVS) Guidelines

See: Executive Vehicle Scheme (EVS) for Overseas Staff

Section 12 – Overseas Living Allowances

Part 1 – General information

Introduction

12.1.1 Overseas living allowances consist of a Cost of Living Adjustment (COLA) and Cost of Posting Allowance (COPA) and are paid to employees on long-term posting and short-term assignment.

Cost of Living Adjustment

12.1.2 Cost of Living Adjustment (COLA) is an overseas living allowance that compensates overseas employees for the additional cost of purchasing goods and services at post. COLA represents the amount by which the cost of living in a post is greater than the cost of living in Canberra.

Cost of Posting Allowance

12.1.3 Cost of Posting Allowance (COPA) compensates employees for the wider range of impacts a posting has on their lives. It serves as an incentive for overseas service and provides a buffer to even out the effects of costs which may not be picked up by COLA. The amount of COPA is based on a percentage of gross salary and will vary depending on whether an employee is unaccompanied or accompanied.

Payment of overseas living allowances during posting

12.1.4 Unless more specific provisions apply, an employee is entitled to COLA and COPA for the period of posting, except when:

- not entitled to salary;
- on Long Service Leave;
- absent from the post, except when:
 - on Annual Leave that was accrued during the current period of posting;
 - on official duty for less than 28 days;
 - on paid leave (other than Annual Leave and Long Service Leave) for less than 28 days;
- dependants continue to live at the post; or
- the absence is the result of an emergency evacuation directed by a Minister.

Note: If an employee's spouse/partner is absent from the post for more than 28 days, overseas living allowances may cease.

12.1.5 There may be exceptional circumstances where, at the Secretary's discretion, continuing payment of overseas living allowances may not be affected. Such a situation could occur where workload is moved from one overseas location to another and employees must accompany the workload and continue processing at the new overseas location.

See: Schedule 1 – Delegations

12.1.6 An employee who is recalled to duty while on an assisted leave fare is entitled to receive overseas living allowances for the period of the recall as if they were still located at the post.

Payment of overseas living allowances on cessation of posting

12.1.7 Overseas living allowances will continue to be paid to an employee on cessation of posting for any unused Annual Leave accrued during the posting, up to a maximum of the amount accrued in 12 months at post, to the extent that it overlaps Annual Leave taken immediately after ceasing the posting.

Example: An employee commences a two year posting (with 22 days pre-posting leave credits) at a Hardship post where nine (9) days additional leave is provided each year.

Leave accrued during posting (2yrs @ 29 days)	58 days
Leave taken at post	25 days
Available leave credits with allowances at end of posting	33 days
Leave available with full allowances at end of posting	29 days*
Total leave available at end of posting (22 days + 33 days)	55 days

The maximum amount of leave with allowances that can be taken on cessation of posting is up to 12 months' leave credits accrued at the post (ie. 29 days in this example).

12.1.8 The Secretary may approve payment of overseas living allowances if accrued Annual Leave cannot be taken immediately after cessation of a posting because of illness, injury or the department's organisational requirements.

See: Schedule 1 – Delegations

12.1.9 If an employee ceases a long-term posting and returns to Australia in advance of their dependants, overseas living allowances will continue to be paid whilst the dependants remain at post, for a period of up to 28 days from the date the employee's posting ceased.

Payment of continuing and inescapable costs during absence

12.1.10 If an employee is temporarily absent from post on duty at another location or because of illness, injury or hospitalisation, they will be entitled to be reimbursed for the cost of any gardening/pool cleaning assistance, utilities and telephone rental, incurred during their absence if:

- the Secretary is satisfied that the employee could not reasonably avoid incurring costs at the locality of posting for which the employee would ordinarily be compensated by the payment of overseas living allowances or another allowance or reimbursement;
- the employee ceases to be entitled to overseas living allowances and/or another allowance.

See: Schedule 1 – Delegations

COLA for non-privileged employees

12.1.11 An employee who does not have ongoing access to privileged prices overseas will be paid a five percent (5%) loading on COLA. The formula is:

$$\text{COLA for non-privileged staff} = \text{COLA} \times 1.05$$

12.1.12 Senior Migration Officers in London are considered not to have ongoing access to privileged prices for the purposes of calculating COLA.

Taxation treatment for COLA and COPA

12.1.13 COLA and COPA are paid as non-taxable allowances and are not subject to income tax in the hands of employees. COLA and COPA are subject to Fringe Benefits Tax as Living Away From Home Allowances.

Part 2 – Payment of COLA

Calculation of COLA

12.2.1 The following formula is used for calculating COLA:

$$\text{COLA} = \frac{\text{Disposable Salary} \times \text{ECA Post Index} - 100.0}{100.0}$$

Note: Standard post cost of living index data provided by Employment Conditions Abroad (ECA) is utilised in this formula. In cases where the post cost of living index indicates that the cost of living at a post is lower than in Canberra, the index for Canberra (ie. 100.0) will apply.

12.2.2 The department's service provider, Employment Conditions Abroad (ECA), calculates the difference between the cost of living at the post and Canberra, with the difference being illustrated as the COL Post Index. The index is applied to the employee's disposable salary and adjusted fortnightly in line with exchange rate variations. No adjustment is made to salary when the low cost of living at a post results in a negative COL Post Index. The base COL indices are adjusted every six months (March and September) following ECA price surveys.

12.2.3 Disposable salary for the purpose of calculating COLA comprises gross salary while on posting minus the applicable standard rate of PAYG tax, minus the Medicare levy and minus an average superannuation contribution of 5% of gross salary.

12.2.4 The calculation of COLA including gross salary will not be affected by an employee's decision to enter into a salary packaging arrangement.

Exchange rate variations

12.2.5 COLA will be adjusted fortnightly to reflect movements in each post's currency against the Australian dollar.

Employee couples

12.2.6 Each employee of an employee couple will receive COLA at the rate applicable to the employees' salary, whether at the same or separate location of posting.

Dual-agency employees

12.2.7 Each employee of a dual-agency employee couple will receive Cost of Living Adjustment (COLA).

Part 3 – Payment of COPA

Calculation of COPA

12.3.1 Cost of Posting Allowance (COPA) is calculated as a percentage of an employee's gross salary. An accompanied employee will receive thirty percent (30%) of their gross salary as COPA and an unaccompanied employee will receive twenty percent (20%) of their gross salary as COPA.

12.3.2 Accompanied rates of COPA are payable to an employee whose spouse resides continuously with the employee and makes the post location his/her principal place of residence. In determining whether an employee is accompanied for the purposes of COPA, the Secretary shall take into account the total time the spouse spends at the location of posting.

12.3.3 Accompanied rates of COPA are not payable to an employee whose spouse is absent from the locality of posting for a continuous period of more than 28 days, unless accompanying the employee on a period of recreation leave.

12.3.4 The following formula is used for calculating COPA:

For accompanied employees: $\text{COPA} = \text{Gross Salary} \times 0.30$

For unaccompanied employees: $\text{COPA} = \text{Gross Salary} \times 0.20$

12.3.5 The calculation of COPA will not be affected by an employee's decision to enter into a salary packaging arrangement.

Employee couples

12.3.6 Only one employee of an employee couple is entitled to receive COPA. This employee will be paid at the accompanied rate. The other employee will not receive COPA.

12.3.7 Both employees must jointly nominate which employee will receive the accompanied rate of COPA during their period of posting. If the employees fail to nominate which employee will receive COPA, it will be paid to the employee with the larger gross salary.

Employee couples at separate locations

12.3.8 If an employee and the employee's spouse are posted to separate locations overseas and entitled to receive COPA, each employee will receive COPA at the unaccompanied rate.

Dual-agency employees

12.3.9 If dual-agency employees are posted to the same location, only one (the nominated employee) receives Cost of Posting Allowance.

Section 13 – Dependant and Family Allowances

Part 1 – Child Allowance

Purpose

13.1.1 Child Allowance provides supplementation for the additional costs borne by an employee on posting who has a dependant child residing with them at post. The allowance takes account of the additional costs of raising children overseas in an unfamiliar environment. It is extended to meet the additional costs associated with teenage children compared to younger children.

Taxation treatment

13.1.2 Child Allowance is paid as a non-taxable allowance and is not subject to income tax in the hands of employees. Child Allowance is subject to Fringe Benefits Tax as a Living Away From Home Allowance.

Employee couples

13.1.3 Only one employee of an employee couple is entitled to receive Child Allowance. The other employee will not receive Child Allowance. The employee who is nominated to receive COPA will be paid a Child Allowance entitlement.

Dual-agency employees

13.1.4 Only the nominated employee of a dual-agency employee couple will receive Child Allowance.

Eligibility for Child Allowance

13.1.5 An employee who has a child living with them at post is entitled to Child Allowance for the period that:

- begins on the day on which the child arrives and takes up residence at the employee's post or the employee's posting begins, whichever is the later; and
- ends 28 days from the day on which the employee's posting ends or the day the child ceases to live at the post or the day on which the employee becomes eligible for Child Reunion Allowance, whichever is the earlier.

13.1.6 A child who has attained the age of 18 years must be approved by the Secretary as a dependant, before an employee can receive Child Allowance in respect of that child.

13.1.7 An employee is not eligible concurrently for Child Allowance and Child Reunion Allowance for the same child. An employee may receive Child Allowance and Additional Child Allowance in respect of the same child.

Rate of Child Allowance

13.1.8 The rate of Child Allowance that is paid for children under the age of 12 years, or 12 years or older is:

Under 12 years old = $(\text{Gross Salary} \times .015) + (\text{A\$1,500} \times \text{ECA Post Index}/100)$

12 years or older = $(\text{Gross Salary} \times .015) + (\text{A\$2,500} \times \text{ECA Post Index}/100)$

Note: As with COLA, negative COL indices will not be applied to Child Allowance

13.1.9 Child Allowance is adjusted fortnightly to reflect movements in foreign currency exchange rates against the Australian dollar. The Secretary may adjust the age factor fixed amounts set in the above formula by the annual percentage movement in DIAC's salaries.

See: Schedule 1 – Delegations

Part 2 – Additional Child Allowance

Purpose

13.2.1 Additional Child Allowance recognises the increased difficulties and additional costs faced by employees whose dependent children accompany them to a post that is a designated category C, D, E, or F Hardship post.

Taxation treatment

13.2.2 Additional Child Allowance is to be paid as a non-taxable allowance and is not subject to income tax in the hands of employees. Additional Child Allowance is subject to Fringe Benefits Tax as a Living Away From Home Allowance.

Eligibility for Additional Child Allowance

13.2.3 An employee on long-term posting at a designated Hardship post who has a child living with them at post is entitled to Additional Child Allowance for the period that:

- begins on the day on which the child arrives and takes up residence at the employee's post or the employee's posting begins, whichever is the later; and
- ends 28 days after the employee's posting ends or the day the child ceases to live at the post, which ever is the earlier.

13.2.4 A child will not be eligible for Additional Child Allowance unless they are also eligible for Child Allowance.

13.2.5 An employee may receive Additional Child Allowance and Child Allowance in respect to the same child. An employee is not eligible concurrently for Additional Child Allowance and Child Reunion Allowance for the same child.

Rate of Additional Child Allowance

13.2.6 The rate of Additional Child Allowance is AUD1,000 per annum net per dependant child residing at a designated Hardship post. The Secretary may adjust the amount of Additional Child Allowance to reflect annual percentage movements in DIAC's salaries.

See: Schedule 1 – Delegations

Employee Couples

13.2.7 Only one employee of an employee couple is entitled to receive Additional Child Allowance. The other employee will not receive Additional Child Allowance. The employee who is nominated to receive COPA will be the employee who is paid any Additional Child Allowance entitlement.

Dual-agency employees

13.2.8 The nominated employee of a dual-agency employee couple will receive Additional Child Allowance.

Part 3 – Child Reunion Allowance

Purpose

13.3.1 Child Reunion Allowance supplements employees for the additional costs of maintaining a dependant child in full-time primary, secondary or tertiary education in Australia while they are on posting. The allowance is only paid where an entitlement to a reunion visit exists and provides for the additional living expenses incurred when a dependent child, undertakes a reunion visit to the employee's post.

Taxation treatment

13.3.2 Child Reunion Allowance is to be paid as a non-taxable allowance and is not subject to income tax in the hands of employees. Child Reunion Allowance is subject to Fringe Benefits Tax as a Living Away From Home Allowance.

Eligibility for Child Reunion Allowance

13.3.3 An employee is entitled to Child Reunion Allowance for the period of posting, for each dependent child who:

- is eligible for a reunion visit during each year of the employee's period of posting; and
- does not live at the employee's post.

Rate of Child Reunion Allowance

13.3.4 The Child Reunion Allowance rate is 75% of the Child Allowance rate that would be payable if the employee was eligible for Child Allowance for the particular child.

See: Child Allowance

Employee couples

13.3.5 Only one employee of an employee couple is entitled to receive Child Reunion Allowance. The other employee will not receive Child Reunion Allowance. The employee who is nominated to receive COPA will be the employee who is paid any Child Reunion Allowance entitlement.

Dual-agency employees

13.3.6 The nominated employee of a dual-agency employee couple will receive Child Reunion Allowance.

Part 4 – Unaccompanied Parent Allowance

Purpose

13.4.1 Unaccompanied Parent Allowance compensates an employee, who is an unaccompanied parent with a dependant who is a child living with the employee at the post, for the lack of flexibility they may encounter in managing child-care arrangements in conjunction with work commitments at the locality of posting.

Taxation treatment

13.4.2 Unaccompanied Parent Allowance is paid as a non-taxable allowance and is not subject to income tax in the hands of employees. Unaccompanied Parent Allowance is subject to Fringe Benefits Tax as a Living Away From Home Allowance.

Eligibility for Unaccompanied Parent Allowance

13.4.3 An unaccompanied employee on a long-term posting who has a dependant who is a child accompanying them on posting is entitled to Unaccompanied Parent Allowance for the period beginning on the day on which the child arrives and takes up residence at the employee's locality of posting and ends on the day the employee's period of posting ends or the day the child ceases to live at the locality of posting, which ever is the earlier.

13.4.4 Unaccompanied Parent Allowance for the purposes of this section is only payable until the dependant is 18 years old.

13.4.5 An employee is not eligible concurrently for Unaccompanied Parent Allowance and Child Reunion Allowance for the same child.

Rate of Unaccompanied Parent Allowance

13.4.6 The rate of Unaccompanied Parent Allowance is A\$5,000 per annum net per unaccompanied parent employee. The Secretary may adjust the amount of Unaccompanied Parent Allowance to reflect annual percentage movements in DIAC's salaries.

See: Schedule 1 – Delegations

13.4.7 Unaccompanied Parent Allowance may not be split and paid to more than one employee/parent of a child. An employee may receive Unaccompanied Parent Allowance, Additional Child Allowance and Child Allowance in respect to the same child.

Section 14 – Assistance with Education Costs

Part 1 – General information

Purpose

14.1.1 The education assistance provisions in this section are provided to employees on a long-term posting to assist with education costs for recognised dependant children between three years of age and 18 years of age who either reside with the employee at post or remain in Australia to attend school.

Limitations

14.1.2 Education assistance is only provided for children attending pre-school, primary school or secondary school. No education assistance is provided for tertiary students.

14.1.3 If an employee's posting ceases between the end of the final term of a school year and prior to the commencement of the first term of the next school year, education assistance is not provided for the new school year.

14.1.4 Miscellaneous education items such as school uniforms, books, lunches, etc. are a personal cost to employees and not reimbursable under this section.

14.1.5 Entitlement to education costs assistance will cease should an employee take unpaid Maternity Leave, Long Service Leave or Leave Without Pay.

14.1.6 Additional school-related fees incurred by employees for extra-curricular activities such as piano lessons, dance classes, purchase of year books, school meals, text book hire related to elective courses, etc. are a personal cost to the employee.

14.1.7 If an employee's child resides at a third location there will be no entitlement to education assistance under this section or to Child Reunion Allowance in respect of this child.

Definitions

14.1.8 For the purposes of this section:

Basic school transport costs means the cost of public transport (bus or train) to and from a benchmark school.

Benchmark school is a school determined by the Department of Foreign Affairs and Trade (or Austrade) and approved by the Secretary in order to establish the maximum level of education assistance that will be provided at posts by the department.

See: Schedule 8 – Schedule of Benchmark schools

See: Schedule 1 – Delegations

Compulsory fees in relation to a school, means the sum of the annual amounts of:

- tuition and sport fees levied by a benchmark school;
- fees levied by the school for travel in a designated school bus;
- other fees and charges (eg. Registration, waiting list fees) levied by the school in order for a child to attend the school (excluding boarding fees); and
- any government taxes levied on the fees.

School refers to a preschool, primary school or secondary school where:

- pre-school is an educational institution (excluding a child care centre) overseas providing instruction and teaching in accordance with a curriculum directed to preparing a child for attendance at primary school;
- primary school is a primary school in Australia or a similar educational institution overseas;
- secondary school is a secondary school in Australia or a similar educational institution overseas; and
- summer school means a summer school program approved by the Department of Foreign Affairs and Trade.

Third location means a location outside Australia and not at post.

Reimbursement payments

14.1.9 An employee who is entitled to reimbursement under this section may be paid in full as soon as an account is received and evidence of the actual payment is provided.

14.1.10 The total amount of payments made to an employee at any time must not exceed the total amount that the employee would be entitled to be paid at one time.

Assistance for part of a year

14.1.11 If this section applies to an employee for part of a whole year, the following formula is used to calculate the reimbursement to the employee for that period (where refunds are not possible for non-completion of the whole school year the full amount will be paid by the department).

$$\text{Reimbursement} = \text{Annual entitlement} \times (\text{Weeks in school} / \text{Weeks in the school year})$$

Reimbursement to be reduced by refunds

14.1.12 If an employee receives a refund from a school for compulsory boarding and tuition fees that were met by the department, the refund is to be repaid to the department or alternatively, must be used to offset the amount of reimbursement being claimed by the employee.

Part 2 – Education assistance in Australia

Assistance – general

14.2.1 The maximum assistance towards educational expenses in respect of a child remaining in Australia during an employee's long-term posting is the

compulsory fees for tuition and boarding at the Canberra Girls Grammar School or the Canberra Grammar School.

14.2.2 There is no entitlement to education assistance in Australia for employees on a short-term assignment.

14.2.3 To receive assistance with compulsory tuition and boarding fees, a child must have resided with the employee for at least six months of the year in Australia prior to the employee's posting.

Assistance – tuition

14.2.4 Education assistance in Australia may be provided prior to an employee's posting commencing if, as a direct result of the posting, an employee is required to relocate, or make arrangements to relocate, their child from their normal school to another school and subsequently incurs additional fees, charges, etc. because of the need for a relocation.

14.2.5 If a child is to be educated in Australia, assistance with compulsory tuition fees commences from whichever is the later of:

- the beginning of the school term in which the employee departs Australia to commence their posting; or
- the commencement of the Australian school year in the year of posting.

14.2.6 Assistance with compulsory tuition fees concludes at the end of the final term of the school year in which the employee's posting ends, provided the school year has already commenced. The exception is Year 11 and Year 12 students for whom assistance continues until the end of Year 12, subject to the student meeting a qualifying period of at least 12 months attendance at the school prior to the cessation of the employee's posting.

Employee couples

14.2.7 When an employee couple are posted to the same or separate posts, one parent must nominate to receive assistance with education costs for a child remaining in full-time primary or secondary education in Australia. If no nomination is received, the employee who commenced their posting first will be nominated by the department.

Assistance – boarding

14.2.8 Eligibility for assistance with boarding fees commences at the beginning of the school term in which the employee departs Australia and concludes at the end of the school term in which the employee's posting ends.

14.2.9 Employees are required to make a personal contribution towards boarding fees to cover meals and other expenses that the employee would have incurred if the child accompanied the employee on posting. The boarding contribution rate is determined by the Department of Foreign Affairs and Trade who review the rate annually using Australian Bureau of Statistics data (for example, \$2,390 per annum for 2007).

14.2.10 If a child remains in Australia and resides in a private board arrangement, there is no entitlement to reimbursement for private boarding fees.

Insurance cover

14.2.11 Employees are personally responsible for arranging appropriate insurance cover for a child's personal effects at a boarding school.

Part 3 – Education assistance at post

Limitation

14.3.1 Education assistance overseas is not provided for a child unless the child lives, or intends to live with the employee at post for at least three quarters of the duration of a posting or for 12 months, whichever is the longer.

Tuition and transport costs

14.3.2 If an employee's child resides with the employee at post and the child is at least three years of age, the compulsory fees for the benchmark school and basic school transport costs to and from the benchmark school are met by the department.

See: Schedule 8 – Benchmark Schools

14.3.3 Basic school transport costs for a school bus, public transport bus or train (but excluding private motor vehicle or taxis) that are paid by an employee for a dependant child to attend a benchmark school are reimbursable.

Benchmark schools

14.3.4 Benchmark schools are determined by the Department of Foreign Affairs and Trade and reviewed at least every three years. A list of approved benchmark schools is attached at Schedule 8.

