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Overseas Conditions of Service

Policy Statement

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1. Purpose

- 1.1. The Department of Home Affairs Overseas Conditions of Service (OCOS) policy sets out the Department's conditions of service relating to overseas service and assists employees with the various phases of their overseas placements. This includes employees on short-term missions (STMs) and long-term postings. The section on long-term postings is presented in three parts to cover conditions and processes: before posting; at Post; and returning from Post.
- 1.2. The overseas conditions of service is intended to provide a package that allows Australian employees living overseas to maintain a standard of living similar to that in Australia, compensate employees for the general disruption associated with a posting and for working in some environments that can be challenging due to a range of factors.
- 1.3. Overseas allowances can vary during an employee's placement overseas, as can the duration and terms of the placement. Employees are advised to not overextend themselves financially.

Authority

- 1.4. Under the Department of Home Affairs Workplace Determination 2019 (WD), pursuant to clause 9.35, the Secretary is authorised to determine overseas conditions of service entitlements from time to time. Where this policy is silent on particular conditions of employment, or to the extent of any inconsistency, the Public Service Act 1999, WD, Public Governance, Performance and Accountability Act 2013 (PGPA Act), Accountable Authority Instructions (AAls), Financial Management Guidelines, other applicable legislation and/or regulations, and associated people management instructions and policies will apply.
- 1.5. The legal authority for making decisions on a range of overseas conditions matters in this policy has been delegated by the Secretary to designated office holders in the Department. Delegates are listed at Schedule One – Delegations to this policy. Delegates 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.

2. Scope

In Scope

- 2.1. Unless stated otherwise, the conditions in this policy apply to all Departmental employees, employed under section 22 of the Public Service Act 1999 and assigned duties overseas for a period of usually more than 28 days. This includes employees on long-term postings and STMs.
- 2.2. The conditions outlined in this policy apply to all Departmental employees who accept a long-term posting offer or STM.

Out of Scope

- 2.3. Employees who are deployed overseas on an aid-funded Whole of Government program, conditions and entitlements are in accordance with the Overseas Conditions of Service Policy Australian Aid-funded program deployments policy, with the exception of health care. Health care provisions are in accordance with this policy.

- 2.4. Employees undertaking official travel overseas, i.e. not a long-term posting or STM, are out of scope of this policy. These officials are covered by the [Official Travel policy](#).

3. Policy Statement

Part 1 – General

1.1 Overview of Overseas Posting and Placement Types

Short-term Mission

- 1.1.1 A short-term mission (STM) is a period of duty overseas in a STM designated position, away from home location, usually for more than 28 days but not greater than 12 months.
- 1.1.2 Employees undertaking an Airline Liaison Officer (ALO) role are considered to be on a short-term mission at a foreign airport.

Recall to Duty

- 1.1.3 A recall to duty occurs when an employee is recalled from leave, including leave without pay, for a temporary period of duty overseas. Where this duty occurs at their overseas home location, it is not considered to be away from home location or a STM.

Long-term Posting

- 1.1.4 A long-term posting is a period of duty overseas for 12 months or longer and is ordinarily is a period of three years.

Whole of Government (WoG) Posting

- 1.1.5 Employees posted as part of Aid-funded Whole of Government program or initiative remain Departmental employees but are subject to separate conditions.

Maximum length of posting and placements

- 1.1.6 The maximum duration that an employee can be on a posting and placement type (consecutive or combination) cannot exceed five years in duration.

1.2 Obligations of a posted Employee

Work Health and Safety

- 1.2.1 The [Work Health and Safety Act 2011 \(WHS Act\)](#) imposes specific responsibilities on workers to ensure the Department meets its health and safety obligations. While at work, a worker must:
- take reasonable care for his or her own health and safety;
 - take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;

- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the WHS Act; and
- co-operate with any reasonable policy, procedure, or undertaking relating to health and safety at the workplace that has been notified to workers.

1.2.2 Some countries do not require organisations to abide by the same level of work health and safety standards that must be met in Australia. The WHS Act continues to apply to Australian Government operations outside Australia. Therefore, it is important for employees on placement overseas to remain diligent in respect to safety in Departmental workplaces and the workplace practices of the Department, including locally engaged employees (LEE) and contractors.

1.2.3 More information about health and safety can be obtained by contacting [s.22\(1\)\(a\)@homeaffairs.gov.au](mailto:s.22(1)(a)@homeaffairs.gov.au).

Professional Standards

1.2.4 All Australian Public Service (APS) employees must comply with the [APS Values, Employment Principles](#) and the [APS Code of Conduct](#). This includes upholding the good reputation of Australia and the Department while on duty overseas.

1.2.5 Employees should familiarise themselves with the [Department's Professional Standards and Integrity framework](#), which applies to all employees, including those working overseas and LEEs.

1.2.6 While the Department's Professional Standards and Integrity framework does not directly extend to cover members of an employee's household, any members accompanying an employee on a posting are expected to behave in a way that upholds Australia's good reputation overseas.

1.2.7 Posted employees are obliged to take all reasonable steps to ensure that members of their household are aware of local laws, culture and customs. If any member of an employee's household engages in any activity that brings or may bring the Department, Post or Australia into disrepute, all reasonable steps to ensure that the behaviour ceases must be taken by the employee.

1.2.8 If such behaviour continues, the employee must inform their manager, as well as the HoM/HoP via an appropriate communication channel. Any reputational damage to the Department or Australian Government, by an employee or their dependant, may result in the early termination of the employee's posting.

1.2.9 The appropriate contact for any queries or reporting a suspected breach of the professional standards is the Integrity area [s.22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au).

1.2.10 A breach of the Professional Standards may result in termination of posting

1.2.11 Further information about the Department's Professional Standards and Integrity framework is available from the Integrity area ([s.22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)).

Performance Management

1.2.12 All employees must participate in the [Department's Performance Management Framework](#) (the framework), including when on a posting or STM.

1.2.13 The framework is designed to foster regular, two-way, fair, objective and consistent, and, wherever possible, face-to-face performance feedback. A key part of the framework is the Performance and Development Agreement (PDA). The PDA cycle runs from 1 September to 31 August each year.

- 1.2.14 All PDAs should be completed electronically via the ourPeople system. If this is not possible, the PDA and assessment discussions should be recorded in another form.
- 1.2.15 Further information is available at the [Department's Performance Management Framework policy](#).

1.3 Diplomatic status and responsibilities

Diplomatic status

- 1.3.1 Diplomatic status and privileges are conferred on A-based employees on long-term posting in an accredited position 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 (e.g. 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 diplomatic privilege.
- 1.3.2 Employees must not use diplomatic privileges in a manner that would undermine the integrity of those privileges. Employees must not seek to either invoke or waive diplomatic immunity, which is a matter for decision by the Minister for Foreign Affairs.
- 1.3.3 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 HoM or HoP who may decide that the Department or the host Government be consulted.
- 1.3.4 Employees must take all reasonable steps to ensure that any activities by a member of their household who is undertaking a private occupation or a 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 personal email address used for business-related correspondence.

Representational responsibilities

- 1.3.5 Representational funds may be provided for overseas Regional Directors, Post Managers and selected Departmental 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.
- 1.3.6 Further information on representation responsibilities and accountability of representational funds is available in the Official hospitality and business catering [Financial Management Guideline Procedural Instruction](#).

Spouse employment

- 1.3.7 Employees undertaking an overseas posting should be aware that it might not be possible for spouses/dependants holding diplomatic visas to obtain permission to work outside the embassy/foreign legation environment in certain countries. 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.

- 1.3.8 Other countries may require spouses or dependants 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, employees must ensure they are aware of local employment conditions and possible restrictions on obtaining working visas prior to applying for or undertaking a posting.
- 1.3.9 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 DFAT.
- 1.3.10 If a spouse or family member gives up their diplomatic status, they will meet all expenses associated with the change of status, including processing fees and any travel costs associated with possible requirements 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.
- 1.3.11 Employees, spouses and dependants should also be aware that overseas employment might have Australian tax and superannuation implications. Employees may wish to enquire about this when obtaining financial advice prior to posting.

END OF PART ONE

Part 2 – Short-term Missions

2.1 Overview of STM

- 2.1.1 This section applies to employees who undertake designated STM.
- 2.1.2 A STM is an unaccompanied period of duty overseas, away from home location, usually for more than 28 days but not greater than 12 months, as determined by the Delegate.
- 2.1.3 In-country travel, recall to duty at an overseas home location, or travel from a Post to Australia is not considered a STM for the purposes of Part 2.

Allowances Summary

- 2.1.4 The following allowances may apply to employees undertaking a STM, refer Table 1 below.

Table 1: STM allowances

Allowance	Eligibility
Travel Allowance	Rate that is appropriate to location and classification of the employee.
Equipment Allowance	Entitled to receive allowance once every three years. Employees who have commenced a posting in the last three years are taken to have received the allowance as part of their transfer to Post allowance.
Unaccompanied Location Allowance	Based on location rating of Post. A STM must be for 28 days or more for Location Allowance to apply.
Special Location Supplement	For STMs to countries identified in Schedule Three .
Refugee Camp Location Allowance	Subject to Delegate approval.

2.2 Adjusted Conditions of Service

- 2.2.1 If, for operational reasons, a STM will exceed six months duration the Delegate may approve that the employee receives adjusted conditions of service, based on long-term posting provisions, with the following exceptions:
- there is no entitlement to be accompanied by dependants at official expense unless authorised by the Delegate;
 - there is no entitlement to assistance with education in Australia; and
 - there is no entitlement to flexible travel arrangements.

2.3 Pre STM preparations

Medical Clearances

- 2.3.1 To be eligible to undertake a STM, employees must attend a medical consultation and be certified fit by the Department's medical service provider.
- 2.3.2 The medical consultation will provide the employee with specific preventative advice and recommend any vaccinations for the country and/or region of the STM.

Vaccinations

- 2.3.3 All vaccinations are mandatory and any employee choosing not to undertake any of the vaccinations recommended will not be cleared for the STM.
- 2.3.4 The Department will meet the cost of vaccinations that are recommended by the medical service provider.

Resilience Assessment

- 2.3.5 The Department recognises that roles overseas can place a significant demand on employees' physical and psychological wellbeing. Given this, the Department will ensure that employees have the appropriate level of resilience to cope with the demands. This means that all employees are required to undergo a resilience assessment for their proposed STM location.
- 2.3.6 The resilience assessment will assist an employee to fully explore areas of strength and vulnerability, and identify strategies that will develop, enhance or maintain resilience to get the most out of the STM.

Security Clearances

- 2.3.7 Employees are required to hold a Negative Vetting 1 (NV1) or Negative Vetting 2 (NV2) security clearance. The level of security classification will be determined by the position they will be undertaking while overseas.

Commonwealth Credit Card use

- 2.3.8 Employees travelling internationally on official business must hold a Commonwealth Credit Card. All travel-related costs, such as hotel accommodation, taxi costs etc. are to be purchased using the Department's Commonwealth Credit Card or paid by Post.

2.4 Travel Arrangements for Short Term Missions

Introduction

- 2.4.1 The Department will meet the cost of air travel, accommodation and official transport for an employee undertaking a STM. Travel arrangements for STMs from Australia (airfares, visas, passports, travel allowance, etc.) are administered by the Overseas Relocation team s. 22(1)(a)(ii) [@homeaffairs.gov.au](mailto:)).

Official passports

- 2.4.2 As representatives of the Department undertaking official government business overseas, all employees on a STM must travel on an official passport. The cost of official passports will be charged to the cost centre funding the travel.

Visas

- 2.4.3 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.

Travel advisories

- 2.4.4 To assist the Department in the proper discharge of its duty of care obligations, all employees who travel outside Australia on official business must report their travel prior to departure to the Overseas Security team. All employees posted overseas must also report any travel (both official and personal) that takes them away from their usual location to the Overseas Security team s. 22(1)(a)(ii) [\[REDACTED\]@homeaffairs.gov.au](mailto: [REDACTED]@homeaffairs.gov.au)).
- 2.4.5 Employees undertaking STMs must consult the 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 location(s) to be visited.
- 2.4.6 Under current Departmental policy, employees travelling to a 'High Risk' destination will need to have a Security Risk Assessment undertaken in support of their travel prior to departure. A 'High Risk' destination is one that the DFAT 'Smartraveller' website defines as either a 'Reconsider your need to travel' or 'Do not travel' destination. The Protective Security Section will complete the risk assessment and forward it to the responsible SES officer or Regional Director. While A-based employees are at Post DFAT assumes responsibility for protective security; however, A-based employees who travel away from Post for official duty to 'High Risk' destination/s come under the Department's policy.
- 2.4.7 Employees who hold an Employment Suitability Clearance and/or a Commonwealth Security Clearance must also report the details of any international travel in accordance with the Department's Declarable Circumstances policy. Travel details should be reported to the Employment Suitability team ([s. 22\(1\)\(b\) \[REDACTED\]@homeaffairs.gov.au](mailto: s. 22(1)(b) [REDACTED]@homeaffairs.gov.au)) prior to travel and on the required form.

Approval of travel

- 2.4.8 Approval to travel for a STM must be obtained prior to travel, in accordance with Accountable Authority Instructions. This will be facilitated by the Overseas Relocation team in conjunction with the business area responsible for the placement.

Air travel

- 2.4.9 Air travel will be as set out in the Accountable Authority Instructions, which stipulates that travel officials must use the International Best Fare (IBF) and act in accordance with the 'Department of Finance Resource Management Guide No. 405'. Value for money is the overarching consideration.

when booking flights for international travel, taking into consideration the practical business needs of the traveller and overall cost of the trip. It is not intended that employees be required to use a cheaper airline where there are reasonable grounds for concerns over safety or security.

- 2.4.10 Employees travelling for a STM are not entitled to access flexible travel arrangements including taking side trips, backtracking or generally deviating from the most direct route with the least amount of stops.
- 2.4.11 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. If a through ticket is not purchased then any domestic travel must be at economy class.
- 2.4.12 Offers by airlines to upgrade to first class must be declined in all circumstances.

Class of air travel

- 2.4.13 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; and
 - where business class or an equivalent option is not available for international travel, the Delegate may consider approving an alternate (non-direct) route, particularly where the travel is in excess of eight hours.

Promotions and competitions

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

Unused tickets

- 2.4.15 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.

Travel for compassionate reasons

- 2.4.16 If compassionate travel is necessary, the Delegate may consider whether the compassionate travel provisions applicable for long-term postings apply, or if cessation of the STM is appropriate.

Travel out of hours

- 2.4.17 Employees undertaking STMs may not accrue flex time or overtime for periods of travel that fall outside normal working hours.

Frequent flyer, reward or loyalty points

- 2.4.18 Departmental employees are not permitted to accrue Frequent Flyer Points or Loyalty Reward Points for official business travel. Status credits may still be accrued.

Excess baggage

- 2.4.19 The standard baggage limit for business class travellers is 30 kg on international flights and 20 kg on domestic flights. An employee undertaking an STM may transport 30 kg of baggage at Departmental expense. The exception to this is if the carrier charges a price for each bag rather than for the combined weight, in which case the benefit is two suitcases.
- 2.4.20 Any personal excess baggage costs incurred *en route* to a STM will not be reimbursed and are at the employee's personal expense.
- 2.4.21 Employees returning from a STM are entitled to:
- a maximum of 15 kg excess baggage on international flights; and
 - a maximum of 25 kg excess baggage on the domestic leg of an international flight.
- 2.4.22 Baggage entitlements, including excess baggage provisions cannot exceed 45 kg in total. For example, where an employee receives an airline baggage allowance of 40 kg, they are entitled to a maximum additional 5 kg of excess baggage on return from an STM.
- 2.4.23 The cost for work-related excess baggage associated with STMs must be charged to a Commonwealth Credit Card, unless that card is not accepted by an agent. In these instances if work-related excess baggage costs are paid personally by an employee, they may seek reimbursement via an 'Employee Reimbursement' through easySAP. Work-related excess baggage includes training materials, computers, audio visual and other essential business equipment transported with an employee undertaking official travel.

2.5 Rest Periods on Short Term Missions

Introduction

- 2.5.1 A rest period provides a chance to recover from jet lag, during or after travel, before undertaking duty.

Rest period entitlements

- 2.5.2 Rest period entitlements are based on the flight duration and 2 hours of incidental travel. It does not include pre-departure travel time, rest periods, leave, or stopovers at localities where an employee is not required to perform duty.
- 2.5.3 If an employee undertakes a STM with a continuous travelling time of between 6 to 12 hours, the employee will be entitled to a rest period before commencing duty. A rest period is defined as a period of sufficient duration to enable overnight rest, but not longer than 24 hours. The rest period must be taken at the final destination.
- 2.5.4 If the employee undertakes a STM with a continuous travelling time of between 12 to 24 hours, the employee will be entitled to two rest periods before commencing duty. One rest period may be taken partway through the journey, and the remaining rest period must be taken at the end of the journey, or both rest periods may be taken at the end of the journey. In the latter case, the combined rest periods must not be longer than 48 hours.

Rest period conditions

- 2.5.5 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 rest period entitlement prescribed at 2.5.3 above, and will depend on airline schedules and time of arrival and departure at the destination.
- 2.5.6 No trip can have more than two rest periods.
- 2.5.7 Where an employee is eligible for a 48-hour rest period, and one 24-hour rest period is taken enroute, the Department will meet the cost of one nights accommodation.

Rest period – employee on duty

- 2.5.8 An employee is considered 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 or a public holiday are rest days if the employee is not required to work on those days.

Effect of stopover on a rest period

- 2.5.9 If an employee has an unavoidable stopover during travel to an international destination, they are not entitled to a rest period unless the Delegate 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.

2.6 Travel Allowance for Short-term Missions

Introduction

- 2.6.1 The Department will provide a living away from home allowance for employees undertaking a STM in the form of a Travel Allowance appropriate to the employee's classification and the destination where the duties are performed.
- 2.6.2 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 but not limited to currency conversion fees, commissions, exchange losses etc.
- 2.6.3 An employee who is on Leave Without Pay (LWOP) and is recalled to duty in their current home location is not considered to be undertaking a STM. In this scenario, employees will be entitled to receive Travel Allowance only if they travel away from their home location overnight during the recall to duty.

Travel Allowance advance

- 2.6.4 Employees are entitled to Travel Allowance for the duration of their STM and for the time spent at transit points during travel. Travel Allowance is not payable enroute to Post, or on return to Australia where meals are received in flight during designated meal times. Travel Allowance is paid in advance prior to departure, based on the approved International Travel Request.
- 2.6.5 Employees will be provided with documents pertaining to their individual Travel Allowance advance, including calculations. This will aid the employee in understanding the amount of meals and

incidentals that has been advanced to them for their trip and to assist with completing their 'Travel Diary' at completion, for acquittal.

- 2.6.6 International travellers from Australia must complete a 'Travel Diary' to record their daily expenses and other miscellaneous costs in order to acquit their trip. Items such as departure taxes, taxis and public transport costs that could not be paid using the Commonwealth Credit Card are to be claimed in the acquittal process. All claims for items must be supported by receipts.
- 2.6.7 Employees whose STM is extended beyond the initial STM Travel Allowance advance period will receive the additional Travel Allowance funds as part of the acquittal of their Travel Allowance.

Additional expenses

- 2.6.8 Personal expenses such as bank fees and charges for non-official ATM withdrawals, non-prescription pharmaceuticals private phone calls and other identified related personal expenses that are not associated with the employee's STM duties will not be met as an official charge.
- 2.6.9 Other expenses associated with STM travel such as official phone calls, passport and visa fees, departure taxes, vaccination costs, reasonable costs to travel to and from work at the overseas destination, and other identified related official expenses that are associated with the employee's STM duties will be met as an official charge. Expense items can be charged to the Commonwealth Credit Card where appropriate, paid directly by the Post on behalf of the STM or the employee may seek reimbursement via an 'Employee Reimbursement'.

Travel Allowance during times of leave

- 2.6.10 Travel Allowance will be paid during official travel and while on sick leave, but is not paid during periods of annual leave, or during any weekend or other holiday taken in conjunction with leave.

Travel Allowance during transit

- 2.6.11 If a traveller transits a domestic destination during a major mealtime, the meal rate (not including incidentals) for that meal will be paid. Table 2 below can be used as a guide for transit travel allowance entitlements:

Table 2: Domestic mealtimes

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

Rates of Travel Allowance

- 2.6.12 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, which apply for the financial year e.g. 1 July 2020 rates would cover the 2020/2021 financial year.
- 2.6.13 The applicable Travel Allowance rates for travel from Post are the rates used by DFAT.

- 2.6.14 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.
- 2.6.15 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

- 2.6.16 An employee is entitled to an allowance for meals on the day of arrival and day of departure at their overseas destination. This payment is automatically calculated and included in the Travel Allowance payment an employee receives prior to undertaking a STM. 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 3 below:

Table 3: Meal allowance for day of arrival or departure

Time of arrival/departure	Applicable meal allowance provisions on day of arrival	Applicable meal allowance provisions on day of departure
Before 07:00am	Breakfast, Lunch and Dinner	No meals
07:00am – 1:00pm	Lunch & Dinner	Breakfast
1:01pm – 7:00pm	Dinner	Breakfast and Lunch
After 7:00pm	No meals	Breakfast, Lunch & Dinner

Incidental Allowance

- 2.6.17 An employee on a STM is entitled to Incidental Allowance. Incidental Allowance covers living and incidental expenses including currency conversion fees and commissions, personal telephone calls or transport costs, personal excess baggage costs, charges for ATM withdrawals etc.
- 2.6.18 The rate of Incidental Allowance reduces by 50% after 28 days at any one location.
- 2.6.19 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.

Rate for meals in accommodation with cooking facilities

- 2.6.20 If an employee stays for five continuous days or longer in accommodation with cooking facilities sufficient to prepare a cooked meal (i.e. 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

- 2.6.21 An employee must not be paid the meal component of Travel Allowance in respect of a meal that is provided. Any meals that are provided must be declared when acquitting Travel Allowance.

Excess meals and incidental costs

- 2.6.22 Employees should not be financially disadvantaged due to unusual circumstances while travelling (e.g., employees travelling with Ministers or Secretaries may incur higher levels of travel expenses).
- 2.6.23 If the Delegate is satisfied that the amount of Travel Allowance payable to an employee was insufficient and upon receipt of supporting documentation the difference between the Travel Allowance paid and the actual cost may be reimbursed to the employee. If approved by the Delegate, reimbursement can be gained via easySAP.

Travel Allowance if paid by another organisation

- 2.6.24 The amount of Travel 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.

Acquittal of Travel Allowance

- 2.6.25 Employees must acquit their Travel Allowance advance within 14 days of returning from travel. If travellers do not acquit their Travel Allowance within this period action may be taken to recover the advance in full.
- 2.6.26 Once the Overseas Relocation team has re-calculated Travel Allowance using the details provided in the International Travel Diary, the employee will be advised by email of any overpayment or underpayment of Travel Allowance, with details of the acquittal. An amendment to the trip in EasySAP will then occur which will trigger standard Departmental arrangements for the adjustment.
- 2.6.27 International travellers from Post are required to meet Post acquittal requirements.

2.7 Other Conditions for Short-term Missions

Accommodation at Post

- 2.7.1 The Department will pay the cost of a reasonable standard of accommodation, arranged by Post. 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.

Flextime and working hours

- 2.7.2 Flextime, travel out of hours, home based work and variable working hour provisions specified in the WD are not available to employees on a STM.

Public holidays

- 2.7.3 Employees undertaking STMs observe public holidays on the basis of the overseas location.
- 2.7.4 Post specific holidays are observed by an employee on STM. Where an employee is not in an overseas location with Post specific holidays these will be determined by the Delegate.

- 2.7.5 If there is a public holiday in Australia while overseas, the public holiday is not to be observed unless it is also observed at the Post/overseas location.

Leave while overseas

- 2.7.6 Subject to the Delegate's approval, the amount of annual leave that can be taken while on a STM cannot exceed the amount of leave accrued during the period of duty overseas and cannot be anticipated. All leave requests are subject to operational needs at Post.
- 2.7.7 Employees will be personally liable for any additional costs incurred by the Department as a result of employees taking leave in association with a STM, such as health and travel insurance, accommodation, visas and personal travel arrangements.
- 2.7.8 Employees on STMs do not accrue additional location leave as is applicable to long-term postings and travel that originates from Post.

Location Allowance

- 2.7.9 An employee undertaking a STM to a category C, D, E, or F location for a period of 28 days or more is eligible to receive pro rata Location Allowance at the unaccompanied rate from the first day of duty at the Post until the last day of duty at Post.
- 2.7.10 Location Allowance is paid to compensate for the adverse effects on an employee's lifestyle and welfare from living in different conditions, particularly over an extended period. An employee will not receive Location Allowance where the STM is for less than 28 days.
- 2.7.11 An employee cannot receive two Location Allowances for the same period.
- 2.7.12 If on continuous duty at more than one location for a combined period of 28 days or more, pro rata Location Allowance will be paid at the rate applicable to each Post over the period the employee was on duty in each location.
- 2.7.13 Where a long-term posted employee at a C, D, E, or F location is undertaking a STM to another C, D, E or F location for a period of 28 days or more, they will receive the pro rata Location Allowance appropriate to their location, unless the Delegate determines otherwise.

Special Location Supplement

- 2.7.14 Special Location Supplement (SLS) 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. For more information, refer to the [Special Location Supplement section](#) in Part 4.

Equipment Allowance

- 2.7.15 Equipment Allowance is intended to assist employees with the cost of travel equipment, other items purchased for official travel and the wear and tear on possessions (including luggage) resulting from overseas travel.
- 2.7.16 When travelling from Australia on a STM, an employee will be entitled to receive an Equipment Allowance once every three years. The Delegate may adjust the amount for Equipment Allowance on 1 July each year. See [Schedule Three](#) for the current rate.

2.7.17 Equipment Allowance is not paid:

- more than once in any three year period;
- if the employee has commenced a long-term posting within three years prior to the STM; or
- if an employee is accompanying their spouse on a long-term Departmental posting and is recalled to duty to undertake a STM.

2.7.18 Equipment Allowance is not assessable income for employees and will be paid in association with Travel Allowance.

Medical and dental treatment while overseas

2.7.19 An employee on an approved STM is covered under the Department's insurance arrangements through Comcover (Medical Expenses and Medical Emergencies) for travel periods of up to 180 days. Employees undertaking international travel in excess of 180 days duration may continue to be covered by Comcover. More information regarding this can be obtained by emailing the overseas medical mailbox (s. 22(1)(a)(ii) @homeaffairs.gov.au).

2.7.20 Departmental employees requiring medical assistance while travelling on a STM should contact International SOS for assistance, and follow the directions given by International SOS concerning approved medical practitioners and facilities.

2.7.21 Any necessary costs associated with medical assistance obtained during a STM should be insurable expenses, and will be covered by International SOS/Comcover instead of being a Departmental expense. If International SOS or Comcover is unable to make payment directly on behalf of the employee in the first instance, then the employee must pay for the service and seek reimbursement by submitting an insurance claim.

2.7.22 If an employee becomes ill or is injured during a STM, the Department will meet the reasonable costs of any necessary medical or hospital treatment for the illness or injury, which are not recoverable under the Department's Comcover insurance policy.

2.7.23 If an employee obtains essential or emergency dental treatment during a STM and the cost of the treatment is not recoverable under the Department's Comcover insurance policy, the employee is eligible for reimbursement of the additional costs of emergency dental treatment above the costs of the same or similar treatment in Australia.

2.7.24 More information about the Department's Comcover insurance can be obtained by contacting the Overseas Medical mailbox (s. 22(1)(a)(ii) @homeaffairs.gov.au) or the Department's Comcover Manager (s. 22(1)(a)(ii) @homeaffairs.gov.au).

Comcover insurance

2.7.25 The Department's Comcover insurance cover provides employees with overseas travel cover for travel periods of up to 180 days. This insurance policy provides the travelling employee and any approved accompanying person (each defined in the Comcover policy as a 'traveller') with the following cover:

- If the traveller's baggage and personal effects are lost, destroyed, or damaged during the travel, Comcover will repair or replace the items up to the limit of AUD25,000.

- If the traveller has money that is lost or stolen during the travel, Comcover will pay for the lost or stolen money.
- If the traveller's baggage is delayed for more than 8 hours following the arrival of the traveller at the destination, Comcover will pay the reasonable cost of necessities.

