



Australian Government
Department of Defence

Overseas Lateral Recruitment

Defence Community Organisation



For Australian Defence Force
personnel and their families

www.defence.gov.au



'Overseas Lateral Recruitment Scheme' handbook

Produced by Defence Community Organisation in consultation with the Australian Defence Force Navy, Army and Air Force and Defence Force Recruiting.

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'Like' the DCO Facebook page www.facebook.com/defencecommunityorganisation to receive information about support services for Defence families, links with community organisations, and event information for regional and national DCO-run events.

Disclaimer

The content, including publications referred to, in this handbook are intended to provide a summary and general overview of the process involved in the lateral recruitment scheme and other matters of interest. Defence does not provide advice concerning, or recommending or promoting, any non-government organisation referred to in this handbook.

The handbook is not intended to be comprehensive nor does it contain legal advice. Defence attempts to ensure that the content is current but cannot guarantee its currency. It is correct as at the date of release.

Applicants and their families should consider all the information provided on its merits and undertake independent research.

Cover image:

Lateral overseas recruit, Lieutenant Ben Blamires with his family at Blaxland Riverside Park, Sydney Olympic Park. From left: Toby (11), Ben (with Basil the dog), Harriet (6) and Becky Blamires.

The Blamires family moved from the United Kingdom to Australia in late 2013 and have settled in Sydney, where Becky is now a Defence School Transition Aid and Ben is in the Navy.

Their story features in Defence Family Matters magazine, September 2016 issue.

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Introduction

This handbook has been designed as a guide to help you understand the various stages of Australia's overseas lateral recruitment process. It also provides key information to help you and your family with transition into the Australian Defence Force (ADF) and Australia.

This Handbook is a guide only. You should seek specific advice from the relevant Service you wish to join, as well as the various support organisations, before making any decisions regarding your future service within the ADF.

You should also visit the websites provided in the [Life in Australia](#) and [Useful links](#) sections to assist you in your research and preparation for life in Australia.

We wish you all the best with your employment with the ADF and for your new life in Australia.

Who can apply?

You can apply to be considered for the Overseas Lateral Recruitment Scheme if you satisfy the following minimum eligibility criteria:

- You do not hold any form of Australian citizenship, including dual citizenship.
- You are serving in a foreign military service or have been separated from a foreign service for no longer than three years.
- You can obtain an Australian Government security clearance.
- You meet the skills, qualifications and English language requirements.

About the recruitment process

Overseas lateral recruitment is managed by the individual Services of the ADF (Navy, Army and Air Force) through their respective career management agencies. The intake periods for the Services varies, but typically takes between 12 and 24 months from the time you've lodged an expression of interest to your arrival in Australia.

The standard steps (or phases) for overseas lateral recruitment are:

1. [Your application \(or expression of interest\)](#)
2. [Selection process](#)
3. [Letter of offer](#)
4. [Appointment or enlistment](#)
5. [Relocation](#)
6. [Arrival in Australia](#)
7. [Induction](#)

The scheme seeks to attract foreign military nationals (who have been separated from their service for no longer than three years) to address critical skill shortages. It is aimed at those who can directly transfer their job and life skills to whichever Service they join, with limited training and preparation.

Each application is carefully considered on its merit. Your experience, qualifications and claims against the requirements of the role to be filled—by appointment, rank, trade or profession—and the standards for entry and service in the ADF will be considered.

If your application is successful, a letter of offer for appointment or enlistment to a particular vacancy will be sent to you. This offer will contain conditions of service that are based on the assessment of your individual skills, qualifications and alignment to ADF workforce requirements.

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This means your offered rank on entry may not align to what you hold or held within your original country's military Service. Your remuneration package (salary and entitlements) will reflect your specific placement within the relevant ADF occupational workgroup.

When applying for a position in the ADF it is important to understand that joining the ADF is not an extension or transfer of your existing military career, but the commencement of a new career with the ADF. The processes and the ADF culture may also be different from what you are used to.

Roadmap for entry into the ADF

Phase 1 – Application/expression of interest

- Applicant submits Expression of Interest (EOI)
- EOI reviewed by Service representative

If EOI is not successful you will be notified and will not progress to next step.

Phase 2 – Selection Process

- Successful applicant invited to submit full application
- Candidate (and partner) participate in Defence Community Organisation telephone interview
- Selection activity undertaken

If unsuccessful at any stage in Phase 2 you will be notified and will not progress to next step.

Phase 3 – Letter of Offer

- Letter of Offer to successful candidate
- Candidate (and partner) participate in second telephone interview with Defence Community Organisation
- Application for Immigration, Visa processing
- Medical clearance, security clearance and visa granted

If unsuccessful at any stage in Phase 3 you will be notified and will not progress to next step.

Phase 4 – Appointment/Enlistment

- Successful candidate appointed or enlisted into ADF

Phase 5 – Relocation

- Member/family commences relocation process to Australia

Phase 6 – Arrival in Australia

- Member/family arrive in Australia
- Member/family introduced to Defence Community Organisation representative

Phase 7 – Induction

- Induction and integration

Mandatory requirements

All offers of employment in the ADF are subject to the relevant processes relating to medical, immigration and security clearances. You must also make a commitment to apply for Australian citizenship as soon as you are eligible, which is usually after three months service in the ADF.