14.3.5 If an employee chooses to send a child to a school other than the benchmark school, the level of assistance for that school is only equivalent to what it would have cost had the child attended the benchmark school (ie. compulsory fees only). If the benchmark school at the employee's post is the public school system, no additional assistance is provided should an employee choose to send their child to a private school.

Language tuition

14.3.6 The department will reimburse reasonable costs, as determined by the Secretary, for essential foreign language tuition when a benchmark school does not use English as the teaching language.

See: Schedule 1 – Delegations

Remedial tuition

14.3.7 The cost of no more than 200 hours remedial tuition will be reimbursed to employees where, in the professional judgement of the school, a child's progress and performance in a particular compulsory subject is unsatisfactory as a consequence of the child's relocation to the post. Remedial tuition covers the transitional period from one school system to another which has different requirements, syllabi and standards. It is not a provision for intensive pre-examination tutoring. If a child's school does not

provide remedial tuition, it is preferable the child receive extra tuition at a tutoring establishment.

Correspondence lessons

14.3.8 If there is no adequate benchmark school at post, and a child is educated by correspondence with an Australian school, the Secretary may approve reimbursement for a reasonable amount of local tuition assistance and the necessarily incurred cost of correspondence lessons. Assistance will not be provided if the correspondence is with a non-Australian school. Approval must be sought prior to commencement of private tuition.

14.3.9 Where there is a benchmark school at the post, and a child is educated by correspondence with an Australian school, assistance will be limited to the cost of compulsory school fees and tuition costs for compulsory subjects up to the benchmark school limit.

School excursions

14.3.10 Parents are expected to pay for the same types of school excursions as they do in Australia, including sporting and cultural trips. The Secretary may approve reimbursement for the cost of an in-country school excursion where the child's participation is compulsory and the excursion forms part of the school curricula.

See: Schedule 1 – Delegations

Summer school programs

14.3.11 At certain posts, employees may be eligible for reimbursement of the costs of an approved summer school program for any vacation period in excess of the six weeks Australian summer vacation period, where the Secretary has accepted that there are limited facilities at post accessible to children during the summer vacation. To qualify for a summer school, the summer holiday break at post must be longer than the Australian summer holiday break of six weeks. For example, if a summer holiday break at post is ten weeks and there is a summer school approved for the location, the cost of up to four weeks schooling may be met by the department.

14.3.12 Suitable summer school programs are determined by the Department of Foreign Affairs and Trade. Summer schools are not benchmarked and reimbursements will only be made for attendance at approved summer schools listed at Schedule 8. There is no flexibility for attendance at other than the approved summer schools listed.

See: Schedule 8 – Benchmark Schools

See: Schedule 1 – Delegations

Special needs education

14.3.13 Where a dependant child at post has a requirement to access special needs education, the department will assist with costs to the following limits:

- where a benchmark school has been set, an amount equal to the compulsory fees at the benchmark school plus an additional 25% of the fee;

- at posts where no benchmark school has been set, such as the USA, the reimbursable school fee amount plus 25% (this may be used to offset schooling costs or the employment of a classroom assistant);
- where the benchmark school is inadequate for a child at post with special needs, the Secretary may consider and approve assistance with the additional costs of a special needs school;
- where the services of a counsellor are used at the post, including counselling and psychological evaluation of children with learning difficulties, excess costs will be met under the ancillary cost provisions of Section 17.

See: Schedule 1 – Delegations

Return to Australia for education

14.3.14 The Secretary may approve an economy class airfare, up to the allowable travel cost, for an employee's child to travel to Australia to enrol at a boarding school. Travel at official expense will not be approved under this clause if an employee has less than 12 months remaining of their posting period.

See: Schedule 1 – Delegations

14.3.15 If a child requires assistance with enrolment at boarding school in Australia, the Secretary may approve an economy class return fare, up to the allowable travel cost, for one parent to travel to Australia with their child. A parent is only entitled to travel once per posting to enrol a child into school in Australia.

See: Schedule 1 – Delegations

14.3.16 A child approved to return to Australia for education will be entitled to a 15kg excess baggage allowance. An accompanying parent will not be entitled to an excess baggage allowance. Travel by a child under these clauses will be taken to be the child's return to Australia (ie. end of posting) travel. No assistance will be provided for accommodation, meals or local transport costs.

Part 4 – Education assistance at certain locations

Assistance in the USA

14.4.1 The benchmark school in the United States of America is the local public school system. Employees with school-age children when considering residential lease options should ensure they consider accommodation with reasonable proximity and access to public schooling of an appropriate standard.

14.4.2 The benchmark school in relation to an employee's child, is the local government school at the location where the employee lives and which offers:

- for a child who will not reach five years of age by 31 December of the current school year – at least 15 hours part-time tuition a week; and
- in any other case – full-time tuition.

14.4.3 If an employee's child has not reached five years of age by 31 December of the current school year, and attends a local government pre-school, the employee will be reimbursed only for the cost of five half days tuition a week.

14.4.4 If:

- an employee's child lives, or intends to live, with the employee at post for a substantial part of the period of posting; and
- has completed high school education in the USA; and
- intends to begin a course of study at the earliest opportunity at a university or other similar tertiary institution in Australia; and
- in order to obtain admission to the intended course of study, must complete the freshman year of a junior college or similar tertiary institution in the USA,

the child's attendance at such an institution is taken, for the purposes of this section, to be attendance at a secondary school.

Assistance in Hong Kong

14.4.5 If an employee is directed to live in an apartment building in Hong Kong and there are no suitable children's play or recreation facilities available free of charge, the employee is entitled to be reimbursed for the cost of attendance at a playschool or preschool for a child aged two or three (3) years.

14.4.6 An employee is not entitled to be reimbursed for the attendance of their child at a playschool or preschool for more than two half-days a week.

14.4.7 An employee who is reimbursed for their child's attendance at a playschool or preschool can also be reimbursed the reasonable costs, as determined by a Post Manager or post administration, for transport of their child between playschool/preschool and the employee's residence.

Section 15 – Assistance with Health Care

This section must be read in conjunction with the Overseas Health Handbook.

Part 1 – General Information

Intention

15.1.1 The intention of the health care assistance provisions is to provide assistance with excess health care costs incurred overseas for the treatment of day-to-day health matters and illnesses or injuries that arise during, or as a result of, a posting. The department's health care policy is not to provide coverage for the specialised treatment of pre-existing conditions or expensive forms of elective treatment such as cosmetic procedures (eg. shape altering surgery, laser eye surgery, capping of teeth), joint replacements and reconstructions, vasectomies or IVF treatment. The health care assistance provisions of this section do not apply to health services provided in Australia.

15.1.2 The department will provide employees and their eligible dependants overseas with access to hospital and medical facilities of a standard similar to those available in Australia. Employees should meet the same levels of health care costs as they would in Australia with the department reimbursing for costs incurred in excess of the same, or similar, service in Australia. Health care costs include medical, hospital, pharmaceutical, ambulance and ancillary (including dental) service costs.

High cost treatment

15.1.3 Employees should not enter into financial commitments for high cost health care overseas, for which there may be no reimbursement for cost excesses, without first contacting the Assistant Secretary, Visa and Offshore Services Branch.

15.1.4 In cases where employees or dependants are contemplating expensive or extensive forms of treatment and the treatment is not urgent or immediate (ie. elective), and where the cost of the treatment is likely to exceed the cost of a return economy class airfare to Australia from the post plus a notional amount for living costs in Australia while convalescing, details must be forwarded to the Assistant Secretary, Visa and Offshore Services Branch for consideration of the department's position. All cases will be treated on their merits after considering relevant factors including, cost to the department, nature of the treatment (essentiality), timing of the treatment (urgency), welfare of the employee or dependant and operational requirements at the post.

Definitions

15.1.5 For the purposes of this section:

Ancillary service means an ancillary health service, including a dental service provided overseas and which, if provided in Australia, would be recognised for the purpose of payment of benefits by Medibank Private.

Eligible person means an employee or a dependant of the employee entitled to assistance with health care costs.

Health benefits fund means a health benefits fund conducted by a registered health benefits organisation within the meaning of the *National Health Act 1953*.

Medical service means medical treatment provided overseas which, if provided in Australia, an eligible person would be entitled to a Medicare benefit.

Patient means an eligible person entitled to assistance with health care costs.

Pharmaceutical product means a drug or medicinal preparation supplied on the prescription of a duly qualified medical practitioner and which is a scheduled item under the Pharmaceutical Benefits Scheme.

Assignment of rights to recover costs

15.1.6 An employee is not entitled to reimbursement for costs under this section unless the employee and any eligible dependants assign to the department any right to recover the costs from another person. This does not include benefits that an eligible person may be entitled to receive from a health benefits fund for an ancillary service.

Routine medical checks during and after posting

15.1.7 If the Secretary is satisfied that routine medical checks are necessary, either during or after a posting, an employee who incurs costs for a medical check of that kind is entitled to be reimbursed the cost.

See: Schedule 1 – Delegations

Direct payment of health costs

15.1.8 The Secretary may, at the request of the employee, authorise direct payment of the cost of health services to the provider of those services.

See: Schedule 1 – Delegations

15.1.9 The employee must pay back to DIAC any amount they have received in excess of the amount that they are entitled to be reimbursed.

Part 2 – Eligibility for Health Care Assistance

Coverage

15.2.1 The department will only provide assistance with health care costs that are provided overseas during a period of eligibility. There is no entitlement for reimbursement for any service performed in Australia, even for periods spent in Australia during which the employee may be in receipt of overseas allowances. Assistance may be provided either to an employee on posting or to a recognised dependant of the employee.

Limitation on assistance

15.2.2 Notwithstanding the definition of 'dependant' set out in Schedule 2 to this manual, employees will receive assistance with health care costs for:

- children under the age of 18 years that live with the employee at post and have not completed their secondary school studies;
- a recognised dependant who lives at the post with the employee for less than 12 months (eg. a recognised dependant on a reunion visit); and
- a person that the Secretary determines will be a dependant for health care assistance under this section.

See: Schedule 1 – Delegations

15.2.3 If leave is taken after departure from Australia but prior to taking up duties at a post on long-term posting or short-term assignment, the period of leave is not covered by the department for health care assistance and employees are advised to take out private travel insurance for this period.

15.2.4 An employee's entitlement to health care assistance overseas will cease if they take unpaid maternity leave, long service leave or leave without pay (excepting employees on Leave Without Pay to accompany a spouse on posting).

15.2.5 Employees on posting who undertake privately funded travel to destinations where travel advisories recommend 'not to travel' will not be entitled to health care assistance under this section.

Eligibility for assistance

15.2.6 To be eligible for assistance with health care costs while on a long-term posting or short-term assignment, an employee and their dependants (including dependants remaining in Australia who intend to travel to post on reunion visits), must attend medical and dental examinations and be certified fit by a qualified medical and dental practitioner (using the appropriate departmental form) to undertake the posting. An employee is unable to be certified fit to undertake an overseas posting unless they have completed any course of vaccinations/inoculations specified by a qualified medical practitioner as being necessary for the country/region of the posting.

15.2.7 If a person is certified as not fit to undertake a posting, the Secretary may determine that the employee or dependant is eligible for assistance in relation to health care costs other than those costs arising from a pre-existing medical condition or illness that the Secretary specifies. In making the declaration, the Secretary may consider the following relevant factors:

- the state of health of the person;
- the nature, availability and cost of health services and facilities at the post;
- the interests of the Australian Government which would be furthered by the person undertaking a long-term posting or short-term assignment at the post;
- any climatic or other environmental factor at the post which may be adverse to the health of the person; and

- any other factor relevant to the person's fitness to undertake a long-term posting or short-term assignment.

See: Schedule 1 – Delegations

Period of eligibility

15.2.8 An employee and their recognised dependants receive assistance with health costs while on a long-term posting or short-term assignment:

- during a reasonable period of travel (including official rest days) from Australia to commence a posting (but not when on leave);
- while living at post and in receipt of Cost of Posting Allowance (COPA);
- while on recreation leave and in receipt of COPA in a country other than that of the employee's posting, but excluding Australia; and
- while travelling to Australia at end of posting and in receipt of COPA.

15.2.9 If a dependant is required to be overseas, because of official business, the education of a child or other special circumstances for a period that would normally be outside the period of eligibility, the Secretary may decide that this period will be part of the overall period of eligibility for health care assistance.

See: Schedule 1 – Delegations

Part 3 – Health Care Costs – General

Medical treatment costs

15.3.1 Medical treatment costs are costs incurred for a medical service which would be covered by Medicare if incurred in Australia. An employee or dependant who incurs costs for medical treatment during the period of eligibility is not reimbursed until they expend the threshold amounts specified below.

15.3.2 An employee is personally liable for the first AUD181 per financial year for medical treatment costs incurred for each adult (ie. persons 15 years or older). In the case of a dependant who is under 15 years of age at the beginning of the financial year, the personal employee contribution towards medical treatment costs is AUD119 per financial year. These medical treatment employee contribution amounts will change on 1 July each financial year in line with changes advised by the Department of Foreign Affairs and Trade.

15.3.3 If an employee is entitled to be reimbursed for medical treatment for only part of a financial year, the amount of annual employee contribution that would apply to the employee is to be reduced in the same proportion. An employee must repay the department for any amount they receive in excess of the amount they are entitled to be reimbursed.

15.3.4. If an employee or dependant has medical treatment provided in Australia for which a Medicare benefit is payable, the annual employee contribution specified above is reduced by the difference between the cost incurred and the Medicare benefit.

15.3.5 The cost of prenatal home visits by a midwife are reimbursable under the medical treatment cost provisions if no hospital based or private room based consultation is available or the cost is no greater. The costs of post-natal visits by a midwife are reimbursable provided they are associated with an early release from hospital. Consultations at a midwife's professional residence are also reimbursable under medical treatment cost provisions.

Hospital costs

15.3.6 The department meets all hospital costs including accommodation, treatment and other hospital charges incurred for the use of hospital facilities which are as near as practicable to the equivalent standard provided to a public (Medicare) patient at a hospital in Australia in similar circumstances. No personal employee contribution is required for hospital costs.

15.3.7 All treatment and medication received while hospitalised are included on the hospital bill and will be met by the department. This might include items for ancillary services and pharmaceuticals with the total cost of the in-patient treatment being met by the department. The cost of TV hire, newspapers or other personal items purchased while an in-patient will not be met by the department.

15.3.8 If the Secretary is satisfied that an employee has incurred costs for hospital treatment greater than the costs for treatment of the standard set out above, because hospital facilities of the appropriate standard were not available at the post, the employee is entitled to be reimbursed for as much of the extra costs as the Secretary considers reasonable in the circumstances.

See: Schedule 1 – Delegations

15.3.9 The cost of home nursing will only be met as an official expense under the hospital cost provisions when it is provided in conjunction with out-patient services on discharge from a hospital.

Pharmaceutical costs

15.3.10 An employee who incurs costs for a pharmaceutical product during a financial year is entitled to be reimbursed the amount by which the cost of the pharmaceutical product exceeds AUD20.26 (ie. 66% of the cost of the general co-payment in Australia of AUD30.70).

15.3.11 If in a financial year an employee spends more than AUD698.94 (ie. 66% of the PBS Safety Net of AUD1,059) on pharmaceutical products after reimbursement, the employee is entitled to be reimbursed the total cost of further individual pharmaceutical products less AUD3.23 (ie. 66% of the concessional co-payment in Australia of AUD4.90).

15.3.12 Employees may only claim reimbursement for prescription pharmaceutical medicines that are listed on the PBS index. Costs incurred for medication that is not listed on the PBS Index cannot be claimed. Items available over the counter from pharmacies without a prescription (eg. bandaids, Panadol, cough medicine) are not prescription items for reimbursement or safety net purposes.

15.3.13 The PBS Safety Net applies to a household whether comprising accompanied or unaccompanied employees. The amount of employee

contribution towards each prescription product purchased will count towards the accumulated annual PBS Safety Net amount whether or not a reimbursement is paid. For example, for a prescription item costing AUD17.00, there would be no reimbursement but the AUD17.00 will count towards the accumulated PBS Safety Net. The cost of prescription pharmaceuticals purchased in Australia during a visit (eg. when on leave) will also count towards the accumulated PBS Safety Net.

15.3.14 Employees should maintain an annual household pharmaceutical record (with appropriate documentation) with a running total of employee contributions so that once the PBS Safety Net amount is reached the reduced concessional co-payment amount can be used for calculating reimbursements.

15.3.15 If an employee is entitled to be reimbursed for pharmaceutical products for part of a financial year, the annual PBS Safety Net amount specified above is to be reduced proportionally.

15.3.16 The above employee contribution rates for the pharmaceutical general co-payment, the PBS Safety Net and the concessional co-payment will change on 1 July each year in line with changes advised by the Department of Health and Ageing (refer to Pharmaceutical Benefits Safety Net Arrangements).

Diabetic supplies

15.3.17 For employees or dependants with diabetes, a blood glucose monitor is covered under the ancillary provisions of this section. Other diabetes requisites listed below are considered to be pharmaceutical items for reimbursement purposes:

- insulin;
- hypodermic injection supplies;
- hypoglycaemic tablets; and
- diabetic testing supplies.

Ambulance costs

15.3.18 An employee on long-term posting or short-term assignment who incurs costs for ambulance transport will be reimbursed the full costs.

Part 4 – Ancillary Health Costs

Ancillary costs – General

15.4.1 An employee who incurs costs for an ancillary service is entitled to be reimbursed for the amount by which the cost incurred overseas exceeds the same service in Australia as detailed in the Medibank Private Average Charges for Ancillary Services list, or where the same service is not available in Australia, a similar service.

15.4.2 Employees are required to contribute the average Australian cost as per the relevant item on the Average Charges for Ancillary Services list and are then reimbursed any overseas costs in excess of that amount. Any service not on the list is not reimbursed. In cases where there is difficulty aligning a local service to an Australian service in order to calculate the

appropriate reimbursement amount, every effort should be made to determine an equivalent item from local providers. If this fails, copies of the documentation associated with the claim should be forwarded to the Director, Overseas Conditions Section who will seek clarification from Medibank Private or other relevant agency.

15.4.3 The Medibank Private Average Charges for Ancillary Services list will be provided annually to posts in July and will apply for the duration of the financial year.

15.4.4 The cost of necessary preventative inoculations, vaccinations and anti-malarial drugs for employees and dependants on long-term posting and short-term assignment are an official expense. The entitlements relating to the treatment of diseases specifically relating to the location of posting will be examined on a case-by-case basis on advice from a DFAT Post Medical Adviser.

Ancillary costs – Dental

15.4.5 To be eligible for health care assistance for dental treatment employees and dependants must obtain a dental clearance prior to departing Australia. It is expected that existing dental problems will be identified and corrected as part of the clearance process. The department's liability for dental costs will be limited to the excess cost for essential and/or routine treatment overseas which becomes necessary following dental clearance. The department will not normally accept liability for the excess cost of pre-existing dental problems (eg. ongoing orthodontic treatment for a child). All pre-existing problems must be brought to the attention of the examining dentist during the pre-posting check and advice provided to the Director, Overseas Conditions Section to clarify the department's liability for excess costs associated with pre-existing conditions.

See: Clause 15.4.10 – Orthodontic dental assessments

15.4.6 Reimbursement for dental treatment costs for employees and dependants above primary school age is covered under clause 15.4.1 - 'Ancillary costs – General' above.

15.4.7 The department will meet all basic dental treatment costs in excess of an employee contribution threshold of AUD45 for primary school age dependants and children that are under school age. This threshold amount may change annually in July each year in line with changes advised by the Department of Foreign Affairs and Trade.

15.4.8 The employee contribution for basic dental treatment for primary school-age children and children under school age should be deducted from the first dental claim after which all basic dental treatment costs will be covered by the department. Basic dental treatment includes, dental checkups, cleaning, preventative care, fillings, extractions, emergency treatment, dental education, and x-rays. More complicated forms of dental treatment for eligible children including gum surgery, orthodontic treatment, plates, implants, crowns, bridges, and precision attachments, etc. will be subject to the same level of employee contribution as applies to ancillary

services in general. For the more complicated services, employees will contribute the Australian cost with the excess cost being met officially.

15.4.9 Dental treatment for secondary school-aged children is covered by the ancillary listing and employees will contribute the average Australian costs with the excess overseas costs being met by the department.

Orthodontic dental assessments

15.4.10 Orthodontic treatment is often non-essential cosmetic work that can be deferred. Orthodontic treatment for adults, which is generally elective and cosmetic, would not normally be approved for departmental assistance. There should be few occasions where claims for orthodontic work are approved for treatment to commence during the course of a posting. Orthodontic treatment is usually associated with corrective action for children's teeth (eg. bands, etc.) and can take place over extended periods involving high costs.

15.4.11 Claims should not be approved for orthodontic treatment that commences within three months of arrival at post or within three months of scheduled departure from post except when a child's orthodontic treatment has commenced or is recommended during pre-posting dental examinations and the Director, Overseas Conditions Section has approved that the department meets the excess overseas costs associated with the ongoing treatment.