- 2.7.26 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 by contacting the Overseas Medical mailbox ([§. 22\(1\)\(a\)\(ii\)](#) [@homeaffairs.gov.au](#)).
- 2.7.27 In the event of injury, illness or death to a traveller, Comcover will pay the Department or the traveller directly (or his or her estate) the limit specified in the relevant Schedule of Cover.
- 2.7.28 Comcover will also pay for medical expenses and the costs of medical emergencies, up to the maximum amount of ten million Australian dollars, including:
- emergency evacuation and/or repatriation under medical supervision;
 - 24 hour worldwide medical information and assistance service;
 - sending essential medication or equipment not locally available;
 - sending a registered health professional where appropriate;
 - repatriation of mortal remains and any related costs; and
 - medical monitoring.
- 2.7.29 If an employee undertaking a STM dies overseas, the same provisions as those for employees on long-term postings will apply.

2.8 Airline Liaison Officer

Introduction

- 2.8.1 Employees undertaking an Airline Liaison Officer (ALO) role on a STM at an overseas international airport attract the same conditions and entitlements specified under the STM section, with the following variations:

Hours of Duty

- 2.8.2 ALOs will work a roster based on the airline operating schedules. ALOs can expect that hours worked will include early mornings and late evenings, weekends and public holidays.

Pre-assignment Medical Assessment

- 2.8.3 All ALOs are required to undergo a pre-assignment medical assessment, specifically designed for ALO placements, two months prior to departure. The purpose of the assessment is to identify and help manage any pre-existing medical conditions, and discuss management of these conditions in the ALO environment with the Department's identified medical service provider.
- 2.8.4 Employees not rated as fit for assignment are unable to undertake an ALO role.

Reasonable travel costs

- 2.8.5 The ABF will meet reasonable costs to travel to and from the ALO work location.

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- 2.8.6 To assist with this, an advance of a reasonable travel cost amount will be calculated by the ALO area, within ABF International Operations and Coordination Branch, and be paid as part of the Travel Allowance advance.
- 2.8.7 At the completion of the trip, the amount advanced as the reasonable travel cost must be acquitted at the same time as the general Travel Allowance acquittal, along with evidence to support the expenditure.

END OF PART TWO

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Part 3 – Long-term Postings – Pre Posting

3.1 Family Circumstances

Introduction

- 3.1.1 This section covers the range of family circumstances that may impact on a posted employee's allowances and entitlements. Posted employees are responsible for advising the Overseas Relocation team [s. 22\(1\)\(a\)\(ii\)](#) [@homeaffairs.gov.au](#) of their family circumstances, and any change in those circumstances.
- 3.1.2 Further information on whether an employee is able to be accompanied at Post by a de facto partner can be obtained from the DFAT and Austrade Post profile reports.

Dependants

- 3.1.3 For the purposes of overseas allowances a dependant, in relation to an employee, can be:
- a spouse, who ordinarily lives with the employee;
 - a child under the age of 18, who ordinarily resides with the employee and is financially dependent on them;
 - a child who is 18 years or older who ordinarily resides with the employee and is financially dependent on them, who has not married or entered into a de facto relationship and is undertaking full-time secondary education;
 - a special needs person over 18 who ordinarily resides with the employee, is financially dependent on them, and is determined by the Delegate to be a dependant;
 - a 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; or
 - any other person who is the employee's relative, or the employee's spouse's relative, and whom the Delegate approves for a period, of no less than 12 months, as the employee's dependant for the purpose of providing airfares, rest periods and settling-in and out expenses only (when travelling with the employee).
- 3.1.4 In determining whether a person should be considered a dependant of an employee, the Delegate must give regard to the following factors:
- the relationship of the person to the employee or employee's spouse
 - the extent of the person's dependency on the employee, in particular giving regard to their ordinary place of residence; and
 - 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.
- 3.1.5 For Reunion Travel purposes only, a child is considered as a dependant when:
- financially dependent on the employee;
 - less than 23 years of age; and
 - undertaking full-time study in an Australian institution, including tertiary.

- 3.1.6 Dependant status will not be approved if a child is in full-time employment.
- 3.1.7 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 (e.g. there is no entitlement if the posting will cease less than 12 months from the date a dependant commences residing with the employee);
 - is entitled to education assistance (see Assistance with education costs); or
 - marries or is recognised as a de facto spouse while on posting (allowances and entitlements are payable from the date the employee's spouse takes up residence at Post following formal recognition).
- 3.1.8 Notwithstanding the above, a dependant residing at Post for less than 12 months is entitled to assistance with health services as per the healthcare provisions, unless recognised as a 'limited dependant' only.
- 3.1.9 Persons with different family names to that of the employee being posted may need to produce marriage, custody or birth certificates.

Limited dependant status

- 3.1.10 Subject to the Delegate's approval 'Limited dependant status' refers to an employee's dependant over 18 years of age who has completed secondary education and:
- remains at Post for no longer than 12 months, until they commence full-time tertiary studies in Australia; or while they decide on future plans; or
 - intends to join the employee at Post for no longer than 12 months, until they commence full-time tertiary studies in Australia or while they decide on future plans.
- 3.1.11 Limited dependant status is limited to a maximum of 12 months from the date secondary education was completed and ceases on that date, or once the dependant departs Post and returns to Australia.

Change of circumstances

- 3.1.12 If a change occurs in the circumstances of an approved dependant (for example, the approved dependant decides to stay in Australia and will not accompany the employee to Post), that person ceases to be a dependant unless reviewed by the Delegate and is identified to remain as a dependant. Employees must report any change of circumstances to the Overseas Relocation team as soon as practicable to ensure correct payments are administered.

3.2 Recognition of Relationships

- 3.2.1 An employee may only be accompanied overseas by a spouse at official expense when they are married, in a recognised civil partnership or in a de facto relationship that is formally recognised by the Department.

Marriage, Civil unions and Registered Relationship

- 3.2.2 For marriage or civil unions, an employee will need to provide a copy of their certificate to the Overseas Relocation team.

Recognition of a de facto relationship

- 3.2.3 If a couple is not married, or in a registered relationship within the meaning of the Acts Interpretation Act 1901 (Cth) section 2E, a de facto relationship must be formally recognised by the Department before the employee can receive accompanied rates of allowances or other entitlements.
- 3.2.4 Section 4AA of the Family Law Act 1975 (Cth) states that a person is in a *de facto relationship* with another person if they are not legally married to each other and they have a relationship as a couple living together on a genuine domestic basis.
- 3.2.5 The law requires that de facto partners, who may be of the same or opposite sex, are involved in a close and intimate relationship. For example, persons living as housemates or roommates would not be considered as cohabiting for the purposes of recognition as a de facto relationship.
- 3.2.6 Subject to the Delegate's approval, the guidelines below are taken into account when determining whether to recognise a de facto relationship for the purposes of the OCOS Policy. These are not prescriptive and do not guarantee official recognition. Additional proof may be required. It is also important to note that being separated but still married, or separated but still in a civil partnership (or equivalent), does not preclude recognition of a de facto relationship with another person.
- 3.2.7 Once recognised, in all official documentation the de facto partner will be described as 'the partner of', 'the spouse of' or 'a member of the household of' the employee.
- 3.2.8 While most governments do not seek to create difficulties over the legal status of a de facto partner, the Department must remain sensitive to the customs of the host government, the society and their culture.

Recognition of a de facto relationship guidelines

- 3.2.9 Employees and their partners should submit a joint statutory declaration that gives explanatory evidence attesting to the fact that the couple are in a committed and genuine de facto relationship.
- 3.2.10 Supporting documentation should, where possible, accompany the statutory declaration for recognition and provide evidence drawn from the following list:
- the duration of the relationship;
 - whether cohabitation exists between the couple;
 - the nature and extent of cohabitation (a minimum of 12 months is required in most cases);
 - a cohabitation agreement (for example: a residential tenancy agreement or residential lease);
 - the ownership or acquisition of a joint property;
 - details of any child of the relationship, including a child accepted into the household, whether or not a child of either of the partners;

- the degree of financial dependence or interdependence, and any arrangements for financial support, between the parties (for example: joint bank accounts, joint insurance policies, etc.); and
- details of any non-financial support and/or commitment to each other (for example: caring for a partner's elderly/incapacitated relatives, caring for each other when sick or injured).

- 3.2.11 The above list is not exhaustive and employees are able to submit any evidence that they feel will support their application for recognition. No one factor will be considered more important than any other. However, the more factors that can be attested to will help the Delegate determine that there is a genuine de facto relationship.
- 3.2.12 Employees should email their completed joint statutory declaration, along with any supporting evidence, to Overseas Relocation team for the Delegate to consider. Employees should seek recognition of a de facto relationship by the Department prior to departing for their posting.
- 3.2.13 If the Delegate agrees to the recognition of a de facto relationship, the employee will receive email notification advising that the Delegate has approved Departmental recognition of their relationship for the purpose of overseas conditions of service provisions.
- 3.2.14 If the Delegate does not agree to the recognition of a de facto relationship, the employee will receive notification advising of this outcome and the reasons why. At this point, the employee may work with the Delegate to provide further evidence of a de facto relationship if the original evidence was insufficient.

Early return to Australia

- 3.2.15 Should a recognised relationship end during a posting or if the partner departs the Post, the Department should be advised immediately to prevent overpayment of allowances. Entitlements to fares to Australia and the cost of removal of a portion of the total family entitlement would be met by the Department.
- 3.2.16 The above considerations will apply to recognised de facto relationships only. Where an employee wishes to be accompanied by an unrecognised partner, this would be at the employee's own expense. The employee would remain on unaccompanied allowances and entitlements and the Post would not be expected to request any form of official recognition, privileges or immunities for the de facto partner.

3.3 Employee Couples

Introduction

- 3.3.1 An employee couple is two Departmental employees in a recognised spouse or de facto relationship in one of the following scenarios:
- both on long-term postings to the same location (postings do not have to be concurrent, they can overlap);
 - both on overlapping or concurrent long-term postings to different locations;
 - one employee on a long-term posting and the accompanying spouse recalled to duty at the same location; or

- one employee on a long-term posting and the accompanying spouse undertakes a short-term mission at a different location.

Pre-departure Conditions

- 3.3.2 Where long-term postings at the same location are not concurrent but overlap and an employee couple departs for Post at the same time, conditions and entitlements are applied at the accompanied rate.
- 3.3.3 Where an employee couple departs separately within a short timeframe of each other, entitlements such as those for uplift and transfer allowance will be applied at the accompanied rate. A case can be submitted to the Delegate for consideration of the provision of some separate entitlements such as a split uplift where departure to Post would occur separately and with a reasonable gap between departures. An assessment of such a case would need to ensure that any conditions or entitlements are not doubled.

Allowances and entitlements

- 3.3.4 Employee couples on joint overseas long-term postings must jointly nominate the person who will be the accompanied employee for receipt of allowances. If the employee couple does not nominate which employee will receive Cost of Posting Allowance (COPA), it will be paid to the employee with the higher gross salary.
- 3.3.5 Posted employees are not entitled to simultaneously receive an allowance or entitlement at both the accompanied and unaccompanied rate at the same point in time.
- 3.3.6 If the family composition of any long-term posted employee changes and the change impacts on the rate of an allowance, the posted employee has an obligation to advise the Overseas Relocation team. Allowances will be adjusted and if an overpayment has occurred, arrangements will be made for recovery.
- 3.3.7 If an employee or their spouse/dependants are absent from Post for more than 28 consecutive days, certain overseas allowances cease. In these situations, the posted employee has an obligation to advise the Overseas Relocation team of the absence, to ensure no overpayments occur. The exception to this is where the posted employee is absent while taking annual leave with allowances accrued at Post.
- 3.3.8 Table 4 below outlines each of the allowances and entitlements and their application to employee couples:

Table 4: Allowances and entitlement – Employee couples

Allowances / Entitlements	Employee couple treatment
Transfer Allowance	Scenario1: Employee couple posted to same location. Only one employee will receive Transfer Allowance at the appropriate rate according to family composition.
	Scenario 2: Employee couple posted to different locations. Unaccompanied Transfer Allowance is paid to each employee.

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Allowances / Entitlements	Employee couple treatment
Outlay advance	Employee couples are entitled to a loan up to a combined amount of \$15,000. This loan can be requested by one employee or can be shared by the couple.
Settling-In/Out allowances	Only one employee will receive meals supplements at each location. This will be paid for those members of the family unit settling in or out at that time.
Education assistance	One parent must nominate to receive assistance with education costs for a child remaining in full-time primary or secondary education in Australia.
Cost of posting allowance (COPA)	Scenario 1: Employee couple posted to same location. Only one employee will receive the accompanied rate of COPA.
	Scenario 2: Employee couple posted to different locations. Unaccompanied COPA is paid to each employee.
	Scenario 3: Employee couple where one person is recalled to duty. Where a posted employee is accompanied and the accompanying partner is recalled to duty, either at the same location or to undertake a STM at another location, the posted employee will continue to receive the accompanied rate of COPA as STMs are ineligible for this payment.
Child Supplement	Only one employee of an employee couple is entitled to receive child supplement.
Location Allowance	Only one employee of an employee couple is entitled to receive Location Allowance, at the accompanied rate, if at the same Post. Employee couples at different Posts are each entitled to the unaccompanied Location Allowance applicable to their location.
Special Location Supplement (SLS)	Scenario 1: Employee couple posted to same location. Only one employee will receive the accompanied rate of SLS.
	Scenario 2: Employee couple posted to different locations. Each employee will receive the unaccompanied rate of SLS applicable to their location.
Attraction Allowance	Attraction Allowance is paid to all employees individually, if applicable to their location.
Additional annual leave	Additional annual leave, if applicable, is accrued individually by each employee, based on their dates at category C to F location.

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Allowances / Entitlements	Employee couple treatment
Assisted leave fares (ALF)	Assisted leave fares accrue per employee and their accompanying dependants based on the period of their posting. An employee couple will together accrue the same number of leave fares as for a single posted employee.
Reunion travel	Employee couples on concurrent/overlapping postings, at different Posts, are entitled to two reunion fares (i.e. one each) per reunion year.

3.4 Dual-agency couples

Introduction

- 3.4.1 Dual-agency employee couple means a Departmental employee and their APS-employee spouse employed by another Commonwealth Department or agency both deployed to the same Post.

Allowances and Entitlements

- 3.4.2 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 which employee will be eligible for certain allowances.
- 3.4.3 Nominees cannot change their status during the period of posting.

Table 5: Allowances / Entitlements

Allowances / Entitlements	Payments made to
Cost of Posting Allowance	Paid at the accompanied rate if the Departmental employee is the nominated employee.
Location Allowance	
Cost of Living Adjustment	Paid individually, if applicable.
Special Location Supplement	Paid at the accompanied rate if the Departmental employee is the nominated employee.
Attraction Allowance	Paid individually, if applicable.
Assisted leave fare entitlements	Paid to nominated employee based on the entitlement rate of the nominated agency's entitlements.
Child Supplement	
Location dependant Allowance	

- 3.4.4 For postings involving dual-agency employees, the Department will negotiate a suitable joint financial arrangement with its counterpart Commonwealth agency to fund some of the following

costs associated with a long-term posting for which only one entitlement per family configuration will be paid:

- Uplift/removal of household goods (share);
- Worldwide multiple risks insurance cover;
- Storage and insurance of household goods in Australia (share);
- Settling-in/settling-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 that cater for children);
- Education assistance at Post and in Australia;
- Residential accommodation and utilities (share);
- Transfer Allowance;
- Outlay advance;
- Passports and visa requirements;
- Pre-posting medical costs; and
- Other posting-related costs as agreed between each agency.

3.4.5 Where a specific allowance or benefit attracts a Fringe Benefits Tax (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 FBT liability.

3.5 Pre-posting preparations

Pre-posting expenses

- 3.5.1 The Department will meet the costs incurred by employees for a range of pre-posting expenses including medical and dental checks, vaccinations, visa photographs, visa application fees and sponsored passport fees.
- 3.5.2 An employee who is being accompanied to Post by a dependant who is the holder of a foreign passport will be responsible for arranging and paying for any necessary foreign passport and visa charges for the dependant. Reimbursement of the visa charge, where applicable, will be provided upon presentation of a valid receipt. The Department will not provide reimbursement of costs incurred for a personal passport.
- 3.5.3 An employee who is being accompanied by a same sex partner to a country that does not recognise same sex relationships will be responsible for arranging and paying for any necessary visa. The Overseas Relocation team can assist by providing a letter of support, confirming the employees

posting. Reimbursement of the visa charge, where applicable, will be provided upon presentation of a valid receipt.

Overseas Preparation Program

- 3.5.4 The purpose of the Overseas Preparation Program (OPP) is to ensure that employees appointed to roles in the Department's offshore network have the most up to date information, as well as the skills and experience necessary to meet the demands of an overseas Post. Attendance is a requirement of every posting.
- 3.5.5 The program is a collaborative effort across the Department and is coordinated by Overseas Network Management section.
- 3.5.6 All mandatory training must be completed prior to undertaking a posting.
- 3.5.7 More details on the OPP are available in My Learning on ourPeople by searching Overseas Preparation or by contacting Overseas Network Management by email [s. 22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au).

Language training

- 3.5.8 The Department supports language training for overseas Posts where English is not widely spoken. For more information, please refer to the [Department's Language Training Program](#) for Overseas Preparation Course participants or contact Overseas Network Management by email [s. 22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au).

Pre-Posting Support

- 3.5.9 Employees undertaking a posting will be supported by the Overseas Relocation team. The team will provide advice and assistance throughout the pre-posting period.
- 3.5.10 The team will contact employees approximately six months prior to departure commence logistical arrangements. Once contacted by the Overseas Relocation team, employees should contact their logistics officer to arrange a pre-posting logistics briefing. This briefing will cover pre-posting logistical arrangements including passports, visas, flights to Post, relevant status, timing of settling-in etc.

Private Car insurance

- 3.5.11 If employees intend to purchase a car for personal use at Post, it is recommended that they obtain a letter from their insurance company prior to departure from Australia confirming any 'no-claim bonus' if applicable. This will assist when arranging private car insurance overseas.

3.6 Pre Post Health Assessments

Use of Commonwealth Credit Card for health services

- 3.6.1 Employees being posted are required to obtain a Commonwealth Credit Card. Pre-travel medical services such as medical consultations are to be purchased with this credit card, using the Post's onshore cost centre.
- 3.6.2 The costs of vaccinations required for a long-term posting are covered as an official expense. The cost of vaccinations for private travel is not covered.

- 3.6.3 The cost for the dental consultation, including X-rays, are covered as an official expense. Any other treatment is not covered.

Medical and dental assessments

- 3.6.4 To be eligible for assistance with health care costs under Comcover's Statement of Cover while on a long-term posting, employees and their dependants must be declared medically fit by the Department's nominated medical service provider, and have received a dental clearance from a dentist prior to departure from Australia. This includes any dependant remaining in Australia who is eligible for a reunion visit. The assessment may include blood grouping and testing for tuberculosis.
- 3.6.5 Employees and their dependants must disclose any pre-existing medical conditions to the provider.
- 3.6.6 In relation to dental clearance, employees can be examined by their choice of qualified dentist.

Medical assessments

- 3.6.7 Employees and their dependants must ensure vaccinations and any other preventative measures as recommended for a particular location are taken and remain current. Medical coverage may be denied if preventative measures are ignored. For example, an employee ignoring a recommendation to take anti-malaria medication who subsequently contracts malaria may be required to meet all costs of treatment.
- 3.6.8 An employee is unable to be certified fit to undertake a long-term posting unless they, and their dependants, have completed all medical requirements including any vaccinations.
- 3.6.9 Employees, and their dependants, can be requested to undertake a medical during a posting to ensure that they are medically fit to continue their posting.
- 3.6.10 It is recommended employees book appointments with the Department's medical service provider early (but no more than four months prior to posting) to allow time for follow up procedures if required.
- 3.6.11 Where the medical service provider seeks for an employee to provide a report from their regular GP or specialist, any costs associated with obtaining the additional documentation will be a personal expense to the employee.

Dental assessments

- 3.6.12 All pre-existing dental problems must be brought to the attention of the examining dentist during this dental assessment. It is expected that existing problems will be identified and corrected as part of the dental clearance process. The Department will cover the cost of the initial dental consultation, with the employee covering the cost of any preventative or corrective treatment and further consultations.
- 3.6.13 Each person attending a dental clearance will need to take with them a dental clearance form, which will be provided by the Overseas Relocation team.

Outcome of medical assessment

- 3.6.14 As a result of a medical assessment, the Department's medical service provider may refuse to certify an employee or accompanying dependants as fit to undertake a posting. In this circumstance, the employee or dependant will be required to obtain medical clearance before they can be considered for an overseas posting.

Treatment of pre-existing conditions or elective treatment

- 3.6.15 Overseas medical arrangements are not intended to provide cover for treatment of pre-existing conditions or forms of elective treatment. Employees contemplating medical procedures that are considered forms of elective treatment in Australia should contact the Overseas Medical mailbox to establish if official financial support is appropriate.
- 3.6.16 Elective treatment could include, but is not limited to, procedures such as capping of teeth, joint replacements and cosmetic surgery.

Medical insurance

- 3.6.17 For information about medical insurance, refer to [Section 4.18 - Health Care and Medical Insurance](#).

Resilience assessment

- 3.6.18 The Department recognises that roles overseas can place a significant demand on employees' physical and psychological wellbeing. Given this, the Department will ensure that employees have the appropriate level of resilience to cope with the demands. This means that all employees are required to undergo a resilience assessment for their proposed posting location.
- 3.6.19 The resilience assessment will assist an employee to fully explore areas of strength and vulnerability, and identify strategies that will develop, enhance or maintain resilience to get the most out of their posting.

3.7 Outlay Advance

- 3.7.1 An Outlay Advance is an interest-free loan 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:
- 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.
- 3.7.2 Employees may request an Outlay Advance up to a maximum of \$15,000, bearing in mind their own capacity to repay.
- 3.7.3 A request for an Outlay Advance is to be made on the appropriate form. This includes a declaration that the amount will be used for the sole purpose outlined above.

Payment and Repayment

- 3.7.4 The Outlay Advance can be paid to the employee up to six weeks prior to commencement at Post or within the first six months of arrival at Post.
- 3.7.5 The Outlay Advance is recovered from the employee's salary within 12 months of the payment being made, in fortnightly instalments commencing the first payday after receipt of the funds.

- 3.7.6 The balance of an Outlay Advance owing by an employee is immediately recoverable in full if an employee's posting is cancelled or ends.

3.8 Transfer Allowance

- 3.8.1 Transfer Allowance assists with expenditure incurred as a result of household disruptions associated with a long-term posting.

- 3.8.2 Transfer Allowance covers a range of unspecified costs that may include (but not limited to):

- disposal of unconsumed food and beverages;
- electrical conversion appliances;
- travel equipment and suitcases;
- cleaning supplies that have to be disposed of;
- utilities disconnection/connection;
- equipment allowance; and
- compression stockings.

These costs cannot be charged to the Commonwealth Credit Card.

- 3.8.3 Transfer Allowance will not be paid more than six weeks prior to the date a posting commences.

- 3.8.4 Employees who receive Transfer Allowance under this section are not entitled to also receive Transfer Allowance for the same transfer under the Department's Domestic Relocation provisions when commencing a term, or temporary transfer immediately on return to Australia after a posting.

Eligibility

- 3.8.5 Transfer Allowance is paid to employees when:

- departing for 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).

- 3.8.6 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 (i.e. the difference between the unaccompanied and accompanied entitlement) if the employee's spouse later joins them at Post.

Transfer Allowance rates

- 3.8.7 An employee is paid Transfer Allowance in accordance with [Schedule Three](#).

Repayment if posting cancelled

- 3.8.8 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, the employee must repay the full amount of Transfer Allowance received less any amount determined by the Delegate to have been reasonably expended by the employee.

3.9 Uplift and Storage of Household Goods

Uplift and storage of household goods

- 3.9.1 The Department will provide employees with one uplift of household goods to and from Post (or between Posts if cross-posted) and one into storage, as part of a long-term posting.
- 3.9.2 An employee's uplift will commence three days prior to their departure to Post. For example, if an employee is due to travel to Post on a Thursday, their uplift will take place Monday through Wednesday. In exceptional circumstances, alternate uplift dates may be considered.
- 3.9.3 If an employee or their dependants have household goods uplifted from Australia or Post at different times, and the cost is greater than if all goods had been uplifted at one time, the employee is to pay for the extra costs incurred. In exceptional circumstances, the Delegate may decide that it is reasonable for an uplift to be done at more than one time with no employee contribution required.
- 3.9.4 Household goods are personal and household effects including 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.

Storage in Australia

- 3.9.5 The Department will meet the cost of storing an employee's and their accompanying dependants' household goods that are not removed overseas with Allied Pickford's in Australia for the duration of the employee's posting, plus three months from the last day of duty at Post.
- 3.9.6 If the employee wishes to access, remove or add items to the consignment stored for the term of a posting, the employee will need to make their own arrangements with Allied Pickford's and the cost of any handling or access charges will not be covered by the Department. The Delegate may approve access to stored items with no employee contribution required on a case-by-case bases.

Volume entitlements to Post

- 3.9.7 Table 6 specifies the cubic metre limits by family composition for employees to Post. Cubic metre volume limits refer to packed amounts. Further advice will be given by the Allied Pickford's consultant at a pre-pack briefing.
- 3.9.8 The external packaging is part of the volume allowance.

Table 6: Cubic metre limits by family composition

Ordinary period of posting and extensions (inclusive of external packaging)					
Family composition	1	2	3	4	5
Cubic metre volume to Post	12	15	17	19	21
Cubic metre volume on return to Australia	15	19	21	24	26

- 3.9.9 When family size is greater than five persons, volume limits increase by two cubic meters for each additional dependant.
- 3.9.10 Household goods that exceed the allowable volume limit will be uplifted at the employee's expense. Employee contributions towards removal of additional household goods must be paid prior to departure. The Delegate may vary a volume limit where exceptional circumstances (for example, where the family size is greater than five persons) have resulted in an employee exceeding their prescribed volume limit.

Dispatch arrangements

- 3.9.11 Employees departing Australia will normally have their household goods sent by airfreight. 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.

Freight restrictions

- 3.9.12 The dispatch 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.
- 3.9.13 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;
 - white goods such as washing machines, dryers and refrigerators;
 - boats, canoes and windsurfers;
 - trailers;
 - heavy gymnasium equipment;
 - lawn mowers; and
 - paint, aerosol cans, lighter fuel, etc.

Employee responsibilities

- 3.9.14 Overseas removals may include alcohol subject to Australian Customs regulations and those of the country of posting. Employees are responsible for any duty payable on alcohol.
- 3.9.15 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 uplift and storage.

Inventories

- 3.9.16 It is recommended that, for valuation purposes and the employee's own protection, employees compile an inventory of household goods being uplifted overseas and for household goods being stored in Australia.
- 3.9.17 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.

3.9.18 The Department does not require a copy of inventories.

Domestic insurance cover for household goods

3.9.19 The Department will meet reasonable insurance costs for household goods and personal effects in storage in Australia up to a maximum consignment value of AUD100,000.

3.9.20 The provider for this service is Allied Pickford's. Employees are responsible for ensuring any forms are accurately completed and submitted prior to the uplift of the employee's household goods. The effective date for the insurance is the date of uplift.

3.9.21 The Department will continue to meet the costs for insuring the employee's goods stored in Australia for up to three months following the cessation date at Post. After this date, the employee is responsible for the insurance of their goods.

Insurance cover for household goods sent to Post

3.9.22 The Department will meet costs for the insurance coverage of goods going to Post up to a maximum consignment value of AUD100,000.

3.9.23 The two companies, Allied Pickford's and Marsh, have been identified as companies that provide worldwide insurance cover for goods going to overseas Post. Comprehensive information regarding these insurance brokers should be obtained by contacting the relevant company. Employees are responsible for reading all company information and deciding which insurance broker best suits their needs. To seek contact details for Allied Pickford's and March, please contact the Overseas Relocation team by email [s. 22\(1\)\(a\)\(ii\) @homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au).

3.9.24 Employees need to contact the company of their choice to arrange for a policy, and should ensure their policy is kept up to date while at Post. The effective date is the date of uplift.

Exceeding Insurance Limits

3.9.25 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.

Damage to personal goods

3.9.26 If any personal goods are damaged, employees will need to contact the removal company, storage company, or insurance company immediately to make a claim. The Department will not act on an employee's behalf in these matters.

