

**Scheme for Compensation for Detriment Caused by Defective Administration
(CDDA Scheme)
Application Form**

Revised 07 Mar 25

Please complete **all** sections of this form and **enter N/A** in any section that is not applicable to indicate that the question has been considered and completed.

Please email to: dl.deldc@defence.gov.au or post to:

Directorate Employment Law and Discretionary Claims
CP2-4-023 Campbell Park Offices
PO Box 7911
CANBERRA BC ACT 2610

It is strongly recommended that applicants read [Resource Management Guide No.409](#), published by the Department of Finance, before lodging a claim.

Privacy Notice

The Directorate of Employment Law and Discretionary Claims within the Department of Defence (Defence) will collect personal information about you for the purpose of assessing your application under the CDDA Scheme. Personal information (including medical and health information) about you will be collected from information you provide in this form, along with personal information provided (with your consent through this Application Form) by areas in Defence and external entities (such as, but not limited to, the Department of Veterans' Affairs; the Commonwealth Superannuation Corporation; the Australian Submarine Agency; and the Australian Signals Directorate). If the relevant information cannot be provided, Defence may not be able to process your claim.

Your personal information will not otherwise be used or disclosed unless you have given consent, or it is authorised or required by law.

The Defence Privacy Policy explains how Defence handles and stores personal information. To access the policy, find out how to request access to (or a correction of) your personal information, or to make a complaint, please visit: <https://www.defence.gov.au/about/governance/privacy-policy>

Section 1: Applicant's personal details

1. Title:

2. Surname (family name)

3. Given name(s)

4. Date of birth

5. Residential address

<input type="text"/>	
State:	Postcode:

6. Postal address (if same as residential address, write 'as above')

<input type="text"/>	
State:	Postcode:

7. Contact details

Home phone:	Work phone:	Mobile phone:
Email address:		

Section 2: Applicant's representative details

This section should only be filled in if the applicant is represented by another person.

1. Representative's title:

2. Surname (family name)

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3. Given name(s)

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4. Representative's role and organisation (e.g. 'Lawyer, Law firm name' or 'Mother, Legal guardian')

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5. Postal address

State:	Postcode:

6. Contact details

Work phone:	Mobile phone:	
Email address:		

Section 3: Details of the claim

1. Which agency's administration do you consider was defective?

2. Please explain how the agency's administration was defective.

You should outline the events and circumstances which you consider contributed to the defective administration. *Please attach any available supporting documents. If there is insufficient space, please attach a separate document.*

Note to applicants: Defective administration includes:

- a specific and unreasonable lapse by a Departmental officer in complying with existing administrative procedures that would normally have applied to your circumstances;
- an unreasonable failure by a Departmental officer to institute appropriate administrative procedures to cover your circumstances;
- advice given to you by a Departmental officer to you that was, in all the circumstances, incorrect or ambiguous; and
- an unreasonable failure by a Departmental officer to give to you the proper advice that was within their power and knowledge to give (or was reasonably capable of being obtained by the official to give).

3. Please explain what detriment you have suffered.

Please attach any available supporting documents. If there is insufficient space, please attach a separate document.

Note to applicants: *Compensation is only available to you under the CDDA Scheme where the defective administration has caused you to suffer detriment. This is the amount of quantifiable financial loss suffered by you. There are two broad categories of detriment:*

- *economic loss; and*
- *non-economic loss.*

'Economic loss' is financial detriment which is unrelated to any damage or physical injury to you or your property.

'Non-economic loss' relates to personal injury (including psychiatric injury), emotional distress, or damage to reputation. Compensation is not payable solely for grief, anxiety, hurt, humiliation, embarrassment or disappointment.

If you are entitled to other payments related to an injury, it is unlikely that you will be entitled to payment under the CDDA Scheme.

4. What amount of compensation are you are seeking for this detriment?

Please specify how the amount is calculated and attach any available supporting documents (for example, receipts). Please indicate if the costs relate to use of specific resources:

Notes to applicants:

- a. In determining an appropriate amount of compensation, the intention is to restore you to the position that you would have been in had the defective administration not occurred.*
- b. Costs incurred by you in preparing a CDDA Scheme application are generally not compensated by the Department of Defence.*

5. Please specify how this amount is calculated. *Please attach any available supporting documents (eg. medical bills). If there is insufficient space, please attach a separate document.*

Note to applicants: *Typically, the larger the claim that you are making, the more evidence you will need to support the amount claimed.*

DESCRIPTION OF CLAIMED ITEM	AMOUNT
	\$
	\$
	\$
Total amount of compensation you are seeking for this detriment:	\$

6. Please explain how the defective administration directly caused the detriment you have suffered. *Please attach any available supporting documents. If there is insufficient space, please attach a separate document.*

7. Please advise what action you have taken to resolve this matter (for example, review by agency, Ombudsman, Courts, Tribunals).

Redress of grievance Ombudsman Other (please specify): _____

8. What is the status/outcome of these actions?

Note to applicants: *You must have exhausted all legal options available to seek compensation for your loss before making a CDDA claim. Any other ongoing claims must be fully resolved before commencing your CDDA claim.*

Outcome:

Section 4: Other details and declaration

Other details

1. Are there any other factors that you believe are important and have not yet been mentioned in this application? If so, please provide details.

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Additional Information

1. Please note that CDDA payments may be taxable. Please contact the Australian Taxation Office or seek independent financial advice to determine your own circumstances.
2. More information for potential applicants can be found at: <http://www.finance.gov.au/resource-management/discretionary-financial-assistance/cdda-scheme/information-for-applicants-cdda>

Applicant Declaration

I declare that, to the best of my knowledge and belief, the information that I have supplied in or attached to this application is accurate and true, and that all relevant information has been included.

(please tick) if you have completed the “Consent to Obtain Information” form.

Signature	Date
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Section 5: Consent to Obtain Information

I _____ of _____
(Full Name) (Address)

hereby consent to:

- (please tick) Personal information;
- (please tick) Medical and health information;

about me being provided to the Directorate of Employment Law and Discretionary Claims (within the Department of Defence) for the purpose of processing my CDDA application. I understand that the personal and/or medical information about me that may be provided to Defence can vary and may include sensitive information.

I have been provided with information on Defence’s Privacy Policy and understand how my personal information will be held and used by Defence.

Signature	Date
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