Counselling and psychological services

15.4.12 If counselling or psychology services are used at post outside the department's Employee Assistance Program (eg. evaluation of a child with learning difficulties) costs are covered by standard Medicare provisions in Australia therefore reimbursement claims should be processed under the 'Medical treatment costs' provisions of this section.

See: Part 3 Health Care Costs – General

Optical examinations and costs

15.4.13 Routine optical/eye examinations are not an ancillary item and are covered by Medicare in Australia and therefore reimbursement claims should be processed under the 'Medical treatment costs' provisions of this section.

15.4.14 Excess costs for spectacle frames are ancillary items and limited to the difference between the Australian cost (per the Average Charges for Ancillary Services list) and that cost multiplied by the ECA post index (1.0 should be used when the post index is below 1.0). Reimbursement for spectacle frames is limited to one per year. Spectacle lenses are ancillary items and employees will be reimbursed the amount the cost incurred overseas exceeds the Australian cost as per the Average Charges for Ancillary Services list.

Other ancillary costs

15.4.15 Reimbursement of excess costs for purchase of a nebuliser (for asthmatics) will be limited to one claim per family. Reimbursement of excess costs for purchase of hearing aids is limited to one set per year.

15.4.16 If an employee or dependant requires a wheelchair for temporary use, employees should contribute the average rental cost for the relevant period with any additional costs being considered overseas excess and reimbursed by the department. The department's liability will be limited to:

- periods of temporary incapacitation requiring a wheelchair as directed by a qualified medical practitioner; and
- lowest hire costs only; but
- no deposit, penalty charges for late return or damage, etc.

15.4.17 The average rental costs for hire of a wheelchair are:

- AUD10.00 per day; or
- AUD30.00 per week; or
- AUD60.00 per month.

Australian Health Funds

15.4.18 Two Australian health insurance providers, Manchester Unity and NIB, have agreed to accept claims for ancillary health costs from their members working overseas up to the limits that would be met in Australia.

15.4.19 Staff who wish to take up membership with a health fund should make direct contact with their fund. The decision to join a health fund is a personal one and issues associated with the management of membership, obtaining refunds, etc. are to be resolved by staff in collaboration with their fund and post administration. Employees are required to obtain any refunds due from their health fund before claiming reimbursement for costs in excess of Australian costs from post administration.

Part 5 – Medical Evacuation

Approval for a medivac

15.5.1 Where the Secretary considers that an employee or dependant requires health care that cannot be satisfactorily provided at post nor delayed until the person can travel on leave, the Secretary may authorise the medical evacuation of the person at departmental expense to a location where appropriate treatment can be provided. Factors to consider for this purpose are:

- the patient's welfare and state of health;
- the availability at post of the treatment required;
- the standard of health care professionals at the post;
- the standard of health care facilities at post; and
- any other relevant factors.

See: Schedule 1 – Delegations

Continuation of allowances

15.5.2 If a person is absent from post due to a medical evacuation, overseas allowances will continue provided they have ongoing costs at post and/or dependants remain at post. The Secretary may review the continuing payment of allowances when employees or dependants are absent from post due to medical evacuation. An employee who is medically evacuated must

apply for sick leave for their period of absence (including travel time) from work.

See: Schedule 1 – Delegations

Medical escort

15.5.3 If the Secretary considers it essential that a person to be medically evacuated be accompanied by a medical escort, the Secretary may approve the cost of fares, accommodation and meals for the escort. Approval for a medical escort may occur in the following circumstances:

- where the patient is unable to travel independently and a medical escort is certified as essential by the treating doctor;
- to satisfy requirements applicable to an aircraft or other vehicle in which the patient might travel;
- in any other instances relevant to the welfare of the patient during travel, including, for example, a nursing mother accompanying a minor.

See: Schedule 1 – Delegations

15.5.4 It is expected that approved escorts will hold appropriate medical qualifications to assist with the patient's travel and welfare. The above medical escort provisions are not to be utilised to assist family members to accompany a patient.

Child to accompany a parent

15.5.5 The Secretary may approve the cost of fares, accommodation and meals for a child of a patient or approved escort to accompany the patient or escort at departmental expense. Factors to be considered by the Secretary include:

- the age of the child;
- any arrangements the patient or escort could make for the care of the child in the circumstances;
- the circumstances in which the patient or escort is to travel; and
- whether it is impractical to make other appropriate arrangements for the care of the child at post.

See: Schedule 1 – Delegations

Class of air travel for health care

15.5.6 If the patient, an approved escort or a child travels under this Part, they are to be provided with travel at whichever class the Secretary considers reasonable in the circumstances, having regard to:

- the health of the patient;
- the nature of the aircraft accommodation required by the patient for medical reasons during travel;
- the nature of available accommodation on the aircraft in which the patient is required to travel; and
- any other factors relevant to the patient's travel.

See: Schedule 1 – Delegations

15.5.7 A patient, approved escort and a child may travel at the same class of travel.

15.5.8 If the patient, an escort or child chooses to travel at a lower standard than the class of air travel determined as appropriate by the Secretary, the cost of the fares paid by the department will be no more than the actual cost of the travel.

Living costs overseas during treatment

15.5.9 If the Secretary has approved for a patient, escort or a child to travel at departmental expense from the post to another overseas location for health care, the department will meet the following costs for accommodation and meals:

- a reasonable standard of commercial accommodation as determined by the Secretary;
- if living in commercial accommodation without cooking facilities, two thirds of the meal allowance rate applicable to the locality;
- if living for five days or less in commercial accommodation with cooking facilities and utensils, two thirds of the meal allowance rate for the locality;
- if living for longer than five days in commercial accommodation with cooking facilities and utensils, one-sixth of the meal allowance rate for the locality;
- if living in private accommodation, one-sixth of the meal allowance rate for the locality.

See: Schedule 1 – Delegations

15.5.10 An approved child less than 12 years of age is entitled to receive two-thirds of the above meal allowance rates. Accommodation and meal allowance is not payable during a period as an in-patient in a hospital. Incidental allowance is not payable under these provisions.

Living costs in Australia during treatment

15.5.11 If the Secretary has approved for a patient, escort or a child to travel at departmental expense from the post to Australia for health care, the department will meet the following costs for accommodation and meals as follows:

- a reasonable amount for commercial accommodation as determined by the Secretary;
- if living in commercial accommodation without cooking facilities, an amount of AUD54.53 per day for meals;
- if living for five days or less in commercial accommodation with cooking facilities and utensils, an amount of AUD54.53 per day for meals;
- if living for longer than five days in commercial accommodation with cooking facilities and utensils, an amount of AUD13.63 per day for meals;
- if living in private accommodation, an amount of AUD13.63 per day for meals.

See: Schedule 1 – Delegations

15.5.12 An approved child less than 12 years of age is entitled to receive two-thirds of the above meal allowance rates. Accommodation and meal allowance is not payable during periods as an in-patient in a hospital. Incidental allowance is not payable under these provisions. The meal allowance rates specified above may change in July each year to reflect changes to meal allowance rates advised by the Department of Education, Employment and Workplace Relations (DEEWR).

Section 16 – Assistance with Childbirth

Part 1 – General information

Purpose

16.1.1 This Section sets out details of assistance that will be provided to employees and dependants requiring access to childbirth services while on a long-term posting. Unless there are special circumstances or medical considerations that may result in high cost medical treatment, and where there are adequate medical services, hospitalisation for childbirth should be at the post locality.

Suitability of health care facilities

16.1.2 If childbirth services of a reasonable standard are not available at post as determined by the DFAT Medical Adviser at the post locality, assistance will be provided to expectant mothers under medical evacuation provisions to travel to a location where adequate hospital and medical treatment is available. In such cases, it is expected that where possible, assisted leave fare entitlements would be utilised to offset the cost of the travel.

Inadequate health facilities overseas

16.1.3 The Secretary may approve an expectant mother's return to Australia or to another suitable locality to access childbirth services where medical opinion indicates that hospital and medical facilities and health services at the overseas locality are inadequate or unsuitable.

See: Schedule 1 – Delegations

Adequate health facilities overseas

16.1.4 Despite adequate childbirth services being available at a post locality, the Secretary may approve an expectant mother's travel to Australia for the childbirth.

See: Schedule 1 – Delegations

16.1.5 Approval to travel in such cases would normally only be given where a comparative cost analysis indicates that savings would be achieved by returning an expectant mother to Australia. The cost analysis would take account of the cost of return airfares (the top-up to business class component), excess baggage, accommodation in Australia, etc. against the hospital and medical costs likely to be incurred at the post. The employee would be required to pay for return economy class flights in this circumstance with the department topping up the cost of a business class fare.

Part 2 – Travel to Australia for childbirth

Fitness to travel

16.2.1 In the normal course of events, an expectant mother would depart the post at around the 35th week of pregnancy and return to post within two to six weeks of giving birth. Most international airlines require a medical

certificate certifying fitness for travel after the thirty fourth week of pregnancy. It is the expectant mother's responsibility to obtain and provide any required documentation for their proposed travel.

Utilising assisted leave fare entitlements

16.2.2 Employees at designated hardship posts who may require access to childbirth services in Australia need to ensure they maintain sufficient assisted leave fare entitlements in order to offset the expectant mother's travel costs. When no assisted leave fare entitlement is available, employees will be personally responsible for the value of return economy-class fares for the travel, with the department subsidising only the additional business-class cost of the travel. When the highest value assisted leave fare available is less than the cost of an economy class return fare to Australia, the employee will be responsible for the difference in cost. Multiple assisted leave fare entitlements cannot be combined to meet the cost of the expectant mother's travel and accompanying dependants travel.

16.2.3 The department will top up the assisted leave fare from return economy class to a return business-class airfare for the expectant mother and accompanying family members. Dependants that travel to Australia, but do not accompany the expectant mother will not have their assisted leave fares upgraded to business-class.

Accommodation in Australia

16.2.4 The department will reimburse employees for single occupancy accommodation at a GST-registered business in Australia for the period required or up to twelve weeks whichever is the shorter. The maximum amount payable by the department for accommodation is \$952.00 per week (\$136.00 per day).

16.2.5 The Secretary may approve a longer period of accommodation on advice from a registered medical practitioner that the mother is unfit to return to the post following the birth of their child.

See: Schedule 1 – Delegations

16.2.6 Expectant mothers opting to reside at other than a GST registered business, for example, choosing to stay with relatives, will be paid \$350 per week (\$50 per day).

16.2.7 The Secretary may change the payment limits for accommodation, taking account of advice from the Department of Education, Employment and Workplace Relations (DEEWR) or other appropriate organisations.

See: Schedule 1 – Delegations

Payment of overseas allowances

16.2.8 If a return to Australia for an employee is approved under this part, overseas allowances will cease once the employee's absence from the post on Maternity Leave exceeds 28 days. However, overseas allowances will continue to be paid for any annual leave accrued at the post and taken in conjunction with the mandatory maternity leave period. Overseas allowances will continue to be paid for the full period of the Maternity Leave if dependants remain at post during the employee's absence in Australia.

16.2.9 No additional allowances (such as travelling allowance) are payable in respect to the expectant mother's travel to, and confinement in, Australia.

Excess baggage

16.2.10 The department will meet the cost for up to 15kg of accompanied excess baggage per family when returning to the locality of posting following the birth of a child. Alternatively, the 15kg excess baggage allowance may be converted into an equivalent cost for unaccompanied airfreight.

Travel to a location other than Australia

16.2.11 If an expectant mother is approved to travel to a country other than Australia for the childbirth, the Secretary will decide the level of assistance to be provided by the department.

See: Schedule 1 – Delegations

Part 3 – Leave entitlements for childbirth

Limited access to extended leave

16.3.1 A range of leave options are available to pregnant employees. However, if an employee wishes to take extended periods of unpaid Maternity Leave, Long Service Leave (LSL) or Leave Without Pay (LWOP) in association with their mandatory 12 week Maternity Leave period, their entitlement to other conditions of service associated with their long-term posting will cease, and may result in termination of the posting by the Secretary. If a posting is terminated at either the Department's or the employee's request, the Secretary will determine the level of assistance to be provided for the employee's return to Australia.

See: Schedule 1 – Delegations

Available leave types

16.3.2 **Annual Leave** – Subject to approval, full-pay Annual Leave may be taken to enable employees to return to Australia to access childbirth services, including on completion of the mandatory Maternity Leave period.

Maternity Leave (12 weeks full pay) – Maternity Leave usually commences six weeks prior to the due date for the birth but can be deferred if a medical certificate certifying fitness for duty is provided.

Note: Half-pay Maternity Leave is not available to employees offshore.

Parental Leave – Five days Parental Leave is available to employees to attend the birth of their child and may be taken in conjunction with five days Family Leave subject to approval and available leave credits.

Sick and Personal Leave – Sick and Personal Leave is available outside of the Mandatory Maternity Leave period subject to approval.

Section 17 – Reunion Travel

Part 1 – General information

Purpose

17.1.1 Reunion travel provides employees on a long-term posting or short-term assignment the opportunity to reunite at least once each year with recognised dependants who remain in Australia and intend to do so for the duration of the employee's posting.

17.1.2 The entitlement is to be used to assist with the purchase of return economy class airfares only and cannot be used for purchasing first class or business class airfares, accommodation, meals, car/campervan hire, train fares, taxi fares, entry to theme parks, etc.

Definitions

17.1.3 For the purposes of this section:

Allowable travel cost means the minimum cost of fully flexible economy class air travel.

Child means a person of pre-primary school age or a full-time primary or secondary school student.

Dependant means:

- a spouse who lives with the employee;
- a child of the employee or the employee's spouse who is dependant on the employee and is less than 18 years of age; or
- a child of the employee or the employee's spouse who is dependant on the employee, is less than 23 years of age, is undertaking full-time tertiary studies in an Australian institution.

Parent means a guardian or other person who is responsible for the day-to-day care of a child.

Spouse means a person either married to the employee, or a person who has been formally recognised by the delegate as a de facto spouse.

Reunion year means a period beginning on the first day of a posting and anniversaries of that date.

Maximum Entitlement

17.1.4 The maximum entitlement of an employee for a reunion visit is the least of:

- the cost incurred for return travel by a dependant;
- the allowable travel cost for the travel of a dependant between Australia and the post; or
- the allowable travel cost for return travel by the dependant to another location, which has been approved by the Secretary.

See: Schedule 1 – Delegations

Transport costs

17.1.5 It is the employee's responsibility to meet the cost of transportation (taxi, etc) for dependants during a reunion visit including to and from airports both in Australia and at the locality of posting.

Secretary may reimburse employee

17.1.6 In the case of a reverse reunion visit, the Secretary may authorise reimbursing the employee for an approved reunion visit instead of providing an appropriate ticket for reunion travel.

See: Schedule 1 – Delegations

17.1.7 If the value of a ticket provided is greater than the amount that the employee is entitled to for the reunion travel, the employee must pay the extra cost to the department. Employees cannot utilise frequent flyer points that have been accrued from department-funded travel for private purposes or to provide reunion fares, seating upgrades etc. for themselves or dependants undertaking reunion travel.

17.1.8 An employee is only entitled to be reimbursed for an approved reunion visit if the department has not provided a ticket.

Restrictions on reunion travel

17.1.9 Reunion travel will not be approved when:

- the period of a reunion visit is less than seven days; and
- there is less than three months remaining of an employee's long-term posting or short-term assignment.

Insurance of personal effects

17.1.10 The department's insurance provider (Comcover) does not cover loss/damage to personal effects for dependants undertaking reunion travel. Employees should arrange appropriate travel insurance for reunion travel.

Assistance with health care

17.1.11 Employees will be reimbursed under the health assistance provisions of this manual for health care costs of a dependant or spouse on reunion travel and for the period of the reunion visit as follows:

- necessary medical or hospital treatment;
- essential emergency dental treatment costs in excess of Australian costs for similar treatment.

17.1.12 To be eligible for assistance with health care a medical and dental clearance must be obtained during the pre-posting period or before the first reunion visit. If a clearance is not obtained, this does not negate their entitlement to travel, however the dependant will not be covered by the department for health care assistance.

17.1.13 If a dependant elects to deviate from the direct route during their reunion travel, and is not accompanying the parent on recreation leave, the

dependant will not be covered for health care assistance. In such cases, it is recommended that travel insurance be purchased to cover the relevant period.

Reunion travel by another person

17.1.14 An employee may have an entitlement to reunion travel in respect of a person (who is not a dependant) who has been removed at departmental expense to the employee's post, if the Secretary considers that person should be reunited at departmental expense with another person.

See: Schedule 1 – Delegations

17.1.15 For the purposes of eligibility the person is treated as a dependant and travels as though it were a reunion visit. Maximum entitlement is the allowable travel cost for return travel from the post to Australia.

Arranging Reunion Travel

17.1.16 All reunion travel must be arranged through Overseas Conditions Section at least four weeks prior to the proposed travel by the employee completing a *Request for Reunion Fare* form. In accordance with DIAC's corporate travel contract, all reunion travel **MUST** be booked by Overseas Conditions Section through Carlson Wagonlit Travel. The exception to this rule is in the case of reverse reunion travel when an employee may be able to book a cheaper direct fare at the post. Reunion travel is not a flexible fare entitlement and DIAC is not able to arrange for alternative routes or non-essential stopovers. The Department is not able to reimburse the costs of reunion travel arrangements made independently by officers or family members except where an officer has utilised reverse reunion travel as outlined above.

Part 2 – Number of reunion visits

Frequency of Reunion Visits

17.2.1 The Secretary may approve reunion travel to the post for a dependant or spouse, based on the following frequencies. The Secretary will decide the frequency, if any, of reunion entitlements not covered in the below table.

See: Schedule 1 – Delegations

Location of child or spouse	Frequency
Child in Australia with both parents or sole parent at post.	One reunion fare at the end of each school term. If the school has less than four terms, the fourth reunion is to be taken at a reasonable interval.
Child in Australia with one parent at post.	Two reunion fares per reunion year.
Child at post with one parent (who is not the employee's spouse) in Australia.	No entitlement to reunion travel.
Child in Australia with parents on separate postings.	Four reunion fares per reunion year to either post as agreed by the parents.

Child under 18yo studying full-time in a third country location.	No entitlement to reunion travel.
Full-time tertiary student under 23yo in Australia.	One reunion fare per reunion year.
Full-time tertiary student under 23yo in Australia with parents on separate postings.	One reunion fare per reunion year to each parent.
Full-time tertiary student under 23yo studying full-time in a third country location.	No entitlement to reunion travel.
Spouse who remains in Australia and intends to do so for the duration of the employee's posting.	One reunion fare per reunion year.
Spouse living in a third country location.	No entitlement to reunion travel.
Spouse and employee on concurrent separate postings.	Two reunion fares per reunion year.
Child living at an overseas location other than the employee's post and receiving education assistance under the provisions of this manual.	One reunion fare at the end of each school term. If the school has less than four school terms, the fourth reunion is to be taken at a reasonable interval.
Child at the employee's post whose other APS employee parent is on long-term posting to another post.	Two reunion fares per reunion year to the employee parent's post.

Entitlements for tertiary students

17.2.2 To allow maximum flexibility, eligible tertiary students may use their final reunion entitlement with travel to be commenced by 31 December in the relevant year, and completed prior to commencement of the following academic year, in the following circumstances:

- after completion of final exams for that academic year; or
- in the year in which the student turns 23 years of age.

17.2.3 All entitlements to reunion allowance will cease when a dependant turns 23 years of age.

17.2.4 An eligible tertiary student must provide satisfactory documentation of undertaking full time tertiary study at the time of their requesting a reunion, during each year that they claim entitlement.

Reduction of entitlement in certain circumstances

17.2.5 The Secretary may reconsider and revoke the authorisation of additional reunion visits not yet taken in any year, if, while travelling in the course of official duty or assisted leave travel, an employee or the employee's spouse:

- travels to the country in which the dependant lives; or
- takes one week or more of leave (other than sick leave) in the country in which the dependant lives.

See: Schedule 1 – Delegations

Part 3 – Reverse reunion visits

17.3.1 An employee may choose to be reimbursed for reunion travel undertaken by the employee or the employee's spouse (but not both) once per reunion year to visit a dependant instead of being reimbursed for a reunion visit by that dependant. Reverse reunions will not be approved when there is less than three months of the employee's posting period remaining.

17.3.2 The number of reunion visits in the year in which the employee or spouse travels is to be reduced by one for each dependant who lives at the location to which the employee and/or spouse travels.

17.3.3 The cost of a reverse reunion visit shall not exceed the combined cost of a reunion visit by each dependant to travel to the post at which the employee/spouse lives.

17.3.4 Reunion travel is calculated on a return journey from the post to the location at which the dependant lives, regardless of the location at which the employee or spouse and the dependant reunite.

Section 18 – Compassionate Travel

Part 1 – General information

Purpose

18.1.1 Compassionate travel is provided to an employee or their accompanying spouse (but not both) when a close relative in Australia is critically ill or dies. Where there is a serious family crisis involving the welfare of a close relative in Australia, special travel may be approved under this section.