Boarding school

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

Leave for packing, uplift and removal

3.9.28 As approved by the Delegate, employees on long-term posting are entitled to up to three days Miscellaneous Leave with Pay (Exceptional Circumstances) 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 other forms of leave, such as flex leave or annual leave. This entitlement does not extend to accompanying partners who are APS employees.

- 3.9.29 Miscellaneous Leave with Pay (Exceptional Circumstances) must be entered into easySAP for the time of packing/unpacking household goods. Employees who choose to take annual leave or unpaid leave for this purpose will not have their leave re-credited or receive additional remuneration.

3.10 Settling-out in Australia

Intention

- 3.10.1 The intention of settling-out provisions is to assist with the additional costs for meals faced by employees and their eligible dependants.

Entitlement

- 3.10.2 When an employee moves out of their home (due to uplift of effects, etc.) they will be entitled to one settling-out period of up to three days. The settling-out period in Australia includes:
- an entitlement to temporary accommodation at official expense; and
 - a meals supplement payment.
- 3.10.3 An employee's settling-out arrangements should coincide with their uplift dates. In exceptional circumstances (i.e. where a spouse travels to Post later), alternate settling-out dates may be considered.
- 3.10.4 Settling-out entitlements at official expense will be provided only once during each settling-out occasion. Where employees opt to travel separately to their dependants and use their settling-out entitlement, the dependants will not be eligible for further settling-out assistance with accommodation. If the employee does not utilise their accommodation entitlement, their dependants will be eligible for settling-out accommodation assistance at official expense.
- 3.10.5 The Delegate may extend a settling-out period in exceptional circumstances (for example, a delay to departure due to unexpected changes to flights) and determine an appropriate meals supplement for the extended period.

Temporary Accommodation

- 3.10.6 The standard of temporary 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. Noting that the accommodation should take into consideration the Department's Domestic Business Travel Allowance rates for accommodation.
- 3.10.7 Employees electing to stay in private accommodation (i.e. with friends or relatives) during a settling-out period will be eligible to receive a private accommodation payment.
- 3.10.8 Employees electing to remain in their own home directly prior to posting will not receive settling-out provisions.

Meals Supplement

- 3.10.9 During a settling-out period, the employee and accompanying dependants will be paid a meal allowance equivalent to the daily meals rate for Canberra. Dependants less than 12 years of age will be entitled to half the daily meals rate for Canberra.

Incidental allowance is not paid

- 3.10.10 There is no entitlement for employees to receive an Incidental Allowance during settling-out either at Post or in Australia under the provisions of this section.

3.11 Travel to Post

Introduction

- 3.11.1 The Department will pay the travel costs for the posted employee and any eligible dependants. Travel arrangements for travel from Australia to Post (fares, visas, passports, etc.) are administered by the Overseas Relocation team.

Commonwealth Credit Card use

- 3.11.2 All travel-related costs, such as hotel accommodation, taxis etc. are to be charged to the employee's Commonwealth Credit Card.
- 3.11.3 Temporary accommodation at Post until long-term accommodation is available will be in accordance with the DFAT Service Level Agreement/management at Post.

Official passports

- 3.11.4 As representatives of the Department undertaking official government business overseas, all employees on a posting must travel on a diplomatic passport. Dependant children accompanying an employee to Post will travel on endorsed personal passports.
- 3.11.5 Recognised spouses and/or dependants who are not Australian citizens (do not and cannot hold an Australian passport) cannot travel on diplomatic and/or endorsed passports.
- 3.11.6 The cost of Department sponsored passports will be charged to the cost centre funding the travel.
- 3.11.7 The Department will not provide financial assistance for costs associated with obtaining, or renewing personal passports.
- 3.11.8 The Overseas Relocation team arranges sponsored passports for posted employees and their dependants.

Visas

- 3.11.9 Travel on diplomatic passports or dependants' passports containing an observation is governed by different visa requirements to those applying for personal travel. Visas are required for postings to most countries. The cost of visas will be charged to the onshore Post cost centre.
- 3.11.10 Visas for employees going on long-term postings are arranged by the Overseas Relocation team.
- 3.11.11 The Department cannot apply for visas for non-Australian citizens. Spouses and dependants who hold a foreign passport (and cannot hold an Australian passport) are responsible for obtaining their own visas to accompany a Departmental employee to Post. The costs associated with visas for non-Australian citizens is a personal expense to the employee.

Travel advisories

- 3.11.12 Employees undertaking international travel also need to consult DFAT Travel Advisories (smartraveller.gov.au) prior to undertaking the travel. The travel advisories provide current and important information on safety and security, as well as other topics such as health issues and local laws, which assist Australians travelling or living overseas to make informed decisions.
- 3.11.13 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.

Approval of travel

- 3.11.14 International travel must be approved in accordance with the Department's Official Travel policy.
- 3.11.15 The Overseas Relocation team will obtain the necessary approval relating to travel to Post. The normal method of travel is by air.

Air Travel

- 3.11.16 Travel to and from Post will be by the IBF, as set out in Department of Finance Resource Management Guide No. 405. Value for money is the overarching consideration when booking flights for international travel, taking into consideration the practical business needs of the traveller and overall cost of the trip. It is not intended that employees be required to use an airline where there are reasonable grounds for concerns over safety or security.
- 3.11.17 The Overseas Relocation team arranges outward air travel bookings from Australia.

Class of Air Travel

- 3.11.18 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.
 - Where business class or an equivalent option is not available for international travel, the Delegate may consider approving an alternate (non-direct) route, particularly where the travel is in excess of eight hours.
- 3.11.19 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.
- 3.11.20 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 travel in 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.

Train travel

3.11.21 If an employee is required to travel by train when undertaking official business, the ordinary standard of travel is intermediate class. The Delegate may approve another class of travel prior to the travel taking place.

Travel costs of dependants

3.11.22 The Department will pay the travel costs of eligible dependants to the same extent as a posted employee, subject to the following conditions:

- Travel by a spouse and dependants will not precede that of the employee's travel to Post.
- A spouse and accompanying dependants travelling separately to the employee will be entitled to business class airfares using the IBF, without rest days at official expense.
- Dependants not accompanying an employee or the employee's spouse will be entitled to economy class airfares, without rest days, at official expense.

3.11.23 Baby baskets will normally be provided for infants that are newborn or not mobile. The Department will pay for airline seating for infants who are mobile or sitting.

3.11.24 All associated costs with the transportation of pets, or the boarding of animals in Australia, will not be covered by the Department, and are the personal responsibility of the employee.

Alternate routes

3.11.25 Travel to and from a posting must be for 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 IBF:

- employees must meet any travel costs in excess of the business class fare using the IBF;
- rest days and travel allowance will be applicable based on the IBF entitlement;
- any costs incurred additional to those which would be incurred based on the IBF (additional visas, extra travel insurance, etc.) are the personal responsibility of the employee, and must be paid prior to travel; and
- where Fringe Benefits Tax (FBT) is incurred in respect of a deviation from direct travel (including allowed rest days) using the IBF, the FBT liability for the entire trip (not just the deviation) will be at the employee's personal expense unless the Delegate agrees to meet this liability prior to the travel occurring.

Promotions and competitions

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

Unused tickets

3.11.27 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.

Travel out of hours

3.11.28 Employees undertaking international business travel may not access flex time or overtime for periods of travel that fall outside normal working hours.

Frequent flyer points

3.11.29 Government employees should not accrue Frequent Flyer Points or Loyalty Reward Points for official business travel. Status credits may still be accrued.

Baggage benefits

3.11.30 Each employee and dependant authorised to travel overseas may transport 30 kg of baggage at Departmental expense. The exception to this is if the carrier charges a price for each bag rather than for the combined weight, in which case the benefit is two suitcases.

3.11.31 This benefit includes the amount of baggage the carrier allows the passenger to carry for no extra charge.

3.11.32 When an employee is being accompanied by a dependant child, who will not occupy an airline seat, the Department will meet additional costs incurred for the transportation of one car seat and one pram per child, where these items are not included free of charge by the airline.

Excess baggage

3.11.33 Where employees and their eligible dependant's send their personal effects by sea freight to a long-term posting (including a cross-posting), the Department will meet the cost of:

- an additional 15 kg of excess baggage for each person where the airline calculates excess baggage by kilograms; or
- an additional piece of luggage for each person where the airline charge is based on pieces of luggage.

3.11.34 Baggage entitlements, including excess baggage provisions cannot exceed 45 kg in total. For example, where an employee receives an airline baggage allowance of 40 kg, under provision 3.11.33, they would only be entitled to an additional 5 kg of excess baggage.

3.11.35 This is to compensate for the cost of carrying surplus luggage on the flight to Post. The cost of the excess baggage may be charged to a Commonwealth Credit Card.

3.11.36 The excess baggage provisions do not extend to household pets.

3.11.37 The Delegate may approve additional excess baggage entitlement in exceptional circumstances.

Unaccompanied baggage or air freight

3.11.38 Where excess baggage provisions apply, an employee may convert their excess baggage entitlement to unaccompanied baggage or airfreight.

3.11.39 If an employee chooses to send baggage unaccompanied, the cost limit is equivalent to if the employee had moved the full benefit of air baggage at the accompanied rate.

3.11.40 This means that the cost of accompanied baggage plus the cost of unaccompanied baggage must not be more than the cost of 45 kg of accompanied baggage.

3.11.41 Any freight, customs, quarantine, delivery, storage or other charges incurred are a personal expense.

3.11.42 If there is no unaccompanied baggage rate available, airfreight may be used on the same principle. Noting that employee must provide an accurate customs declaration and ensure prohibited goods are not imported.

Travel Allowance for Postings

3.11.43 In addition to the cost of air travel, accommodation and official transport, an employee travelling to a long-term posting will be paid Travel Allowance appropriate to their classification and location during travel to Post, including any approved rest period or stopover. Travel Allowance comprises a payment for the cost of meals and incidental expenses.

3.11.44 The Travel Allowance rates provided annually by Employment Conditions Abroad (ECA) will apply for any international component. Travel Allowance rates applicable to domestic travel are prescribed within the Domestic Business Travel Allowance rates.

3.11.45 If an employee does not travel by the most logical direct route, the travel allowance rates will be those that would have applied had the rest period been taken during travel using the IBF on the most logical direct route.

3.11.46 When rest days are taken on arrival at the employee's destination, employees are not entitled to receive both travel allowance and settling-in/out allowance for the rest days.

Travel Insurance

3.11.47 International travel insurance for official purposes is provided under the Department's Comcover Insurance Policy. Employees are responsible for private travel and medical insurance when travelling privately, to meet unforeseen circumstances. This includes any period of annual leave en route to Post.

3.12 Rest Periods to Post

Introduction

3.12.1 A rest period provides a chance to recover from jet lag, during or after travel, before undertaking duty.

Entitlement

3.12.2 Rest period entitlements are based on the flight duration and 2 hours of incidental travel. It does not include pre-departure travel time, rest periods, leave, or stopovers at localities where an employee is not required to perform duty.

3.12.3 If an employee's trip has a continuous travelling time of between 6 to 12 hours, the employee will be entitled to a rest period before commencing duty. A rest period is defined as a period of sufficient duration to enable overnight rest, but not longer than 24 hours. Where there is only one rest period entitlement, the rest period must be taken at the final destination.

3.12.4 If an employee's trip has a continuous travelling time of between 12 to 24 hours, the employee will be entitled to two rest periods before commencing duty. One rest period may be taken partway

through the journey, and the remaining rest period must be taken at the end of the journey, or both rest periods may be taken at the end of the journey. In the latter case, the combined rest periods may not be longer than 48 hours.

3.12.5 The numbers of rest periods to Post are detailed in [Schedule Three](#).

Rest period conditions

3.12.6 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.

3.12.7 No trip can have more than two rest periods.

3.12.8 Where an employee is eligible for a 48-hour rest period, and one 24-hour rest period is taken enroute, the Department will meet the cost of one nights accommodation.

3.12.9 Where a rest period taken at the Post location ceases outside of normal working hours, the employee should present for work at the earliest possible opportunity.

Rest period – employee on duty

3.12.10 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 or a public holiday are rest days if the employee is not required to work on those days.

Effect of stopover on a rest period

3.12.11 If an employee has an unavoidable stopover during international travel, they are not entitled to a rest period unless the Delegate 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.

END OF PART THREE

Part 4 – Long-term Postings – At Post

4.1 Introduction

Ordinary period of Long-term Posting

- 4.1.1 The ordinary period of a posting is three years or a period set by the Delegate in respect of a Post and normally do not exceed five years in duration.

Employee decision to return from a posting after two years

- 4.1.2 Should an employee posted to a location with a location rating of D, E or F, decide during the first year of their posting that they wish to complete only two years instead of three for professional or personal reasons, they can apply for an early return. The employee should advise the Regional Director or Commander ABF International Operations and Coordination if an ABF officer, who will liaise with the appropriate business area responsible for the employee, of their request by the end of their first year at Post. Early return will occur without prejudice where the employee's performance appraisal indicates unsatisfactory performance.

Unforeseen changes to posting

- 4.1.3 While a period is prescribed for each posting, circumstances (operational or personal) might arise that could result in a change to the ordinary period of posting. These circumstances should be raised with the employee or Department as early as practicable to allow for suitable arrangements to be made.

4.2 Settling-in at Post

Introduction

- 4.2.1 The purpose of settling-in provisions at Post is to assist with the additional costs of meals for employees and their eligible dependants (if any) who are obliged to temporarily reside in a hotel or other commercial accommodation, ahead of moving into more suitable permanent residential accommodation.

Settling-in period at Post

- 4.2.2 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, with access to goods (goods and products used within households) or settling in kit; or
 - six weeks after the day the employee's period of posting begins.
- 4.2.3 If an employee is unable to obtain suitable permanent residential accommodation within the settling-in period, the Delegate may extend the settling-in period to allow the employee more time to obtain suitable accommodation.

Accommodation

- 4.2.4 The period of settling-in should be kept to a minimum and, where possible, 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.

Amount of meal allowance paid overseas

- 4.2.5 If an employee and their dependants are authorised to live in a hotel or other accommodation without cooking facilities during a settling-in period at Post, for each full day the employee is entitled to:
- two-thirds of the meal allowance specified for the Post for the employee and any dependant 12 years of age or older; and
 - 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.

Part-day meals supplement paid overseas

- 4.2.6 On the first and last days of a settling-in period at a Post, the employees and their eligible dependant's meal allowance is set out in Table 7 below.

Table 7: Eligible dependant's meal allowance

Time of arrival or departure	% of rate for day of arrival	% of 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

- 4.2.7 An employee and dependants are not entitled to a meals supplement in the following cases:
- If meals are provided to the employee and/or a dependant, or are otherwise paid for by the Australian Government (e.g. receiving Travel Allowance).
 - During a period of recreation leave taken by the employee, including on weekends and public holidays adjacent to that recreation leave.
 - While the employee occupies accommodation with facilities and utensils sufficient to allow the employee to prepare a cooked meal (e.g. serviced apartment).

Settling-in provisions other than on arrival at Post

- 4.2.8 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 a meals supplement as if the employee began settling-in on the day on which they depart their permanent accommodation.

Incidental allowance is not paid

- 4.2.9 There is no entitlement for employees to receive an incidental allowance during settling-in at Post under the provisions of this section.

4.3 Residential accommodation

Introduction

- 4.3.1 This section sets out the policy and conditions relating to the provision of residential accommodation at overseas locations for employees and their dependants on long-term posting. Allowances and other conditions provided to employees on long-term posting are based on housing and utilities being provided to A-based employees at Departmental expense.
- 4.3.2 Information relating to overseas accommodation, standards, rental properties and furnishings are available by emailing the Leasing team in the Property Section
s. 22(1)(a)(ii) [redacted]@homeaffairs.gov.au).

Provision of residential accommodation

- 4.3.3 The Department will arrange to make available to an employee on a 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 dependants.
- 4.3.4 If the former postee's accommodation is not suitable due to family composition of the new postee, more suitable accommodation will be sourced.
- 4.3.5 Should an employee wish to change accommodation during the posting a business case will need to be prepared and forwarded via the Regional Director or Commander ABF International Operations and Coordination for ABF officers to the Leasing team
s. 22(1)(a)(ii) [redacted]@homeaffairs.gov.au) for consideration and approval.

Pets

- 4.3.6 If an employee wishes to take a pet on posting, formal approval must be obtained from the Director of Property in conjunction with DFAT at Post. The employee will be required to complete an undertaking that any costs/damage associated with transporting and accommodating the pet for the duration of the posting, will be borne by the employee. The Leasing team will seek approval from the lessor of the proposed accommodation to allow the employee to keep the pet at the residence and this will need to be incorporated into the lease document.

Leases on behalf of the Australian Government

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

Costs incurred under terms of occupancy

- 4.3.8 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.

Moving residence at Post

- 4.3.9 If an employee is required to move from one residence to another at Post because 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 expense and no Transfer Allowance will be provided.

Utilities

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

Telephones in private residences

- 4.3.12 Employees on long-term posting are entitled to a semi-official phone (i.e. an official phone in their private residence), except where they have been issued with a mobile phone for work purposes.
- 4.3.13 Where a mobile phone has been issued and the Regional Director, or Commander ABF International Operations and Coordination for ABF officers, has determined that a residential line is required for business continuity or security purposes then the cost of the semi-official phone can still be approved.
- 4.3.14 The Department will meet the following costs for a semi-official telephone:
- telephone service connection and installation costs;
 - rental costs on one handset; and
 - business/official call costs.
- 4.3.15 Employees should, where possible, use their own personally funded phones or devices for personal use.
- 4.3.16 Where an employee uses a semi-official phone for personal purposes then the employee must contribute towards the cost of private and personal local calls plus pay for any private international and long distance calls made from their semi-official telephone, except where the personal use of the semi-official phone is incidental, i.e. minor, infrequent and irregular, then there is no requirement to recover personal usage costs.
- 4.3.17 The rebate levels for local and international calls must be established locally having regard to local Post practice. Rebate levels would normally be determined by the Regional Director, or Commander ABF International Operations and Coordination for ABF officers.

Mobile phones

- 4.3.18 The Regional Director, or Commander ABF International Operations and Coordination for ABF officers, will determine mobile call and data packages or thresholds sufficient to meet all genuine business use needs for employees at Post.
- 4.3.19 Where the Delegate determines that personal use of an official mobile phone is:

- incidental, i.e. minor, infrequent or irregular, there is no requirement for the Department to recover personal usage costs from the employee; or
- frequent or high, the employee must contribute towards the cost of the excessive personal use made from the mobile phone, including calls, texts and data usage.

Drinking Water

4.3.20 In determining the quality of the drinking water supply at Post, advice will be obtained from DFAT or Austrade at Post. When the water is determined 'not potable' procedures to assist with providing potable drinking water will be subject to Post arrangements and adjustments.

Maintaining a garden or swimming pool

4.3.21 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, or Commander ABF International Operations and Coordination for ABF officers, 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.

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

Post-specific assistance

4.3.23 Other Post specific assistance reimbursements may be considered by the Delegate on a case-by-case basis. These will usually be notified as part of a DFAT Post-specific policy and will be funded from the Post budget.

4.3.24 Post specific assistance does not extend to include Household Maintenance and Assistance or cable/satellite television and internet subscription. These provisions are a personal cost to the employee.

4.4 Attendance

Hours of duty

4.4.1 The hours of duty for employees on long-term posting are determined by a Regional Director, or Commander ABF International Operations and Coordination for ABF officers, and will generally coincide with the hours of duty for the overseas mission as determined by a HoM or HoP.

Limited access to certain leave

4.4.2 Periods of long or extended leave such as Miscellaneous Leave without Pay, Long Service Leave, purchased leave, leave at half pay etc., will be determined according to Post operating requirements. Noting that any approval may impact on conditions and entitlements. For further information, refer to section 4.7 – Overseas Living Allowances.

Leave for unpacking

4.4.3 Employees are entitled to two days Miscellaneous Leave with Pay (Exceptional Circumstances) at their destination for unpacking their household goods. If additional days are required, employees must apply for other forms of leave, such as flex leave or annual leave.

- 4.4.4 Miscellaneous Leave with Pay (Exceptional Circumstances) must be used at the time of packing/unpacking household goods. Employees who choose to take annual leave or unpaid leave for this purpose will not have their leave re-credited or receive additional remuneration.

Flextime and working hours

- 4.4.5 Flextime, travel out of hours, home-based work and variable working hours provisions specified in the WD are not available to employees on long-term posting.

Public holidays

- 4.4.6 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 HoM/HoP.

Overtime

- 4.4.7 Where operational reasons require it, officers filling the Vice Consul and Second Secretary roles may be requested to work longer than the standard day i.e. overtime. Overtime may not be worked without the prior approval of the Manager.

Time off in lieu (TOIL)

- 4.4.8 Employees on long-term posting may, at the discretion of a Regional Director, Post Manager or Commander ABF International and Coordination, access TOIL 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

- 4.4.9 The studies assistance and study leave provisions specified in the WD 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.

4.5 Vehicle Allowance and employee contributions

Vehicle Allowance

- 4.5.1 If the Delegate 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 Post is not included in any authorised journey.
- 4.5.2 For each kilometre (km) 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 Motor Vehicle Allowance (MVA) rate specified in the WD;
 - B = the period exchange rate; and

- C = the ECA Cost of Living (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.

- 4.5.3 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

- 4.5.4 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 Delegate 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.

Hire of official vehicles for casual short-term private use

- 4.5.5 The Delegate 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 private use.

- 4.5.6 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 WD;
- 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.

- 4.5.7 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 Delegate is satisfied that a driver was hired because the 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.

Excess commuting costs (private vehicle)

- 4.5.8 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 policy) for travel that exceeds 30kms per day.
- 4.5.9 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.

- 4.5.10 An employee is entitled to be reimbursed or paid an allowance only for travel by the most direct available route.
- 4.5.11 An employee is not entitled to be reimbursed or paid an allowance if they choose to live in a suitable residence that is more than 30 kms away and a residence within 30 kms is available.

Continuous full-time private use of official vehicles

- 4.5.12 The Delegate 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.
- 4.5.13 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 clause 4.5.2;
 - B = average annual kilometres travelled; and
 - C = number of days in the period for which the vehicle was allocated.
- 4.5.14 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.
- 4.5.15 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 in clause 4.5.13. In such cases, any car fringe benefit tax incurred will not be recovered from an employee.

SES employees and official vehicles

- 4.5.16 The provisions set out in clause 4.5.12 apply to SES employees on long-term posting who have cashed out their Executive Vehicle Scheme (EVS) entitlement prior to 8 February 2018. From 8 February 2018, SES employees are not eligible for the provision unless this is specified in the Global Determination under section 24(1) of the Public Service Act 1999 for SES employees.

4.6 Allowances – General

Allowances Summary

- 4.6.1 The following allowances may apply to employees on a long-term posting. Employees on a dual posting should refer to Employee Couples for further details on how payment of these allowances will be determined.

Table 8: Long-term posting allowances

Allowance	Eligibility
Overseas Living Allowances	
Cost of Posting Allowance (COPA)	Employees on long-term posting.

Allowance	Eligibility
	Employees on short-term missions with adjusted conditions of service may be eligible.
Cost of Living Allowance (COLA)	Paid to employees on long-term posting where the Employment Conditions Abroad (ECA) index indicates that the cost of living at Post is higher than in Canberra.
Dependant and Family Allowances (non-location specific)	
Child Supplement	Paid to employees with a recognised dependant child at Post.
Unaccompanied Parent Allowance	Paid to an unaccompanied parent with a recognised dependant child, up to the age of 18, at Post.
Role Specific Allowances	
Principal Migration Officer Liaison Allowance	Employees on long-term posting in Principal Migration Officer (Airline Liaison) roles at specific locations.

Advice of changed circumstances

- 4.6.2 If an employee's personal/family circumstances change for any reason (for example, 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 provided during the employee's long-term posting. In such circumstances, written advice must be provided to the Overseas Relocation team within 14 days of the change in circumstances occurring, to ensure correct payment of allowances and avoid overpayments, which must be repaid to the Department.

4.7 Overseas Living Allowances

Overseas Living Allowances

- 4.7.1 An employee is entitled to Cost of Posting Allowance (COPA) and Cost of Living Adjustment (COLA) from the day they start duty at Post until the last day of duty at Post, except when they are:
- not entitled to salary;
 - on Long Service Leave;
 - absent from Post, unless:
 - on Annual Leave that was accrued during the current period of posting;
 - on paid leave (other than Annual Leave) for less than 28 days;
 - absent from Post for less than 28 days;
 - dependants continue to live at Post; or
 - the absence is the result of an emergency evacuation directed by the Minister.

- 4.7.2 There may be exceptional circumstances where, at the Delegate'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.
- 4.7.3 Annual Leave utilised at Post, which is in excess of the annual leave accrual at Post, will result in an adjustment to the employee's overseas living allowances.

Cost of Posting Allowance (COPA)

- 4.7.4 COPA compensates employees for the wider range of impacts a posting has on their lives. This includes, but is not limited to, compensation for expenditure associated with:
- loss of family, friends and support networks in Australia;
 - missing out on significant family events and milestones;
 - high cost of maintaining links to Australia;
 - language classes;
 - long hours required for a range of essential functions;
 - loss of spouse income and superannuation; and
 - residual costs not picked up by other allowances
- 4.7.5 COPA is calculated as a percentage of an employee's gross salary, and varies depending on whether the employee is accompanied or unaccompanied.
- 4.7.6 For employees approved for posting from 1 July 2017, the formula for calculating COPA is subject to a cap (top of the EL2 salary range). Once the cap is reached, no further allowance will be calculated. See [Schedule Two](#) for calculations.
- 4.7.7 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.
- 4.7.8 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. Where a spouse is or will be, absent for more than 28 days the employee must advise overseas payroll s. 22(1)(a)(ii) [@homeaffairs.gov.au](#) to allow for the adjustment to their allowances. The employee will receive unaccompanied rates from day 29 until the day their spouse returns to Post.

Cost of Living Adjustment (COLA)

- 4.7.9 COLA is an overseas living allowance that compensates 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.
- 4.7.10 COLA is calculated based on an employee's spendable salary (i.e. gross salary minus tax, average superannuation of 5 per cent, housing and savings component) and the ECA Cost of Living Post Index and fortnightly exchange rates. See [Schedule Two](#) for all COLA calculations.
- 4.7.11 In relation to determining spendable salary, the Department will use information obtained from ECA. ECA obtains information from household expenditure surveys published by government

statistical offices in each country to calculate spendable and housing & savings for differing salary levels and family size.

4.8 Dependant and family allowances

Child Supplement

- 4.8.1 Child Supplement 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.
- 4.8.2 Child Supplement is based on a percentage of the Department's average overseas salary to reflect the additional costs associated with children in different age groups. These being:
- 6.5% for children under the age of three years;
 - 5% for children aged three years and under 12 years; and
 - 6% for children aged 12 years or over.

See Schedule Two for the calculations.

Eligibility for Child Supplement

- 4.8.3 An employee who has a child living with them at Post is entitled to receive Child Supplement 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, whichever is the earlier.
- 4.8.4 A child who has reached the age of 18 years must be approved by the Delegate as a dependant before an employee can receive Child Supplement in respect of that child.

Unaccompanied Parent Allowance

- 4.8.5 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. See Schedule Three for current allowance rates.
- 4.8.6 The Delegate may adjust the amount of Unaccompanied Parent Allowance to reflect annual percentage movements in the salaries of Departmental employees.

Eligibility for Unaccompanied Parent Allowance

- 4.8.7 An unaccompanied employee who has a dependant child, under 18 years of age, accompanying them is entitled to Unaccompanied Parent 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 on the day the employee's posting ends or the day the child ceases to live at the Post, whichever is the earlier.

- 4.8.8 An employee may receive Unaccompanied Parent Allowance and Child Supplement in respect to the same child.
- 4.8.9 Unaccompanied Parent Allowance may not be split and paid to more than one employee/parent of a child.

4.9 Role Specific Allowances

Airline Liaison Allowance (AL Allowance)

- 4.9.1 First Secretary Airline Liaison Officer (First Secretary ALO) duties include maintaining a visible presence at international airports at their Post location, performing duties similar to ALOs (refer to clause 2.8). The AL Allowance compensates First Secretary ALOs whose duties necessitate abnormal rostering.

Eligibility for AL Allowance

- 4.9.2 Employees on long-term posting as First Secretary ALOs will be eligible to receive the AL Allowance while performing these duties.
- 4.9.3 The Delegate may adjust the rates of AL Allowance on 1 July each year to reflect movements in the Consumer Price Index. Refer to [Schedule Three](#) for current rates.
- 4.9.4 For any new localities, the Delegate will determine the rate of AL Allowance to apply at that locality, taking into consideration any changes such as varied work patterns.

4.10 Allowances/Entitlements – Post specific

Introduction

- 4.10.1 This section explains the Department's Post specific allowances including the location rating system and describes the additional conditions that apply to employees.
- 4.10.2 The Department's location Post package compensates employees for the difficulties associated with working and living in designated locations.
- 4.10.3 Table 9 below outlines the allowances and entitlements that comprise this package. This is in addition to those allowances outlined in part 4.6 'Allowances – General'. For STMs, please refer to [STM Location Allowance](#).

Table 9: Post specific allowances and entitlements

Allowance/Entitlement	Eligibility
Post Specific Allowances	
Location Allowance	Paid to employees at designated C, D, E or F locations

OFFICIAL

Allowance/Entitlement	Eligibility
Post Attraction Allowance	Paid to employees at certain Post locations, as determined by the Secretary
Special Location Supplement	For postings to locations as identified in Schedule Three
Refugee Camp Hardship Allowance	Subject to Delegate approval
Post Specific Entitlements	
Additional Annual Leave	Accrues for employees, at designated locations, in addition to their normal leave credits. Refer to Schedule Three
Assisted Leave Fares	An employee on a long-term posting at a category C, D, E or F Post who undertakes return travel to a designated leave centre in conjunction with approved leave of at least five days. Refer to Schedule Three

Post location elements

4.10.4 The standard location ratings developed by Employment Conditions Abroad (ECA) form the basis for determining the relative hardship of the Department's overseas Post locations. The main factors considered by ECA to advise on location ratings 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 location categories

4.10.5 The Department uses the location rating determined by ECA. ECA classifies locations within six categories ranging from category A (least difficult) to category F (most difficult).

4.10.6 An employee on a long-term posting at a designated C, D, E or F location Post will receive Location Allowances, based on their location and family situation.

Review and adjustment of Post location categories

4.10.7 Post location rankings are reviewed by ECA annually.

4.10.8 DFAT Post Administration organise expatriate participation in the ECA location ratings survey on behalf of the Department.

4.10.9 The Department will adopt the ECA Post categories and percentage rates.

Released by Department of Home Affairs
under the Freedom of Information Act 1982

- 4.10.10 Employees should be aware that adjustment to Post location ratings may occur during the course of a posting as a result of the ECA location ratings review and the changes may affect the level of location Post conditions and entitlements applicable to employees.

4.11 Post Specific Allowances

Location Allowance

- 4.11.1 Location Allowance is paid to compensate for the adverse effects on employee's lifestyle and welfare from living in different conditions to those in Australia, particularly over an extended period. 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 location rating.
- 4.11.2 Eligible employees are entitled to receive Location Allowance from the day they start duty at Post until the last day of leave with allowances is taken, up to a maximum of three days.
- 4.11.3 Location Allowance is calculated as a percentage of the average overseas salary, based on the location rating of the Post and whether the employee is accompanied by a spouse or not. Refer to Schedule Two for calculations and current amounts.

Eligibility for Location Allowance

- 4.11.4 Employees are entitled to Location Allowance for the same periods of service at, and absence from, the designated Post as for COPA and COLA. Location Allowance is not payable for a recall to duty while on paid leave unless the employee is recalled to duty at a designated Post and their partner is not receiving Location Allowance at the accompanied rate.
- 4.11.5 Accompanied rates of Location Allowance are payable to an employee whose spouse resides continuously with the employee and makes the Post location his/her principal place of residence. The accompanied rate of Location Allowance is payable to an employee for the same period they are eligible to receive COPA at the accompanied rate.
- 4.11.6 If a location rating changes, an employee's Location Allowance will be adjusted on the first payday in January following receipt of advice from ECA unless determined otherwise by the Delegate.

Average Salary for Location Allowance

- 4.11.7 The average salary for Location Allowance purposes is based on the average of the top salary increment of APS6 to EL2 positions in the overseas network. A review of the average salary and methodology will be conducted based on the overseas staffing profile at 31 March each year and updated with effect from the first payday in July each year. Refer to Schedule Three for more information.

Post Attraction Allowance

- 4.11.8 Post Attraction Allowance is provided in order to attract suitable employees to work at certain Posts where the Department experiences difficulty in recruiting.

Eligibility for Post Attraction Allowance

- 4.11.9 The need to provide Post Attraction Allowance will be considered during the recruitment process and will be part of the letter of posting offer. Post Attraction Allowance is attached to individual employees and is provided only when there is specific difficulty identified in attracting interest to a Post location. The Delegate may determine the duration and add or delete localities to which Post Attraction Allowance will apply.
- 4.11.10 Post Attraction Allowance is payable per annum for the length of the posting and cannot be applied retrospectively to a posting.
- 4.11.11 Employees are entitled to Post Attraction Allowance for the same periods of service and absence from the designated Post as for COPA.
- 4.11.12 Post Attraction Allowance is only payable to employees undertaking long-term postings.

Special Location Supplement

- 4.11.13 Special Location Supplement (SLS) 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.
- 4.11.14 The rate of SLS is set as a percentage of the category F location allowance, and varies for different locations based on local environments. Refer to Schedule Three for current locations and rates.
- 4.11.15 When circumstances warrant, the Delegate will determine the rate and duration for a SLS to apply at a particular locality. The Delegate will review the rate and duration of payment of SLS at least annually and add or delete locations that will be subject to the allowance.

Eligibility for Special Location Supplement

- 4.11.16 Employees on long-term posting at overseas locations to which a SLS applies will be eligible to receive SLS.
- 4.11.17 Employees are entitled to SLS for the same periods of service and absence from the Post as for COPA. 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 SLS applies.
- 4.11.18 Employees who are accompanied by a spouse who lives with them continuously at Post will receive the accompanied rate of SLS. If an employee's spouse is absent from the Post for more than 28 days, they will be deemed to be an unaccompanied employee and the unaccompanied rate of SLS will apply.
- 4.11.19 Employees will also be eligible to receive SLS if they are on long-term posting and are required to visit, either on a business trip as part of their duties or for a STM, a country that has been determined to attract SLS for such a purpose.
- 4.11.20 An employee who is eligible for SLS on a business trip from Post or STM will receive pro rata SLS for each day at that location, provided the trip is more than 24 hours duration. The unaccompanied rate only will apply for employees who are required to travel to locations that attract SLS for short-term business trips from Post or STMs.

Refugee Camp Hardship Allowance

- 4.11.21 A 'designated refugee camp' is a recognised United Nations refugee camp or a refugee camp that is designated by the Delegate.
- 4.11.22 If the Delegate is satisfied that it will cause hardship, an employee (on a STM 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, provided the trip is more than 25 hours duration.
- 4.11.23 The RCHA is payable at 32% of the minimum APS6 salary level specified in the WD. Refer to [Schedule Two](#) for calculations.

4.12 Post Specific Entitlements

Summary

- 4.12.1 Additional annual leave and Assisted Leave Fares (ALFs) are intended to assist employees and their dependants on long-term posting to category C, D, E and F Posts to have sufficient breaks from their location to:
- regularly leave the Post locality during a period of annual leave;
 - obtain relief from a difficult environment;
 - access suitable medical, hospital and dental facilities; and
 - access facilities for buying household and personal items, which are unavailable at Post.
- 4.12.2 Managers should consider the use of an ALF when considering travel requests for non-urgent matters such as medical check-ups.

Additional Annual Leave

- 4.12.3 Each long-term employee posted to a category C, D, E and F locations is entitled to additional annual leave days, in addition to their normal annual leave credits, refer to [Schedule Three](#).
- 4.12.4 Employees in Islamabad currently receive an additional five days of additional annual leave (15 days in total) each year.

Period of entitlement

- 4.12.5 Additional annual leave accrues from the day the employee arrives to commence duty at the location on a long-term posting 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.

Accrual of annual leave

- 4.12.6 Normal annual leave credits accrue to employees as provided in the WD. Annual leave credits, including any additional annual leave days specified in this section, accrue daily and are credited after each month of service at Post.

- 4.12.7 Employees who have more than two years of annual leave credits (including additional annual leave days) accrued as at 1 January each year will be subject to any WD provisions for utilising annual leave.
- 4.12.8 Employees are expected to manage leave prior to posting so as not to travel to Post with excess leave.

Entitlement when a location rating changes

- 4.12.9 If a location rating changes, resulting in a change to the number of additional annual leave days entitlement, adjustment to an employee's annual leave accruals will take effect from 1 January in the subsequent year unless determined otherwise by the Delegate.

Assisted Leave Fares

- 4.12.10 Assisted Leave Fares provide a return economy airfare from the Post to the designated Regional or Relief Leave Centre (designated leave centre). A list of designated leave centres and the frequency of ALF entitlements applicable to individual Posts are listed in Schedule Three.
- 4.12.11 The maximum amount that the Department will pay is the allowable travel costs for economy class return air travel between the Post and the designated 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 ALF.
- 4.12.12 The entitlement is to be used to assist with the purchase of return economy class airfares only. The Department will not purchase business class fares for this entitlement, however an employee is able to purchase business class airfares personally and then seek reimbursement from the Department, up to the amount of the economy airfare. Appropriate quotes must be obtained which clearly demonstrate the economy class costs.
- 4.12.13 Assisted leave fare entitlements must be taken individually and cannot be combined or blocked together to obtain a higher value from the entitlement.

Substitute leave centres

- 4.12.14 When a designated leave centre is affected by war, civil disorder, natural disaster or other similar event, the Delegate may substitute the designated leave centre, having regard to reasonable economic conditions and facilities at the substituted leave centre, with another leave centre.

Entitlement if a location rating changes

- 4.12.15 Location ratings are reviewed annually based on ranking advice received from ECA. If a location rating change results in the loss of an ALF entitlement for a Post:
- Employees working at Post prior to 1 January will not lose any ALF entitlements and will have until the end of their current period of posting to utilise their original ALF entitlements.
 - Employees who have commenced at Post from 1 January will be subject to the ALF applicable to the new location rating for the Post.
- 4.12.16 If a location rating change results in additional ALF entitlements for a Post, employees at Post who have at least six months remaining until their current posting ceases will be eligible for the additional ALF entitlements.

Eligibility for ALF

4.12.17 An employee on long-term posting at a category C, D, E or F location, who undertakes return travel to a designated leave centre in conjunction with approved leave of at least one week, is eligible for ALF specified for the employee's locality of posting.

4.12.18 There is no eligibility for ALF 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 designated regional or relief leave centre;
- for travel by the employee or dependants to a destination that does not meet the purpose for which ALFs are intended;
- for travel by the employee or dependants to a destination where travel advisories recommend 'do not 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 five days approved leave; and
- for return travel taken by the employee and dependants within three months of the employee commencing or ceasing duty at Post.

In exceptional circumstances, the Delegate may approve the utilisation of an ALF outside of the above conditions.

Accompanied employees

4.12.19 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.

4.12.20 Eligible dependants will only be entitled to the ALF applicable to the employee from the date they permanently accompany the employee to Post. For example, if an employee travels to Post unaccompanied, and a recognised dependant joins the employee at Post permanently at a later date, the dependant will only be eligible to receive the number of ALFs remaining at the date they permanently accompany the employee at Post. Therefore, if an employee utilised one of three eligible ALFs prior to their recognised dependant joining them at Post, the dependant would only be entitled to the remaining two ALFs.

Alternative destinations

4.12.21 An employee on long-term posting at a category C, D, E or F location who is taking approved leave of not less than five days duration may utilise the value of their ALF entitlement to travel to a location other than a designated leave centre in conjunction with that leave.

Determining a value for an ALF entitlement

4.12.22 The value of an ALF 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 designated leave centre; or

- the allowable travel cost for return economy class air travel to a designated leave centre.

Excess baggage in association with ALF

4.12.23 An employee may claim reimbursement for the cost of up to 12 kilograms of excess baggage carried by the employee and each dependant for one return sector from a designated leave centre during the ordinary period of posting. If travel is to a destination other than a designated leave centre, excess baggage costs for the return journey are met as if the travel had been from the designated leave centre.

Accessing ALF entitlements

4.12.24 An overseas Regional Director, or Commander ABF International Operations and Coordination for ABF officers, may authorise payment of ALF entitlements. Authorised employees may not approve the payment of their own ALF entitlements. Overseas Regional Directors' leave fare entitlements may be authorised by the First Assistant Secretary, International Policy Division.

4.12.25 Approval requests for ALFs are to be submitted to the relevant Regional Director, or Commander ABF International Operations and Coordination for ABF officers, for approval. Full details on the process of approval for international travel can be found in the Official Travel Policy.

4.12.26 When accessing an ALF entitlement, employees are encouraged to plan ahead and book early to obtain the most cost effective fares for their proposed travel. A minimum of three quotes should be obtained through Post Administration or Post's travel service advisor where possible in order to establish a minimum cost for the proposed return travel.

4.12.27 If, due to 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, then the Department will reimburse the employee up to the value of an extra leave fare entitlement and other miscellaneous costs incurred as a direct result of the cancellation or deferral.

4.12.28 Employees may choose how they access and utilise their ALF entitlements. However, access to the entitlement will be dependent on the employee obtaining appropriate leave approval. ALFs should be utilised at regular intervals over the posting period to obtain maximum benefit from the entitlement.

Claiming an entitlement

4.12.29 Procedures for claiming an ALF entitlement will be governed by local Post Administration processes and guidelines. If an ALF 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 (e.g. used tickets) must be provided to support the claim. Payment should not be made for more than one ALF entitlement at any one time.

4.12.30 For the purpose of determining eligibility for and administering ALFs, a year commences on the day on which the employee arrives at Post and ends on the day before the anniversary of that date.

4.12.31 ALF entitlements are only payable if the employee leaves the Post location on annual leave for a period of at least five consecutive days. There is no eligibility for ALFs for in-country travel associated with a period of leave unless the in-country destination is a designated 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 five consecutive days.

ALFs for a shortened or extended posting period

- 4.12.32 If an employee's total period of posting is either shorter or longer than the ordinary three-year period of posting, then the number of ALFs will be adjusted accordingly. The formula for these adjustments is at Schedule Three.
- 4.12.33 When a posting period is shortened to a total period of less than 12 months, ALF 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 ALF entitlements will include travel to only one regional leave centre with the balance of entitlements (if any) being for travel to relief leave centres.
- 4.12.34 At the time of notification of a reduction in a posting period, an employee's ALF entitlements will be reduced accordingly. If the employee has already exceeded the adjusted ALF entitlement, no recovery will be made.
- 4.12.35 If the Delegate believes it is unreasonable to do so an employee's entitlement to ALFs may be maintained on termination of an employee's posting, taking into consideration any exceptional circumstances.
- 4.12.36 If an employee is entitled to ALFs, the first ALF will be to the designated Regional Centre, with any subsequent additional leave fare to the designated Relief Centre.

Assisted leave fare to Australia (ALFA)

- 4.12.37 If an employee's period of posting at a designated 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.
- 4.12.38 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.
- 4.12.39 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 (train or bus) entitlements provided when travelling under ALFA provisions.
- 4.12.40 The ALFA entitlement must be taken in lieu of a regional leave centre ALF travel entitlement and the travel must be undertaken in conjunction with a period of annual leave. Dependants 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.

4.13 Travel during Long-Term Posting

Arranging travel bookings at Post

- 4.13.1 In managing travel at Post the following principle requirements apply:
- All travel must be approved by the appropriate Delegate prior to travel; and
 - There must be a demonstrated business need to travel.

4.13.2 Full details on the process of approval for international travel can be found in the Official Travel Policy.

4.13.3 Travel bookings from or at Post should be managed locally via Post Administration. Travel arrangements must:

- represent efficient, effective, economical and ethical use of public money and achieve value for money;
- comply with relevant policies of the Commonwealth, including the Department of Finance Resource Management Guide No. 405 – Official International Travel;
- be publicly defensible and able to withstand internal and external scrutiny; and
- ensure the safety of employees.

International travel

4.13.4 In exceptional circumstances, such as urgent medical or compassionate travel, where the approval cannot be documented prior to the trip, verbal approval from the Regional Director, or Commander ABF International Operations and Coordination for ABF officers, must be obtained and the trip approval documented as soon as possible.

Class of air travel (in-country)

4.13.5 The standard class of air travel for in-country travel at an overseas Post for non-SES is economy class. Where the standard of economy class air travel within a country is determined to be substantially below Western standards, the Delegate may determine a different standard for air travel within that country, excluding first class. The standard class of air travel for in-country travel at an overseas Post for SES is business class.

Class of air travel (international)

4.13.6 The standard class of air travel for an international business trip is business-class for all employees. Where an intermediate or business class is not available, travel is by economy class.

4.13.7 The standard class of air travel for other types of trips, including for ALFs, Reunion and Compassionate travel is economy unless otherwise specified.

Frequent flyer, reward or loyalty points

4.13.8 Government employees are not permitted to accrue Frequent Flyer Points or Loyalty Reward Points for official business travel. Status credits may still be accrued.

Promotions and Competitions

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

Train travel

4.13.10 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 Delegate prior to travel.

Travel advisories

- 4.13.11 To assist the Department in the proper discharge of its duty of care obligations, all employees posted overseas must report any travel (both official and personal) that takes them away from their usual location to the Overseas Security team at [s. 22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au).
- 4.13.12 Employees holding a security clearance must advise of any changes to their personal circumstances, including any residence in or visits to foreign countries, by completing the Declarable Circumstances form when necessary and provide to it the Employment Suitability Section via email [s. 22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au).
- 4.13.13 Employees need to consult the 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.
- 4.13.14 Under current Departmental policy, employees travelling to 'high risk' locations must have a Security Risk Assessment undertaken in support of their trip prior to departure. A 'high risk' destination is one that the DFAT Smartraveller website defines as either a 'Reconsider your need to Travel' or 'Do not Travel' destination. The Protective Security Section will complete the risk assessment and a copy will be sent to the person travelling for review and action where required. A copy will also be forwarded to the responsible Regional Director or Commander ABF International Operations and Coordination for ABF officers.
- 4.13.15 While employees are at Post, DFAT assume responsibility for protective security, however employees who travel away from Post for official duty to 'high risk' destinations come under the Department's policy.

4.14 Reunion Travel

Introduction

- 4.14.1 Reunion travel provides employees on a long-term posting the opportunity to reunite with recognised dependants who remain in Australia and intend to do so for the duration of the employee's posting.
- 4.14.2 The entitlement is to be used to assist with the purchase of return economy class airfares only and cannot be used for any other purpose.

Maximum entitlement

- 4.14.3 The maximum entitlement of an employee for a reunion visit is the least of:
- the actual 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 pre-approved by the Delegate.

Transport costs

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

Restrictions on reunion travel

- 4.14.5 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.

In exceptional circumstances, a Delegate may consider approving Reunion travel within the three-month restriction period.

Reunion travel by another person

- 4.14.6 An employee may have an entitlement to Reunion travel for a third person, who is not a dependant, if the Delegate considers that person should be reunited with the employee or a dependant residing at Post.

Arranging reunion travel

- 4.14.7 Reunion travel must be arranged by the Overseas Relocation team (s. 22(1)(a)(ii) relocation@homeaffairs.gov.au). Reunion travel is not a flexible fare entitlement and the Department is unable to arrange for alternative routes or non-essential stopovers.

- 4.14.8 The Department is unable to reimburse the costs of reunion travel arrangements made independently by employees or family members except where an employee has utilised reverse Reunion travel (refer to clauses 4.14.15).

- 4.14.9 If the value of a ticket provided is greater than the amount that the employee is entitled to for 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.

Frequency of reunion visits

- 4.14.10 The Delegate may approve Reunion travel to the Post for a dependant or spouse, based on the following frequencies. The Delegate will decide the frequency, if any, of reunion entitlements not covered in Table 10: Reunion travel frequency below.

Table 10: Reunion travel frequency

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 to a maximum of four terms per year. 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.

Location of child or spouse	Frequency
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 18 years studying full-time in a third country location.	No entitlement to Reunion travel.
Full-time tertiary student under 23 years in Australia.	One reunion fare per reunion year.
Full-time tertiary student under 23 years in Australia with parents on separate postings.	One reunion fare per reunion year to each parent.
Full-time tertiary student under 23 years studying full-time in a third country.	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 couple 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 who's other APS employee parent is on long-term posting to another Post.	Two reunion fares per reunion year to the employee parent's Post.

(A reunion year begins on the first day of a posting and anniversaries of that date.)

Entitlements for tertiary students

4.14.11 All entitlements to Reunion travel will cease when a dependant turns 23 years of age, with the exception below.

4.14.12 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.

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

Reduction of entitlement in certain circumstances

4.14.14 The Delegate 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.

Reverse reunion visits

4.14.15 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.

4.14.16 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.

4.14.17 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.

4.14.18 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.

Insurance of personal effects

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

Assistance with health care

4.14.20 A dependant or spouse on Reunion travel and for the period of the reunion visit will be covered by Comcover's Statement of Cover so long as the dependant or spouse is listed on the Department's Schedule of Expatriates.

4.14.21 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, the dependant will not be covered by Comcover's Statement of Cover or the Department.

4.14.22 A dependant or spouse is covered for the period spent outside Australia for medical costs only.

4.15 Compassionate travel

Introduction

4.15.1 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. A close relative refers to:

- the employee's spouse;

- a child or parent of the employee or employee's spouse; or
- another person who stands in a similarly close relationship to that of a parent or child and is, because of special circumstances, approved by the Delegate as a close relative.

4.15.2 This section applies to an employee and accompanying spouse on a long-term posting 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.

Fare liability

4.15.3 The Delegate may approve reimbursement of economy class compassionate travel at the allowable travel cost, as follows:

- for the employee or their spouse to travel to the location in Australia where the close relative is critically ill or lived prior to death, or the location in Australia at which the funeral is held; or
- for a close relative to travel to Post if the employee or their spouse becomes critically ill.

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

4.15.5 The Delegate may authorise a child to accompany the person travelling at Departmental expense, if:

- the person travelling under this section is the parent or guardian of the child; and
- the Delegate 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.

Fare liability (travel to a third country)

4.15.6 If travel is to a location other than Australia, the reimbursement of the cost of fares to the employee or accompanying spouse is reduced by the allowable travel cost of travel from the capital city in Australia where the employee normally resides, to the third location. The Department's contribution is therefore the additional cost had the employee or spouse been living in Australia.

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

Medical certificate required in case of illness

4.15.8 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 ill during the period specified.

Eligibility of close relatives

- 4.15.9 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 Delegate considers most appropriate.

Limitation on entitlement

- 4.15.10 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 Delegate is satisfied, having regard to any relevant factors, that there are special circumstances making additional travel essential.

Access to leave during compassionate travel

- 4.15.11 Employees travelling under this section must apply for leave for the duration of their absence, including travel time. Employees should apply for leave in accordance with the provisions of the WD.

4.16 Comcare in the workplace

Work Health and Safety

- 4.16.1 Under the Work Health and Safety Act 2011 (WHS Act) and Work Health and Safety Regulations 2011, the same Work Health and Safety (WHS) obligations apply to Departmental overseas employees' as would apply to onshore employees'.
- 4.16.2 As such, it is important that the Department considers, takes reasonably practicable steps, and documents those steps to address health and safety risks, and do what is reasonably practicable to ensure a worker's health and safety.
- 4.16.3 Some countries do not have the same WHS standards as Australia. Therefore it is important for overseas employee's to continue to enforce Australian WHS standards and due diligence.
- 4.16.4 Under the WHS Act, particular incident types (those more serious in impact/nature) must also be notified to Comcare. The following incident types must be notified to Comcare in accordance with the WHS Act:
- Death
 - A serious injury or illness that requires a worker to receive:
 - medical treatment within 48 hours of exposure to a substance;
 - immediate treatment as an in-patient in a hospital; or
 - immediate treatment for a serious injury or illness.
 - A dangerous incident in a workplace that exposes a worker or any other person to a serious risk to their health and safety emanating from an immediate or imminent exposure to a risk(s).
- 4.16.5 If unsure of whether an incident meets the criteria for a notifiable incident, employees are advised to submit a report, as not reporting notifiable incidents may be subject to penalty.

- 4.16.6 Where the Department shares a workplace with other agencies at overseas Posts, an incident can be reported more than once, by one or both agencies.

4.17 Personal Effects Insurance

Comcover for personal effects

- 4.17.1 If an employee's *personal effects* are lost, destroyed or damaged, and this occurs in the approved workplace of an employee, or while on approved business travel within the employee's country of assignment during a long-term posting, Comcover will pay (as per the Personal Effects and Travel Inside Country insurance policy) replacement costs up to the limit of \$25,000 AUD.
- 4.17.2 When employees are making a claim, a \$250 excess will apply for each claim under the Comcover Statement of Cover.
- 4.17.3 Employees should remember that they may have additional or overlapping cover for their personal belongings under the worldwide multiple risk insurance policy taken out with Marsh or Allied Pickford's prior to the commencement of the long-term posting. For details of cover under these alternate insurance policies, please refer to the relevant product disclosure statement.
- 4.17.4 Further information on this provision can be obtained by contacting the Comcover Manager [s. 22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au).

Loss or damage through war etc.

- 4.17.5 Where an employee suffers loss or damage to their possessions due to war, civil disorder or similar occurrences, the Delegate may approve that the employee be indemnified for the loss where the employee has been unable to claim against their worldwide multiple risk insurance (after reasonable endeavours), Comcover insurance, or other appropriate insurance for the loss or damage suffered. In considering the amount payable, the Delegate 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
 - the estimated residual value of the possessions, taking into account their cost and subsequent depreciated value;
 - personal possessions covered under this part include:
 - household goods that were removed to Post at Departmental expense;
 - food, beverages and other household consumables; and
 - a private motor vehicle.
- 4.17.6 Employees lodging a claim will need to satisfy the Delegate that they took reasonable precautions to avoid loss or damage.
- 4.17.7 If an employee did not arrange for their possessions to be adequately insured and the Delegate considers it reasonable that an employee should 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.

Comcover during approved international business travel from Post

- 4.17.8 If an employee travels on an approved business trip from Post outside their overseas posting country (i.e. internationally) for up to 180 consecutive days the employee, and any approved accompanying persons, will be covered under Comcover's 'Travel Outside of Country – Baggage and Personal Effects' & 'Travel Outside of Country – Medical Expenses and Medical Emergencies' aspect of the Insurance policy. Refer to the Comcover Statement of Cover for further details.
- 4.17.9 This insurance policy provides the travelling employee and any approved accompanying person (each defined in the Comcover policy as a '*traveller*') with the following cover:
- If the *traveller's* baggage and personal effects are lost, destroyed, or damaged during the travel, Comcover will repair or replace the items up to the limit of \$25,000 AUD.
 - If the *traveller* has money that is lost or stolen during the travel, Comcover will pay for the lost or stolen money.
 - If the *traveller's* baggage is delayed for more than eight hours following the arrival of the traveller at the destination, Comcover will pay the reasonable cost of necessities.
- 4.17.10 As this policy only provides cover for international travel from Post with a maximum duration of up to 180 consecutive days, employees must contact the Department's Comcover Manager to request an extension of cover if the international business travel from Post will exceed 180 days. The Comcover Manager can be contacted by e-mail ([s. 22\(1\)\(a\)\(ii\)](#) [@homeaffairs.gov.au](#)).

Insurance coverage for reunion visits

- 4.17.11 Comcover does not cover loss of, or damage to personal effects for dependants undertaking Reunion travel. Therefore, it is strongly recommended that employees arrange private insurance for dependants undertaking Reunion travel.

4.18 Health Care and Medical Insurance

Intention

- 4.18.1 The intention of the Department's overseas health care provisions is to provide employees and eligible dependants with the same standard of health care overseas as if they were a public (Medicare) patient in Australia. The Department's health care provisions cover the treatment of day-to-day health matters and illnesses or injuries that arise during, or as a result of, a posting.
- 4.18.2 These provisions do not cover or provide treatment of pre-existing conditions, or forms of elective or cosmetic procedures (e.g. capping of teeth, laser eye surgery, or cosmetic surgery), joint replacements and reconstructions, or fertility related procedures.
- 4.18.3 It is recommended that employees ensure that their Medicare card remains valid for their posting period and consider maintaining Australian private health insurance; as any medical costs incurred in Australia will not be covered by the Department.