Application

18.1.2 This section applies to an employee and accompanying spouse on a long-term posting, short-term mission, international business travel or short-term assignment from the day of arrival at post and ends on the day of departure from post. There is no entitlement to access travel in respect of the same relative more than once during a posting.

Definitions

18.1.3 For the purposes of this section:

Allowable travel cost means the minimum cost of fully flexible economy class air travel.

Close relative means:

- the employee;
- the employee's spouse;
- a child or parent of the employee or the employee's spouse;
- another person who stands in a similarly close relationship to that of a child or parent and is, because of special circumstances, approved by the Secretary as a close relative (eg. a step parent or sibling who has played a parental role in the employee's or spouse's upbringing).

Critically ill means a life threatening illness or injury judged by the treating doctor to pose a serious risk of death in the short term.

See: Schedule 1 – Delegations

Fare liability

18.1.4 If a close relative of an employee on posting or of the employee's spouse at post, dies or becomes critically or dangerously ill, and the employee or spouse travels to the location in Australia where the close relative lived prior to death, or travels to the location in Australia at which the funeral of the close relative is held, or travels to another location in Australia for the purpose of visiting the close relative while the close relative is critically or dangerously ill, the Secretary may approve reimbursement to the employee for an amount equal to the lesser of:

- the amount of fares incurred by the employee or spouse for the travel; or

- the allowable travel cost for the travel.

See: Schedule 1 – Delegations

18.1.5 In the case of the death of an employee's or accompanying spouse's child in Australia, the allowable cost for both parents to travel to Australia will be met by the department.

Fare liability – close relative to visit a sick employee

18.1.6 If an employee on duty overseas or their accompanying spouse at post, becomes critically or dangerously ill and a close relative travels to visit that person while they are critically or dangerously ill, the Secretary may approve reimbursement to the employee or spouse for an amount equal to the lesser of:

- the amount of fares incurred by the close relative for travel to and from that post; or
- the allowable travel cost for the travel.

See: Schedule 1 – Delegations

Fares of child to accompany person travelling

18.1.7 The Secretary may authorise a child to accompany the person travelling at departmental expense under this section, if:

- the person travelling under this section is the parent or guardian of the child; and
- the Secretary is satisfied that it is impractical to make other appropriate arrangements for the care of the child, having regard to:
 - the age of the child;
 - any arrangements the person could make for the care of the child in the circumstances; and
 - the circumstances in which the person is to travel.

See: Schedule 1 – Delegations

Fare liability – travel to a third country

18.1.8 If travel is to a location other than Australia, the maximum cost of fares to the employee or accompanying spouse is equivalent to the allowable travel 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 spouse had they been living in Australia.

18.1.9 This provision ensures employees overseas are not disadvantaged but meet the same costs as staff in Australia who need to personally meet the cost of their compassionate travel to locations overseas.

Medical certificate required in cases of illness

18.1.10 A medical certificate must be provided for the employee to be reimbursed for compassionate travel in cases of critical illness. The medical certificate must be issued by the medical practitioner who has been treating the relevant illness and must certify that the employee, or spouse or close relative of the employee was critically or dangerously ill during the period specified.

Eligibility of close relatives

18.1.11 If more than one close relative of an employee is available to travel, or travels, under this section to visit an employee or spouse, reimbursement will be made in respect to only one close relative whom the Secretary considers most appropriate.

See: Schedule 1 – Delegations

Limitation on the entitlement

18.1.12 An employee, spouse or close relative is not entitled to be reimbursed for travel more than once during a posting for the illness or death of the same person unless the Secretary is satisfied, having regard to any relevant factors, that there are special circumstances making additional travel essential.

See: Schedule 1 – Delegations

Insurance of personal effects

18.1.13 The department's insurance provider (Comcover) does not cover loss/damage to personal effects of close relatives or dependants of employees. Close relatives and dependants that travel under this section should obtain travel insurance for the duration of the travel.

Insurance for health care

18.1.14 Close relatives are not covered for health care assistance when travelling under this section and should arrange appropriate travel insurance for the duration of their travel. Employees and dependants travelling outside Australia under this section are covered under the health care assistance provisions of this manual while the employee is in receipt of overseas allowances.

Access to leave during compassionate travel

18.1.15 Employees travelling under this section must apply for leave for the duration of their absence, including travel time. Compassionate Leave is available under the DIAC Enterprise Agreement. If additional leave is required, employees must apply for Sick and Personal Leave or Annual Leave.

Section 19 – Emergency Evacuations

Part 1 – General Information

Purpose

19.1.1 This section provides conditions and entitlements for employees and their dependants at post or on official business overseas (ie STM or IBT), when the Secretary or Minister authorises the temporary or permanent departure from a post, country or region overseas. The conditions apply to the following three departure scenarios:

- directed orderly departure;
- emergency evacuation; and
- voluntary departure at official expense.

Definition

19.1.2 For the purposes of this section:

Minister is either the Minister for Foreign Affairs or the Minister for Immigration and Citizenship.

Period of departure is the period beginning the day an employee or dependant departs from post and ends on:

- in the case of an employee, whichever is the earlier of:
 - the day the employee returns to the post;
 - the day an employee's posting is terminated; or
 - the day an employee begins living permanently in Australia or at a location other than the post; and
- in the case of a dependant, whichever is the earlier of:
 - the day the dependant returns to the post;
 - the day a dependant leaves the post because of the termination of the employee's posting; or
 - the day a dependant begins living permanently in Australia or at a location other than the post.

Access to other entitlements

19.1.3 Irrespective of the circumstances of an employee's departure from a post under this section, employees do not attract any other allowances or payments except where the Secretary may otherwise determine. In particular, there are no entitlements to:

- rest periods while travelling;
- reimbursement for any incidental costs, including telephone calls and transport. Such costs must be met from the out-of-pocket incidental costs supplement provided in Part 2;
- transport in Australia;
- health costs in Australia; or
- education assistance as Government schooling is the benchmark for Australia, the Department will not meet private school or tuition costs.

There is no change to the provisions for children in boarding school if one or both parents return on a directed departure to Australia or another approved location.

See: Schedule 1 – Delegations

Part 2 – Directed orderly departure

Description

19.2.1 A directed orderly departure may occur where a Minister directs all dependants and certain or all employees to depart a post, country or region overseas. The directed orderly departure scenario assumes conditions in country allow ample times for those departing to plan and organise their travel and to put their local affairs in order.

Destination centre

19.2.2 The Secretary will determine an employee's and their dependants' destination centre which will normally be Canberra. Employees and dependant's may be approved to travel to an alternative destination in Australia, depending on the circumstances. Proposals for travel to alternative destinations in Australia must be submitted prior to travel and must include reasons for the request, the cost of the travel and accommodation arrangements at the destination.

See: Schedule 1 – Delegations

19.2.3 The Secretary may approve for an employee and their dependant's to travel to a third country instead of the authorised destination centre. Travel to a third country will only be approved where travel to the destination is considered to be safe. DFAT's travel advisories will be considered in determining a safe destination.

See: Schedule 1 – Delegations

19.2.4 Where the Secretary approves for dependants to travel to a third country instead of the authorised destination centre, travel costs additional to the notional direct post/authorised destination centre return cost are a personal expense.

Travel

19.2.5 Travel by air or train must be by the most direct route. For air and train fare class entitlements refer to Section 2, Part 2 of this policy.

19.2.6 An employee and dependants may only travel by private motor vehicle, where the Secretary deems it appropriate and approves the means of travel prior to departure from destination.

19.2.7 Motor Vehicle Allowance applicable for the employee's post will be paid on these occasions. Motor Vehicle Allowance covers only the direct travel between the post and the approved destination.

19.2.8 If a more appropriate form of transport for a lower cost can be utilised, only the amount of this transport will be paid. For example, if the cost

of an airfare to the destination is less than the reimbursement of motor vehicle kilometres, only the cost of the airfare will be reimbursed to the traveller.

Excess Baggage

19.2.6 An employee and dependants travelling by air each receive 12 kilograms of excess baggage allowance.

Storage of Effects

19.2.7 When an employee and dependants depart a post under this section, personal effects including motor vehicles may be stored at official expense at post. DIAC will take advice from Post Administration regarding alternative cost-effective arrangements such as hiring guards or arranging for domestics to live-in for the duration of the departure.

Continuation of post allowances

19.2.8 Employees continue to receive full overseas allowances for a period of up to three months after an authorised temporary departure from a post. In the event of a prolonged departure from post in excess of three months, the Secretary may review the continuing payment of post allowances in the context of the particular circumstances and evacuation package.

See: Schedule 1 – Delegations

19.2.9 Employees at hardship posts continue to receive hardship allowance and accrue additional annual leave as appropriate during their departure for up to three months at which time there will be a review of continuation of allowances in accordance with the above clause.

Continuation of meal allowances for IBT and STM travel

19.2.10 Employees on IBT and STM travel will continue to receive full meal and incidental allowances until their arrival back into Australia.

19.2.11 In the event of a prolonged departure from post in excess of three months, the Secretary may review the continuing payment of full meal allowances in the context of the particular circumstances (ie accommodation arrangements).

Accommodation

19.2.12 The cost of reasonable commercial accommodation with cooking facilities will be met as an official expense for the duration of the temporary departure. Reasonable cost limits based on Canberra accommodation rates will be advised by Overseas Conditions Section prior to departure from post. If employees or dependants elect to stay in accommodation which exceeds the authorised cost limits, the extra cost is a personal expense. If an employee or dependants elect to relocate to different accommodation, associated arrangements and relocation costs are a personal responsibility. No payment will be made for private accommodation arrangements with relatives or friends.

19.2.13 Where the authorised departure destination is Australia, no accommodation is paid for a dependant who travels to a third country. The department will pay the basic accommodation costs, including any bond if

required, directly to the managing agent. In such cases dependants must observe the requirements of the accommodation lease including any check-in or check-out procedures and employees will be liable for any costs recovered from the bond by the agent for cleaning, damage, etc.

Meal supplement

19.2.14 Two thirds of the DEEWR meal allowance rate for the particular domestic destination (not including incidental payment) will be paid to employees on Long Term Posting and each dependant while in Australia on temporary departure from post. Meal allowances will not be paid for a dependant who travels to a third country if the authorised destination centre is Australia. For authorised destinations outside of Australia the applicable meal allowance for that destination will be that provided by ECA.

See: Section 2.4.7 – Rates of travel allowance

See: Schedule 1 – Delegations

19.2.15 Meal allowance will be advanced to an employee's Australian bank account once confirmation of departure from post is received. An advance of this kind must be acquitted using the Travel Diary. Refer to Section 2 – Acquittal of travel allowance. If the employee returns to post prior to the end of the advance period, any outstanding meal allowance must be repaid to the department.

See: Schedule 1 – Delegations

Out-of-pocket incidental costs

19.2.16 To assist with out-of-pocket incidental costs incurred during a temporary departure or evacuation, employees will receive a one-off relocation supplementation payment of AUD580.00 per adult and AUD290.00 per dependant. The payment is intended to assist with meeting expenses of an incidental nature (eg clothing, transport, telephone calls and other similar matters) relating to the authorised evacuation. This payment will be subject to income tax and will be grossed-up to include the PAYG liability. The Secretary may review and adjust the amount of relocation supplement payment in July each year.

See: Schedule 1 – Delegations

Reunion travel

19.2.17 If an employee remains at post, they will receive a reverse reunion visit if their dependant children are on a directed departure for a period exceeding three months. If an employee was previously in receipt of reunion entitlements, their normal reunion entitlement is reduced by one visit if a reverse reunion is undertaken. Reunion travel will not be approved to a post that is subject to a directed departure instruction or a voluntary departure.

Return to post

19.2.18 An employee must return to post or official duties at the direction of the Secretary. All financial assistance for an employee's dependants remaining in Australia will cease seven days after the dependants have been authorised by the Secretary to return to the post.

See: Schedule 1 – Delegations

Part 3 – Emergency evacuation

Description

19.3.1 An emergency evacuation may occur when the situation at post or at destination (in country) is critical and a Minister or Secretary directs an immediate emergency evacuation (for example, war-like activities in country, natural disaster, terrorism).

Conditions and entitlements

19.3.2 If a Minister directs the emergency evacuation of a post, the conditions and entitlements applying to a “Directed orderly departure” specified under Part 2 of this section will apply with the following variations:

- transport will be by whatever means and class is available at reasonable cost and which ensures the safety of employees and dependants;
- an employee and dependants will receive 20 kilograms of excess baggage allowance per person. The Secretary may authorise additional excess baggage; and
- the Secretary may authorise the reimbursement of reasonable costs necessarily incurred by an employee for purchasing apparel or other personal items as considered reasonable in order to live at the evacuation location. Reimbursement for expenses incurred should not be anticipated.

See: Schedule 1 – Delegations

Authorised person to contact next of kin

19.3.3 In the event that an employee is involved in an emergency situation overseas during a period of official business, the responsibility to contact the employee's next of kin rests with the FAS, People and Executive Services Division.

Part 4 – Voluntary departure at official expense

Description

19.4.1 A voluntary departure from post at official expense might occur when there are certain situations that while they may not warrant a directed orderly departure from post, a Minister may authorise the voluntary departure at official expense of dependants and certain employees and their return to post at a later date.

Conditions and entitlements

19.4.2 When an employee or their dependants are authorised to depart a post on a voluntary basis and later return at official expense, the “Directed orderly departure” conditions and entitlements specified in Part 2 of this section will apply unless the Secretary determines otherwise.

See: Schedule 1 – Delegations

Part 5 – Loss or damage to possessions

Amount payable for possessions

19.5.1 Where an employee suffers loss or damage to their possessions through war, civil unrest or similar occurrences, they may be indemnified for the losses by the Secretary when they are not otherwise able to claim against their World Wide Multiple Risk Cover or other appropriate insurance for the loss or damage suffered. In considering the amount payable, the Secretary should have regard to:

- the nature and extent of the possessions lost or damaged;
- the amount that an insurer would pay to the employee for the loss or damage;
- any competent valuation for the loss or damage; and
- the estimated residual value of the possessions, taking into account their cost and subsequent depreciated value.

See: Schedule 1 – Delegations

Loss of possessions for IBT and STM travellers

19.5.2 Lost or damaged personal items or official items in the custody of an IBT or ATM traveller are covered by Comcover. For further details contact DIAC's Comcover Manager.

Possessions covered

19.5.3 Possessions covered under this part include:

- household goods that were removed to post at departmental expense;
- food, beverages and other household consumable goods; and
- a private motor vehicle.

Employee uninsured

19.5.4 If, an employee did not arrange for their possessions to be adequately insured and the Secretary considers it reasonable that an employee would have insured their possessions against the event that caused loss or damage to the possessions, the amount paid to the employee must be reduced by the amount that the employee could reasonably expect to have received under a contract of insurance, if the employee had arranged for the possessions to be adequately insured and had been successful in recovering the loss or damage from the insurer.

Section 20 – Bereavement

Part 1 – General information

Definition

20.1.1 **Close relative** means:

- the employee;
- the employee's spouse;
- a child or parent of the employee or the employee's spouse; or
- another person who has a similarly close relationship to the employee and because of special circumstances, is approved by the Secretary as a close relative.

See: Schedule 1 – Delegations (clause 20.1.3)

20.1.2 If an employee dies whilst undertaking a long term posting, short term mission, short term assignment or international business travel, any entitlements and obligations that would have been applicable in relation to dependants are to continue to apply to the dependants during the relevant period, except that:

- overseas living allowances are payable at the rate that would have been payable, but for the employee's death;
- for the purposes of assistance with the education of a child, the deceased employee is taken to have returned to Australia on the day on which the employee died; and
- transport for dependants and their possessions may be provided to a location other than Australia but the amount paid must not be more than the amount the department would have paid for their transport to Australia.

Relevant period

20.1.3 The "relevant period" for the purposes of this section, is a period determined by the Secretary. If the "relevant period" is due to end and the Secretary is satisfied, having regard to any relevant factors, that dependants should be granted more time to conclude their arrangements at the post, the Secretary may extend the "relevant period" to a day considered reasonable in the circumstances.

See: Schedule 1 – Delegations

Authorised person to contact next of kin

20.1.4 In the event that an employee dies overseas during a period of official business, the responsibility to contact the employee's next of kin rests with the FAS, People and Executive Services Division.

Funeral costs of employee/dependant

20.1.5 If either an employee who is overseas on official business, or a dependant living overseas with the employee dies, the department will pay the cost of returning the employee's or dependant's body (or ashes) to Australia if so requested by the next of kin. Alternatively, the department will reimburse

to the deceased's legal personal representative the amount by which the cost of the employee's or dependant's funeral at the overseas locality exceeds the reasonable cost that would have been incurred if the body was returned to Australia.

20.1.6 For the purposes of the above clause, the cost of an employee's or dependant's funeral at an overseas locality is taken to include the cost of returning the employee's or dependant's ashes to Australia if the employee's or dependant's body is cremated at the post.

Fares to attend a funeral overseas

20.1.7 If an employee on duty overseas, or the employee's spouse, dies and a close relative of the employee or spouse travels to a post to attend the funeral or make necessary arrangements arising from the death of that person and the remains of the person are not to be removed at departmental expense, the employee or spouse is entitled to be reimbursed the lesser of:

- the amount of fares incurred by the close relative to travel to and from that post; or
- the allowable travel cost for the travel.

Section 21 – Hardship Post Conditions

Part 1 – General information

Introduction

21.1.1 This part describes the department's hardship post package and explains the hardship ranking system used by the department's service provider, Employment Conditions Abroad (ECA).

DIAC's hardship post package

21.1.2 The DIAC hardship post package compensates employees for the difficulties associated with working and living in designated hardship locations. The package (refer to Parts 2 – 6 of this section) comprises allowances and assistance including Hardship Post Allowance, Attraction Allowance, Special Location Supplement Allowance, Additional Child Allowance, Assisted Leave Fares, Additional Annual Leave and Refugee Camp Hardship Allowance.

See: Section 14 – Dependant and family allowances

See: Section 23 – Hardship Posts – Assisted Leave Fares

Post hardship elements

21.1.3 The standard post rankings developed by ECA form the basis for determining the relative hardship of the department's overseas post locations. The main elements used by ECA to determine post rankings are:

- personal security and socio-political tensions;
- health services;
- housing utilities and education;
- language and culture;
- availability of goods and services;
- isolation;
- social network and leisure; and
- climate.

Post hardship categories

21.1.4 Posts are ranked by ECA using a number of regional bases according to six categories ranging from category A (least difficult) to category F (most difficult). DIAC use the hardship categories determined by ECA on a general Australia and New Zealand region base. ECA also rank posts on an Australia (Sydney), Australia (Canberra) and Australia (Melbourne) base and rankings will vary depending on the base used.

21.1.5 DIAC employees working and living at category C, D, E and F hardship posts receive hardship post entitlements. Employees working at category A and B hardship posts do not receive hardship post entitlements.

Review and adjustment of post hardship categories

21.1.6 Post location rankings are reviewed by ECA annually in March (the Adapt Location Ranking Survey) and the revised post hardship categories come into effect from September. DFAT post administration organise expatriate participation in the Adapt Location Ranking Survey on behalf of

DIAC per item 21, Attachment A of the DFAT/DIAC Service Level Agreement. Staff should be aware that adjustment to post hardship rankings may occur during the course of a posting as a result of the ECA location ranking review and the changes may affect the level of hardship post conditions and entitlements applicable to employees.

21.1.7 In addition to the ECA annual review of post hardship rankings, the Secretary may temporarily adjust a post hardship category to meet a short-term deterioration in one or more of the elements that determine post hardship rankings.

See: Schedule 1 – Delegations

Part 2 – Hardship Post Allowance

Purpose

21.2.1 Hardship Post Allowance is paid at certain posts to compensate for the adverse effects on employees' lifestyle and welfare which may be assessed as being significantly inferior to those in Australia. It provides additional remuneration to enable employees to fund alternate means of relief from the difficult environment. The allowance is paid on a sliding scale according to the post's hardship ranking. Employees working at category A and category B posts do not receive Hardship Post Allowance.

Eligibility

21.2.2 An employee on a long-term posting or short-term assignment at a designated category C, D, E or F hardship post is entitled to Hardship Post Allowance. Employees on a short-term mission at a category C, D, E, or F designated hardship post for a continuous period of 28 days or more will receive pro-rated Hardship Post Allowance.

See: Section 2, Part 5

Period of entitlement

21.2.3 Hardship Post Allowance is paid from the day an employee starts duty at post on a long-term posting, short-term mission or short-term assignment and ends on the day the employee ceases duty at the post. Employees who proceed on recreation leave immediately on arrival at post are taken to start duty on the first working day after their recreation leave ends.

Accompanied employees

21.2.4 Employees who are accompanied by a spouse who lives with them continuously at post will receive the accompanied rate of Hardship Post Allowance. If an employee's spouse/partner is absent from the post for more than 28 days, they will be deemed to be an unaccompanied employee and accompanied rates of Hardship Post Allowance may not apply.