Medical Cover

- 4.18.4 Employees undertaking a long-term posting (for Comcover insurance purposes a posting of more than 180 consecutive days) and all of their officially recognised dependants are listed on Comcover's Schedule of Expatriates.
- 4.18.5 The Department is responsible for adding employees and their accompanying dependants to the Comcover Schedule of Expatriates prior to their posting. Once added to this schedule, employees will be provided with health cover as defined in the Comcover Statement of Cover (refer to the 'Expatriate' section).
- 4.18.6 Employees should familiarise themselves with the Statement of Cover prior to posting as it is this document which identifies what will and will not be covered in terms of health care costs.
- 4.18.7 If employees have a change in posting dates, or in family composition while on posting, they must advise the overseas medical mailbox (s. 22(1)(a)(ii) [REDACTED]@homeaffairs.gov.au) as soon as possible to ensure the Comcover Schedule of Expatriates can be kept up to date.

Eligibility

- 4.18.8 Employee's and their dependants must pass medical and dental fitness examinations prior to posting to be eligible for medical coverage under the Comcover Statement of Cover.
- 4.18.9 Where an employee's family composition changes during their posting period, i.e. due to an adoption in country, or entering into a recognised defacto relationship, the recognised dependants must undertake medical and fitness examinations prior to being provided coverage under the Comcover Statement of Cover. In these circumstances, please contact the overseas medicals mailbox. Please note: recognised spouses residing in their home country are ineligible to receive medical coverage under the Comcover Statement of Cover.

Pre-existing medical conditions

- 4.18.10 Pre-existing medical conditions, as identified during the medical examination with the Department's medical provider, are excluded from the Statement of Cover. Pregnancy or childbirth is considered a pre-existing condition if known about before the posting commencement date.
- 4.18.11 In exceptional circumstances, the Delegate can approve cover for a pre-existing medical condition that is excluded under the Department's insurance arrangements; however, coverage of routine pre-existing conditions should not be expected. In considering the level of cover, if any, the Delegate will consider the following:
- the nature and extent of the pre-existing condition;
 - the amount Medicare would have covered in Australia;
 - the amount a private medical insurer would have covered in Australia;
 - the ongoing maintenance costs to the Department; and
 - the location of posting.

Agreed cover will be provided on a case-by-case basis. All expenses relating to pre-existing conditions that are approved for cover will be borne by the appropriate onshore Post cost centre.

Coverage

4.18.12 As identified in Comcover's Statement of Cover, Comcover will pay all reasonable and necessary medical expenses incurred outside Australia by an expatriate during their period of posting.

4.18.13 Comcover will not pay for:

- expenses resulting from any deliberately self-inflicted injury, suicide or attempt thereat;
- expenses resulting from engaging in, or taking part in, or training for any professional sports of any kind;
- expenses resulting from any elective and/or cosmetic procedure, treatment or surgery unless essential to recovery;
- expenses for which a Medicare benefit is payable or which they are prohibited by law from paying;
- any loss or claim by any expatriate who has not undergone pre-deployment medical and dental examinations;
- any loss or claim by any expatriate who has not been declared medically and dentally fit to be deployed to their country of posting; or
- expenses resulting from any pre-existing condition.

Personal Travel/ Recreation Leave

4.18.14 Employees and their accompanying dependants are covered for medical expenses incurred outside Australia by an expatriate during their period of posting, subject to the terms and conditions of the Comcover Statement of Cover.

4.18.15 Employees are encouraged to take out separate travel insurance for themselves and their dependants when departing the posting location on recreation leave. Employees are also advised to take out private travel insurance where travel is to a location categorised as 'do not travel' on the DFAT travel advice page (www.dfat.gov.au).

4.18.16 Neither the Department or Comcover provide cover for loss of flights, hotel bookings, stolen or lost personal items, including money while on personal travel/recreation leave.

Vaccinations

4.18.17 For vaccinations required during a posting period, the following costs will be covered at official expense: preventative vaccinations, anti-malarial drugs, annual flu vaccination and Gardasil vaccinations for dependants aged 12 and 13 years old.

4.18.18 Vaccinations for any privately funded travel are not covered under these health care provisions and are a personal cost to the employee.

4.18.19 Employees may use the Diplomatic Bag to receive non-liquid medical supplies at Post. Where seeking to receive medical supplies via Diplomatic Bag, please contact the Overseas Medicals mailbox prior to departure to Post to understand the process. Please note: medical documentation for the transfer of medication via Diplomatic Bag may be required.

International SOS

4.18.20 International SOS is engaged by Comcover to assist expatriates, their dependants and travellers with access to medical advice and referrals for medical assistance while on long-term posting. In extreme cases, International SOS will also facilitate evacuations for expatriates, their dependants and travellers.

4.18.21 This cover provides expatriates with access to administrative support on a 24/7 basis for medical, dental, travel and security assistance. Their contact details are as follows:

- Online at www.internationalsos.com
- Via Phone: +61 2 9273 2785

Employees will need to quote the Department's membership number (12ACMA000001).

4.18.22 During a long-term posting, expatriates may contact International SOS for the provision of routine medical and dental information and pre-travel advice. If routine medical treatment is obtained at Post as a result of International SOS advice, the employee should be reimbursed in accordance with Comcover Statement of Cover.

4.18.23 Expatriates may also contact International SOS for assistance with medical emergencies and other emergency situations affecting them overseas. In such cases, International SOS is able to make arrangements on behalf of the posted expatriates including emergency medical appointments, hospital admittance, and any necessary transport or accommodation arrangements.

4.18.24 Employees should follow the directions given by International SOS concerning approved medical practitioners and facilities at each overseas location. If routine medical services are obtained overseas following discussions with International SOS, any medical costs incurred are to be paid by the employee at the time of service as a personal expense. Receipts must be retained to support a claim for reimbursement under the provisions of this section.

Direct payment of health costs

4.18.25 The Delegate may authorise payment of medical costs directly to the provider on a case-by-case basis.

Assignment of rights to recover costs

4.18.26 The Department will not provide assistance with health care costs unless the eligible person assigns to the Department any right to recover the costs from another person or entity. This does not apply to any benefit that the employee may be entitled to receive from a health benefits fund for an ancillary service.

Benchmark local hospitals

4.18.27 International SOS are able to advise employees of suitable local hospitals for treatment that meet International standards. International SOS can also facilitate a guarantee of payment associated with treatment or admissions.

4.18.28 Alternatively, DFAT designate suitable local hospitals which are as near as practicable to an equivalent public (Medicare) hospital in Australia. In the event an employee accesses this hospital, outside of notification and engagement with International SOS, then the employee may need to pay for and lodge a claim with Comcover for reimbursement.

Medical Evacuations

4.18.29 Medical evacuations (medivacs) are arranged by International SOS. If International SOS considers that an eligible person requires health care, which cannot be satisfactorily provided at the deployment location, a medivac will be organised. Medivacs are typically arranged to the nearest appropriate health facility following advice from International SOS who will determine the best location for the treatment to take place.

Eligibility for Medical Evacuations

4.18.30 Medivac provisions extend to all employees and their eligible dependants posted overseas. Dependants on reunion visits or accompanying employees at official expense are also covered, provided the Department declares them on the Schedule of Expatriates.

4.18.31 Employees should be aware that treatment undertaken in Australia as a result of medical evacuation cannot be covered by the Department or Comcover, and will be a personal cost to the employee, utilising either Medicare or personal health insurance.

Provisions for Medical Evacuations

4.18.32 As per Comcover's Statement of Cover, Comcover will pay all reasonable and necessary expenses incurred for:

- an emergency evacuation or reasonable travel costs as a consequence of a medical condition, provided such evacuation or travel cost is authorised by Comcover;
- one person to accompany an evacuated expatriate where
 - i. the expatriate is aged 18 years or younger; or
 - ii. it is considered necessary by Comcover.
- funeral or cremation expenses in the country in which the death of an expatriate occurs or the repatriation of their mortal remains to their home country and any related costs.

4.18.33 Additionally, Comcover will pay all reasonable and necessary expenses incurred for the evacuation of an expatriate as a consequence of a major incident or natural disaster occurring in the country where the expatriate is posted, and the expatriate is at risk of injury or illness (refer to section 16 (3)). Comcover will commence arrangements for the evacuation of the expatriate provided:

- emergency evacuation will be initiated after reasonable local measures to protect the health and safety of the expatriate have been exhausted or when Comcover decide that the expatriate, who is not in need of medical attention, is at high risk due to adverse local conditions;
- if Comcover considers that the situation will continue for less than 30 days duration, emergency evacuation will be made to the nearest location outside the impacted area; or
- if Comcover considers that the situation will continue for more than 30 days duration, emergency evacuation will be made to the expatriate's home country.

4.18.34 The normal exclusions (refer to clause 4.18.13) apply.

Class of air travel for health care

4.18.35 The entitlement for an eligible person to travel to another location to access medical treatment is an economy class fare.

4.18.36 A higher class of travel may be approved if International SOS considers it necessary/reasonable in the circumstances. Factors to be considered include:

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

4.18.37 Where approved, an accompanying child and/or medical escort of an eligible person travelling to another location for health care may travel at the same class of travel as the eligible person.

Living costs during treatment

4.18.38 Where the Comcover Statement of Cover does not provide for living costs, the following costs for the evacuated person and, where applicable their accompanying dependant or escort, may be approved by the Delegate:

- a reasonable standard of commercial accommodation as determined by the Delegate;
- 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; and
- if living in private accommodation, one-sixth of the meal allowance rate for the locality.

The following limitations apply:

- Children under 12 years of age receive two-thirds the adult meal supplement rate;
- Accommodation and meal costs for the evacuated individual are not payable during periods of hospitalisation; and
- Travel incidentals are not payable.

Continuation of Allowances

4.18.39 During medical evacuations, overseas allowances are payable to the employee who has on-going costs and/or dependants remain at Post for a period of up to 28 days. After this period, the continuation of overseas allowances will be reviewed by the Delegate.

4.18.40 An employee who is medically evacuated must apply for sick leave for their period of absence (including travel time) from work.

Medivac and Workers Compensation

4.18.41 If a medical evacuation is in association with a compensable injury, please refer to the Department's Work Health and Safety policies administered by Workplace Relations and WHS Assurance Branch.

4.19 Provisions for Childbirth

- 4.19.1 The entitlements listed under this clause will be met under Comcover's Statement of Cover. Any eligible entitlements that are not covered under the Comcover Statement of Cover may be met by the Department.

Suitability of health care facilities

- 4.19.2 Hospitalisation for childbirth should be at the Post locality where adequate medical services exist, even if medical considerations may result in high cost medical treatment.
- 4.19.3 If childbirth services of a reasonable standard are not available at Post as determined by International SOS for the Post locality, the medivac provisions in clause 4.18.29 will apply.
- 4.19.4 Health care relating to pregnancy and childbirth that is provided in-country is treated under the general medical provisions at clause 4.18.12.

Medical Evacuation for Childbirth

- 4.19.5 Regardless of the quality of medical services at Post, in an emergency situation assistance will be provided to the expectant mother under the medivac provisions in clause 4.18.29.
- 4.19.6 The following entitlements apply in the case of an eligible person travelling to another location to give birth under the medivac provisions:
- a return business class airfare for the mother to the approved location, and
 - 15 kilograms of excess baggage for the return sector to the Post.

Travel to Australia for Childbirth

- 4.19.7 Despite adequate childbirth services being available at a Post locality, the Delegate may approve an expectant mother's travel to Australia for the childbirth.
- 4.19.8 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 into account of the cost of return airfares, 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 utilise an ALF or pay for return economy class flights in these circumstances.

Fitness to travel

- 4.19.9 In the normal course of events, an expectant mother would depart the Post at around week 35 of pregnancy. Mothers would generally be expected to return to Post within six weeks of giving birth, following necessary vaccinations and medical clearances. Most international airlines require a medical certificate certifying fitness for travel after week 34 of pregnancy. It is the expectant mother's responsibility to obtain and provide any required documentation for their proposed travel.
- 4.19.10 The Department will cover the difference in the medical evacuation fare from return economy-class to a return business-class airfare for the expectant mother and recognised accompanying family members. Dependants that travel to Australia, but do not accompany the expectant mother will be required to utilise an ALF.

Accommodation in Australia

- 4.19.11 The Department will reimburse employees for single occupancy accommodation at a GST registered commercial accommodation in Australia for the period required or up to 14 weeks whichever is the shorter. The rates are provided in [Schedule Three](#).
- 4.19.12 The Delegate 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.
- 4.19.13 Expectant mothers opting to reside at other than a GST registered business will be paid in accordance with [Schedule Three](#).
- 4.19.14 The Delegate may change the payment limits for accommodation, taking into account the daily non-SES accommodation rate.

Payment of overseas allowances

- 4.19.15 If return to Australia for an employee is approved, 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. No additional allowances (such as Travel Allowance) are payable in respect to the travel to, and confinement in, Australia.

Excess baggage

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

Travel to a location other than Australia

- 4.19.17 If an expectant mother is approved to travel to a country other than Australia for the childbirth, the Delegate will decide the level of assistance to be provided by the Department.

Leave Entitlements for Childbirth

- 4.19.18 The following leave types may be applicable, subject to approval:
- **Annual Leave/Long Service Leave** – full-pay Annual or Long Service Leave may be taken on completion of the mandatory Maternity Leave period.
 - **Maternity Leave (14 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.
 - **Supporting Partner Leave (four weeks full pay)** – Supporting Partner Leave is available to employees on the occasion of:
 - the birth of their child (or their partner's child), or
 - adoptive or permanent foster care placement of a child (or their partner's child).

Supporting Partner Leave is also available to employees who are not eligible for maternity leave or adoption/foster leave.

4.19.19 Half-pay maternity leave is not available to overseas employees as per the WD. Where extended leave is requested, greater than the prescribed entitlement the Delegate may determine for the posting to end rather than provide backfilling arrangements.

Limited access to extended leave

4.19.20 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 14-week Maternity Leave period (12 weeks with an extension of two weeks as per the WD), then this will be determined according to Post operating requirements and may impact on conditions and entitlements.

4.20 Assistance with education costs

Introduction

4.20.1 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

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

4.20.3 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.

4.20.4 Entitlement to education costs assistance will cease should an employee take unpaid leave.

4.20.5 Miscellaneous education items such as school uniforms, books, lunches, etc. are a personal cost to employees. Where school lunches are incorporated into the overall tuition fees at a school, DFAT at Post will liaise with the school to determine an appropriate amount payable by the parent.

4.20.6 Additional school related fees incurred by employees for extra-curricular activities are a personal cost to the employee.

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

Reimbursement payments

4.20.8 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.

Assistance for a part year

4.20.9 If this section applies to an employee for part of a whole year, the formula which 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) are detailed in Schedule Two.

Reimbursement to be reduced by refunds

4.20.10 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.

Education assistance in Australia

4.20.11 To be eligible for Education assistance in Australia, a child must be a dependant of the officer and meet all the following conditions:

- the child is normally part of the officers household;
- the child is eligible for removal as a dependant of the officer;
- the child remains in Australia to attend primary or secondary school; or
- the accommodation the child mainly lives in during their study is not the family home

4.20.12 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 Australian benchmark school. The Australian benchmark school for boys is Canberra Grammar School and for girls is Canberra Girls Grammar.

4.20.13 There is no entitlement to education assistance in Australia for employees on a STM.

4.20.14 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.

Tuition Assistance in Australia

4.20.15 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 relocation.

4.20.16 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.

Boarding Assistance in Australia

4.20.17 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.

4.20.18 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 DFAT, with the rate being reviewed annually. Current contribution rates can be seen at [Schedule Two](#).

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

4.20.20 Employees may wish to privately arrange insurance cover for a child's personal effects and medical coverage, including ambulance at boarding school or while in a private boarding arrangement as their personal effect and medical coverage are not covered by the Department.

Education assistance at Post

4.20.21 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 at Post

4.20.22 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.

4.20.23 Basic school transport costs that are paid by an employee for a dependant child to attend a benchmark school are reimbursable. This includes:

- school bus;
- public transport bus; or
- train.

Noting that in order to be recognised as a school bus, the provider of the bus service must be engaged by the school to provide the service.

An employee seeking reimbursement for these costs will need to provide evidence that the transport provider is engaged by the school. Suitable evidence that the provider is engaged with the school could include the contract between the provider and the school.

Basic school transport costs do not include a private motor vehicle or taxis.

4.20.24 Reimbursement for school transport costs are administered through local Post Administration.

Benchmark schools at Post

4.20.25 Benchmark schools are determined by DFAT and reviewed regularly. A list of approved benchmark schools is attached at Schedule Two.

4.20.26 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 (i.e. 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.

4.20.27 If there are no vacancies at the benchmark school, the Delegate can determine an appropriate school for reimbursement costs, in consultation with DFAT.

4.20.28 Where the benchmark school is the local government school, employees should be aware that enrolment may be based on residential catchment areas/zones. Employees should consult with DFAT or Post when determining their needs for schooling and housing in these circumstances.

Language tuition at Post

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

Remedial tuition at Post

4.20.30 The Delegate may approve the cost of no more than 200 hours remedial tuition to be reimbursed where, in the professional judgment 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.

4.20.31 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, the child may receive extra tuition from an accredited tutoring establishment.

Correspondence Education assistance at Post

4.20.32 If there is no adequate benchmark school at Post, and a child is educated by correspondence with an Australian school, the Delegate 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 from the Delegate must be sought prior to commencement of private tuition.

4.20.33 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 at Post

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

Summer school programs at Post

4.20.35 Employees may be eligible for reimbursement of the costs of an approved summer school program for any vacation period in excess of the six-week Australian summer vacation period, up to the Post's benchmark school holiday period. For example, if a summer holiday break at Post is ten weeks then the cost of up to four weeks schooling may be reimbursed by the Department.

4.20.36 Reimbursement will be calculated on daily attendance to a maximum of the prescribed daily rate, refer to Part 7 – Schedule Two – OCOS policy specifics. For reimbursement to be facilitated a valid invoice detailing the provider, summer program name/content and number of days attended must be provided to the Delegate for approval and then through Post procedures for reimbursement.

4.20.37 The prescribed daily rate is determined by benchmarking the higher of the Canberra Grammar School and Canberra Girls Grammar School summer program daily rate. The prescribed daily rate will be reviewed annually. Post location cost of living index will be applied to the prescribed daily rate for equity across the network.

- 4.20.38 Officers that arrive at Post or depart from Post during the holiday period must privately fund a minimum of six weeks of the summer holiday period at Post. Reimbursement will not be available on a pro rata basis.
- 4.20.39 Summer school reimbursement is limited to the relevant school holiday break for those students in Pre-K up to and including the year-end break for Year 7. The Summer School provision does not cover child care or day-care for those children not yet at school.

Special needs education at Post

- 4.20.40 In instances 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 Delegate may consider and approve assistance with the additional costs of a special needs school; and
 - where the services of a counsellor are used at the Post, including counselling and psychological evaluation of children with learning difficulties, excess costs may be met by either the Comcover Statement of Cover, or by the Department.

Year 11 and 12 Students (both in Australia and at Post)

- 4.20.41 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. This is 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.
- 4.20.42 Assistance with boarding fees will cease at the end of the school term in which the employees posting is completed.

Return to Australia for education

- 4.20.43 The Delegate 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.
- 4.20.44 If a child requires assistance with enrolment at boarding school in Australia, the Delegate 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.
- 4.20.45 A child approved to return to Australia for education will be entitled to a 15 kg 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 (i.e. End of posting) travel. No assistance will be provided for accommodation, meals or local transport costs.

4.21 Bereavement

Introduction

- 4.21.1 This section details what assistance will be available if an employee, or an employee's dependant, dies whilst undertaking a long-term posting or STM.
- 4.21.2 Any entitlements or obligations that would have been applicable in relation to dependants are to continue to apply to the dependants for a relevant period, as determined by the Delegate, noting:
- overseas living allowances are payable at the rate that would have been payable;
 - no additional school terms or assistance with education will be covered; 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.

Authorised person to contact next of kin

- 4.21.3 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 First Assistant Secretary, People Division.

Funeral costs of employee/dependant

- 4.21.4 If a posted 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.
- 4.21.5 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

- 4.21.6 If an employee on duty overseas, or the employee's spouse, dies and a close relative of the employee or spouse travels to 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.

4.22 Emergency Evacuations and Authorised Departures from Post

Introduction

4.22.1 This section provides conditions and entitlements for employees and their dependants at Post or on official business overseas, when the Minister or Secretary authorises the temporary or permanent departure from a Post, country or region overseas.

The conditions apply to the following three departure scenarios:

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

4.22.2 The period of departure begins the day an employee or dependant departs from Post and ends on 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.
- 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.

4.22.3 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 Delegate may otherwise determine.

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

Voluntary Departure at Official Expense

4.22.5 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.

4.22.6 When an employee or their dependants are authorised to depart a Post on a voluntary basis and later return at official expense, the Delegate will determine which of the conditions and entitlements package will apply.

Directed orderly departure

4.22.7 A directed orderly departure may occur where the 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 a country allow ample time for those departing to plan and organise their travel and to put their local affairs in order.

- 4.22.8 In the instance of a directed orderly departure from Post, an employee and their dependants will receive the conditions and entitlements package as outlined below.

Emergency Evacuation

- 4.22.9 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, or terrorism).
- 4.22.10 In the event of an emergency evacuation the 'Directed orderly departure' provisions 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 kg of excess baggage allowance per person. The Delegate may authorise additional excess baggage; and
 - the Delegate 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.

Conditions and Entitlement package

Destination centre

- 4.22.11 The Delegate will determine an employee's and their dependants' destination centre which will normally be Canberra. Employees and dependants 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.
- 4.22.12 The Delegate 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 safe. DFAT's travel advisories will be considered in determining a safe destination.
- 4.22.13 Where the Delegate approves 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

- 4.22.14 Travel must be by the most direct route. Air travel will be at economy class.
- 4.22.15 An employee and dependants may only travel by private motor vehicle, where the Delegate deems it appropriate and approves the means of travel prior to departure from destination.
- 4.22.16 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.

- 4.22.17 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

- 4.22.18 An employee and dependants travelling by air each receive 12 kg of excess baggage allowance.

Storage of Effects

- 4.22.19 When an employee and dependants depart a Post under this section, personal effects including motor vehicles may be stored at official expense at Post. The Department 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

- 4.22.20 Employees continue to receive full overseas allowances for a period of up to three months after an authorised temporary departure from Post. In the event of a prolonged departure from Post in excess of three months, the Delegate may review the continuing payment of Post allowances in the context of the particular circumstances and evacuation package.
- 4.22.21 Employees at Posts continue to receive location 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.
- 4.22.22 In the event of a prolonged departure from Post in excess of three months, the Delegate may review the continuing payment of full meal allowances in the context of the particular circumstances (i.e. accommodation arrangements).

Accommodation

- 4.22.23 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 the Overseas Relocation team 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.
- 4.22.24 Where the authorised departure destination is Australia, no accommodation is paid for a dependant who travels to a third country.

Meal supplement

- 4.22.25 Two-thirds of the Department's approved 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.

- 4.22.26 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.

Out-of-pocket incidental costs

- 4.22.27 To assist with out-of-pocket incidental costs incurred during a temporary departure or evacuation, employees will receive a one-off relocation supplementation payment as outlined in [Schedule Three](#). The payment is intended to assist with meeting expenses of an incidental nature (e.g. 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.
- 4.22.28 The Delegate may review and adjust the amount of out-of-pocket incidental payment in July each year.

Reunion travel

- 4.22.29 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

- 4.22.30 An employee must return to Post or official duties at the direction of the Delegate. All financial assistance for an employee's dependants remaining in Australia will cease seven days after the dependants have been authorised by the Delegate to return to the Post.

Authorised person to contact next of kin

- 4.22.31 In the event that an employee is involved in an emergency overseas during a period of official business, the responsibility to contact the employee's next of kin rests with the First Assistant Secretary, People Division.

4.23 Early Termination of a Posting

Early Termination of a posting initiated by management

- 4.23.1 Termination of postings, under Section 25 of the [Public Service Act 1999](#), may occur for a range of reasons.
- 4.23.2 In the event of a management initiated termination, or other extraordinary circumstance, the Delegate may approve a payment to the employee, as set out in [Schedule Three](#), with consideration given to the below criteria:
- the date of termination of posting will be the date the employee departs the Post;
 - the payment is determined by the number of months remaining in the term of the original posting; and

- where the employee's posting has previously been extended, the payment is calculated by reference to the number of months remaining of the term of the extended posting.

- 4.23.3 Management initiated termination of posting might include situations where a position is withdrawn or a Post is closed. Costs associated with withdrawals for disciplinary, performance-related or personal reasons are not covered by compensation payments or assistance.
- 4.23.4 These provisions do not apply if an employee is cross-posted as a result of the early termination of their original posting.
- 4.23.5 If an employee's long-term posting is cancelled prior to travel to Post, and uplift has not yet occurred no compensation is available. If uplift has occurred, the Delegate may determine an amount of compensation considered reasonable.

Early Termination of a posting initiated by employee

- 4.23.6 Should an employee posted to a location with a rating of Category D, E or F, decide during the first year of their posting that they wish to complete only two years instead of three for professional or personal reasons, they can apply for an early return. The employee should advise the Regional Director or Commander ABF International Operations and Coordination for ABF officers, who will liaise with the responsible business area, of their request at the end of their first year at Post. Early return will occur without prejudice unless a Regional Director or Commander ABF International Operations and Coordination for ABF officers, supports the early return in the employee's performance appraisal (either PDA or End of Post Report) as a result of unsatisfactory performance.
- 4.23.7 Where an employee initiates the termination of a shorter posting period (12-24 months), ALF entitlements are reduced (refer to Schedule Two for calculations).

Assistance on resignation or termination of posting by employee

- 4.23.8 When an employee ends a posting before the ordinary period of posting is completed, other than in the circumstances outlined in clause 4.23.3, the employee is entitled to the following assistance in relation to air fares and the removal of household goods:

Table 11: Assistance on resignation or termination of posting by employee

Time completed at Post	Assistance provided*
Ordinary period of posting	Full airfare and removal costs
Three-quarters but not full period	Three-quarters of airfare and removal costs
At least half but less than three-quarters	Half airfare and removal costs
Less than half the ordinary period	No financial assistance provided.

**Assistance for air travel will be paid as a reimbursement.*

- 4.23.9 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 dependant's air travel.

- 4.23.10 If the Delegate, on considering the circumstances of a termination, is satisfied that it is reasonable, the Delegate may cover the full assistance costs of the employee's and dependant's air travel and removal costs.
- 4.23.11 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.
- 4.23.12 If an employee has 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.

Taking up a promotion in Australia while on posting

- 4.23.13 If an employee wins a position in Australia while on posting, it is expected the employee takes up their new position at the cessation of their posting.
- 4.23.14 In cases where the employee wishes to commence before the end of their posting, a reasonable period of release must be organised through the responsible business area for the accredited role (e.g., Overseas Network Managements section for visa roles or ABF International Coordination for ABF roles and the relevant Regional Director). Early return will occur without prejudice.
- 4.23.15 The Delegate may determine an appropriate level of assistance for the early return to Australia, with the responsible business area liaising with Overseas Relocations on the logistics of such an agreement.

4.24 Cross Postings

- 4.24.1 When an employee is cross-posted, they will be required to have changes made to their passport observation label. These changes are administered by the Overseas Relocation team.
- 4.24.2 When cross posting the required visas, flights and accommodation to the new location are administered through local Post Administration.
- 4.24.3 The costs associated with the transfer to the new Post will be the responsibility of the new Post location. For example, if an employee is currently posted to Islamabad and will be cross-posted to Nairobi then the costs of the new visa, flights will be charged to the Nairobi cost centre.
- 4.24.4 Post Administration will be responsible for completing an International Travel minute for approval, which will be sought from the Regional Director or Commander ABF International Operations and Coordination for ABF officers, of the Post that the employee will be travelling to.

Removal and Storage for cross posting

- 4.24.5 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.

- 4.24.6 Table 12 below specifies the cubic metre limits by family composition for employees proceeding on cross posting.

Table 12: Cross-posting cubic metre limits by family composition

Cross-postings (inclusive of external packaging)					
Family composition	1	2	3	4	5
Cubic metre volume Post to Post	15	19	21	24	26

- 4.24.7 Employees proceeding on cross posting will normally have their household goods sent by airfreight.

Leave for packing, uplift and removal

- 4.24.8 Employees proceeding on cross posting are entitled to up to three days Miscellaneous Leave with Pay (Exceptional Circumstances) for packing, uplift and removal of their household goods. This entitlement allows two days for packing and one day for house cleaning. If additional days are required, employees must apply for other forms of leave, such as flex leave or annual leave.
- 4.24.9 Employees are entitled to two days Miscellaneous Leave with Pay (Exceptional Circumstances) at their destination for unpacking their household goods. If additional days are required, employees must apply for personal leave or annual leave.