See: Schedule 2 – Definitions

Employee couples

21.2.5 The nominated employee of an employee couple on a long-term posting at the same hardship post will receive the accompanied rate of Hardship Post Allowance.

Dual-agency employees

21.2.6 If the nominated employee of a dual-agency employee couple is a DIAC employee, the employee will receive Hardship Post Allowance at the accompanied rate.

Rate of Hardship Post Allowance

21.2.7 The accompanied and unaccompanied rates of Hardship Post Allowance by category are calculated as follows:

Hardship post ranking	% of Av Overseas Salary	Accompanied Hardship Post Allowance	Unaccompanied Hardship Post Allowance
Category C	15%	$.15 \times \text{Average Salary} \times 1.2 = \text{A\$14,760pa}$	$.15 \times \text{Average Salary} \times .80 = \text{A\$9,840pa}$
Category D	20%	$.20 \times \text{Average Salary} \times 1.2 = \text{A\$19,680pa}$	$.20 \times \text{Average Salary} \times .80 = \text{A\$13,120pa}$
Category E	25%	$.25 \times \text{Average Salary} \times 1.2 = \text{A\$24,600pa}$	$.25 \times \text{Average Salary} \times .80 = \text{A\$16,400pa}$
Category F	30%	$.30 \times \text{Average Salary} \times 1.2 = \text{A\$29,520pa}$	$.30 \times \text{Average Salary} \times .80 = \text{A\$19,680pa}$

Average Salary

21.2.8 The average salary for calculating Hardship Post Allowance is AUD82,000. The differential accompanied and unaccompanied rates of Hardship Post Allowance are determined by applying the ratio 3:2. The Secretary may review the average salary for calculating Hardship Post Allowance on 1 July taking into account annual pay rises provided during the previous 12 months under the DIAC Enterprise Agreement.

See: Schedule 1 – Delegations

21.2.9 Hardship Post Allowance is grossed-up and paid as taxable salary. It will be subject to PAYG withholding tax in the hands of employees. Hardship Post Allowance does not count as salary for superannuation or long service leave purposes.

Payment during and on cessation of posting

21.2.10 Employees are entitled to Hardship Post Allowance for the same periods of service at, and absence from, the designated hardship post as for Cost of Living Allowance and Cost of Posting Allowance. Hardship Post Allowance is not payable for a recall to duty while on paid leave unless the employee is recalled to duty at a designated hardship post.

Entitlement when post hardship rating changes

21.2.11 If a post hardship rating changes, an employee's Hardship Post Allowance will be adjusted on the first pay day in January following receipt of advice from Employment Conditions Abroad, unless determined otherwise by the Secretary.

See: Schedule 1 – Delegations

Part 3 – Hardship Post – Attraction Allowance

Purpose

21.3.1 Attraction Allowance is provided in order to attract suitable employees to work at certain hardship posts where the department experiences difficulty in recruiting staff.

Eligibility

21.3.2 Each departmental employee (including each member of an employee couple) on long-term posting or a short-term assignment of at least 12 months to either Tehran (Iran) or Port Moresby (Papua New Guinea) will be entitled to payment of Attraction Allowance for each year of their posting period at these localities. If the nominated employee of a dual-agency employee couple is a DIAC employee the employee will be eligible for Attraction Allowance while on a long-term posting at a post where Attraction Allowance applies.

21.3.3 Employees on short-term missions at posts to which Attraction Allowance applies are not eligible for payment of Attraction Allowance.

Rate of Attraction Allowance

21.3.4 The rate of Attraction Allowance is AUD5,000 net per annum per employee. The allowance will be paid fortnightly during the period of posting. The allowance will be grossed-up to compensate employees for the PAYG income tax liability on the allowance.

21.3.5 The Secretary may review the rate of Attraction Allowance on 1 July each year to reflect changes in the Consumer Price Index. The Secretary may determine the duration and add or delete localities to which Attraction Allowance will apply.

See: Schedule 1 – Delegations

Payment during and on cessation of posting

21.3.6 Employees are entitled to Attraction Allowance for the same periods of service and absence from the designated post as for Overseas Living Allowance and Cost of Posting Allowances. Attraction Allowance is not payable for a recall to duty while on paid leave unless the employee is recalled to duty at an Attraction Allowance post.

Part 4 – Hardship Post – Special Location Supplement Allowance

Purpose

21.4.1 Special Location Supplement Allowance provides temporary additional remuneration and compensation to departmental employees required to work at overseas locations where regular security incidents, heightened socio-political tensions, environmental disasters and the like have impacted, or may impact, adversely on the personal security and/or welfare of employees and their families.

Eligibility

21.4.2 Employees on long-term posting at overseas localities to which a Special Location Supplement Allowance applies will be eligible to receive Special Location Supplement.

Accompanied employees

21.4.3 Employees who are accompanied by a spouse who lives with them continuously at post will receive the accompanied rate of Special Location Supplement Allowance. If an employee's spouse/partner is absent from the post for more than 28 days, they will be deemed to be an unaccompanied employee and the unaccompanied rate of Special Location Supplement Allowance will apply.

See: Schedule 2 – Definitions > Accompanied employee

Employee couples

21.4.4 The nominated employee of an employee couple on a long-term posting at the same hardship post will receive the accompanied rate of Special Location Supplement Allowance.

Dual-agency employees

21.4.5 If the nominated employee of a dual-agency employee couple is a DIAC employee, the employee will receive Special Location Supplement Allowance at the accompanied rate.

Rate of Special Location Supplement Allowance

21.4.6 When circumstances warrant, the Secretary will determine the rate and duration for a Special Location Supplement Allowance to apply at a particular locality. The rate will be set as a percentage of the category F Hardship Post Allowance specified in this Section for all localities. The Secretary will review the rate and duration of payment of Special Location Supplement Allowance at least annually and add or delete locations that will be subject to the allowance.

See: Schedule 1 – Delegations

21.4.7 The Special Location Supplement Allowance is to be grossed up and paid as taxable salary to compensate employees for PAYG income tax liability on the allowance.

Payment during and on cessation of posting

21.4.8 Employees are entitled to Special Location Supplement Allowance for the same periods of service and absence from the post as for Overseas Living Allowance and Cost of Posting Allowance. The allowance is not payable for a recall to duty while on paid leave unless the employee is recalled to duty at a post where Special Location Supplement Allowance applies.

Part 5 – Refugee Camp Hardship Allowance

Definition

21.5.1 A ‘designated refugee camp’ is a recognised United Nations refugee camp or a refugee camp that is designated by the Secretary.

See: Schedule 1 – Delegations

See: Schedule 2 – Definitions

Application and rate

21.5.2 If the Secretary is satisfied that it will cause hardship, an employee (on a short-term mission, short-term assignment or a long-term posting) who performs duty at a designated refugee camp may receive a Refugee Camp Hardship Allowance (RCHA) for each day of duty in that camp. The RCHA is payable at 32% of the minimum APS6 salary level specified in the DIAC Enterprise Agreement. RCHA is to be grossed up and paid as taxable salary to compensate employees for PAYG income tax liability on the allowance.

See: Schedule 1 – Delegations

Part 6 – Hardship Post – Additional Annual Leave

Purpose

21.6.1 Additional Annual Leave is provided to employees working at category C, D, E and F hardship posts to supplement their normal Annual Leave credits. This ensures employees have sufficient recreation breaks from their hardship environment to access suitable medical, dental and shopping facilities not generally available at hardship posts.

Eligibility for Additional Annual Leave

21.6.2 Each employee (including each employee of an employee couple) at a designated hardship post is entitled to Additional Annual Leave days, in addition to their normal Annual Leave credits, as follows:

- category C hardship posts – 8 x additional Annual Leave days per annum;
- category D hardship posts – 9 x additional Annual Leave days per annum; or
- category E and F hardship posts – 10 x additional Annual Leave days per annum.

Period of entitlement

21.6.3 Additional Annual Leave accrues from the day the employee arrives to commence duty at the post on a long-term posting or on a short-

term assignment of at least 12 months and ends on the day the employee's posting ends. If employees proceed on leave immediately on arrival at post, they are taken to commence duty on the first working day after the Annual Leave ends.

21.6.4 Employees on a short-term mission or who are on duty at post for less than 12 months at a hardship post are not entitled to additional Annual Leave under this part.

Accrual of Annual Leave

21.6.5 Normal Annual Leave credits accrue to employees as provided in the DIAC Enterprise Agreement. Annual Leave credits, including any additional Annual Leave days specified in this part, accrue daily and are credited after each month of service at post.

Deeming of Annual Leave

21.6.6 Employees who have more than three (3) years' Annual Leave credits (including additional Annual Leave days) accrued after 1 January will be subject to any DIAC Enterprise Agreement provisions for the deeming of Annual Leave that may exist.

See: DIAC Enterprise Agreement

See: People Services Policy No. 4 – Leave Policy

Entitlement when a hardship ranking changes

21.6.7 If a post hardship ranking changes resulting in a change to the number of days additional Annual Leave entitlement, adjustment to an employee's Annual Leave accruals will take effect from 1 January in the subsequent year, unless determined otherwise by the Secretary.

See: Schedule 1 – Delegations

Section 22 – Hardship Posts – Assisted Leave Fares (ALF)

Part 1 – General information

Purpose

22.1.1 The assisted leave fare provisions are intended to assist employees and their families on long-term posting to category C, D, E and F hardship posts to regularly leave the post locality during a period of annual leave to:

- obtain relief from the hardship of the local environment;
- gain access to adequate medical, hospital and dental services and facilities; and
- access facilities for buying household and personal items which are unavailable at the post.

22.1.2 The entitlement is to be used to assist with the purchase of return economy class airfares only and cannot be used for purchasing first class or business class airfares, accommodation, meals, car/campervan hire, train fares, taxi fares, entry to theme parks, etc.

Definitions

22.1.3 For the purposes of this section:

Allowable travel cost is the minimum cost of air travel between two localities if:

- the travel is undertaken on an airline which has seats available at the required time and that offers a reasonable standard of safety and security;
- stopovers are avoided wherever practicable;
- advantage is taken of concessions and discounts (including discount for advance purchase, flexi saver) which would be available from the department or post travel service provider with reasonable planning

Example: advance purchase, flexi saver fares

- all taxes, fees and charges relating to the cost of the air travel are included in the airfare.

Assisted Leave Fares (ALF) are return economy class airfares to either a prescribed Regional Leave Centre or a Relief Leave Centre.

Assisted Leave Fare to Australia (ALFA) is a return economy class airfare to the location in Australia where the employee lived prior to their posting.

Australia, for assisted leave fare purposes, means the capital city in Australia with the lowest allowable travel costs from post (excluding Perth, Darwin and Hobart).

Prescribed leave centre is a Regional or Relief Leave Centre specified in Schedule 9 for an employee's locality of posting.

Regional leave centre for assisted leave fare purposes means Australia, London or Miami.

Relief leave centre for assisted leave fare purposes means a leave centre other than Australia, London or Miami.

See: Schedule 9 – Prescribed Regional and Relief Leave Centres

Frequency of ALF entitlements

22.1.4 A list of prescribed leave centres and the frequency of assisted leave fare entitlements applicable to individual posts and posting periods are listed in Schedule 9. Assisted leave fare entitlements must be taken individually and cannot be combined or blocked together to obtain a higher value from the entitlement (eg. to offset the cost of travel to an alternative destination or to purchase business class fares).

See: Schedule 9 – Prescribed Regional and Relief Leave Centres

Entitlement if a hardship rating changes

22.1.5 In November each year Employment Conditions Abroad (ECA) advise if a post's hardship rating has changed as a result of the ECA Adapt Location Ranking Survey that is conducted in May each year. If a hardship rating change results in the loss of an ALF entitlement for the post:

- employees working at post prior to the last payday in September will not lose any ALF entitlements and will have until the end of their current period of posting to utilise their original ALF entitlements; and
- employees who have commenced at post since the last payday in September will be subject to the assisted leave fares applicable to the new hardship rating for the post.

22.1.6 If a hardship rating change results in additional ALF entitlements for a post, employees at post who have at least 6 months remaining until their current posting ceases will be eligible for the additional assisted leave fare entitlements.

Eligibility for Assisted Leave Fares

22.1.7 An employee on long-term posting at a category C, D, E or F hardship post who is granted a period of annual leave of at least seven days duration and who undertakes return travel to a prescribed leave centre in conjunction with the leave, is eligible for assisted leave fares specified for the employee's locality of posting.

See: Schedule 9 – Prescribed Regional and Relief Leave Centres

22.1.8 There is no eligibility for assisted leave fares in the following circumstances:

- before an employee's long-term posting commences;
- after an employee's period of posting ends;
- for return travel to an in-country destination unless the destination is a prescribed regional or relief leave centre;

- for travel by the employee or dependants to a destination that does not meet the purpose for which assisted leave fares are intended;
- for travel by the employee or dependants to a destination where travel advisories recommend 'not to travel';
- for travel when the employee and dependants will not be returning to the post location;
- for return travel by an employee that is not taken in conjunction with at least seven days annual leave;
- for employees on a short-term assignment; or
- for return travel taken by the employee and dependants within three months of the employee commencing or ceasing duty at post.

Accompanied employees

22.1.9 In this section an employee's eligible dependants are not required to travel with the employee or travel in conjunction with a period of annual leave taken by the employee.

Dual-agency employees

22.1.10 A dual-agency employee and their dependants will be subject to the assisted fare entitlements provided by the agency of the employee nominated as the accompanied employee.

Employee couples

22.1.11 Only one employee of an employee couple is eligible for assisted leave fare entitlements for their family unit. The other employee will be entitled to assisted leave fares as the spouse of the employee who receives the assisted leave fare entitlement.

Alternative destinations

22.1.12 An employee on long-term posting at a category C, D, E or F hardship post who is taking approved annual leave of not less than seven days duration may utilise the value of their assisted leave fare entitlement to travel to a location other than a prescribed leave centre in conjunction with that leave.

Determining a value for an ALF entitlement

22.1.13 The value of an assisted leave fare entitlement is an amount equal to whichever is the lesser of:

- the allowable travel cost for return economy class air travel to a location other than a prescribed leave centre; and
- the allowable travel cost for return economy class air travel to a prescribed leave centre.

22.1.14 The allowable travel cost for a return economy class airfare to a prescribed leave centre is the maximum value of an assisted leave fare entitlement. If an employee and dependants choose to travel to an alternative destination and the return economy class airfare to this destination:

- is less than the maximum value, the actual cost incurred for the return economy class airfare is the value of the entitlement;

- is more than the maximum value, the value of the entitlement is the maximum value.

Part 2 – Accessing leave fare entitlements

Authorised employees

22.2.1 An overseas Regional Director or a departmental A-based employee in charge of a post (Post Manager) may authorise payment of assisted leave fare entitlements. Authorised employees may not approve the payment of their own assisted leave fare entitlements. Overseas Regional Directors' leave fare entitlements may be authorised by the:

- Post Manager;
- Director, Overseas Conditions Section;
- Assistant Secretary, Visa and Offshore Services Branch; or
- First Assistant Secretary, Visa and Offshore Services Division.

22.2.2 When accessing an assisted leave fare entitlement, employees are encouraged to plan ahead and book early to obtain the most cost effective fares for their proposed travel. The maximum amount that the department will pay is the allowable travel costs for economy-class return air travel between the post and the prescribed leave centre for employees and any dependants living at post. Dependants that do not normally live at post with the employee are not eligible for assisted leave fares. Quotes should be obtained from at least three (3) carriers where possible in order to establish a minimum cost for the proposed return travel. Alternatively, notional leave fares may be obtained from post administration, or the post's usual travel agent or airline.

22.2.3 If, because of work-related priorities or other operational factors an employee suffers financial detriment because their planned leave and associated travel arrangements have to be cancelled or deferred, the department will reimburse the employee up to the value of an extra leave fare entitlement plus other miscellaneous costs incurred as a direct result of the cancellation or deferral.

Example: Accommodation cancellation fees

22.2.4 Employees may choose how they access and utilise their leave fare entitlements, however access to the entitlement will be dependent on the employee obtaining appropriate leave approval. Assisted leave fares should be utilised at regular intervals over the posting period to obtain maximum benefit from the entitlement. For example, if the entitlement includes three assisted leave fares over a two year posting period these should be taken at regular intervals, eg. between 5 and 8 months, between 11 and 14 months and between 17 and 20 months.

Claiming an entitlement

22.2.5 Procedures for claiming an assisted leave fare entitlement will be governed by local Post Administration processes and guidelines. If an assisted leave fare entitlement is advanced, the advance must be acquitted by providing evidence of the travel and costs incurred. If reimbursed, evidence of the travel and expenditure (eg. used tickets) must be provided to support the

claim. Payment should not be made for more than one leave fare entitlement at any one time.

22.2.6 For the purpose of determining eligibility for and administering assisted leave fares, a year commences on the day on which the employee arrives at post and ends on the day before the anniversary of that date.

22.2.7 Assisted leave fare entitlements are only payable if the employee leaves the post on leave for a period of at least seven consecutive days. There is no eligibility for assisted leave fares for in-country travel associated with a period of leave unless the in-country destination is a prescribed leave centre. Authorised employees should satisfy themselves (by sighting passports, travel tickets, itineraries, etc.) that an employee has departed, or will depart, the post for at least seven consecutive days.

Use of frequent flyer points

22.2.8 Employees cannot utilise frequent flyer points accrued from department-funded travel for private purposes or to provide fares, seating upgrades, etc. for themselves and dependants when undertaking travel utilising assisted leave fares or ALFA fares.

Substitute leave centres

22.2.9 When a prescribed leave centre is affected by war, civil disorder, natural disaster or other similar event, the Secretary may substitute the prescribed leave centre, having regard to reasonable economy and the facilities at the substituted leave centre, with another leave centre.

See: Schedule 1 – Delegations

Excess baggage in association with assisted leave fares

22.2.10 An employee may claim reimbursement for the cost of up to 12 kilograms of excess baggage carried by the employee and each dependant for the return sector of their journey from a prescribed leave centre during the ordinary period of posting. If travel is to a destination other than a prescribed leave centre, excess baggage costs for the return journey are met as if the travel had been from the prescribed leave centre.

Part 3 – Leave fares for a shortened posting period

22.3.1 If an employee's total period of posting is shorter than the ordinary period of posting, then the number of leave fares will be reduced proportionally. The total number of leave fares will be rounded to the nearest whole number.

22.3.2 When a posting period is shortened to a total period of less than 12 months, adjusted leave fare entitlements will not include travel to a regional leave centre. When a posting period is shortened, so that the total posting period is 12 months or more, adjusted leave fare entitlements will include travel to only one regional leave centre with the balance of entitlements (if any) being for travel to relief leave centres.

22.3.3 An employee's entitlement to Assisted Leave Fares is not to be reduced:

- on termination of an employee's posting by the Secretary; or

- on termination of the posting by the employee, if the Secretary believes it is unreasonable to do so.

See: Schedule 1 – Delegations

Example 1: A posting period for Islamabad is shortened to 11 months from 36 months.

Shortened period (11 months) / Ordinary period of posting (36 months)
= 0.305

0.305 x 5 leave fares = 1.527 (rounded up to 2 leave fares)

In this example, as the shortened period is less than 12 months, the employee would have two (2) leave fare entitlements to a relief leave centre (Singapore in this case).

Example 2: A posting period for Islamabad is shortened to 27 months from 36 months.

27 months / 36 months = 0.75

0.75 x 5 leave fares = 3.75 (rounded up to 4 leave fares)

In this example, as the total posting period is 12 months or more, the employee's leave fare entitlements would be one (1) leave fare to a regional leave centre (Australia) and three (3) leave fares to a relief leave centre (Singapore).

22.3.4 If an employee has travelled to any leave centres at the time of notification of reduction in the posting period, the leave fare entitlements would be reduced accordingly. In such cases, no recovery will be made where the allowable travel costs have exceeded the leave fare entitlement.

Part 4 – Leave fares for an extended posting period

22.4.1 If an employee's period of posting is extended beyond the ordinary period of posting, the number of leave fares specified in Schedule 7 is increased proportionally as follows:

(Number of months extended x (1 + Number of fares in ordinary period of posting)) / (Number of months in the ordinary period of posting)

22.4.2 The result of the calculation should be rounded to the nearest whole number (that is, 0.5 rounds up).

22.4.3 The first additional fare is to the first leave centre specified in Schedule 7. Subsequent additional fares are to the second and further leave centres specified. Any further fares are distributed in a similar manner starting with the first leave centre specified.

Part 5 – Assisted leave fare to Australia (ALFA)

22.5.1 If an employee's period of posting at a designated hardship post is extended for 12 months or longer than the ordinary period of posting, the employee is entitled to reimbursement for the cost of return economy class air travel on the most direct route between their post locality and the location in Australia where the employee lived prior to commencing their posting.

22.5.2 The ALFA entitlement applies only to one extension of 12 months or longer at the same post. If employees extend their posting period more than once, no additional ALFA entitlement will accrue for the additional extensions.

22.5.3 An ALFA entitlement must be used to travel to a location in Australia and cannot be converted for travel to another overseas destination. There are no official rest periods, excess baggage or land fare entitlements provided when travelling under ALFA provisions.

22.5.4 The ALFA entitlement must be taken in lieu of a regional leave centre assisted leave fare travel entitlement and the travel must be undertaken in conjunction with a period of annual leave. Dependents with an ALFA entitlement are not required to travel with the employee or in conjunction with a period of annual leave taken by the employee.

Schedule 1 – Delegations

The table below lists DIAC employees (in column 3) that are delegated by the Secretary to exercise, on his behalf, the powers specified in the DIAC OCOS Manual (column 1) and described in column 2 of the table.

Power	Description	Delegate
Cl. 2.1.6	<u>Terminating international travel</u> Consider and decide whether international travel should continue when compassionate travel is necessary.	Deputy Secretary FAS, People & Exec Services AS, People Services
Cl. 2.2.11	<u>Upgrade class of travel</u> Upgrade an employee's travel to first class when there are special circumstances.	Deputy Secretary FAS, People and Exec Services
Cl. 2.2.19	<u>Leave associated with a STM</u> Approve up to a maximum of three days annual leave to be taken in association with international travel of 10 calendar days or less duration.	Deputy Secretary FAS, People & Exec Services AS, People Services Overseas RD Director, Overseas Conditions Section
Cl. 2.2.20	<u>Leave associated with an STM</u> Approve the lesser of: <ul style="list-style-type: none"> • up to ten days annual leave; or • annual leave amounting to 30% of the period of the visit; that can be taken in association with international travel of more than 10 days but less than six months duration.	Deputy Secretary FAS, People & Exec Services AS, People Services Overseas RD Director, Overseas Conditions Section
Cl. 2.2.21	<u>Annual Leave taken in association with International Travel</u> Approval of annual leave if taken in association with International travel if less than 3 months duration	Deputy Secretary FAS, People & Exec Services AS, People Services Overseas RD Director, Overseas Conditions Section
Cl. 2.3.9	<u>Unavoidable stopovers</u> Determine that an unavoidable stopover en route during international travel did not constitute the equivalent of a rest period.	Deputy Secretary FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 2.4.16	<u>Reimbursement of excess travel costs</u> Approve reimbursement to an employee of the difference between travelling allowance paid and actual costs incurred for meals and incidentals.	Deputy Secretary FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 2.5.1	<u>Spouse accompanied travel</u> Approve payment of fares and accommodation for an employee's spouse to accompany the	Deputy Secretary FAS, People & Exec Services

Power	Description	Delegate
	employee during international travel.	AS, People Services
Cl. 2.5.10	<u>Equipment Allowance review</u> Review and approve an adjustment to Equipment Allowance in line with changes to the Consumer Price Index effective from 1 July each year.	Deputy Secretary
Cl. 2.6.1	<u>Accompanied travel at official expense</u> Approve that an employee can be accompanied at official expense by dependants during a Short-term Assignment (STA) and vary the employee's conditions accordingly.	FAS, People & Exec Services FAS, Border Security AS, People Services
Cl. 2.6.2	<u>Conditions for extensions to an STM or STA</u> Determine the conditions that will apply when an employee's: <ul style="list-style-type: none"> • STM is extended beyond six months duration; or • STA is extended by at least 12 months duration. 	FAS, People & Exec Services AS, People Services
Cl. 2.6.3	<u>Reunion travel for dependents</u> Approve a reunion fare for an employee's spouse and eligible dependent child to visit an unaccompanied employee on an STA	FAS, People & Exec Services AS, People Services
Cl. 5.2.1	<u>Terminate a posting</u> Terminate an employee's posting and determine the level of assistance to be provided to the employee for their return to Australia.	FAS, People & Exec Services AS, People Services
Cl. 5.2.7	<u>Travel costs on termination by an employee</u> Approve the reimbursement of full travel costs where an employee has resigned or terminated their posting prior to the completion of their ordinary period of posting.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 5.3.1	<u>First class air travel</u> Approve first class air travel in special circumstances for an employee who would otherwise have been provided with another class of travel.	FAS, People & Exec Services AS, People Services
Cl. 5.3.12	<u>Additional excess baggage</u> Approve additional excess baggage entitlements in exceptional circumstances.	FAS, People & Exec Services AS, People Services Director Overseas Conditions Section
Cl. 5.4.9	<u>Unavoidable stopover</u> Determine that an unavoidable stopover en route when travelling to or from post on a long-term posting did not constitute the equivalent of a rest period.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 6.2.6	<u>Variation to volume limits</u> Approve a variation to a volume limit where exceptional circumstances have resulted in an	FAS, People & Exec Services AS, People Services

Power	Description	Delegate
	employee exceeding their prescribed volume limit.	Director, Overseas Conditions Section
Cl. 6.2.9	<u>Designated airfreight posts</u> Add or delete a location as a designated airfreight post.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 6.2.13	<u>Excess costs for separate removals</u> Waive requirement for an employee to pay the Commonwealth for excess removal costs associated with separate uplift of an employee and dependant(s) household goods.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 6.2.15	<u>Removal costs for early termination</u> Approve the level of reimbursement for removal of household goods for an employee who has terminated their posting early.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 7.1.6	<u>Adjustment to Transfer Allowance</u> Review and adjust the rates of Transfer Allowance on 1 July having regard to changes in the Consumer Price Index.	FAS, People & Exec Services AS, People Services
Cl. 8.1.2	<u>Adjustment to Outlay Advance</u> Review and adjust the prescribed amounts of Outlay Advance.	FAS, People & Exec Services AS, People Services
Cl. 9.2.2	<u>Extension of settling-in period at Post</u> Approve extension of a settling-in period at an overseas location if satisfied that suitable permanent long-term accommodation is unavailable.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 9.2.4	<u>Extension of settling-out period at Post</u> Approve a settling-out period beyond 2 weeks if circumstances concerning an employee's uplift and removal from post have caused unnecessary delays.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 9.3.3	<u>Extension of settling-in period in Aust</u> Approve an extension to an employee's settling-in period when returning from post and determine an appropriate meals supplement for the extended period.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 9.3.5	<u>Extension of settling-out period in Aust</u> Approve an extension to an employee's three days settling-out period when proceeding on posting and determine an appropriate meals supplement for the extended period.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 10.1.2	<u>Potable drinking water</u> Determine that special arrangements will apply when the water available at a residence is not fit	FAS, People & Exec Services AS, People Services

Power	Description	Delegate
	for consumption.	Director, Overseas Conditions Section
Cl. 10.2.3	<u>Reduction to utilities reimbursement</u> Approve a reduction in the amount of reimbursement for utilities or determine that an employee contribution is required for additional utilities expenses where an employee fails to exercise due care and economy.	FAS, People & Exec Services AS, People Services Overseas RDs
Cl. 10.2.5	<u>Reimbursement for accommodation search costs</u> Authorise the reimbursement of costs incurred by an employee in searching for, securing and retaining residential accommodation that is suitable for leasing on behalf of DIAC.	FAS, People & Exec Services AS, People Services Overseas RDs
Cl. 11.1.1	<u>Use of a private motor vehicle</u> Authorise an employee to use, for official purposes, a motor vehicle owned or hired by the employee and for payment of Vehicle Allowance for use of the vehicle.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 11.2.1	<u>Short-term private use of an official vehicle</u> Authorise the private use of an official vehicle and determine the quantum of personal contribution to be paid by the employee.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 11.2.3	<u>Official vehicle hired with driver</u> Authorise the waiver of any overtime/additional salary payable to the driver, if the employee or dependent were prevented from driving the vehicle.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 11.3.1	<u>Full-time private use of an official vehicle</u> Authorise the full-time private use of an official vehicle for periods of 28 days or more and determine the quantum of personal contribution to be paid by the employee.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 12.1.5	<u>Continuing entitlement to OLA</u> Approve, in exceptional circumstances, the continuing payment of overseas living allowances to an employee.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 12.1.8	<u>Payment of OLA during leave</u> Approve payment of overseas living allowances if accrued Annual Leave cannot be taken immediately after cessation of posting because of illness, injury or other organisational or operational requirements.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl.	<u>Continuing OLA during absence</u>	FAS, People & Exec

Power	Description	Delegate
12.1.10	Approve reimbursement payments for continuing and inescapable expenses, as prescribed, for which the employee would ordinarily be compensated by payment of OLA or another allowance or by reimbursement, when the employee is away from their locality of posting either on duty or owing to illness, injury or hospitalisation.	Services AS, People Services Director, Overseas Conditions Section
Cl 13.1.9	<u>Adjustment to Child Allowance</u> Review and adjust the age factor fixed amounts in the Child Allowance formula having regard to annual percentage movements in DIAC's salaries.	FAS, People & Exec Services AS, People Services
Cl. 13.2.6	<u>Adjustment to Additional Child Allowance</u> Review and adjust the rate of Additional Child Allowance having regard to annual percentage movements in DIAC's salaries.	FAS, People & Exec Services AS, People Services
Cl. 13.4.6	<u>Adjustment to Unaccompanied Parent Allowance</u> Review and adjust the rate of Unaccompanied Parent Allowance having regard to annual percentage movements in DIAC's salaries.	FAS, People & Exec Services AS, People Services
Cl. 14.1.8	<u>Definition of Benchmark School</u> Approval of school as determined by Dept of Foreign Affairs and Trade to establish the maximum level of education assistance	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 14.3.6	<u>Reimbursement for language tuition</u> Approve the reimbursement of reasonable costs for essential foreign language tuition where a benchmark school does not use English as a teaching language.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 14.3.8	<u>Education by correspondence</u> Approve reimbursement for a reasonable amount of local tuition assistance and incurred cost of correspondence lessons.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 14.3.10	<u>Compulsory school excursions</u> Approve reimbursement for the cost of an in-country school excursion where a child's participation is compulsory and the excursion forms part of the school curricula.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 14.3.12	<u>Summer school programs</u> Approve the summer school programs as determined by DFAT.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas

Power	Description	Delegate
		Conditions Section
Cl. 14.3.13	<u>Special needs education</u> Approve an appropriate level of assistance where a benchmark school at post is inadequate for a child at post with special needs.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 14.3.14		
Cl. 14.3.15	<u>Travel to enrol at boarding school</u> Approve travel for a child and a parent to travel to Australia at official expense to enrol the child in a boarding school.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 15.1.7	<u>Reimbursement for medical checks</u> Determine that routine medical checks before and after a posting are necessary and approve reimbursement for the cost of the medical checks.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 15.1.8	<u>Payments to health providers</u> Authorise direct payments to health service providers at the request of an employee.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 15.2.2	<u>Dependant for health care assistance</u> Determine that a dependant of an employee will be eligible for health care assistance.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 15.2.7	<u>Assistance with health costs</u> Determine that an employee or dependant, who has not been declared as medically fit, is eligible for assistance in relation to health care costs other than for costs arising from pre-existing conditions specified in a declaration.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 15.2.9	<u>Dependant's eligibility for health assistance</u> Determine that a period when a dependant is overseas (because of official business, the education of a child or for other special circumstances) that would ordinarily be outside the period of eligibility for health assistance, is part of the overall period of eligibility for assistance.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 15.3.8	<u>Reimbursement for excess hospital costs</u> Approve reimbursement of reasonable excess hospital costs where hospital facilities to the appropriate standard are not available at the posting locality.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 15.5.1	<u>Travel costs for health care</u>	FAS, People & Exec

Power	Description	Delegate
	Authorise the medical evacuation of a person requiring health care at official expense to a location where appropriate treatment can be provided in cases where the treatment cannot be satisfactorily provided at post nor delayed until the person can travel on leave.	Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 15.5.2	<u>Continuation of allowances</u> Review and decide the continuation of overseas allowances to employees absent from post due to a medical evacuation.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 15.5.3	<u>Travel costs for an escort</u> Authorise the travel of a medical escort at official expense where it is essential that a person medically evacuated be accompanied by an escort.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 15.5.5	<u>Travel costs for a child</u> Authorise the travel of a child at official expense, to accompany a parent on a medical evacuation when it is considered impracticable to make other arrangements for the care of the child.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 15.5.6	<u>Class of travel for persons requiring health care</u> Determine an appropriate class of air travel for a patient, approved escort and child travelling on a medical evacuation.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 15.5.9	<u>Accommodation during treatment</u> Determine a reasonable standard of commercial accommodation for a patient, escort or child medically evacuated to an overseas location.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 15.5.11	<u>Accommodation during treatment</u> Determine a reasonable amount to be paid for commercial accommodation for a patient, escort or child medically evacuated to Australia.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 16.1.3	<u>Travel for confinement</u> Approve an expectant mother's return to Australia or another suitable locality to access obstetric health services if hospital and medical facilities and health services at the overseas locality are inadequate or unsuitable.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 16.1.4	<u>Travel to Aust for confinement</u> Approve an expectant mother's travel to Australia for childbirth despite adequate childbirth services being available at the post	FAS, People & Exec Services AS, People Services Overseas RDs

Power	Description	Delegate
	locality.	Director, Overseas Conditions Section
Cl. 16.2.5	<u>Extension to accommodation period</u> Approve a longer period of accommodation on advice from a registered medical practitioner that the eligible person is unfit to return to post following the birth of their child.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 16.2.7	<u>Adjustment to accommodation limits</u> Approve revised payment limits for accommodation, having regard to advice from the Department of Employment and Workplace Relations or other appropriate organisations.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 16.2.11	<u>Travel elsewhere for confinement</u> Determine the level of assistance to be provided when an expectant mother is approved to travel to a destination other than Australia for the childbirth.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 16.3.1	<u>Termination of posting due to childbirth</u> Determine the level of assistance to be provided for an employee's return to Australia if their posting is terminated at the employee's request or by the department.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 17.1.4	<u>Maximum entitlement</u> Approve return travel for a reunion visit by a dependant to a location other than Australia up to the allowable travel cost for the travel.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 17.1.6	<u>Reimbursement to employee</u> Approve the reimbursement of a reunion visit to an employee instead of providing an appropriate ticket for the reunion travel.	FAS, People & Exec Services AS, People Services Director Overseas Conditions Section
Cl. 17.1.14	<u>Reunion travel by another person</u> Determine that a person (other than a dependant), who has been removed to post at DIAC expense, can be reunited at official expense with another person.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 17.2.1	<u>Approve reunion travel</u> Approve reunion travel for a dependant or a spouse to travel to post based on the frequencies specified on the OCOS.	FAS, People & Exec Services AS, People Services Director Overseas Conditions Section
Cl. 17.2.5	<u>Revocation of reunion visits</u> Reconsider, and where appropriate, revoke the authorisation of the number of reunion visits taken in any year in cases where the employee or spouse travel to the country in which a dependant lives.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section

Power	Description	Delegate
Cl. 18.1.3	<u>Approve a person as a close relative</u> Approve that a person who stands in a similarly close relationship to that of a child or parent and is a close relative of the employee or their spouse for the purposes of compassionate travel.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 18.1.4	<u>Reimbursement for compassionate travel</u> Approve reimbursement of travel costs incurred by an employee or their spouse to attend the funeral of a close relative who has died or to visit a close relative who becomes critically or dangerously ill.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 18.1.6	<u>Reimbursement for compassionate travel by a close relative</u> Approve reimbursement of travel costs incurred by a close relative to visit an employee or their spouse who becomes critically or dangerously ill.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 20.1.7	<u>Compassionate travel for accompanying child</u> Approve the payment of a child's allowable travel costs to accompany a parent on compassionate travel if satisfied that it is impractical to make other arrangements for care of the child.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 18.1.11	<u>Eligibility of a close relative</u> Determine the most appropriate close relative, where more than one close relative would have an entitlement, who will be eligible to travel at official expense to visit a critically or dangerously ill employee or spouse at post.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 18.1.12	<u>Additional compassionate travel</u> Approve additional assistance for compassionate travel for an employee, spouse or close relative if satisfied that additional compassionate travel is essential.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 19.1.3	<u>Access to entitlements</u> Determine whether special allowances or entitlements, additional to those provided under Section 21, will be provided to an employee that is evacuated from a post.	FAS, People & Exec Services AS, People Services
Cl. 19.2.2	<u>Determine a destination centre</u> Determine the destination centre to which employees and/or dependants will be evacuated to if directed to evacuated a post.	FAS, People & Exec Services AS, People Services
Cl. 19.2.3	<u>Approve travel to a third country</u> Approve for an employee and/or dependants to travel to a third country instead of to the authorised destination centre if evacuated from a post.	FAS, People & Exec Services AS, People Services
Cl. 19.2.8	<u>Review ongoing payment of allowances</u>	FAS, People & Exec

Power	Description	Delegate
	In the event of a prolonged departure from a post review the continuing payment of overseas allowances in the context of the particular circumstances and the evacuation package.	Services AS, People Services
Cl. 19.2.14	<u>Meal allowance for a third country</u> Determine the amount of meal supplement to be paid to an employee authorised to travel to a third country.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Cl. 19.2.15	<u>Annual review of relocation supplement</u> Review and adjust if considered appropriate the amounts of relocation supplement payable to employees and dependants on evacuation from a post.	FAS, People & Exec Services AS, People Services
Cl. 19.2.18	<u>Direction to return to post</u> Direct that an employee must return to a post following a temporary departure or evacuation.	FAS, People & Exec Services AS, People Services
Cl. 19.3.2	<u>Costs associated with emergency evacuation</u> Approve reimbursement of reasonable costs incurred by employees for purchasing essential apparel or other personal items considered reasonable in order to live at an evacuation location.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 19.4.2	<u>Conditions for voluntary departure</u> Determine the conditions and entitlements to apply (in addition to, or in place of the directed orderly departure conditions) to employees and dependants departing a post on a voluntary basis.	FAS, People & Exec Services AS, People Services
Cl. 19.5.1	<u>Reimbursement for loss of possessions</u> Determine a reasonable amount to be paid to an employee for the loss and/or damage to their possessions as the result of war, civil disorder, natural disaster or other similar event and the employee is not able to claim the loss from their World Wide Multiple Risk Insurance Cover.	FAS, People & Exec Services AS, People Services
Cl. 20.1.3	<u>Relevant period for entitlements</u> In the event of the death of an employee overseas: <ul style="list-style-type: none"> Determine a 'relevant period' for continuing payment of dependants' entitlements, and If the 'relevant period' is due to end, and it is considered that the dependants should be granted more time for receipt of entitlements, approve an extension to the 'relevant period'. 	FAS, People & Exec Services AS, People Services
Cl. 21.1.7	<u>Review post hardship rankings</u> Approve a temporary change to a post's hardship ranking determined by Employment Conditions Abroad if it is necessary to meet a	FAS, People & Exec Services AS, People Services

Power	Description	Delegate
	short-term deterioration in one or more hardship elements.	
Cl. 21.2.8	<u>Review of Hardship Post Allowance</u> Review and adjust if appropriate the level of average salary for calculating Hardship Post Allowance having regard to annual increases in DIAC salaries.	FAS, People & Exec Services AS, People Services
Cl. 21.2.11	<u>Adjustment to Hardship Post Allowance</u> Determine an alternate date for implementing adjustments to Hardship Post Allowance resulting from a hardship rating change.	FAS, People & Exec Services AS, People Services
Cl. 21.3.5	<u>Review of Attraction Allowance</u> The authority to: <ul style="list-style-type: none"> Review and adjust if appropriate the rate of Attraction Allowance having regard to changes in the Consumer Price Index; and Determine the duration and the localities to which Attraction Allowance will apply. 	FAS, People & Exec Services AS, People Services
Cl. 21.4.6	<u>Review of Special Location Supplement</u> The authority to: <ul style="list-style-type: none"> Determine the duration and localities to which a Special Location Supplement allowance will apply; and Review and adjust the rate of Special Location Supplement having regard to changes in the rate of Hardship Post Allowance. 	FAS, People & Exec Services AS, People Services
Cl. 21.5.1	<u>Designated refugee camp</u> Determine that a refugee camp, other than a refugee camp recognised by the United Nations, is a designated refugee camp for the payment of Refugee Camp Hardship Allowance.	FAS, People & Exec Services AS, People Services AS, Humanitarian Branch Director, Overseas Conditions Section
Cl. 21.5.2	<u>Refugee Camp Hardship Allowance</u> If satisfied that it will cause hardship, determine that an employee, who performs duty at a designated refugee camp, may receive a Refugee Camp Hardship Allowance.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Cl. 21.6.7	<u>Additional annual leave date of effect</u> Determine a date of effect for adjusting annual leave when a hardship rating change effects the number of days additional annual leave entitlement for an employee overseas.	FAS, People & Exec Services AS, People Services
Cl. 22.2.9	<u>Substitute leave centre</u> Having regard to economy and the facilities available, approve an alternative leave centre where the prescribed leave centre is affected by war, civil disorder, natural disaster or similar	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas

Power	Description	Delegate
	event rendering the leave centre unsuitable.	Conditions Section
Cl. 22.3.3	<u>Reduction to Assisted Leave Fare entitlement</u> Determine that it is unreasonable to reduce an employee's leave fare entitlement in cases where an employee has terminated their posting that leads to a reduction in the employee's entitlement to Assisted Leave Fares.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Schedule 2	<u>Approved Summer schools</u> The authority to determine that a school is an approved Summer School.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Schedule 2	<u>Benchmark schools at post</u> The authority to determine that a school is a Benchmark School.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Schedule 2	<u>Approve a person as a close relative</u> Approve that a person who stands in a similarly close relationship to that of a child or parent is a close relative of the employee or their spouse for the purposes of compassionate travel.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Schedule 2	<u>Approve a person as a dependant</u> The authority to: <ul style="list-style-type: none"> Determine the entitlements payable in respect to a dependant who has completed their secondary education and remains at post until commencing tertiary studies at the beginning of the next academic year; and Approve a person as a dependant of an employee for the purpose of providing fares, rest periods and settling-in and out expenses only. 	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section
Schedule 2	<u>Refugee Camp Hardship Allowance</u> If satisfied that it will cause hardship, determine that an employee, who performs duty at a designated refugee camp, may receive a Refugee Camp Hardship Allowance.	FAS, People & Exec Services AS, People Services Overseas RDs Director, Overseas Conditions Section
Schedule 2	<u>Long-term posting</u> Determine, having regard to relevant factors, that periods of duty in a series of overseas countries for 12 months or longer will constitute a long-term posting.	FAS, People & Exec Services AS, People Services
Schedule 2	<u>Spouse of an employee</u> Determine that a person, who is living with an employee, is in a genuine de-facto or same-sex relationship with the employee, will be recognised for payment of spouse entitlements.	FAS, People & Exec Services AS, People Services Director, Overseas Conditions Section

Schedule 2 – Definitions

This Schedule contains a list of terms (in alphabetical order) and their definitions that are used throughout the OCOS manual to assist readers to correctly interpret the department's conditions and policy relating to overseas service. The list is not exhaustive. Other sections of the OCOS manual may include these definitions as well as definitions that are relevant and specific to those sections.