Transfer Allowance

- 4.24.10 Employees proceeding on a cross posting will be eligible for Transfer Allowance. Refer to [Schedule Three](#) for the applicable rates.

END OF PART FOUR

Part 5 – Long-term Postings – Returning from Post

5.1 Introduction

Notification

- 5.1.1 The Overseas Relocation team will contact employees, normally between three to six months prior to the end of the posting period, to provide 'Return to Australia' advice. Notification will include all documentation required to facilitate the employee's return from posting.

Transfer Allowance

- 5.1.2 An employee returning to Australia is entitled to Transfer Allowance in accordance with Schedule Three.
- 5.1.3 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.

End of Post Report

- 5.1.4 Each employee must ensure they have an End of Post report when completing a long-term posting. Employees are responsible for ensuring that their report is finalised and forwarded to the Overseas Relocation team s. 22(1)(a)(ii) [@homeaffairs.gov.au](mailto:overseasrelocation@homeaffairs.gov.au) prior to their departure from Post. End of Post reports are used by Selection Advisory Committees (SAC) for consideration in future posting rounds.

5.2 Removal and Return of Household Goods to Australia

Removal Arrangements

- 5.2.1 The removal and return of an employee's personal household goods will be coordinated through Post. Employees should ensure that the SAO at Post is informed of their preparations.
- 5.2.2 The Overseas Relocation team in Canberra will advise Allied Pickford's of an employee's return approximately three months prior to their departure. Allied Pickford's will then contact the employee to make an appointment to conduct a survey and make arrangements for uplift and shipment of their goods back to the employee's home base in Australia.

Volume Entitlements

- 5.2.3 Table 13 below specifies the cubic metre limits by family composition for employees returning to Australia from an ordinary period of posting plus any extension at one Post. Cubic metre volume limits refer to packed amounts.

Table 13: Cubic metre limits by family composition – returning to Australia plus extension

Ordinary period of posting and extensions at one Post (inclusive of external packaging)					
Family composition	1	2	3	4	5
Cubic metre volume on RTA	15	19	21	24	26

- 5.2.4 Table 14 below specifies the cubic metre limits by family composition for employees returning to Australia from multiple postings.

Table 14: Cubic metre limits by family composition – returning to Australia from multiple postings

Cross-postings and Multiple postings (inclusive of external packaging)					
Family composition	1	2	3	4	5
Cubic metre volume on RTA	19	23	27	30	33

- 5.2.5 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.
- 5.2.6 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. The Delegate may vary a volume limit where exceptional circumstances have resulted in an employee exceeding their prescribed volume limit.

Dispatch Arrangements

- 5.2.7 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.
- 5.2.8 A number of Posts have been designated airfreight Posts for return of household goods to Australia. The designated airfreight only Posts are governed by DFAT taking in to account the security of the Posts. The Delegate may add or delete designated airfreight Posts. A list of Posts can be found in [Schedule Two](#).

Freight restrictions

- 5.2.9 The dispatch 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.
- 5.2.10 The Civil Aviation Safety Authority specifies restrictions on what may be transported by aircraft. These include:
- furniture items (including pianos) larger than 1.52m x1.01m x1.62m;
 - whitegoods;
 - boats, canoes and windsurfers;
 - trailers;
 - heavy gymnasium equipment;
 - lawn mower; and
 - paint, aerosol cans, lighter fuel, etc.

Employee responsibilities

- 5.2.11 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.
- 5.2.12 Employees must ensure that they are aware of the Government's 'Duty Free Concessions' and the provisions related to unaccompanied items. Often goods purchased in the previous 12 months may be subject to duty where they are returned as unaccompanied luggage.

Insurance and Inventories

- 5.2.13 Prior to uplift, it is encouraged that employees contact their insurance company to ensure that the policy is valid for the return of their goods to Australia. Employees should also ensure inventories are updated for the removalist and insurance company. Employees should also check with their insurance company if they require additional insurance for transit.
- 5.2.14 The Department will continue to meet the costs for insuring goods stored in Australia for up to three months following the cease date at Post. After this date, the employee is responsible for both the insurance and storage costs of goods.

Storage of household goods on completion of a posting

- 5.2.15 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.
- 5.2.16 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.

Damage to personal goods

- 5.2.17 If any personal goods are damaged, employees will need to contact the removal company, storage company, or insurance company immediately about making a claim. In the event that an employee's personal goods are damaged, it is the responsibility of the employee to meet the costs of any excess charges applied by the insurance company. The Department will not act on the employees behalf in these matters.

Leave for packing, uplift and removal

- 5.2.18 Employees returning from long-term posting are entitled to up to three days Miscellaneous Leave with Pay (Exceptional Circumstances) for packing, uplift and removal of their household goods. This entitlement allows two days for packing and one day for house cleaning. If additional days are required, employees must apply for other forms of leave, such as flex leave or annual leave.
- 5.2.19 Employees are entitled to two days Miscellaneous Leave with Pay (Exceptional Circumstances) at their destination for unpacking their household goods. If additional days are required, employees must apply for other forms of leave, such as flex leave or annual leave.

- 5.2.20 The above-mentioned Miscellaneous Leave with Pay must be used at the time of packing/unpacking household goods; it will not be re-credited. For example, employees who choose to take annual leave or unpaid leave for this purpose will not have their leave re-credited or receive remuneration.

Employees remaining overseas after cessation of posting

- 5.2.21 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.
- 5.2.22 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.

5.3 Settling-out at Post

Intention

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

Entitlement

- 5.3.2 The settling-out at Post period begins on the day when long-term 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. The settling out period includes:
- an entitlement to temporary accommodation at official expense; and
 - a meals supplement payment.
- 5.3.3 The maximum settling-out period at Post is 14 days, if the Delegate 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.

Meal Allowance paid overseas

- 5.3.4 If an employee and their dependants are authorised to live in a hotel or other accommodation without cooking facilities during a 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, the rate paid is two-thirds of the amount specified above for employees;
- for each complete day during the settling in/out period.

Part-day of meals supplement paid overseas

- 5.3.5 On the first and last days of a settling-out period at a Post, the employee and dependant's meal allowance is determined in the same manner as for a short-term mission. The proportion payable is set out in Table 15 below.

Table 15: Meal rate for day of arrival or departure

Time of arrival or departure	% of rate for day of arrival	% of 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

- 5.3.6 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 (e.g. 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 (e.g. serviced apartment).

Incidental Allowance is not paid

- 5.3.7 There is no entitlement for employees to receive an Incidental Allowance during settling-out at Post.

5.4 Travel from Post

Fare Entitlement

- 5.4.1 Employees and dependants at Post are entitled to return to Australia using the International Best Fare (IBF), as set out in Department of Finance Resource Management Guide No. 405. The Department will pay the cost of an employee's relocation air travel to Australia from Post on the most direct route using the lowest business class airfare available, with reasonable planning, on a reputable carrier.
- 5.4.2 Travel originating from Post for return to Australia will be managed locally through Post Administration. At Post, employees should utilise Posts travel advisor to obtain three business class quotes from different airlines for return travel, including any dependants, and select the best fare having consideration of any additional costs, such as any additional accommodation costs the route would require.
- 5.4.3 If an employee intends to remain overseas on paid leave after completing a posting, they will have six months from their posting end date to return to Australia at the Department's expense.

Approval of travel

- 5.4.4 Return to Australia travel approval must be obtained prior to travel, in accordance with current requirements and financial delegations. Full details on the approval process for international travel can be found in [Official Travel Policy](#). A travel minute will need to be raised in consultation with the relevant Regional Director, or Commander ABF International Operations and Coordination for ABF officers, and submitted to the Delegate for approval.

Class of Air Travel

- 5.4.5 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;
 - where business class or an equivalent option is not available for international travel, the Delegate may consider approving an alternate (non-direct) route, particularly where the travel is in excess of eight hours.
- 5.4.6 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.
- 5.4.7 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 travel in 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.

Travel costs of dependants

- 5.4.8 The Department will pay the travel costs of eligible dependants to the same extent as a posted employee, subject to the following conditions:
- a spouse and accompanying dependants travelling separately to the employee will be entitled to business class air fares using the IBF, without rest days at official expense; and
 - dependants not accompanying an employee or the employee's spouse will be entitled to economy class airfares, without rest days, at official expense.
- 5.4.9 Baby baskets will normally be provided for infants that are newborn or not mobile. The Department will pay for airline seating for infants who are mobile or sitting.

Alternate routes

- 5.4.10 Travel from a posting must meet the sole purpose of conveying employees and dependants from Post in a timely manner. If employees choose to travel by other than the IBF as set out in Department of Finance Resource Management Guide No. 405, indirectly to or from Australia, the following apply:
- employees must meet any travel costs in excess of the business class fair using the IBF;
 - rest days and travel allowance will be applicable based on the IBF entitlement;

- any costs incurred additional to those which would be incurred based on the IBF (additional visas, extra travel insurance, etc.) are the personal responsibility of the employee, and must be paid prior to travel; and
- where Fringe Benefits Tax (FBT) is incurred in respect of a deviation from direct travel (including allowed rest days) using the IBF, 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.

Travel out of hours

5.4.11 Employees undertaking international business travel may not access flex time or overtime for periods of travel that fall outside normal working hours.

Frequent flyer points

5.4.12 Government employees should not accrue Frequent Flyer Points or Loyalty Reward Points for official business travel. Status credits may still be accrued.

Promotions and competitions

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

Travel and Medical Insurance

5.4.14 International travel insurance for official purposes is provided under the Department's Comcover Insurance Policy. Employees are responsible for private travel and medical insurance when travelling privately, to meet unforeseen circumstances. This includes any period of annual leave en route from Post to Australia.

Baggage benefits

5.4.15 Each employee and dependant authorised to travel overseas may transport 30 kg of baggage at Departmental expense. The exception to this is if the carrier charges a price for each bag rather than for the combined weight, in which case the benefit is two suitcases.

5.4.16 This benefit includes the amount of baggage the carrier allows the passenger to carry for no extra charge.

5.4.17 When an employee is being accompanied by a dependant child, who will not occupy an airline seat, the Department will meet additional costs incurred for the transportation of one car seat and one pram per child, where these items are not included free of charge by the airline.

Excess baggage

5.4.18 Where employees and their eligible dependant's send their personal effects by sea freight from a long-term posting (including a cross-posting), the Department will meet the cost of:

- an additional 15 kg of excess baggage for each person where the airline calculates excess baggage by kilograms; or
- an additional piece of luggage for each person where the airline charge is based on pieces of luggage.

- 5.4.19 Baggage entitlements, including excess baggage provisions cannot exceed 45 kg in total. For example, where an employee receives an airline baggage allowance of 40 kg, under provision 5.4.18, they would only be entitled to an additional 5 kg of excess baggage.
- 5.4.20 This is to compensate for the cost of carrying surplus luggage on the flight from Post. The cost of the excess baggage may be charged to a Commonwealth Credit Card.
- 5.4.21 Any freight, customs, quarantine, delivery, storage or other charges incurred are a personal expense.
- 5.4.22 The excess baggage provisions do not extend to household pets.
- 5.4.23 The Delegate may approve additional excess baggage entitlements in exceptional circumstances.

Unaccompanied baggage or air freight

- 5.4.24 Where excess baggage provisions apply, an employee may convert their excess baggage entitlement to unaccompanied baggage or airfreight.
- 5.4.25 If an employee chooses to send baggage unaccompanied, the cost limit is equivalent to if the employee had moved the full benefit of air baggage at the accompanied rate.
- 5.4.26 This means that the cost of accompanied baggage plus the cost of unaccompanied baggage must not be more than the cost of 45 kg of accompanied baggage.
- 5.4.27 Any freight, customs, quarantine, delivery, storage or other charges incurred are a personal expense.
- 5.4.28 If there is no unaccompanied baggage rate available, airfreight may be used on the same principle. Noting that the employee must provide an accurate customs declaration and ensure prohibited goods are not imported.

5.5 Rest Periods from Post

- 5.5.1 A rest period provides a chance to recover from jet lag, during or after travel, before undertaking duty.

Entitlement

- 5.5.2 Rest period entitlements are based on the flight duration and two hours of incidental travel. It does not include pre-departure travel time, rest periods, leave, or stopovers at localities where an employee is not required to perform duty.
- 5.5.3 If an employee's trip has a continuous travelling time of between six to 12 hours, the employee will be entitled to a rest period before commencing duty. A rest period is defined as a period of sufficient duration to enable overnight rest, but not longer than 24 hours. Where there is only one rest period entitlement, the rest period must be taken at the final destination.
- 5.5.4 If an employee's trip has a continuous travelling time of between 12 to 24 hours, the employee will be entitled to two rest periods before commencing duty. One rest period may be taken partway through the journey, and the remaining rest period must be taken at the end of the journey, or both

rest periods may be taken at the end of the journey. In the latter case, the combined rest periods may not be longer than 48 hours.

5.5.5 The numbers of rest periods are detailed in [Schedule Three](#).

Rest period conditions

5.5.6 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.

5.5.7 No trip can have more than two rest periods.

5.5.8 Where an employee is eligible for a 48-hour rest period, and one 24-hour rest period is taken enroute, the Department will meet the cost of one night's accommodation.

5.5.9 On return to Australia, employees are not entitled to Travel Allowance or accommodation during a rest period in their home location.

5.5.10 Settling-in allowances may be used in conjunction with a rest period. Settling-in allowance is payable as per clause 5.7 of this policy.

Rest period – employee on duty

5.5.11 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 or a public holiday are rest days if the employee is not required to work on those days.

Effect of stopover on a rest period

5.5.12 If an employee has an unavoidable stopover during international travel, they are not entitled to a rest period unless the Delegate 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.

5.6 Leave and Salary arrangements following an overseas posting

Leave with allowances

5.6.1 Leave with allowances is only accessible by an employee for up to three working days after ceasing work at Post.

5.6.2 Employees with accrued leave in excess of the three days will retain their leave entitlement but will not be eligible for allowances.

Example:

An employee commences a three-year posting with 22 days annual leave balance prior to posting. Their posting is at a location where nine days additional leave is provided each year.

Leave accrued during posting (3yrs @ 29 days) = 87 days.

The employee utilises 50 days of Leave over their posting period, and has a remaining 37 days leave credits with allowances at the end of their Post.

Total annual leave available at end of posting (22 days pre-posting + 37 days during posting) = 59 days.

The maximum amount of leave with allowances that can be taken on cessation of posting is three days.

Leave available with overseas allowances at the end of posting = three days. The remaining 56 days can be taken as annual leave (without allowances).

Leave

- 5.6.3 Applications for long or extended leave (excluding annual leave with allowances outlined above) must be approved and funded by the work area to which the employee is returning.
- 5.6.4 Employees must ensure that they record all leave they are planning to take at the cessation of their posting on their 'Return to Australia' form, which should be provided to the Overseas Relocation team at least one month prior to the end of the posting cessation date.

5.7 Settling-in on Return to Australia

Entitlement

- 5.7.1 When an employee on their return to Australia arrives back at their home location, they will be entitled to one settling-in period of up to three days. The settling-in period in Australia includes:
- an entitlement to temporary accommodation at official expense; and
 - a meals supplement payment (daily meal allowance).
- 5.7.2 Settling-in entitlements at official expense will be provided only once during each settling-in occasion. Where employees opt to travel separately to their dependants and use their settling-in entitlement, the dependants will not be eligible for further settling-in assistance.
- 5.7.3 An employee who returns to a different location to the one from which they departed, due to operational requirements, will be entitled to a maximum of three weeks settling-in period at the new location, reviewed on a week-by-week basis.
- 5.7.4 Any removal of goods to a new location will need to be negotiated and requested with the new business area.
- 5.7.5 The Delegate may extend a settling-in period in exceptional circumstances and determine an appropriate meals supplement for the extended period.

Temporary Accommodation

- 5.7.6 The standard of temporary accommodation should be appropriate having regard to the composition of the employee's family and the availability of suitable accommodation. The Department will meet reasonable costs for accommodation, up to 4 stars or equivalent. Accommodation is booked through the Department's service provider as set out in the Department's [Official Travel Policy](#).
- 5.7.7 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 set out in the Official Travel policy. Dependants under 12 years of age will be entitled to half the advised weekly meal rate.
- 5.7.8 Employees electing to stay in private accommodation (i.e. with friends or relatives) during a settling-in period in Australia will be eligible to receive a private accommodation payment specified in the [Official Travel policy](#). There is no entitlement to a private accommodation payment or meal allowance when an employee elects to stay in their own home during a settling-in period.

Incidental Allowance is not paid

- 5.7.9 There is no entitlement for employees to receive an Incidental Allowance during settling-in on return to Australia under these provisions.

5.8 Post deployment debriefs

Post deployment debrief

- 5.8.1 At the completion of a posting, all employees are required to undergo a posting debrief with a counsellor. The purpose of the Post debrief is to provide employees with the opportunity to raise issues they may have about their experience working at an overseas location and to assess if employees present with any psychological or emotional risks that may require further support upon their return to Australia.
- 5.8.2 Information on undertaking this debrief will be provided by the [Health Screening](#) team.

Business area debrief

- 5.8.3 A debrief session for returning employees with International Division and/or the ABF is to occur for employees who held the role of Post Managers, an ABF offshore role and other roles by exception that cover strategic relationship management.
- 5.8.4 The debrief session will occur no more than four weeks before the end of the posting period and generally the country desk in International Policy Division and/or the Australian Border Force Operations Centre will conduct this.

5.9 Health Care following an Overseas Posting

Post deployment medical review

- 5.9.1 Following completion of a long-term posting, a Delegate may approve, at official expense, for an employee to undergo a medical examination with the Department's medical service provider.

- 5.9.2 A medical examination is strongly recommended for all employees whose posting has been to a C to F location, particularly for those returning from countries with high incidences of tuberculosis and other infectious diseases.

For employees posted to A or B locations, a medical examination is encouraged.

- 5.9.3 Any dependants who accompanied an employee to a C to F location and resided at that location are also able to undertake a medical examination (at Departmental expense) with the Department's medical service provider.

5.10 Returning to Work in Australia - Reintegration

Introduction

- 5.10.1 The Department is committed to ensuring a smooth transition for employees returning to their onshore substantive role. The transition arrangements are detailed within the Managing Long Term Absence (including overseas postings) Procedural Instruction.

Reintegration of Departmental employees

- 5.10.2 The employee's home division is responsible for placing a returning employee, at their substantive level and generally in their home region. Given this, employees should contact their home division, through their manager or Staff Return Agreement Coordinator, at least six months prior to their return date.
- 5.10.3 The exception to this is if the employee has been promoted or has arranged their own substantive transfer prior to their return, for which the agreed arrangements will apply.
- 5.10.4 Employees returning from an overseas posting, an employee may seek to access the services of a career coach to discuss their career path. The careers coaches' team can be contacted at career.enquiries@homeaffairs.gov.au.

Reintegration of ABF employees

- 5.10.5 Employees returning from an ABF posting will be placed in a position within the ABF.
- 5.10.6 ABF officers will be expected to return to Canberra at the conclusion of their posting unless otherwise negotiated and agreed, or if they are promoted.
- 5.10.7 ABF employees will be contacted by the ABF Operational Practices Command to discuss their skillset, career goals and posting preferences to identify suitable positions prior to their return.

5.11 Returning to Work in Australia – General provisions

Travel Acquittal

- 5.11.1 Employees returning to Australia from a posting are required to acquit their travel within 14 days of returning to work.
- 5.11.2 The Overseas Relocation team will provide employees with an acquittal form for this process.

Return of Diplomatic Passports

- 5.11.3 All employees returning from a posting must return their diplomatic and endorsed passports, including those of their dependants to the Overseas Relocation team for cancellation.
- 5.11.4 Diplomatic passports can either be returned to the employee following cancellation, or can be destroyed at the employee's request.

Systems Access

- 5.11.5 Systems access will be arranged as part of the employee's movement into an onshore position number following the overseas posting. IT Support is the appropriate contact for any issues with systems access. They can be contacted on 1800 204 299 or [s. 22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au).

Building Access

- 5.11.6 Employees returning from Post are required to submit a request for physical access to Departmental sites. This is undertaken by lodging a request via the Service Request Catalogue under 'Physical Access Request'.
- 5.11.7 If an employee is having difficulties completing this while in their overseas location, the employee should liaise with their manager for them to complete this on their behalf.
- 5.11.8 Further information is available by contacting [s. 22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au) or by reading the [Physical Access Control Policy Statement](#).

END OF PART FIVE

Part 6 – Schedule One – Delegations

Table 16 below lists employees that are delegated by the Secretary to exercise, on his behalf, the powers specified in the OCOS.

Official title changes that occur during the operation of this policy do not impact on the delegation powers listed below.

Table 16: Employees delegated by the Secretary

Please note for the purposes of these delegations the following abbreviations apply:

Official Title	Abbreviation
Chief Operating Officer / Deputy Secretary Corporate Group	COO
First Assistant Secretary, People and Culture Division	FAS, PCD
Assistant Secretary, People Services Branch	AS, PSB
Assistant Secretary, Workplace Relations and Enterprise Agreement Branch	AS, WREA
Director, Workforce Management and Conditions, Workplace Relations and Enterprise Agreement Branch	Dir. WMC
Director, Employee Conditions and Relocations, People Services Branch	Dir. ECR
First Assistant Secretary, Health Services Division	FAS, HSD
Assistant Secretary, Staff Health & Wellbeing Branch	AS, SHWB
Director, Staff Mental Health & Wellbeing, Staff Health & Wellbeing Branch	Dir. SMHW
Group Manager Immigration Operations	GM, IO
Assistant Secretary, Immigration Network Operation and Governance	AS, INOG
First Assistant Secretary, International Division	FAS, ID
Assistant Secretary, Pacific and Transnational Issues Branch	AS, PTIB
Overseas Regional Director	ORD
Commander, ABF International Operations and Coordination Branch	COM, ABF
Assistant Secretary, Risk and International Branch	AS, RI
Assistant Secretary, Counter Terrorism Strategic Policy	AS, CTSP

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Table 17: Delegations

Power	Description	Authorised Officer
Introduction		
1.4	<u>Overseas Conditions of Service</u> The Secretary determines overseas conditions of service (WD clause 9.35).	COO
Part Two – Short-term Missions		
2.1.2	<u>Determine STM length</u> This delegation does not extend to the approval of international travel for an STM, which must be submitted to the relevant Delegate.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF
2.2.1	<u>Conditions of an STM</u> Vary the conditions of an STM, including the review and decision on any requests for an accompanied STM.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
2.4.13	<u>Determine the class of air travel for a STM, excluding first class</u>	FAS, ID GM, IO AS, INOG COM, ABF AS, RI AS, CTSP ORD
2.4.16	<u>Approve compassionate travel or cease an STM due to the length of time away from Post</u>	FAS, ID GM, IO AS, INOG COM, ABF AS, RI AS, CTSP ORD

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Power	Description	Authorised Officer
2.5.9	<u>Determine that a stopover did not constitute a rest period during STM travel</u>	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
2.6.23	<u>Approve additional travel allowance where it has be determined the amount of travel allowance was insufficient</u>	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
2.7.4	<u>Public Holidays</u> Determine public holidays in the absence of Post specific holidays.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
2.7.6	<u>Approve additional annual leave for an STM</u>	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF
2.7.13	<u>Short-term Mission</u> Determine the appropriate Location Allowance payable when a long-term posting employee undertakes an STM to another location in excess of 28 days.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
2.7.16	<u>Equipment Allowance</u> Review and approve an adjustment to Equipment Allowance.	COO FAS, PCD
Part Three – Pre-Posting		

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Power	Description	Authorised Officer
3.1.3	<u>Recognition of a dependant</u> Approve and recognise dependant status for the purposes of overseas allowances.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
3.1.10	<u>Recognition of limited dependant status</u> Approve and recognise a dependant for limited dependency status.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
3.1.12	<u>Change of Circumstances</u>	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
3.2.6	<u>Recognition of a De Facto relationship</u> Approve and recognise a de facto relationship.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
3.3.3	<u>Employee couples departing separately for different Post</u> Determine provision of entitlements when an employee couple departs separately to different Posts.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
3.8.7	<u>Adjustment to Transfer Allowance</u> Review and approve an adjustment to Transfer Allowance.	FAS, PCD AS, PSB AS, WREA
3.8.8	<u>Vary the amount of Transfer Allowance to be repaid</u>	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC

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Power	Description	Authorised Officer
3.9.3	<u>Removal of goods separately in exceptional circumstances</u> Determine if the Department will cover costs of separate removal of household goods with no employee contribution.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
3.9.6	<u>Access to stored items in Australia</u> Approve access to stored items with no employee contribution required.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
3.9.10	<u>Vary prescribed volume limit</u> Vary a volume limit where exceptional circumstances have resulted in an employee exceeding their prescribed volume limit.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
3.9.28	<u>Leave for packing, uplift and removal</u> Approve Miscellaneous Leave with pay (exceptional circumstances) for packing, uplift and removal of an employee's household goods.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
3.9.29	<u>Leave for unpacking</u> Approve Miscellaneous Leave with pay (Exceptional Circumstances) for unpacking of an employee's household goods.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
3.10.5	<u>Extension of Settling out Period in Australia</u> In exceptional circumstances, approve the extension to the settling out period and determine an appropriate meals supplement for the extended period.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC

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Power	Description	Authorised Officer
3.11.18	<u>Class of air travel</u> Approve an alternate (non-direct) route.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF
3.11.21	<u>Approve travel by train</u>	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF
3.11.25	<u>Fringe Benefits Tax Liability</u> Agree to meet the FBT liability for the whole trip prior to the travel occurring.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF

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Power	Description	Authorised Officer
3.11.37	<u>Additional excess baggage</u> Approve additional excess baggage entitlement in exceptional circumstances.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
3.12.11	<u>Effect of stopover on a rest period</u> Determine a stopover did not constitute as an adequate rest period.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
Part Four – At Post		
4.1.1	<u>Prescribe the ordinary period of posting</u>	FAS, PCD AS, PSB AS, WREA FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF
4.2.3	<u>Extension of Settling in Period at Post</u> When suitable accommodation is unable to be obtained an extension to the settling in period may be approved.	FAS, PCD AS, PSB AS, WREA FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD

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Power	Description	Authorised Officer
4.3.7	<u>Leases on behalf of the Commonwealth</u> Reimbursement of reasonable costs if directed to seek residential accommodation on behalf of the Australian Government.	FAS, PCD AS, PSB AS, WREA FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.3.11	<u>Reduction of reimbursement for utilities</u> Reduce the reimbursable amount in the event the use of utilities has not been carried out with due diligence.	FAS, PCD AS, PSB AS, WREA FAS, ID GM, IO AS, INGO AS, RI AS, CTSP COM, ABF ORD
4.3.17	<u>Telephone in Private Residences</u> Determine the rebate to apply for local and international calls.	FAS, ID FAS, IVSD AS, VBOB AS, RI AS, CTSP COM, ABF ORD

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Power	Description	Authorised Officer
4.3.23	<u>Post-specific assistance</u> Approve the reimbursement of Post-specific assistance, <i>excluding the DFAT Household Maintenance and Assistance allowance.</i>	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.4.3	<u>Leave for unpacking</u> Approve Miscellaneous Leave with pay (exceptional circumstances) for unpacking of an employee's household goods.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.5.1	<u>Vehicle Allowance</u> Authorise an employee to use a motor vehicle owned or hired by the employee for official use.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.5.5	<u>Authorise the private use of an official vehicle, including home garaging.</u>	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD

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Power	Description	Authorised Officer
4.5.7	<u>Overtime Driver costs</u> Waive the requirement for an employee to reimburse the Department any overtime or additional salary incurred for a driver based on religious custom/law, or to avoid unacceptable risk to personal safety.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.5.12	<u>Continuous private use of official vehicle</u> Authorise an employee to hire an official vehicle for private use for a period of 28 days or more.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.7.2	<u>Continuation of overseas living allowances</u> Authorise the continued payment of overseas allowances in exceptional circumstances.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.8.4	<u>Approve a child as a dependant for Child Supplement</u> Approve a child who has reached the age of 18 years for purposes of receipt of Child Supplement.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.8.6	<u>Unaccompanied Parent allowance</u> Review and adjust the rate of unaccompanied parent allowance having regard to the annual percentage movements in Departmental salaries.	FAS, PCD AS, PSB AS, WRWA
4.9.3 / 4.9.4	<u>AL Allowance</u> Determine the rate of AL allowance to apply at a particular location.	FAS, PCD AS, PSB AS, WREA