A

Accompanied employee is an employee who is on a long-term posting, and whose spouse:

- lives with the employee at the post for at least 12 months or longer; or
- is not absent from the post for a continuous period of more than 28 calendar days, unless accompanying the employee on a period of recreation leave accruing to the employee as a result of service at the post.

Act means the *Public Service Act 1999*.

AGPC means the Australian Government Purchasing Card (Mastercard).

Allowable travel cost is the minimum cost of air travel between two localities if:

- the travel is undertaken on an airline which has seats available at the required time and offers a reasonable standard of safety and security
- stopovers are avoided wherever practicable
- advantage is taken of concessions and discounts (including discount for advance purchase, flexi saver) which would be available from the department or post travel service provider with reasonable planning

Example: advance purchase, flexi saver fares, all taxes, fees and charges relating to the cost of the air travel are included in the airfare.

Ancillary service is an ancillary health service, including dental service provided overseas and which, if provided in Australia, would be recognised for the purpose of payment of benefits by Medibank Private;

Approved summer school means a summer school program determined by the Department of Foreign Affairs and Trade (or Austrade) and approved by the Secretary.

See: Schedule 1 – Delegations

Approver means the Secretary or a person authorised by the Secretary to approve a payment.

APS means the Australian Public Service.

Australia, for assisted leave fares purposes, means the capital city in Australia with the lowest travel costs from post (excluding Perth, Darwin and Hobart).

B

Basic school transport cost is the cost of public transport (by bus or train) to and from a benchmark school.

Benchmark school is a school determined by the Department of Foreign Affairs and Trade (or Austrade) and approved by the Secretary in order to establish the maximum level of education assistance that will be provided at posts by the department.

See: Schedule 8 – Schedule of Benchmark Schools

See: Schedule 1 – Delegations

C

Child is a natural child, adopted child, foster child or step-child who is ordinarily a member of the employee's household or a ward.

Clause, unless otherwise specified, refers to a clause in this manual.

Close relative means:

- the employee;
- the employee's spouse;
- a child or parent of the employee or the employee's spouse; or
- another person who stands in a similarly close relationship to that of a child or parent and is, because of special circumstances, approved by the Secretary as a close relative (eg. a step parent or sibling who has played a parental role in the employee's or spouse's upbringing).

Compulsory fees, in relation to a school, means the sum of the annual amounts of:

- tuition and sports fees levied by a benchmark school;
- fees levied by the school for travel in a designated school bus;
- other fees and charges (for registration, waiting list, etc.) levied by the school in order for a child to attend the school (excluding boarding fees); and
- any government taxes levied on the fees.

Corporate Travel Card refers to the department's corporate credit card used for paying official travel expenses (Diner's Card).

D

Dependant – a reference to a dependant, in relation to an employee, is a reference to:

- a) spouse who ordinarily lives with the employee.

- b) a child of the employee, or the employee's spouse, who:
- ordinarily lives with the employee; and
 - is totally or substantially dependent on the employee; and
 - is less than 18 years of age; or
 - is 18 years of age or older and is still undertaking full-time secondary education and has not entered into a long-term relationship (ie. is not married or in a de facto relationship).
- c) a child over 18 of the employee, or the employee's spouse, who:
- ordinarily lives with the employee; and
 - is totally or substantially dependent on the employee;
 - and is determined by the delegate to be a dependent based on the level of dependency, whilst taking into consideration the additional ongoing costs to DIAC in making the decision regarding the recognition of that dependent;
 - o accommodation
 - o flights
 - o medical and health care
 - o overseas allowances
 - o uplift of goods.
- d) the employee's child living at post who has completed secondary education and is remaining at post until commencing tertiary studies at the beginning of the next academic year in Australia.
- e) any other person who is the employee's relative, or the employee's spouse's relative, and whom the Secretary, having regard to the following factors, approves for a specified period of not less than 12 months as the employee's dependant for the purpose of providing fares, rest periods and settling-in and out expenses only:
- the relationship of the person to the employee or their spouse;
 - the extent of the person's dependency on the employee;
 - 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 at that place or at the post, as the case may be;
 - the duration and timing of the employee's period of posting;
 - if applicable, the period during which the person intends to live with the employee at post and the reason the person intends to leave, or leaves, the location;
 - the likely effect on the person's health and welfare of alternative arrangements that the employee could make for the person's care and maintenance; and
 - any other special circumstances bearing on the employee's relationship to the person.

See: Schedule 1 – Delegations

Limited dependence status for children

The Secretary may approve limited dependence status for a child over 18 years of age and who is completing or has completed secondary school in

Australia and is awaiting confirmation of a place in a tertiary institution in Australia. The Secretary will determine air fare assistance as considered appropriate.

On a case-by-case basis, recognition of dependant status, with limited entitlements, will be considered for a child 18 years of age and over who is completing/has completed secondary school in Australia and is awaiting confirmation of a place at a tertiary institution in Australia. Such a person may have been living at home with the family which is now proceeding on posting, or may have been attending a boarding school while the family is at post. Where no suitable alternative arrangements can be made during the vacation period (for example, the department will consider funding fares to stay with relatives in another Australian location if such an arrangement is feasible), assistance may be approved, not exceeding the value of that provided under the reunion provisions (a return economy fare to the post, plus medical cover for the vacation period). Child or reunion supplements are not payable.

Similarly, on a case by case basis, consideration may be given to assisting with fares to the post when some uncertainty exists as to a school leaver's future and it is intended that the child remain at the post for at least a 12 month period. It must be demonstrated that the child remains financially dependent on the employee. Health care costs cover does not apply and the employee will need to arrange private medical insurance for the period of the child's stay overseas. The maximum entitlement to assistance would be a single return economy class fare from the employee's usual place of residence in Australia. Child or reunion supplements are not payable.

If a change occurs in the circumstances on which the Secretary relied in approving a person as your dependant, the person ceases to be a dependant unless the Secretary determines otherwise.

For the purpose of dependant status recognised under sub-clause (d) above, entitlements will be limited to fares to and from the post at economy class, the cost of rest days and settling-in and out expenses. If the dependant travels separately from the employee, no rest days or settling-in or out are payable.

Dependant status will not be approved if a child is in full-time employment.

If a change occurs in the circumstances on which the Secretary has relied in approving a person as a dependant, the person will cease to be a dependant until the Secretary reconsiders the person's dependant status.

An allowance or other entitlement will not be provided to an employee for a dependant unless the employee is on a long-term posting, and the dependant:

- lives, or intends to live, with the employee at post for at least three quarters of the duration of the posting or 12 months, whichever is the longer (eg. there is no entitlement if the employee's posting will cease less than 12 months from the date a dependant commences residing with the employee); or

- is a dependant for whom the employee is, or will be, entitled to education assistance under Section 15 of this manual; or
- marries an employee while on posting (allowances or entitlements set out in this manual are payable from the date the employee's new spouse takes up residence at post following the marriage).

Notwithstanding the above, a dependant, unless of "Limited Dependant Status", residing at post for less than 12 months is entitled to assistance with health services as per Section 17 of this manual.

Designated Hardship post is an overseas locality with an Employment Conditions Abroad (ECA) post ranking of C,D,E, or F, to which the department sends employees on long-term posting or short-term mission.

See: Schedule 7 – Hardship Post Entitlements

Designated refugee camp – is a recognised United Nations refugee camp or a refugee camp designated by the Secretary.

See: Schedule 1 – Delegations

DFAT means the Department of Foreign Affairs and Trade

DIAC means the Department of Immigration and Citizenship

Dual-agency employee means a DIAC APS employee and their APS employee spouse employed by another Commonwealth department or agency posted to the same post locality.

E

Emergency evacuation. An emergency evacuation may occur when the situation at post or at destination (in country) is critical and a Minister or Secretary directs an immediate emergency evacuation. (eg war-like activities in country, natural disaster, terrorism).

Employee means an employee of the department other than a locally engaged employee.

Employee couple means two DIAC employees who are each other's spouse and who are both on long-term posting to the same post at the same time.

G

Gross salary, for calculating overseas living allowances, is the relevant salary point specified in the DIAC Enterprise Agreement applicable to the employee's overseas classification level. If an employee is assigned duties at a reduced classification level during their period of posting, the employee's gross salary is that applying at the reduced classification level. If an employee is assigned duties at a higher classification level for the period of posting their gross salary will be that applying at the higher classification level.

Gross salary does not include overtime, shift penalties or allowances but will include higher duties allowance if an employee's period of higher duties is expected to be for a continuous period of three months or longer.

H

Headquarters, in relation to:

- an employee on long-term posting at a post – means the post at which the employee ordinarily performs duties or, if the employee does not ordinarily perform duties at any one place, the place at which the employee is ordinarily required to report for duty
- an employee on unpaid leave and recalled to duty at a post – means the post at which the employee ordinarily resides
- an employee living in Australia – means the place at which the employee ordinarily performs duties or, if the employee does not ordinarily perform duties at any one place, the place at which the employee is ordinarily required to report for duty.

Health benefits fund means a health benefits fund conducted by a registered health benefits organisation within the meaning of the National Health Act 1953;

Household goods are personal and household effects, furniture and property used, or intended to be used, in the operation of a home. Household goods exclude items such as perishable foodstuff, motorised vehicles, trailers, boats, caravans, pets, hazardous, prohibited or dangerous items and excessively heavy or large items.

I

International Business Travel means international business trips originating in Australia that are generally under 28 days duration and include travel overseas for such things as: overseas meetings; conferences; site visits; escort removals; capacity building or fact finding trips; Global Medical Unit travel; travel to accompany a Minister; travel to install IT or other systems/equipment; travel to deliver specialised training, etc. International business travel is administered by the Travel and Contracts Unit, Financial Services Section, FSRD.

Example: The Secretary accompanies the Minister on an official visit to Beijing.

In-Country Travel means official travel undertaken by an employee on long-term posting or short-term assignment within the country where the employee resides. Travel arrangements for in-country travel are managed locally at post.

Example: A PMO working in Shanghai who travels to Beijing on official business would be undertaking in-country travel.

L

Logical direct route is a fare that is in accordance with finance circular BFOD. It is the quickest most direct route that does not deviate to any requested destination by the traveller and does not include nominated stopovers on route to the destination.

Long-term posting is:

- a period of duty in an overseas country for longer than 12 months; or
- a period of duty in a series of overseas countries for a period of 12 months or longer, if the Secretary considers it is reasonable in the circumstances to treat the complete period of duty as a long-term posting. The factors considered by the Secretary for this purpose include:
 - the employee's accommodation and living arrangements during the period of duty;
 - the period to be spent in each country.

M

Medical service is medical treatment provided overseas which, if provided in Australia, an eligible person would be entitled to a Medicare benefits.

O

Ordinary period of posting is the prescribed periods for long-term postings set out in Schedule 3.

P

Parent is a guardian or other person who is responsible for the day-to-day care of a child.

Period of posting begins on the day that an employee starts duty at post and ends on the final day of duty at the post. If an employee arrives on a weekend or public holiday, and starts duty at the post the next day, the day of arrival at post is taken to be the day the employee starts duty.

Pharmaceutical product means a drug or medicinal preparation supplied on the prescription of a duly qualified medical practitioner and which is a scheduled item under the Pharmaceutical Benefits Scheme

Post is the city or town overseas to which an employee has been posted on long-term posting.

Post index means the cost of living index that applies to a particular post. The post index is derived from Employment Conditions Abroad (ECA) cost of living indices and local exchange rate fluctuations.

Privileged price means the price of a good or service exclusive of any tax or excise ordinarily imposed.

Public holiday means a day or part of a day observed as a public holiday at the Embassy, High Commission or Consulate where an employee is posted. Public holidays usually comprise a combination of local and Australian holidays as determined by the relevant Head of Mission.

Public transport means travel by bus or train.

R

Regional leave centre, for assisted leave fare purposes means Australia, London or Miami.

Relief leave centre, for assisted leave fare purposes means a leave centre, other than Australia, London or Miami.

S

Schedule means a schedule attached to this manual.

Secretary is the Secretary of the Department of Immigration and Citizenship. Any reference to the Secretary includes senior departmental employees who have been authorised to exercise certain functions and powers in relation to overseas conditions of service, on his behalf.

Short-Term Assignment (STA) is a temporary absence from headquarters on official duty for a period greater than six months but not more than 12 months.

Short-Term Mission (STM) is a temporary absence from headquarters for a period not greater than six months in order to perform official duty overseas. STM does not include 'International Business Travel'. A short-term mission can include business travel between:

- Australia and an overseas locality;
- an overseas locality and Australia;
- an overseas locality and another overseas locality.

(Short-term missions from a post are managed locally at post and can be of any duration and for any official purpose, eg. to attend a Migration Officers' conference. Short-term missions from Australia are generally of a longer-term duration than International Business Travel(>28 das) and can include overseas travel by employees undertaking ALO assignments, relief duties at a post, mobile team visits, visa processing and liaison assignments to Nauru, etc. Travel arrangements (fares, visas, passports, travel allowance, etc.) for short-term mission travel from Australia are administered by the Overseas Conditions Section, Service Delivery Network Operations Branch.)

Spouse means a person who is living with the employee and is:

- married to the employee; or
- in a genuine de-facto relationship with the employee and the Secretary has determined that the de-facto relationship is to be recognised for the payment of spouse entitlements.

T

Travel Management Company (TMC) means the department's travel service contractor who will, upon request, quote, book and issue domestic and international airfares, and book hotel accommodation and hire cars.

Third country means a country other than Australia and other than the country from which the employee and dependants are departing.

U

Unaccompanied employee is an employee who is not an accompanied employee.

Utilities means the provision of drinkable water, gas and electrical services, fuel for household purposes, rubbish removal and sewerage.

Schedule 3 – Prescribed Posting Periods

Post locality	Ordinary Period of Posting
Amman, Jordan	3 years
Ankara, Turkey	3 years
Athens, Greece	3 years
Auckland, New Zealand	3 years
Bangkok, Thailand	3 years
Beijing, China	3 years
Beirut, Lebanon	3 years
Belgrade, Serbia	3 years
Berlin, Germany	3 years
Brasilia, Brazil	3 years
Cairo, Egypt	3 years
Colombo, Sri Lanka	3 years
Dhaka, Bangladesh	3 years
Dili, East Timor	3 years
Dubai, UAE	3 years
Geneva, Switzerland	3 years
Guangzhou, China	3 years
Hanoi, Vietnam	3 years
Ho Chi Minh, Vietnam	3 years
Hong Kong	3 years
Islamabad, Pakistan	1 year
Jakarta, Indonesia	3 years
Kuala Lumpur, Malaysia	3 years
London, UK	3 years
Manila, Philippines	3 years
Moscow, Russia	3 years
Nairobi, Kenya	3 years
New Delhi, India	3 years
Ottawa, Canada	3 years
Phnom Penh, Cambodia	3 years
Port Moresby, Papua New Guinea	3 years
Pretoria, South Africa	3 years
Santiago, Chile	3 years
Seoul, South Korea	3 years
Shanghai, China	3 years
Singapore	3 years
Suva, Fiji	3 years
Taipei, Taiwan	3 years
Tehran, Iran	3 years
Washington, USA	3 years

Schedule 4 – Spouse Employment

DFAT Administrative Circular

Canberra ACT 0221

RETAIN AS POLICY DOCUMENT

Distribution: All Staff

Cc:

Responsible Branch: Staffing Branch (SFB)
Protocol Branch (PRB)

No: P0828

03 September 2007

File No: 04/140993

Subject: Employment of Spouses of A-based Staff within the Country of Posting

The department recognises the importance staff attach to balancing effectively their work and family commitments, including the issue of employment opportunities for spouses of Australia-based staff on posting. Over recent years, consistent with our commitment to a family-friendly workplace, we have put in place a range of measures including bilateral arrangements on employment of dependants to assist staff and their families. At present, the department has:

formal bilateral arrangements/agreements in place with **30 countries;**

informal arrangements which deal with requests on an ad hoc basis with **13 countries.**

A list of the countries covered by arrangements or agreements is included at **Attachment A**. The department is committed to continuing to pursue the development of additional bilateral employment arrangements.

2. Local employment requirements in countries where the department does not have either formal or informal arrangements in place differ from country to country. Staff should ensure they are aware of local conditions before they apply for postings. Some countries require spouses or dependants who wish to work to relinquish their diplomatic status (and relevant privileges and immunities) or have their diplomatic immunity waived. Staff and spouses or dependants should note that the decision of whether diplomatic status will be relinquished or diplomatic immunity will be waived in a particular case is one for the Minister for Foreign Affairs.

3. These decisions are made, on a case-by-case basis, in exceptional circumstances and following consideration of a range of issues including the political, security and operational conditions in the country concerned and possible implications for reciprocity. In situations where a spouse or dependant will not be able to work unless his/her diplomatic status is relinquished or immunity waived and there are no objections on political, security or operational grounds nor adverse implications for reciprocity, the

department would generally recommend to the Minister that he agree to this course of action.

4. Although relinquishing diplomatic status may facilitate employment opportunities for spouses, there are also a number of risks and possible costs for spouses and the department of such actions. In some countries for example, spouses may no longer be eligible to enter on a diplomatic passport and conditions may be placed on their visa and length of stay. A complete waiver of immunity from jurisdiction, rather than a limited waiver action arising in the employment context (as already provided for in the VCDR and reinforced in our bilateral employment arrangements), would also leave the spouse or dependant vulnerable to non-employment related legal action. In the event of such legal action, spouses and dependants would have access to normal consular assistance from post, the same as offered to all Australians.

5. Staff, spouses and dependants should also be aware that the withdrawal of diplomatic privilege would impact on tax concession arrangements, for example the purchase of duty-free goods including motor vehicles, and in some countries may also affect other taxation, superannuation, banking and health care arrangements as well as the granting of drivers licences and travel permits. Failure to take proper account of the loss of privileges (e.g. in relation to tax-free vehicle ownership) may result in code of conduct proceedings against the employee.

6. The Senior Executive has considered the existing arrangements for requesting waivers of diplomatic immunity with a view to promoting employment opportunities for spouses and dependants while managing the risks for individuals and the department. They have agreed on the following steps for staff to follow in countries where local requirements mean the spouse or dependant must either give up his/her diplomatic status or have immunity waived in order to work **before** an employment contract/agreement is entered into. (References to spouses below should be read as incorporating references to dependants who have diplomatic visas and who have entered the country of posting as part of the official household of the staff member, no matter what the nationality of the passport they are travelling on):

A. the A-based staff member will advise the Head of Mission/Post and Senior Administrative Officer of the request either to relinquish his/her spouse's diplomatic status or for a waiver of his/her spouse's diplomatic immunity, specifying the circumstances necessitating that course and details of the employment the spouse seeks to undertake;

B. the A-based staff member and spouse will sign an acknowledgement that relevant factors (including security, legal and financial considerations, which vary from country to country) have been brought to their attention, and that they have agreed to meet any costs associated with the withdrawal (and any subsequent request for reinstatement) of diplomatic status, including relevant privileges and immunities;

C. the post **by cable** will request the department to seek the Minister for Foreign Affairs' agreement to either relinquishing diplomatic status or waiving diplomatic immunity, providing details of the proposed position, receipt of signed acknowledgement (see b. above), proposed duration of employment and outlining any reservations or concerns held by the post on security or other grounds;

D. the Administrative and Domestic Law Section, in conjunction with

Protocol Branch, Staffing Branch, other relevant areas in the department (including the geographic division) and home agency where applicable, will review each proposal on a case-by-case basis before seeking the Minister for Foreign Affairs' consideration;

E. if the Minister for Foreign Affairs agrees either to relinquish diplomatic status or waive immunity, the post will advise the host government of the spouse's desire to be employed locally and of the Minister's agreement to the spouse giving up his/her diplomatic status or waiving diplomatic immunity to enable this; and

F. if the host government agrees to the spouse or dependant undertaking employment on this basis, post will advise Canberra by cable of the agreement and advise the A-based staff member at post.

7. Approval to either relinquish diplomatic status or waive diplomatic immunity is not guaranteed. Requests will be considered on a case-by-case basis. Any approval to relinquish diplomatic status or waiver of immunity would not affect the accompanied status of the DFAT A-based staff member for overseas conditions of service purposes. In the event of emergency situations, such as pandemics or deterioration in the security environment, spouses will be included fully in post responses, including the provision of relevant medicines and participation in voluntary or directed departures. Other overseas operating agencies may, however, have differing approaches. Non-DFAT staff should liaise with their parent agency as appropriate on this issue.

8. At **Attachment B** is a pro-forma acknowledgement that staff and spouses will be required to sign, together with an outline of the briefing which posts should provide to affected staff and spouses. We have requested that posts update their respective post reports to reflect this process and any specific local factors.

9. We anticipate the process of seeking the Minister's agreement to relinquish diplomatic status or to waive diplomatic privileges and immunities may take up to one month. The timeline for the relevant host government's consideration is outside our control and a similarly prompt response cannot be guaranteed. Staff and spouses should take these timelines and uncertainties into account when considering submitting an application to relinquish diplomatic status or for a waiver of immunity.

Doug Chester

Deputy Secretary

SPOUSE EMPLOYMENT – ARRANGEMENTS/AGREEMENTS

Current formal agreements/arrangements are in place with the following countries:

Belgium, Brazil, Canada, Chile, Croatia, Cyprus, Denmark, Fiji, France, Germany, Ghana, Greece, Hungary, India, Israel, Malta, Mauritius, Mexico, Netherlands, New Zealand, Papua New Guinea, Poland, Samoa, South Africa, Spain, Sri Lanka, Sweden, United Kingdom, United States of America and Zimbabwe.

Negotiations are underway with a number of other countries:

Current informal arrangements are in place with the following countries:

Burma, East Timor, Ireland, Japan, Malaysia, Micronesia, Nepal, Philippines, Russia, Singapore, Solomon Islands, Vanuatu and Vietnam.

(requests for work approval are treated on a case-by-case basis)

ACKNOWLEDGEMENT AND UNDERTAKING FORM**Spouse/Family Member**

I, *[insert full name]*, acknowledge that I have received information (copy attached) on, and understood the implications of, factors relevant to *[select one of the following options]* [the waiver of my diplomatic immunity] [the relinquishing of my diplomatic status], including on privileges and immunities, security and financial considerations on *[insert date]*.

I *[insert full name]* jointly undertake with my spouse/family member, *[insert full name]*, to meet the costs associated with the *[select one of the following options]* [the waiver of my diplomatic immunity] [the relinquishing of my diplomatic status] and any subsequent request for reinstatement of the same, including for example, *[insert examples of the sorts of cost which may need to be paid]*.

Signed: _____

Dated: _____

Employee

I, *[insert full name]*, acknowledge that I have received information (copy attached) on, and understood the implications of, factors relevant to *[select one of the following options]* [the waiver of my spouse/family member's *[insert full name]* diplomatic immunity] [the relinquishing of my spouse/family member's *[insert full name]* diplomatic status], including on privileges and immunities, security and financial considerations on *[insert date]*.

I *[insert full name]* jointly undertake with my spouse/family member, *[insert full name]*, to meet the costs associated with the *[select one of the following options]* [the waiver of my spouse/family member's *[insert full name]* diplomatic immunity] [the relinquishing of my spouse/family member's *[insert full name]* diplomatic status] and any subsequent request for reinstatement of the same, including for example, *[insert examples of the sorts of cost which may need to be paid]*.

Signed: _____

Position: _____

Dated: _____

DFAT Employee Providing Briefing

I, *[insert full name]*, acknowledge that I have provided information (copy attached) to *[insert full name]* on factors relevant to *[select one of the following options]* [the waiver of his/her diplomatic immunity] [the relinquishing of his/her diplomatic status] on *[insert date]*.

Signed: _____
Position: _____
Dated: _____

Privileges and Immunities

Diplomatic and consular privileges and immunities are conferred on employees by host governments to facilitate the operation of the diplomatic mission or consular post and not for the personal benefit of the employee or his or her family members.

Diplomatic Privileges and Immunities

Spouses or family members of an employee with diplomatic status will generally be entitled to the same privileges and immunities as the employee.

[If diplomatic immunity is waived]

If the immunity from jurisdiction of a spouse or family member is waived, pursuant to Article 32 of the Vienna Convention on Diplomatic Relations (VCDR) in order to enable the spouse or family member to take up paid employment, he/she will no longer be entitled to immunity from the criminal, civil and administrative jurisdiction of the host country. This means legal action may be taken against the spouse or family member in relation to either his/her employment or private actions.

There is no equivalent provision dealing with waiver of privileges in the VCDR to Article 32 on waiver of immunity. Whether or not a spouse or family member must forego privileges in order to undertake paid employment will depend on the requirements of the host country. *[Post to insert specific advice on whether this is a requirement.]*

[If diplomatic status is relinquished]

If a spouse or family member gives up his/her diplomatic status he/she will no longer be entitled to any privileges or immunities. This means the spouse or family member will no longer be entitled to any of the protections provided by the VCDR, including, for example, the immunity from jurisdiction referred to in paragraph 3 above. The spouse or family member will also not be entitled to any privileges, including, for example, the purchase of duty-free goods. *[Post to insert specific advice on privileges that will be affected.]*

Consular Privileges and Immunities

Spouses or family members of an employee with consular status at a consular post will generally be entitled to the same privileges as the employee. The Vienna Convention on Consular Relations (VCCR) does not provide specifically that spouses and family members of such an employee are

entitled to immunities. The host country may, however, choose to extend some form of immunity to spouses and family members which may, depending on the requirements of the host country, need to be waived to enable a spouse or family member to undertake paid employment. [*Post to insert specific advice on whether this is the case.*] The spouse or family member may also be required to forego privileges. [*Post to insert specific advice on whether this is a requirement.*]

Security Considerations

[*Insert specific text on security considerations from post perspective.*]

Financial Considerations

If a spouse or family member gives up his/her diplomatic status he/she will meet all expenses associated with the change of status, including processing fees and any travel costs associated with the possible requirement by the host government to depart the country of posting to change visa type. Costs associated with any resumption of diplomatic status would also be met by the spouse or family member of the posted employee.

Overseas Conditions of Service

In the event that a change of status is approved, there would be no impact on overseas conditions of service for the posted employee.

Schedule 5 – Prescribed Rest Periods

Post locality	Rest period entitlement
Amman, Jordan	48 hours
Ankara, Turkey	48 hours
Athens, Greece	48 hours
Auckland, New Zealand	0
Bangkok, Thailand	24 hours
Beijing, China	24 hours
Beirut, Lebanon	48 hours
Belgrade, Serbia	48 hours
Berlin, Germany	48 hours
Brasilia, Brazil	48 hours
Cairo, Egypt	48 hours
Colombo, Sri Lanka	24 hours
Dhaka, Bangladesh	48 hours
Dili, East Timor	24 hours
Dubai, UAE	48 hours
Geneva, Switzerland	48 hours
Guangzhou, China	24 hours
Hanoi, Vietnam	24 hours
Ho Chi Minh, Vietnam	24 hours
Hong Kong	24 hours
Islamabad, Pakistan	48 hours
Jakarta, Indonesia	0
Johannesburg	48 hours
Kuala Lumpur, Malaysia	24 hours
London, UK	48 hours
Manila, Philippines	24 hours
Moscow, Russia	48 hours
Nadi	24 hours
Nairobi, Kenya	48 hours
New Delhi, India	24 hours
Ottawa, Canada	48 hours
Phnom Penh, Cambodia	24 hours
Port Moresby, Papua New Guinea	0
Pretoria, South Africa	48 hours
Santiago, Chile	48 hours
Seoul, South Korea	24 hours
Shanghai, China	24 hours
Singapore	0
Suva, Fiji	0
Taipei, Taiwan	24 hours
Tehran, Iran	48 hours
Washington, USA	48 hours

Schedule 6 – ECA TA Rates as at 1 July 2010 – Non-SES

Travel Allowance Rates are as set out in the Employment Conditions Abroad (ECA) Travel Allowances document in force from time to time.

Schedule 7 – Hardship Post Entitlements

The table below provides the post hardship rankings, Hardship Post Allowance, additional annual leave, Attraction Allowance and Special Location Supplement Allowance applying to category C to F hardship posts.

See: Section 21 – Hardship Post Conditions – Hardship Post Allowance

Overseas Post	ECA Post Ranking	Hardship Allowance A\$ per annum)		Additional Annual Leave (per year)
		Accompanied	Unaccompanied.	
Amman	D	19680	13120	9
Ankara	D	19680	13120	9
Athens	C	14760	9840	8
Auckland	A	0	0	0
Bangkok	C	14760	9840	8
Beijing	D	19680	13120	9
Beirut	E	24600	16400	10
Belgrade	D	19680	13120	9
Berlin	A	0	0	0
Brasilia	D	19680	13120	9
Cairo	E	24600	16400	10
Colombo	E	24600	16400	10
Dili	F	29520	19680	10
Dhaka	F	29520	19680	10
Dubai	C	14760	9840	8
Geneva	A	0	0	0
Guangzhou	D	19680	13120	9
Hanoi	D	19680	13120	9
Ho Chi Minh	D	19680	13120	9
Hong Kong	B	0	0	0
Islamabad	F	29520	19680	15
Jakarta	E (Temp. F)	29520	19680	10
Kuala Lumpur	C	14760	9840	8
London	A	0	0	0
Manila	D	19680	13120	9
Moscow	E	24600	16400	10
Nairobi	D	19680	13120	9
New Delhi	E	24600	16400	10
Ottawa	A	0	0	0
Phnom Penh	E	24600	16400	10
Port Moresby	E (Temp. F)	29520	19680	10
Pretoria	C	14760	9840	8
Santiago	C	14760	9840	8
Seoul	C	14760	9840	8
Shanghai	C	14760	9840	8
Singapore	B	0	0	0
Suva	D	19680	13120	9
Taipei	C	14760	9840	8
Tehran	F	24600	16400	10
Washington	A	0	0	0

Notes:

Additional Annual Leave has been allocated according to the following formula:

- ECA Post Ranking category A, B – no Additional Annual Leave days;
- ECA Post Ranking category C – 8 Additional Annual Leave days;
- ECA Post Ranking category D – 9 Additional Annual Leave days;
- ECA Post Ranking category E, F – 10 Additional Annual Leave days;
- an Attraction Allowance of \$5,000pa is paid to staff working at Tehran and Port Moresby; and
- a Special Location Supplement Allowance is paid to staff working at Jakarta, Port Moresby and Dili as follows:

Post Locality	% of Cat F Hardship Allowance	Accompanied Rate per annum	Unaccompanied Rate per annum
Jakarta	17%	\$5,018	\$3,346
Port Moresby	17%	\$5,018	\$3,346
Dili	20%	\$5,904	\$3,936

Schedule 8 – Benchmark Schools

The table below sets out the approved benchmark schools that are used to determine the financial limit for education assistance. Employees are not required to send a child to a benchmark school, however the benchmark school is used to determine the level of assistance.

See: Section 14 – Assistance with education costs

Post	Pre-School	Primary School	Secondary School	Summer School
Amman	American Community School	American Community School	American Community School	No provision
Ankara	International School	American School	American School	No provision
Athens	American Community School	American Community School Campion School St Catherine's British School	American Community School, Campion School	American Community School Campion School
*Auckland	Local Government School	Diocessan School	Diocessan School	No provision
Bangkok	Patana School	International School Patana School	International School	New International School of Bangkok (NIST) Patana School Early Learning Centre/Purple Elephant St Andrews
Beijing	International School of Beijing	International School of Beijing	International School of Beijing	American Employees' Association Kids Chinese Summer Camp
Beirut	American Community School	American Community School	American Community School	No provision
Belgrade	International School of Belgrade	International School of Belgrade	International School of Belgrade	No provision
Berlin	Berlin Brandenburg Int. School Berlin British School British Int. School of Berlin	Berlin Brandenburg Int. School Berlin British School British Int. School of Berlin	Berlin Brandenburg Int. School Berlin British School British Int. School of Berlin	No provision

Post	Pre-School	Primary School	Secondary School	Summer School
Brasilia	No provision	The American School, Brasilia	The American School, Brasilia	No provision
Cairo	Cairo American College International School Cairo	Cairo American College International School Cairo	Cairo American College International School Cairo	No provision
Canberra	No provision	No provision	Canberra Girls Grammar School Canberra Grammar School	No provision
Colombo	Overseas School of Colombo	Overseas School of Colombo	Overseas School of Colombo	No provision
Dhaka	American Int. School Montessori School	American Int. School Montessori School	American Int. School Montessori School	American Int. School
Dili	No provision	No provision	No provision	No provision
*Dubai	International School of Choveisat	American School of Dubai	American School of Dubai	No provision
Geneva	International School of Geneva	International School of Geneva	International School of Geneva	No provision
Guangzhou	The American School of Guangzhou	The American School of Guangzhou	The American School of Guangzhou	No provision
Hanoi	United Nations International School (UNIS)	United Nations International School (UNIS)	United Nations International School (UNIS)	United Nations International School (UNIS)
Ho Chi Minh	International School, Ho Chi Minh City	International School, Ho Chi Minh City	International School, Ho Chi Minh City	International School, Ho Chi Minh City
Hong Kong	International School Woodland Montessori (for 3 year olds only)	Hong Kong International School	Hong Kong International School	Hong Kong International School Highgate House School, Parkview International Pre school Chinese International School English Schools Foundation

Post	Pre-School	Primary School	Secondary School	Summer School
Islamabad	International School of Islamabad	International School of Islamabad	International School of Islamabad	International School
Jakarta	British International School Jakarta Jakarta International School	British International School Jakarta Jakarta International School	British International School Jakarta Jakarta International School	Jakarta International School (Academic and PTA programs)
Kuala Lumpur	International School	International School	International School	International School
London	Southbank International School	Southbank International School	Southbank International School.	No provision
Moscow	American Embassy Kindergarten, British Embassy Kindergarten	Anglo-American School	Anglo-American School	Anglo-American School Moscow Embassy Child Care
Nairobi	Riverside Nursery School	The International School of Kenya	Hillcrest Secondary School International School of Kenya Kenya Girls High School	No provision
New Delhi	American Embassy School	American Embassy School	American Embassy School	American Embassy School
Ottawa	Fern Hill School	Any Gov School	Any Govt School	No provision
Phnom Penh	International School in Phnom Penh (ISPP)	International School in Phnom Penh (ISPP)	International School in Phnom Penh (ISPP)	International School in Phnom Penh (ISPP) Northbridge International School of Cambodia
Port Moresby	Murray International School	Murray International School	Port Moresby International School	No provision
Pretoria	Brooklyn Montessori Pre-school	American International School of Johannesburg at Pretoria	American International School of Johannesburg at Pretoria	No provision
Santiago	International School	International School	International School	International School
Seoul	Seoul Foreign School Seoul British School	Seoul Foreign School Seoul British School	Seoul Foreign School	The Seoul Club

Post	Pre-School	Primary School	Secondary School	Summer School
Shanghai	Yew Chung International School British International School of Shanghai	Yew Chung International School British International School of Shanghai	Yew Chung International School British International School of Shanghai	No provision
Singapore	Australian International School	Australian International School	Australian International School	No provision
Suva	International School	International Primary School	International Secondary School	No provision
Taipei	No provision	Taipei American School	Taipei American School	Taipei Youth Program Association
Tehran	British School	British School	French School	No provision
Washington	Local Government School	Local Government School	Local Government School	No provision

Schedule 9 – ALF Regional and Relief Leave Centres

The table below provides post hardship rankings and the prescribed Assisted Leave Fare frequencies to Regional Leave Centres and Relief Leave Centres.

See: Section 21 – Hardship Post Conditions – Assisted Leave Fares (ALF)

Overseas Post	ECA Post Ranking	Assisted Leave Fare Frequencies Regional/Relief Leave Centres
		Per Period of Posting
Amman	D	London 1, Rome 2
Ankara	D	London 1, Rome 2
Auckland	A	Nil
Bangkok	C	Australia 1, Singapore 1
Beijing	D	Australia 1, Singapore 2
Beirut	E	London 1, Rome 3
Belgrade	D	London 1, Vienna 2
Berlin	A	Nil
Brasilia	D	Miami 1, Porto Alegre 2
Cairo	E	London 1, Rome 3
Colombo	E	Australia 1, Singapore 3
Dhaka	F	Australia 1, Singapore 4
Dili	F	Canberra 1, Singapore 4
Dubai	C	London 1, Rome 1
Geneva	A	Nil
Guangzhou	D	Australia 1, Singapore 2
Hanoi	D	Australia 1, Singapore 2
Ho Chi Minh	D	Australia 1, Singapore 2
Hong Kong	B	Nil
Islamabad (12 month posting)	F	Australia 1, Singapore 2
Jakarta	F	Australia 1, Singapore 4
Kuala Lumpur	C	Australia 1, Singapore 1
London	A	Nil
Manila	D	Australia 1, Singapore 2
Moscow	E	London 1, Vienna 3
Nairobi	D	London 1, Mauritius 2
New Delhi	E	Australia 1, Singapore 3
Ottawa	A	Nil
Phnom Penh	E	Australia 1, Singapore 3
Port Moresby	F	Australia 1, Brisbane 4
Pretoria	C	London 1, Mauritius 1
Santiago	C	Miami 1, Porto Alegre 1
Seoul	C	Australia 1, Singapore 1
Shanghai	C	Australia 1, Singapore 2
Singapore	B	Nil

Overseas Post	ECA Post Ranking	Assisted Leave Fare Frequencies Regional/Relief Leave Centres
Suva	D	Australia 1, Sydney 2
Taipei	C	Australia 1, Singapore 1
Tehran	F	London 1, Rome 4
Washington	A	Nil

Notes:

(1) Assisted Leave Fares have been allocated to posts, with an ordinary period of posting of 3 years, according to the following:

- ECA Post Ranking category A, B – no assisted leave fares
- ECA Post Ranking category C – 1 regional fare and 1 relief fare
- ECA Post Ranking category D – 1 regional fare and 2 relief fare
- ECA Post Ranking category E – 1 regional fare and 3 relief fares
- ECA Post Ranking category F – 1 regional fare and 4 relief fares

(2) Regional Leave Centre fares are to Australia, London, and Miami.

Relief Leave Centre fares are to a neighbouring destination, which provides relief from local conditions.

Australia, for assisted leave fares purposes, means the capital city in Australia with the lowest travel costs from post (excluding Perth, Darwin and Hobart).

Schedule 10 – Management Initiated Early Termination of Posting Payments

Date of effect 1 July 2008.

Claims for payment should be submitted to the Director, Overseas Conditions Section.

<u>Three year posting</u>	
Column 1	Number of months of posting remaining in a three year or extended posting
Column 2	Nett allowance payable AUD - accompanied employee
Column 3	Nett allowance payable AUD – unaccompanied employee
<u>Two year posting</u>	
Column 4	Number of months of posting remaining in a two year posting
Column 5	Nett allowance payable AUD - accompanied employee
Column 6	Nett allowance payable AUD – unaccompanied employee

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
35 or more	\$10,102	\$6,060			
32 to 34	\$9,185	\$5,509			
29 to 31	\$8,268	\$4,958			
26 to 28	\$7,348	\$4,408			
23 to 25	\$6,432	\$3,856	23 to 24	\$10,102	\$6,060
20 to 22	\$5,515	\$3,306	20 to 22	\$8,659	\$5,195
17 to 19	\$4,598	\$2,754	17 to 19	\$7,216	\$4,331
14 to 16	\$3,680	\$2,203	14 to 16	\$5,775	\$3,466
11 to 13	\$2,761	\$1,654	11 to 13	\$4,331	\$2,600
8 to 10	\$1,844	\$1,101	8 to 10	\$2,888	\$1,737
4 to 7	\$927	\$550	4 to 7	\$1,444	\$872
0 to 3	Nil	Nil	0 to 3	Nil	Nil