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Power	Description	Authorised Officer
4.11.6	<u>Implementation of annual Location rating review results</u> Determine a period other than the first payday in January for new ECA Location Rating.	FAS, PCD AS, PSB AS, WREA
4.11.9	<u>Review and adjust Post Attraction Allowance eligibility</u> Determine the duration, and add or delete locations where Post Attraction Allowance is payable.	FAS, PCD AS, PSB AS, WREA
4.11.15	<u>Review and adjust Special Location Supplement eligibility</u> Determine the duration, and add or delete locations where Special Location Supplement is payable.	FAS, PCD AS, PSB AS, WREA
4.11.21	<u>Designate a Refugee Camp</u> Determine that a refugee camp, other than a refugee camp recognised by the United Nations as a designated refugee camp for the payment of Refugee Camp Allowance.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.11.22	<u>Payment of Refugee Camp allowance</u> Authorise the payment of Refugee Camp allowance to an employee who performs duty at a designated refugee camp.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.12.9	<u>Additional annual leave date of effect</u> Determine a date of effect for adjusting annual leave when a location rating change affects the number of days additional annual leave entitlement for an employee overseas.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC

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Power	Description	Authorised Officer
4.12.14	<u>Substitute leave centre</u> Having regard to economy and the facilities available, approve alternative leave centre in the event of a war, civil disorder, natural disaster or similar event in the location of a prescribed leave centre.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.12.18	<u>Assisted Leave Fare</u> Approve utilisation of an assisted leave fare in exceptional circumstances.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.12.35	<u>Maintenance of Assisted Leave Fare entitlement</u> Determine that it would be unreasonable to reduce an employee's leave fare entitlement in cases where an employee has terminated their posting.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.13.5	<u>Class of Travel (in-country)</u> Approve a different standard of air travel in-country when the standard of economy class is determined to be substantially below western standards, excluding First class.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.13.10	<u>Class of Train travel</u> Determine an alternative class of train travel than intermediate class.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD

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Power	Description	Authorised Officer
4.14.3	<u>Maximum entitlement for a Reunion fare</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, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.14.5	<u>Exceptional circumstances</u> Consider approving Reunion travel within the three month restriction period.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.14.6	<u>Reunion travel by another person</u> Determine that a person, other than a dependant, who has been moved to a Post at Department expense can be reunited at official expense with another person.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.14.10	<u>Reunion travel</u> Approve reunion travel for a dependant or a spouse to travel to Post based on the frequencies specified in the OCOS Manual. Decide the frequency, if any, of Reunion entitlements not specified in the OCOS.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.14.14	<u>Revocation of reunion travel</u> Consider, and where appropriate, revoke the authorisation of the number of reunion visits taken in any year in cases where the employee, or spouse, travels to the country in which a dependant lives.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD

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Power	Description	Authorised Officer
4.15.1	<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, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.15.3	<u>Reimbursement of compassionate travel by employee or close relative</u> Approve reimbursement of compassionate travel costs incurred by an employee or their spouse to attend the funeral of a close relative, as defined in the OCOS Manual who has died, or to visit a close relative who becomes critically or dangerously ill, or approve reimbursement for a close relative to travel to Post to visit an employee or spouse in the same circumstances.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.15.5	<u>Compassionate travel for an 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, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.15.9	<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 an employee or their spouse who becomes critically or dangerously ill at Post.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC

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Power	Description	Authorised Officer
4.15.10	<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, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.17.5	<u>Reimbursement for loss or damage of possessions through war, etc.</u> Determine a reasonable amount to be paid to an employee for the loss 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, PCD AS, PSB AS, WREA
4.17.7	<u>Reduction to reimbursement amount</u> Determine an amount to be paid to an employee for the loss or damage to their possessions as the result of war, civil disorder, natural disaster or other similar event, if it is considered the employee did not, or did not adequately, insure their possessions.	FAS, PCD AS, PSB AS, WREA
4.18.11	<u>Pre-existing medical condition</u> Approve the level of medical coverage for a pre-existing medical condition not recognised by Comcover.	FAS, HSD AS, SHWB Dir. SMHW

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Power	Description	Authorised Officer
4.18.25	<u>Direct payment of health costs</u> Authorise direct payment of medical costs to a health provider rather than by reimbursement to the employee.	FAS, HSD AS, SHWB Dir. SMHW FAS, ID AS, PTIB GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.18.38	<u>Living costs during treatment</u> Determine the standard of living costs available to an employee seeking medical treatment in another overseas location, other than the employee's posted location, where the Comcover Statement of Cover does not provide for it.	FAS, HSD AS, SHWB Dir. SMHW FAS, ID AS, PTIB GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.18.39	<u>Continuation of allowances</u> Review and determine a reasonable period for the continuation of overseas allowances when employees or dependants are absent from Post due to medical evacuation.	FAS, HSD AS, SHWB Dir. SMHW
4.19.7	<u>Return to Australia for childbirth</u> Approve an expectant mother's return to Australia for childbirth despite adequate health facilities at the employee's Post location.	FAS, HSD AS, SHWB Dir. SMHW
4.19.12	<u>Extended accommodation post birth</u> Approve a longer period of accommodation assistance for a mother post-birth when a medical practitioner has formally advised the mother is unfit to return to Post.	FAS, HSD AS, SHWB Dir. SMHW

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Power	Description	Authorised Officer
4.19.14	<u>Alter payment limits for accommodation</u> Review and determine accommodation assistance in Australia for the purpose of childbirth, taking into account the daily non-SES accommodation rates.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.19.17	<u>Level of assistance provided at an alternative destination than Australia</u> When an expectant mother has been approved to travel to a location other than Australia determine the level of assistance to be provided.	FAS, PCD AS, PSB WREADir. ECR Dir. WMC
4.19.19	<u>Determine the continuation of a posting</u> When extended leave has been requested above the leave entitlement for childbirth determine if it would be more appropriate for the posting to end rather than provide backfilling arrangements.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF
4.20.27	<u>Appropriate school</u> Determine an appropriate school for reimbursement costs if there are no vacancies at the local benchmark school, in consultation with DFAT.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD

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Power	Description	Authorised Officer
4.20.29	<u>Language Tuition</u> Approve reimbursement of reasonable cost for essential foreign language tuition when a benchmark school does not use English as the teaching language.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.20.30	<u>Remedial tuition</u> Approve the reimbursement of no more than 200 hours remedial tuition, where a child's progress and performance in a particular compulsory subject is unsatisfactory as a consequence of a child's relocation to Post.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.20.32	<u>Correspondence lessons</u> Approve reimbursement for a reasonable amount of local tuition assistance and incurred cost of correspondence lessons if there is no adequate benchmark school.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.20.34	<u>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 curriculum.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD

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Power	Description	Authorised Officer
4.20.36	<u>Summer school program</u> Approve reimbursement for summer school program.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.20.40	<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, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.20.43/ 4.20.44	<u>Return to Australia for education</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, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.21.2	<u>Relevant period</u> Determine the relevant period for the purposes of allowances and assistance outlined in the bereavement section.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.22.3	<u>Access to other entitlements during evacuations from Post</u> Determine other allowances or payments, apart from those already listed in the event of an emergency evacuation.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC

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Power	Description	Authorised Officer
4.22.6	<u>Voluntary Departure at official expense</u> Determine which provisions outlined in the conditions and entitlement package will apply.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.22.9	<u>Voluntary Departure at Official Expense</u> Determine conditions and entitlements other than, or in addition to, those listed in the OCOS, whereby an employee and dependants are authorised to depart Post on a voluntary basis and later return at official expense.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.22.10	<u>Emergency Evacuation entitlements Authorise:</u> - Transport by whatever means and class available 20 kg, or more, excess baggage - Reimbursement of reasonable costs necessarily incurred to live at evacuation location	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.22.11	<u>Destination Centre</u> Determine a destination centre for departures from Post, generally Canberra, or authorise an alternative destination.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD

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Power	Description	Authorised Officer
4.22.12	<u>Travel to a Third Country</u> Authorise a Third Country instead of the authorised destination centre.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.22.15	<u>Voluntary Departure by private motor vehicle</u> Approve departure from Post by private motor vehicle.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.22.20	<u>Continuation of allowances</u> After a period of three months, review the continuing payment of Post allowances in the context of the particular circumstances and evacuation package.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.22.22	<u>Continuation of meal allowances</u> Determine the continuation of meal allowance in the event of prolonged departure.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.22.28	<u>Out of Pocket incidental allowance</u> Approve, review and adjust a one-off payment of an out of pocket Incidental Allowance.	FAS, PD AS, PSB AS, WREA Dir. ECR Dir. WMC

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Power	Description	Authorised Officer
4.22.30	<u>Direction to return to Post following an authorised departure</u> Direct an employee to return to Post following a voluntary departure at official expense.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
4.23.2	<u>Management-initiated early termination of posting payments</u> Approve a compensation payment for a management-initiated termination, noting this cannot apply to early withdrawals based on personal situation or performance management.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.23.5	<u>Reasonable compensation prior to departure, Post-uplift</u> Determine reasonable compensation amount where a posting has been cancelled prior to an employee travelling to Post, but after uplift of household goods has occurred.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.23.10	<u>Posting is terminated at either the Department's or the employee's request</u> Determine the level of assistance with airfares and removal costs for the employee's return to Australia in the event of termination of a posting.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.23.15	<u>Taking up a promotion in Australia while on posting</u> Determine an appropriate level of assistance for an early return when an employee takes up a promotion in Australia.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
4.24.8	<u>Leave for packing, uplift and removal</u> Approve Miscellaneous Leave with pay (exceptional circumstances) for packing, uplift and removal of an employee's household goods.	FAS, PCD AS, PSB AS, WRWA Dir. ECR Dir. WMC

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Power	Description	Authorised Officer
4.24.9	<u>Leave for unpacking</u> Approve Miscellaneous Leave with pay (exceptional circumstances) for unpacking of an employee's household goods.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
Part Five – Departing Post		
5.2.6	<u>Vary household goods volume limits</u> In exceptional circumstances increase the household goods volume limits for return to Australia.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
5.2.8	<u>Designate air-freight Posts</u> Add or delete designated airfreight Posts.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
5.2.18	<u>Leave for packing, uplift and removal</u> Approve Miscellaneous Leave with pay (exceptional circumstances) for packing, uplift and removal of an employee's household goods.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
5.2.19	<u>Leave for unpacking</u> Approve Miscellaneous Leave with pay (exceptional circumstances) for unpacking of an employee's household goods.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
5.3.3	<u>Settling-out at Post</u> Approve a settling-out period beyond 14 days if circumstances concerning an employee's uplift and removal from Post have caused unnecessary delays.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD

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Power	Description	Authorised Officer
5.4.5	<u>Class of air travel</u> Approve an alternate (non-direct) route.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF
5.4.23	<u>Approve additional excess baggage</u> In exceptional circumstances approve reasonable excess baggage limits for return to Australia.	FAS, ID GM, IO AS, INOG AS, RI AS, CTSP COM, ABF ORD
5.5.12	<u>Effect of stopover on a rest period</u> Determine a stopover did not constitute as an adequate rest period.	FAS, PCD AS, PSB AS, WREA Dir. ECR Dir. WMC
5.7.5	<u>Extension of Settling-In period in Australia</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, PCD AS, PSB AS, WREA Dir. ECRR Dir. WMC
5.9.1	<u>Medical on return from Post</u> Approve for an employee or dependants to undergo a medical check after a long-term posting at official expense.	FAS, HSD AS, SHWB Dir. SMHW

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Part 7 – Schedule Two – OCOS policy specifics

7.1 Taxation treatment of allowances and payments

7.2 Allowance adjustment frequency

7.3 Personal contribution rates

7.4 Personal contributions adjustments methodology

7.5 Allowance formulas

7.6 Benchmark schools

7.7 Airfreight Posts

7.1 Taxation and Superannuation treatment of allowances and payments

Table 18: Taxation and Superannuation treatment of allowances and payments

Entitlement	Taxation treatment	Counted as salary for Superannuation purposes
Transfer Allowance	Income tax is payable	Not included
Airline Liaison Allowance	Income tax is payable	Included as salary for superannuation purposes if paid for a continuous period of 12 months or more
Principal Migration Officer Liaison Allowance	Income tax is payable	Included as salary for superannuation purposes if paid for a continuous period of 12 months or more
Cost of Posting Allowance (COPA)	The Department pays FBT on these allowances. They are not reported on employee's annual payment summaries.	Not included
Cost of Living Adjustment (COLA)		
Child Supplement		
Unaccompanied Parent Allowance		
Location Allowance	Allowances are calculated and expressed in the OCOS in net terms. Payments are grossed up to include PAYG liability by a factor of 1.8868. Income tax is payable.	Not included
Special Location Supplement		
Post Attraction Allowance		
Refugee Camp Allowance		
Early termination of posting payment		
Assisted leave fares	The Department pays FBT on these allowances and payments. The taxable value is grossed up by a factor of 1.8868 with this amount reported on employees' annual payment summaries.	Not included
Reunion Leave fares		
Travel Allowance – Overseas	These allowances are tax-free payments.	Not included

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Entitlement	Taxation treatment	Counted as salary for Superannuation purposes
Travel Allowance – Domestic		
Emergency evacuation out of pocket expenses – Adult	Payments are grossed up to include PAYG liability by a factor of 1.8868. Income tax is payable.	Not included
Emergency evacuation out of pocket expenses – Child		

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7.2 Allowance adjustment frequency

Table 19: Allowance adjustment frequency

Allowance	Adjustment Process	Date of Adjustment
Transfer Allowance	Adjusted in line with the annual movement in the Australian CPI (using March quarter)	July
Principal Migration Officer Liaison Allowance	Adjusted in line with the annual movement in the Australian CPI (using March quarter)	July
COPA minimum and ceiling salaries	Adjusted in line with the annual percentage movement in the Department's salaries	
COLA base index	Adjusted following ECA price surveys	Last full pay period each March and September
Child Supplement	Adjusted in line with the annual percentage movement in the Department's salaries	
Location Allowance	Adjusted in line with the annual percentage movement in the Department's salaries	
Average Salary for Location Allowance	The average salary review will be conducted based on the figures applicable at 31 March each year and applied with effect from 1 July each year	July
Special Location Supplement	As approved by the Delegate, as a percentage of Location Allowance	Reviewed at least annual, ad hoc reviews also appropriate
Post Attraction Allowance	Adjusted as prescribed by the Department	
Refugee Camp Allowance	Adjusted in line with the annual percentage movement in the Department's salaries	
Early termination of posting payment	Adjusted in line with the annual movement in the Australian CPI (using March quarter)	July
Travel Allowance – Overseas	Based on annual ECA data	July
Travel Allowance – Domestic	Adjusted as prescribed by the Department	
Private Boarding Assistance	Adjusted by DFAT with the annual movement in the Australian CPI, less the employee contribution for food at a boarding establishment	January

7.3 Personal contribution rates

Table 20: Boarding costs – employee contribution

OCOS Clause	Contribution provision	Amount	Date of Last Adjustment
4.20.18	Australian Education (boarding) costs – employee contribution	\$4,400 pa	1 Jan 2019

7.4 Personal contributions adjustments methodology

Table 21: Personal contributions – adjustment methodology

Allowance	Adjustment Process	Date of Adjustment
School boarding fees employee's contribution	Food component of boarding fees, as advised by Canberra Girls Grammar School, obtained via DFAT.	January
Australian education costs	Annual Canberra Grammar Schools' boarding (meals) costs	1st term of the year

7.5 Allowance Formulas

Cost of Living Price Index

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 Price Index. This index is adjusted by the exchange rates, to allow for fortnightly fluctuations in the cost of living, as illustrated in the formula below.

$$\frac{(\text{ECA Price Index} \times \text{ECA exchange rate at the time of the index})}{\text{fortnightly exchange rate}}$$

Cost of Living Adjustment Allowance (COLA)

The following formula is used for calculating COLA:

$$\text{COLA} = (\text{Spendable Salary} \times [\text{ECA Post Index} - 100.0]) / 100$$

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 (i.e. 100.0) will apply and no COLA is paid.

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For the purposes of this formula, Spendable Salary refers to salary after tax, including an average contribution to superannuation of 5% and a housing/savings component.

Cost of Posting Allowance (COPA)

The following formulas are used for calculating COPA:

For accompanied employees: $\text{COPA} = \text{Gross Salary} \times 0.28$ (up to the COPA ceiling)

For unaccompanied employees: $\text{COPA} = \text{Gross Salary} \times 0.18$ (up to the COPA ceiling)

Child Supplement

The following formulas are used for calculating Child Supplement:

Children under three years of age = $\text{Average salary} \times 6.5\%$

Children aged between three and under 12 years = $\text{Average salary} \times 5\%$

Children aged 12 years or older (but under 18 years) = $\text{Average salary} \times 6\%$

Where the employee location has a post index more than 100 the following formula will apply:

Children under three years of age = $\text{Average salary} \times 6.5\% \times \text{ECA post index} / 100$

Children aged between three and under 12 years = $\text{Average salary} \times 5\% \times \text{ECA post index} / 100$

Children aged 12 years or older (but under 18 years) = $\text{Average salary} \times 6\% \times \text{ECA post index} / 100$

Education Assistance for a part year

The following formula will be 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).

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

Average Salary for Location Allowance

The OCOS provides for employee's at Posts with category C to F location ratings to be paid a Location Allowance that is calculated on a percentage of the average salary of overseas employees. The OCOS also provides for a review of the average salary on an annual basis.

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For the purposes of reviewing the average salary, the average salary is set based on the weighted average of APS6 to EL2 positions. The calculation uses the top of the WD salary point of each level to reflect the likelihood that posted employee's will either be at, or reach, the top increment during their posting.

Table 22 sets out how the total salaries information is obtained i.e. number of positions x top salary increment amount = total salaries per annum.

Table 22: Total salaries information

Classification	No. of Positions	Top Salary Increment	Total Salaries pa
APS6	61	\$93,112	\$5,679,832
EL1	79	\$116,582	\$9,209,978
EL2	34	\$153,280	\$5,211,520

The following formula is used to then determine the annual average salary:

$$\text{Total salary cost / number of positions} = \text{Average Salary (rounded to whole dollar)}$$
$$\$20,101,330 / 174 = \$115,525$$

Location Allowance

Location Allowance is calculated on a percentage of the average salary of overseas employees. Table 23 below outlines the percentages applied to each category rating.

Table 23: Location allowance percentage of average salary

Rating	Percentage of Average Overseas Salary	Unaccompanied rate	Accompanied rate
Category A, B	Not applicable		
Category C	15%	\$13,863	\$20,794
Category D	20%	\$18,484	\$27,726
Category E	25%	\$23,105	\$34,657
Category F	30%	\$27,726	\$41,589

Unaccompanied Formula for Location Allowance

$$\text{Percentage} \times \text{Average Salary} \times .80 = \text{Location Allowance}$$

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Example: Category D unaccompanied – $.20 \times \$115,525 \times .80 = \$18,484$

Accompanied Formula for Location Allowance

Percentage x Average Salary x 1.2 = Location Allowance

Example: Category D accompanied – $.20 \times \$115,525 \times 1.2 = \$27,726$

Additional Annual Leave

Additional Annual Leave is allocated according to Table 24 below.

Table 24: Additional annual leave per category rating

Rating	Additional Annual Leave
Category A, B	No additional annual leave granted
Category C	Eight additional annual leave days
Category D	Nine additional annual leave days
Category E, F	10 additional annual leave days

Assisted Leave Fares

Table 24 below provide the prescribed ALF frequencies and destinations for a three-year posting, noting:

- 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 ALF purposes means the capital city in Australia with the lowest travel costs from Post (excluding Perth, Darwin and Hobart).

Table 25: ALF frequencies for a three year posting per location rating

Location Rating	Type and frequency of Assisted Leave Fares
Category A, B	Not applicable
Category C	One regional fare and one relief fare
Category D	One regional fare and two relief fares
Category E	One regional fare and three relief fares
Category F	One regional fare and four relief fares

Assisted Leave Fare – Shortened Posting

When a posting is shorter than the ordinary period of three years the following formula is applied to determine the appropriate Assisted Leave Fare entitlement.

When calculating any adjustments the total number of leave fares will be rounded to the nearest whole number, with 0.5 rounding up.

$$\text{Shortened period in months} / \text{Ordinary period of posting (36 months)} = A$$

$$A \times \text{no. of ALFs based on location category leave fares} = B \text{ (rounded to nearest whole number)}$$

Example: A posting period for Islamabad (Category F) is shortened to 27 months from 36 months.

$$\text{Shortened period (27 months)} / \text{Ordinary period (36 months)} = 0.75$$

$$0.75 \times 5 \text{ ALFs} = 3.75 \text{ (rounded up to 4)}$$

The employee is entitled to one regional fare (to Australia) and three relief fares (to Singapore)

When a posting period is shortened to a total period of less than 12 months, the adjusted leave fare entitlements will not include travel to a regional leave centre.

Example: A posting period for Islamabad is shortened to 11 months from 36 months.

$$\text{Shortened period (11 months)} / \text{Ordinary period (36 months)} = 0.305$$

$$0.305 \times 5 \text{ ALFs} = 1.525 \text{ (rounded up to 2)}$$

The employee is entitled to two relief fares (to Singapore)

Assisted Leave Fare – Extended Posting

When a posting is extended beyond the ordinary period of three years, the following formula is applied to determine the appropriate ALF entitlement.

When calculating any adjustments the total number of leave fares will be rounded to the nearest whole number, with 0.5 rounding up.

The first additional ALF is to a regional leave centre and subsequent additional fares are to the appropriate relief centre.

$$\text{Number of months extended} \times (1 + \text{number of ALFs based on location category leave fares}) / \text{ordinary period of posting (36)}$$

Example: A posting period for Beirut (Category E) is extended by five months.

Extension period (5 months) x (1+ 4) = 25

25 / 36 = 0.694 (rounded up to 1)

The employee is entitled to one regional fare (to Australia).

Summer school

Reimbursement will be calculated on daily attendance to a maximum of the prescribed daily rate.

The prescribed daily rate is determined by benchmarking the higher of the Canberra Grammar School and Canberra Girls Grammar School summer program daily rate.

The prescribed daily rate will be reviewed annually.

Post location COLI will be applied to the prescribed daily rate for equity across the network.

Abu Dhabi Post benchmark school summer holiday break = 10 weeks
Daily Rate = \$80/day

Example 1 - Officer requests reimbursement for attendance of one (1) week at an organised holiday lifesaving and first aid program at the YMCA.

Cost of organised holiday program at Post = \$650 AUD

Abu Dhabi COLI = 129

Australian Benchmark School summer program daily rate = AUD \$80

5 days x \$80 = \$400

\$400 x 1.29 (COLI) = \$516 AUD

Therefore the **officer must self-fund \$134** of the summer school fee (\$650 - \$516 = \$134).

Example 2 - Officer requests reimbursement for attendance at one (1) week of an organised holiday program at the museum of Science.

Cost of organised school program at Post = \$450 AUD

Abu Dhabi COLI = 129

Australian Benchmark School summer program daily rate = AUD \$80

5 days x \$80 = \$400

\$400 x 1.29 (COLI) = \$516 AUD

There will be **no personal contribution** by the officer. The officer is **only entitled to be reimbursed for the cost of the organised summer program** (up to the benchmark rate x COLI) and is not entitled to receive the additional \$66.

Benchmark Schools

Table 26: List of post locations benchmark schools

Post	Pre-School	Primary School	Secondary School
Abu Dhabi	Cranleigh School Abu Dhabi	Cranleigh School Abu Dhabi	Cranleigh School Abu Dhabi
Amman	American Community School	American Community School	American Community School
Ankara	Ankara International Pre-School	Ankara Elementary / High School British Embassy School	Ankara Elementary / High School
Auckland*	Local Government School	Diocesan School	Diocesan School
Bangkok	St Andrew's International School New International School of Thailand (NIST) Patana School	St Andrew's International School New International School of Thailand (NIST) Patana School	New International School of Thailand (NIST) Patana School
Beijing	British School of Beijing Western Academy of Beijing Beijing City International School	British School of Beijing Western Academy of Beijing Beijing City International School	British School of Beijing Western Academy of Beijing Beijing City International School
Beirut	American Community School	American Community School	American Community School
Belgrade	International School of Belgrade International Nursery School of Belgrade	International School of Belgrade	International School of Belgrade
Berlin	Berlin Brandenburg International School Berlin British School Berlin International School Berlin Metropolitan School Berlin Cosmopolitan School	Berlin Brandenburg International School Berlin British School Berlin International School Berlin Metropolitan School Berlin Cosmopolitan School	Berlin Brandenburg International School Berlin British School Berlin International School Berlin Metropolitan School Berlin Cosmopolitan School
Bogota	Colegio Nueva Granada	Colegio Nueva Granada	Colegio Nueva Granada
Brasilia	American School of Brasilia	American School of Brasilia	American School of Brasilia

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Post	Pre-School	Primary School	Secondary School
	British School of Brasilia	British School of Brasilia	
Brussels	British School of Brussels International School of Brussels St John's International School	British School of Brussels International School of Brussels St John's International School	British School of Brussels International School of Brussels St John's International School
Cairo	Cairo American College Urban Toddlers Child Development Pre-school Irish School	Cairo American College	Cairo American College
Canberra	No provision	No provision	Canberra Girls Grammar School Canberra Grammar School
Chennai	American International School Chennai (AISC)	American International School Chennai (AISC)	American International School Chennai (AISC)
Colombo	Overseas School of Colombo	Overseas School of Colombo	Overseas School of Colombo
Denpasar	No provision	No provision	No provision
Dhaka	American International School Montessori School	American International School Montessori School	American International School Montessori School
Dili	Dili International School QSI International School of Dili	Dili International School QSI International School of Dili	Dili International School QSI International School of Dili
Doha	Compass International School	Compass International School	Compass International School
Dubai*	GEMS World Academy	GEMS World Academy	GEMS World Academy
Geneva	International School of Geneva College du Lemman	International School of Geneva College du Lemman	International School of Geneva College du Lemman
Guangzhou	American International School of Guangzhou British School of Guangzhou	American International School of Guangzhou British School of Guangzhou	American International School of Guangzhou British School of Guangzhou

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Post	Pre-School	Primary School	Secondary School
Hanoi	UN International School [UNIS]	UN International School [UNIS]	UN International School [UNIS]
Helsinki**	International School of Helsinki	International School of Helsinki	International School of Helsinki
Ho Chi Minh City	International School Ho Chi Minh City	International School Ho Chi Minh City	International School Ho Chi Minh City
Hong Kong	Woodland Montessori Pre-school	Australian International School Hong Kong	Australian International School Hong Kong
Honolulu	Local public school	Local public school	Local public school
Islamabad	No provision	No provision	No provision
Istanbul	No provision	No provision	No provision
Jakarta	British International School Jakarta International School	British International School Jakarta International School	British International School Jakarta International School
Kabul	No provision	No provision	No provision
Kuala Lumpur	International School of Kuala Lumpur	International School of Kuala Lumpur	International School of Kuala Lumpur
London	Southbank International School	Southbank International School	Southbank International School
Los Angeles	Local public school	Local public school	Local public school
Manila	International School Manila British School Manila	International School Manila British School Manila	International School Manila British School Manila

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Post	Pre-School	Primary School	Secondary School
Mexico City	American School Greengates English School The Westhill Institute Humanitree	American School Greengates English School The Westhill Institute Humanitree	American School Greengates English School The Westhill Institute Humanitree
Moscow	American Embassy Kindergarten British Embassy Kindergarten P'tit CREF	Anglo-American School P'tit CREF	Anglo-American School
Mumbai	American School Of Bombay (ASB) Deutsche Schule Bombay (DSB)	American School Of Bombay (ASB) Deutsche Schule Bombay (DSB)	American School Of Bombay (ASB) Deutsche Schule Bombay (DSB)
Nairobi	Kabete Junior Academy International School of Kenya GEMS Cambridge International School	Braeburn School Hillcrest Preparatory School International School of Kenya GEMS Cambridge International School	Braeburn School Hillcrest Preparatory School International School of Kenya Kenya Girls' High School (girls only)
New Delhi	American Embassy School	American Embassy School	American Embassy School
New York	Local public school	Local public school	Local public school
Ottawa	No provision	Turnbull School	Ashbury College
Paris	Ecole Active Bilingue International School of Paris	American School of Paris British School of Paris Ecole Active Bilingue International School of Paris	American School of Paris British School of Paris Ecole Active Bilingue International School of Paris
Phnom Penh	International School in Phnom Penh	International School in Phnom Penh	International School in Phnom Penh
Port Moresby	Ela Murray International School	Ela Murray International School	No provision

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Post	Pre-School	Primary School	Secondary School
Pretoria	Brooklyn Pre-School	American International School of Johannesburg	American International School of Johannesburg
Santiago	International School (Nido de Aguilas)	International School (Nido de Aguilas)	International School (Nido de Aguilas)
San Francisco	Local public school	Local public school	Local public school
Semarang**	No provision	No provision	No provision
Seoul	Seoul Foreign School Seoul British School Dulwich School	Seoul Foreign School Seoul British School Dulwich School	Seoul Foreign School Dulwich School
Shanghai	Shanghai Community International School British International School of Shanghai	Shanghai Community International School British International School of Shanghai	Shanghai Community International School British International School of Shanghai
Singapore	Australian International School Singapore	Australian International School Singapore	Australian International School Singapore
Suva	International School	International Primary School	International Secondary school
Taipei	Taipei European School-British Section	Taipei American School Thaipei European School	Taipei American School Thaipei European School
Tehran	British School	British School	French School
Tokyo	Tokyo International School Willowbrook International School	American School in Japan Tokyo International School	American School in Japan Tokyo International School
Vienna	The Vienna International School Danube International School (DIS)	The Vienna International School Danube International School (DIS)	The Vienna International School Danube International School (DIS)
Washington DC	Local Government School	Local Government School	Local Government School

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Post	Pre-School	Primary School	Secondary School
Wellington	Queen Margaret College Scots College Samuel Marsden Collegiate School	Queen Margaret College Scots College	Queen Margaret College Scots College
Yangon	International School Yangon British School Yangon Network School	International School Yangon British School Yangon Network School	International High School Yangon British School Yangon

*Not DFAT Posts. Refer Austrade.

7.6 Airfreight Posts

Table 27 below outlines the Posts that have been designated air freight Posts for the return of household goods to Australia:

Table 27: Designated air freight Post locations

Post	
Islamabad	Nauru
Nairobi	Tehran

All other Posts are designated as sea freight Posts.

Part 8 - Schedule Three – Allowances and Entitlements

8.1 Rates of allowances, payments and advances

8.2 Transfer Allowance rates (gross)

8.3 Rest periods by location

8.4 Post ratings by location

8.5 Additional Annual Leave by location

8.6 Regional and Relief Leave Centres

8.7 Management-initiated early termination of posting payments

8.1 Rates of allowances, payments and advances

Table 28: Summary of allowances, payments and advances

OCOS Clause	Allowance / Advance	Rate	Date of Last Adjustment
2.6.1	Travel Allowance – Overseas	Based on ECA data	July 2019
2.6.1	Travel Allowance – Domestic	Refer to Departmental Domestic TA rates	February 2019
2.7.16	STM Equipment Allowance	\$225	July 2014
3.7.2	Outlay Advance	\$15,000 max	July 2014
3.8.7 / 4.24.10 / 5.1.2	Transfer Allowance	Refer to 8.2	July 2017
4.7.6	COPA	Varies on employee's circumstances	July 2019
4.8.2	Child Supplement	Based on child's age	July 2017
4.8. 5	Unaccompanied Parent Allowance (net)	\$5,000 per annum	July 2015
4.9.3	Principal Migration Officer Liaison Allowance Dubai Guangzhou Kuala Lumpur	\$6,410 pa \$10,149 pa \$11,751 pa	March 2020
4.11.3	Location Allowance	Varies on employee's circumstances	July 2019
4.11.7	Average salary of overseas Departmental employees, for determining location allowance rates	\$110,951 pa	July 2019
4.11.8	Post Attraction Allowance (net)	\$5,000 pa	July 2010
4.11.14	Special Location Supplement (net) Islamabad – unaccompanied Islamabad – accompanied Kabul – unaccompanied Baghdad – unaccompanied	100% 100% 175% 175% The above percentage is applied based on the	July 2014

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OCOS Clause	Allowance / Advance	Rate	Date of Last Adjustment
		Category F location allowance	
4.11.23	Refugee Camp Allowance	32% of the minimum APS 6 salary level	July 2014
4.18.38	Living costs during medical treatment. Commercial accommodation without cooking facilities	2/3rds rate of meal allowance rate applicable to the location	February 2019
4.18.38	Living costs during medical treatment. Commercial accommodation with cooking facilities – up to five days.	2/3rds the rate of meal allowance rate applicable to the location	February 2019
4.18.38	Living costs during medical treatment. Commercial accommodation with cooking facilities – more than five days.	1/6th the rate of meal allowance rate applicable to the location	February 2019
4.18.38	Living costs during medical treatment – private accommodation.	1/6th the rate of meal allowance rate applicable to the location	February 2019
4.18.38	For children under 12, the meal supplement is 2/3rds of the above figures.		
4.19.11	Accommodation in Australia for childbirth – commercial accommodation	Maximum period of 14 weeks. Maximum amount per week of \$1,176 (\$168 per day)	March 2020
4.19.13	Accommodation in Australia for childbirth – private	Maximum amount per week of \$448 (\$64 per day)	February 2019
4.22.25	Emergency evacuation meal supplement Australia per–Adult Australia per Child	2/3rds of the Departmental meal allowance rate for the particular domestic destination	July 2019
4.22.27	Emergency evacuation out of pocket expenses – Adult	\$597 per adult	July 2018
4.22.27	Emergency evacuation out of pocket expenses – Child	\$297 per dependant child	July 2018
4.23.2	Management initiated termination of posting	Refer to 8.7	July 2018

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8.2 Transfer Allowance rates (gross)

Table 29: Transfer allowance rate from Australia

		Base	Number of children					
			1	2	3	4	5	6 or more
From Australia	Unaccompanied	\$4,533	\$5,111	\$5,688	\$6,265	\$6,842	\$7,420	\$7,997
	Accompanied	\$5,955	\$6,532	\$7,109	\$7,686	\$8,263	\$8,618	\$9,417
Between Two Overseas Posts	Unaccompanied	\$801	\$1,249	\$1,699	\$2,149	\$2,599	\$3,049	\$3,499
	Accompanied	\$1,435	\$1,885	\$2,335	\$2,785	\$3,234	\$3,684	\$4,134
Change of Residence at Post	Unaccompanied	\$298	\$298	\$298	\$298	\$298	\$298	\$298
	Accompanied	\$298	\$298	\$298	\$298	\$298	\$298	\$298
To Australia	Unaccompanied	\$353	\$613	\$873	\$1,135	\$1,395	\$1,656	\$1,917
	Accompanied	\$632	\$894	\$1,154	\$1,416	\$1,676	\$1,936	\$2,198

8.3 Rest periods by location

Table 30: Rest periods by location

Post	Rest period entitlement	Post	Rest period entitlement
Abu Dhabi	2	Jakarta	1
Amman	2	Kabul	2
Ankara	2	Kuala Lumpur	1
Auckland	0	Los Angeles	2
Bangkok	1	London	2
Beijing	1	Manila	1
Beirut	2	Mexico City	2
Belgrade	2	Moscow	2
Berlin	2	Mumbai	2
Bogota	2	Nairobi	2
Brasilia	2	Nauru	0
Brussels	2	New Delhi	2
Cairo	2	New York	2
Chennai	2	Ottawa	2
Colombo	1	Paris	2
Denpasar	1	Phnom Penh	1
Dhaka	2	Port Moresby	0
Dili	1	Pretoria	2
Doha	2	Santiago	2
Dubai	2	San Francisco	2
Geneva	2	Seoul	1
Guangzhou	1	Shanghai	1
Hanoi	1	Semarang	1
Helsinki	2	Singapore	1
Ho Chi Minh City	1	Suva	1
Hong Kong	1	Taipei	1
Honolulu	2	Tehran	2
Islamabad	2	Tokyo	1
Istanbul	2	Vienna	2

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Yangon	1	Washington DC	2
		Wellington	0

The above rest periods are an indication only. Actual rest period entitlements are based on flight times and two hours of incidental travel. Travel over 6 hours and up to 12 hours attracts one rest period. Travel over 12 hours and up to 24 hours attracts two rest periods. The maximum number of rest periods for any journey is two.

8.4 Post ratings by location

Table 31: Post rating by location

Post	Rating	Post	Rating
Abu Dhabi	C	Kabul	F
Amman	D	Kuala Lumpur	C
Ankara	D	London	A
Auckland	A	Los Angeles	A
Bangkok	C	Manila	D
Beijing	D	Mexico City	D
Beirut	D	Moscow	D
Belgrade	C	Mumbai	E
Berlin	A	Nairobi	D
Bogota	D	Nauru	E
Brasilia	D	New Delhi	E
Brussels	A	New York	A
Cairo	E	Ottawa	A
Chennai	E	Paris	A
Colombo	E	Phnom Penh	E
Denpasar	D	Port Moresby	E
Dhaka	F	Pretoria	C
Dili	E	Santiago	C
Doha	C	San Francisco	A
Dubai	C	Semarang	E
Geneva	A	Seoul	B
Guangzhou	D	Shanghai	C
Hanoi	D	Singapore	B
Helsinki	A	Suva	D

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Ho Chi Minh City	D	Taipei	B
Hong Kong	B	Tehran	E
Honolulu	A	Tokyo	B
Islamabad	F	Vienna	A
Istanbul	C	Washington DC	A
Jakarta	E	Wellington	A
		Yangon	F

8.5 Additional Annual Leave by location

Table 32: Additional Annual Leave by location

Post	Additional annual leave	Post	Additional annual leave
Abu Dhabi	8	Kabul	10
Amman	9	Kuala Lumpur	8
Ankara	9	London	0
Auckland	0	Los Angeles	0
Bangkok	8	Manila	9
Beijing	9	Mexico City	9
Beirut	9	Moscow	9
Belgrade	8	Mumbai	10
Berlin	0	Nairobi	9
Bogota	9	Nauru	10
Brasilia	9	New Delhi	10
Brussels	0	New York	0
Cairo	10	Ottawa	0
Chennai	10	Paris	0
Colombo	10	Phnom Penh	10
Denpasar	9	Port Moresby	10
Dhaka	10	Pretoria	8
Dili	10	Santiago	8
Doha	8	San Francisco	0
Dubai	8	Semarang	10

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Geneva	0	Seoul	0
Guangzhou	9	Shanghai	8
Hanoi	9	Singapore	0
Helsinki	0	Suva	9
Ho Chi Minh City	9	Taipei	0
Hong Kong	0	Tehran	10
Honolulu	0	Tokyo	0
Islamabad	15	Vienna	0
Istanbul	8	Washington DC	0
Jakarta	10	Wellington	0
		Yangon	10

8.6 Regional and Relief Leave Centres

Table 33: Regional and Relief leave Centres

Overseas Post	Regional Centres	Relief Leave Centres
Abu Dhabi	London	Rome
Amman	London	Rome
Ankara	London	Rome
Auckland	N/A	N/A
Bangkok	Australia	Singapore
Beijing	Australia	Singapore
Beirut	London	Rome
Bogota	Miami	Miami
Belgrade	London	Vienna
Berlin	N/A	N/A
Brasilia	Miami	Porto Alegre
Brussels	N/A	N/A
Cairo	London	Rome
Chennai	Australia	Singapore

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Colombo	Australia	Singapore
Denpasar	Australia	Singapore
Dhaka	Australia	Singapore
Dili	Canberra	Singapore
Doha	London	Rome
Dubai	London	Rome
Geneva	N/A	N/A
Guangzhou	Australia	Singapore
Hanoi	Australia	Singapore
Helsinki	N/A	N/A
Ho Chi Minh	Australia	Singapore
Hong Kong	N/A	N/A
Honolulu	N/A	N/A
Islamabad	Australia	Singapore
Istanbul	London	Rome
Jakarta	Australia	Singapore
Kabul	London	Rome
Kuala Lumpur	Australia	Singapore
London	N/A	N/A
Los Angeles	N/A	N/A
Manila	Australia	Singapore
Mexico City	Miami	Miami
Moscow	London	Vienna
Mumbai	Australia	Singapore
Nairobi	London	Mauritius
Nauru	Australia	Brisbane
New Delhi	Australia	Singapore
New York	N/A	N/A

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Ottawa	N/A	N/A
Paris	N/A	N/A
Phnom Penh	Australia	Singapore
Port Moresby	Australia	Brisbane
Pretoria	London	Mauritius
Santiago	Miami	Porto Alegre
San Francisco	N/A	N/A
Semarang	Australia	Singapore
Seoul	N/A	N/A
Shanghai	Australia	Singapore
Singapore	N/A	N/A
Suva	Australia	Sydney
Taipei	N/A	N/A
Tehran	London	Rome
Tokyo	N/A	N/A
Vienna	N/A	N/A
Washington DC	N/A	N/A
Wellington	N/A	N/A
Yangon	Australia	Singapore

8.7 Management-initiated early termination of posting payments

Table 34: Management –initiated early termination – Three year posting

Three year posting		
Number of months remaining	Accompanied employee (Net payment)	Unaccompanied employee (Net payment)
35 or more	\$12,310	\$7,385
32 to 34	\$11,193	\$6,713
29 to 31	\$10,075	\$6,041

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Three year posting		
26 to 28	\$8,954	\$5,371
23 to 25	\$7,838	\$4,699
20 to 22	\$6,720	\$4,029
17 to 19	\$5,603	\$3,356
14 to 16	\$4,484	\$2,685
11 to 13	\$3,364	\$2,015
8 to 10	\$2,246	\$1,342
4 to 7	\$1,129	\$670
0 to 3	Not applicable	Not applicable

Table 35: Management-initiated early termination – Two year posting

Two Year Posting		
Number of months remaining	Accompanied employee (Net payment)	Unaccompanied employee (Net payment)
23 to 24	\$12,310	\$7,385
20 to 22	\$10,551	\$6,331
17 to 19	\$8,792	\$5,277
14 to 16	\$7,037	\$4,224
11 to 13	\$5,277	\$3,169
8 to 10	\$3,519	\$2,116
4 to 7	\$1,759	\$1,063
0 to 3	Not applicable	Not applicable

4. Accountability and responsibilities

Table 36: Policy Statement governance roles and responsibilities

Role	Accountability and/or responsibility
Workforce Management and Conditions section, Workplace	Is accountable for this Policy Statement and any updates

Role	Accountability and/or responsibility
Relations and WHS Assurance Branch	
Employee Conditions and Relocations section, People Services Branch	Is responsible for providing policy advice and assistance to employees
Financial Framework section, Finance Operations Branch	Is responsible for the Financial Framework in the Department, including the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act) including Financial Delegations, Accountable Authority Instructions and Financial Management Guidelines
Travel and Credit Cards section, Finance Operations Branch	Is responsible for: - developing and implementing Official Travel Policy and processes - ensuring that allowance rates for the Official Travel Policy are reviewed and updated annually

5. Version Control

Version number	Date of issue	Author(s)	Brief description of change
1.0	June 2020	s. 22(1)(a)(ii)	Creation of document following release of Workplace Determination and staff consultation.
2.0	July 2020	s. 22(1)(a)(ii)	Update into new format.
3.0	December 2021	s. 22(1)(a)(ii)	Update to delegation titles and inclusion of eight new locations.
4.0	April 2023	s. 22(1)(a)(ii)	Update to delegation titles.

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Attachment A – Definitions

Table 37: Overseas Conditions of Service definitions

Term	Acronym (if applicable)	Definition
Accompanied employee		An employee who is on a long-term posting, and whose spouse: lives with the employee at Post for at least 12 months or longer and whose primary residence continues to be at Post; 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 to the Post.
Accountable Authority Instructions	AAI	AAIs provide a mechanism for accountable authorities to apply key principles and requirements of the resource management framework, to the operations of their respective entities, and to promote the efficient, effective, economical and the ethical use of the Commonwealth resources.
Accredited position		Is a position which is attached to (working from) a diplomatic mission.
Airline Liaison Officer	ALO	ALOs are ABF positions. ALOs can be posted overseas on long-term postings or deployed on a short-term mission basis. ALOs work with airlines, airport security groups, host governments and colleagues from other countries to screen passengers travelling to Australia.
Approved summer school		A summer school program determined by DFAT or Austrade and approved by the Delegate.
Australian Border Force	ABF	The Australian Border Force (ABF), a part of the Department of Home Affairs, is responsible for offshore and onshore border control enforcement, investigations, compliance and detention operations in Australia. The ABF workforce is made up of both Border Force Officers who support front-line operations and Departmental workers who support ABF capability.
Australian Public Service	APS	The Australian Public Service (APS) is established under the Public Service Act 1999 . People employed in the APS work in public administration roles within Australian Government Departments and agencies.
Assisted leave fare	ALF	The return economy class airfare to either a designated regional leave centre or a relief centre.
Assisted leave fare to Australia	ALFA	The return economy class airfare to the location in Australia where the employee lived prior to their posting.
Austrade		The Australian Trade and Investment Commission is the Australian Governments trade, investment and education promotion agency.

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Term	Acronym (if applicable)	Definition
Australia		For ALF purposes, means the capital city in Australia with the lowest travel cost from Post (excluding Perth, Darwin and Hobart).
Australia based employees	A-based	A Departmental employee who has been posted or deployed overseas in an official capacity for a fixed term.
Basic school transport cost		The cost of public transport by bus or train to and from a benchmark school.
Benchmark school		A school determined by DFAT or Austrade and approved by the Delegate in order to establish the maximum level of education assistance that will be provided at Post by the Department.
Child		A natural, adopted, foster, ward or stepchild of the employee or employee's spouse, who ordinarily resides with them.
Close relative		Refers to the: • employee's spouse; • a child or parent of the employee or their spouse; or • another person who stands in a similarly close relationship to that of a parent or child and is, because of special circumstances, approved by the Delegate as a close relative.
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 (registrations, waiting lists, 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.
Commonwealth credit card		The Department's corporate credit card used by employees to pay for official expenses.
Critically ill		An illness or injury judged by the treating medical professional to pose a serious risk of death in the short-term.
Cross-posting		Undertaking a posting immediately following a long-term posting, or finishing a posting early and immediately undertaking a posting in a new location.
De facto relationship		A relationship in which two people, regardless of gender, not being legally married or in a civil partnership or equivalent,

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Term	Acronym (if applicable)	Definition
		have a mutual commitment to living together on a genuine domestic basis.
Delegate		An employee of the Department who has been lawfully designated to act on behalf of the Secretary.
Dependant		Spouse, child or other recognised person as described in the 'Family Circumstances' section of this policy.
Designated location Post		The rating applied to determine the relative hardship of the Department's overseas Post locations. This is classified in six categories, ranging from category A (least difficult) to category F (most difficult).
Designated refugee camp		A refugee camp recognised by the United Nations or designated by the Delegate.
Department of Foreign Affairs and Trade	DFAT	The Department of Foreign Affairs and Trade is the Department of the Government of Australia with responsibility of the foreign policy, foreign relations, foreign aid and consular services.
Department		The Department of Home Affairs.
Dual agency couple		A Departmental employee and their non-Departmental APS employee spouse posted to the same location for work purposes.
Early termination		The ending of an employee's time at Post, initiated either by the employee or the Department, before they are scheduled to cease their overseas duties.
Eligible person		In reference to the Health care section of this policy, an employee or dependant of an employee entitled to assistance with health care costs. Also referred to as a 'patient'.
Employee		An APS employee of the Department other than a locally engaged employee.
Employment Conditions Abroad	ECA	The provider contracted by the Department to provide data in relations to living conditions (such as Post indices, location ratings) overseas.
Employee couple		A Home Affairs employee and their Home Affairs spouse on - a posting to the same location; - postings to different locations; - one employee posted, one recalled to undertake an STM at the same location; or - one employee posted, one recalled to undertake an STM at a different location.
Expatriate		Person outside his or her home country who has been noted on Comcover's Schedule of Expatriates.

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Term	Acronym (if applicable)	Definition
Family composition / household		The number of people making up an employee's household, inclusive of the employee plus all recognised dependants.
Financial Management Guideline	FMG	Provides guidance for the operational context when using and managing Commonwealth resources under the PGPA framework and AAls.
Gross salary		For the calculation of overseas living allowances, gross salary is the relevant salary point specified in the WD applicable to the employee's overseas classification level. Gross salary does not include overtime, shift penalties or allowances but will reflect any higher duties allowance or reduction if the period is to be for a continuous period of three months or longer.
Head of Mission / Head of Post	HoM / HoP	The lead at the Embassy, High Commission or Consulate where the employee is performing duties. This is usually a DFAT officer, but may be Austrade where DFAT is not represented at Post.
Home location		For long-term postings – the Post at which the employee lives and ordinarily performs duties. For recall to duty – the Post at which the employee ordinarily lives. If living in Australia – the location at which the employee ordinarily performs, or is required to report for duty.
Household goods		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.
In-country travel		Official travel undertaken by an employee on long-term posting within the country where the employee resides. These travel arrangements are managed locally at Post.
International best fare	IBF	Also known as the best fare of the day, this is the best fare in accordance with the Department of Finance Resource Management Guide No. 405.
International SOS		The provider engaged by Comcover to assist expatriates, their dependants and travellers with access to medical advice and referrals for medical assistance.
Long-term posting		A period of duty overseas for 12 months or longer, as determined by the Delegate, at either one or multiple Posts.
Locally engaged employees	LEE	Employees engaged locally under section 74 of the <i>Public Service Act 1999</i> . LEE are subject to local labour laws and local labour market conditions.

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Term	Acronym (if applicable)	Definition
Medical service		Medical treatment provided overseas which, if provided in Australia, an eligible person would be entitled to claim under the Medicare Benefit Scheme.
Management initiated termination		The early ending of a posting by the Department for any reason.
Ordinary period of posting		Is three years, or a period determined by the Delegate in respect of a Post.
Parent		Any person or guardian who is responsible for the care of a child.
Patient		In reference to the Healthcare section of this policy, an eligible person entitled to assistance with health care costs. Can also be referred to as an 'eligible person'.
Pharmaceutical Benefits Scheme	PBS	Under the PBS, the government subsidises the cost of medicine for most medical conditions. Most of the listed medicines are dispensed by pharmacists, and used by patients at home. The PBS Schedule lists all of the medicines available to be dispensed to patients at a Government-subsidised price and is managed by the Department of Health and administered by Department of Human Services.
Pharmaceutical product		A drug or medicinal preparation supplied on the prescription of a duly qualified medical practitioner and which is scheduled under the Pharmaceutical Benefits Scheme.
Post		The location overseas to which an employee has been temporarily transferred.
Post index		The cost of living index that applies to a particular Post. This index is derived from the ECA cost of living indices and local exchange rates fluctuations.
Post security managers		Appointed staff responsible of security matters at the Post. Externally appointed.
Public holiday		The day, or part-day, observed as a public holiday at the Embassy, High Commission or Consulate where an employee is performing duties. Public holidays are determined by the DFAT HoM and usually comprise a combination of local and Australian holidays, and as such may differ from Post to Post.
Public transport		Travel by bus, train or ferry.
Regional leave centre		For assisted leave fare purposes, this refers to Australia, Miami or London, dependent on employee location.

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Term	Acronym (if applicable)	Definition
Relief leave centre		For assisted leave fare purposes, this refers to a leave centre other than Australian, Miami or London and is determined by the employee location.
Rest Period		A period of sufficient duration to enable overnight rest, but not longer than 24 hours.
Return to Australia	RTA	The term used to describe arrangements or support to an employee when they are returning to Australia from Post.
Schedule of Expatriates		A schedule provided to Comcover on a monthly basis, which ensures health cover for A-based employees and their formally recognised family members, as defined in the Comcover Statement of Cover.
Senior Administrative Officer	SAO	A DFAT employee who undertakes a variety of administrative tasks on behalf of the Department, such as reimbursement of education assistance at Post, etc.
School		Pre-schools are educational institutions (excluding childcare centres) overseas providing a curriculum directed to preparing a child for primary school. Primary schools are schools in Australia or similar educational institutions overseas providing a curriculum at the primary level. Secondary schools are schools in Australia or similar educational institutions overseas providing a curriculum at the secondary level. Summer school means a summer school program approved by DFAT.
Short-term mission	STM	A period of duty overseas in a STM designated position, away from home location, usually for more than 28 days but not greater than 12 months.
Spouse		A person who is living with the employee and is either married to the employee, or in a de facto relationship which has been recognised by the Delegate for the payment of spouse entitlements.
Statement of Cover		The Statement of Cover refers to the health cover provided by Comcover to employees and their families who are listed on the Schedule of Expatriates.
Third country		A location outside Australia and not at the Post.
Unaccompanied employee		An employee who is not accompanied by a spouse or dependants for the purposes of overseas allowances.
Utilities		The provision of drinkable water, gas and electrical services, fuel for household purposes, rubbish removal and sewerage.

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Term	Acronym (if applicable)	Definition
Department of Home Affairs Workplace Determination 2019	WD	The employment terms and conditions for all non-SES employees of the Department and the Australian Border Force.

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Attachment B – Related Framework Documents

Related internal Policy Statement / Procedural Instructions are as follows:

- Accountable Authority Instructions
<https://bordersnet.immi.local/corporate/finance/instructions>
- Official Travel Policy (PPN: FM - 6382) <https://intranet.bcz.gov.au/PPCR/Pages/Official-Travel-Policy.aspx>
- Financial Management Guideline – Managing Staff Debt (PPN: FM – 1280)
<https://bordersnet.immi.local/PPCR/Pages/fmg-1-09-02-managing-staff-debt.aspx>
- Department of Home Affairs - Code of Conduct
<https://bordersnet.immi.local/about/integrity/code-of-conduct>
- Performance Management Framework (PPN: HR – 2159)
<https://bordersnet.immi.local/PPCR/Pages/performance-management-pda-process.aspx>
- Financial Management Guideline – Official hospitality and business catering (PPN: FM – 1264)
<https://bordersnet.immi.local/PPCR/pages/official-hospitality-business-catering.aspx>
- Declarable Circumstances Procedural Instruction (PPN: SM – 1552)
<https://bordersnet.immi.local/PPCR/Pages/declarable-circumstances.aspx>
- Language Training Policy (PPN: HR – 5382)
<https://bordersnet.immi.local/PPCR/Pages/Language-Training-Program.aspx>
- Managing long term staff absences (including overseas postings) (PPN: HR – 1806)
<https://bordersnet.immi.local/PPCR/Pages/managing-long-term-staff-absences.aspx>
- Physical Access Control (PPN: TI – 5030)
<https://bordersnet.immi.local/PPCR/Pages/Physical-Access-Control.aspx>
- Department's Professional Standards and Integrity frameworks
<https://intranet.bcz.gov.au/about/integrity/standards-framework>

Attachment C – References and Legislation

Related references and legislation are as follows:

- *Public Service Act 1999 (Cth)*
- Department of Home Affairs Workplace Determination 2019 [Home Affairs Workplace Determination](#)
- *Public Governance, Performance and Accountability Act 2013*
- Resource Management Guide No. 405 – Official International Travel - Use of the Best Fare of the Day
<https://www.finance.gov.au/publications/resource-management-guides-rmgs/official-international-travel-use-best-fare-day-rmg-405>
- Department of Foreign Affairs and Trade – Overseas Conditions of Service Policy Australian Aid-funded program deployments
- *Work Health and Safety Act 2011*
- Australian Public Service Commission – Integrity in the APS covering APS Values, Employment Principles, Code of Conduct
<https://www.apsc.gov.au/integrity-aps>
- Department of Foreign Affairs and Trade Travel Advisories / Smartraveller
<http://smartraveller.gov.au/Pages/default.aspx>
- Comcover Statement of Cover
<https://www.finance.gov.au/government/comcover/insurance>
- *Civil Unions Act 2012*
<http://www.legislation.act.gov.au/a/2012-40/current/pdf/2012-40.pdf>
- Civil Aviation Safety Authority
<https://www.casa.gov.au/>
- Allied Pickford
<https://www.alliedpickfords.com.au/>
- Marsh
<https://www.marsh.com/au/home.html>

Attachment D – Consultation

Internal consultation

The following internal business stakeholders were consulted in the development of this Policy Statement:

- Visa Business Optimisation Branch
- Asia Branch
- ABF International Operations and Coordination Branch
- Risk and International Branch
- Administrative Compliance Branch
- Financial Operations Branch
- Civil, Commercial and Employment Law Branch