Permanent Australian resident status is a requirement for ADF service. As part of the recruitment process, the ADF will sponsor permanent resident visas for you and your dependants. However, you are responsible for obtaining your Australian permanent resident visa.

If you accept an offer of employment, you must be available to satisfy immigration visa requirements and be able to join the ADF within 24 months from the date of the offer. This period

of time depends on individual Service employment requirements and the necessary security, medical and immigration clearances involved.

You are strongly advised NOT to assume that approval of a visa is automatic or to make significant irreversible changes to your circumstances, including work or housing arrangements, until visas are approved and issued.

You must make a written undertaking that they will apply for Australian citizenship as soon as you are eligible, which is usually after three months service in the ADF. Currently your dependants must live in Australia for four years before being eligible to apply for Australian citizenship.

For information on accelerated citizenship for families of overseas recruits, refer to the [Australian Citizenship Amendment \(Defence Families\) Act 2012](#).

You are required to have functional English language skills at the time of lodging your visa application. You can demonstrate that your English is adequate by providing the following evidence at the time of application:

- holding a valid passport at the time of your application issued by the United Kingdom, the United States of America, Canada, New Zealand or the Republic of Ireland and evidence you are a citizen of that country, and
- achieving the required minimum test scores in a specified English language test undertaken within three years immediately before the date you lodge the application.

There may be an additional cost for you, and any dependant member of your family aged 18 years or older, to undertake a test of English as a second language when submitting their visa application.

Applicants must hold an appropriate Australian Government Security Vetting Agency ([AGSVA](#)) security clearance at a minimum of Negative Vetting Level 1 before appointment/enlistment. Australian security policy requires that applicants must have a verifiable background of at least 10 years.

Current international agreements allow the transfer of current security clearances for active military personnel from Canada, New Zealand, United Kingdom or the United States of America, subject to verification procedures.

See [Medical, immigration and security clearance](#) for details on each of these processes.

Your application

Before lodging an expression of interest, you will need to consider whether you meet the minimum eligibility criteria. For example, age and education standards are provided under the [Migration Regulations 1994](#).

Eligibility criteria

Key criteria stipulated in Migration Regulations include:

- a maximum age on appointment/enlistment of 50 years
- the education requirements for officers and enlisted applicants which also include vocational proficiency in English
- a written undertaking to apply for Australian Citizenship as soon as you are eligible (usually after three months of service in the ADF).

You should also confirm with your preferred Service that the ADF is presently targeting your occupation group.

Detailed information about eligibility criteria and a listing of available workgroup occupations can be accessed through the www.DefenceJobs.gov.au website section for Overseas Applicants, under each Service:

- [Navy](#)
- [Army](#)
- [Air Force](#)

Expression of interest

If you satisfy the minimum eligibility criteria and hold the necessary skills and experience in one of the occupation groups, you are encouraged to complete the expression of interest (EOI) online.

Once received, your EOI will undergo initial assessment against recruiting targets and criteria provided for in the Labour Agreement between the Australian Department of Defence and the Australian Department of Immigration and Border Protection.

Significantly, the Agreement states that Defence cannot employ an applicant under the Labour Agreement if they require significant re-training. Applicants must not already hold Australian citizenship, including dual citizenship.

During this phase, you may be contacted by members of the Service's International Recruitment team seeking further information for this initial assessment.

You should expect to be advised of the outcome of your EOI within one month from submission. If successful, you will be invited to submit an application for entry into the ADF.

Selection process

The selection process has two parts: a 'paper' evaluation and an individual face-to-face interview.

The evaluation is conducted by a selection board of ADF Service employment group specialists and career managers who will assess your skills, experience and qualifications against the work group you are applying to join. It will also assess whether you have an overall awareness of ADF service conditions as well as the suitability for the field of employment you are seeking.

Selection board evaluation

The board will make its assessment based on the documentation that you have provided. The board members will make recommendations regarding your professional suitability, including proposed skill grade, rank and seniority determined against ADF standards. The board will also identify any bridging training requirements and outline an indicative posting plan.

Following the board's assessment, applicants will be placed in order of merit for delegate consideration for appointment/enlistment.

Interview

If your application is successful, you will be required to attend a selection interview with a Service delegate at your local Australian Embassy or High Commission and to undertake a telephone interview with the Defence Community Organisation (DCO).

These interviews are intended to assess your professional and personal qualities in addition to determining your suitability for employment and integration into the ADF.

Your selection interview is a key part of the application process and your partner (if applicable) is also encouraged to attend. The interview is your opportunity to demonstrate why an offer for an opportunity with the ADF should be made.

Important: It is in your interest to be prepared for this interview. You should do your own research and be well informed of the significant lifestyle and cultural changes you and your family may experience in the ADF and in Australia.

Recognition of overseas military qualifications

Although Defence may recognise the skills and experience that an applicant possesses, the offer is based on Service-specific workforce demands at the time that the offer is made.

There is an Australian Government Labour Agreement between the Department of Immigration and Border Protection and the Department of Defence. Under the terms stipulated in this Agreement, the ADF may only appoint/enlist applicants in the nominated occupations if they have a minimum of three years military experience and hold appropriate skills and qualifications for full and unrestricted employment within the ADF.

The Services are required under the Labour Agreement to certify that you have the appropriate qualifications, skills and experience for employment.

The Services will conduct an assessment of qualifications and competencies that directly align to the employment work group and rank for which you are being recruited. These qualifications may include those courses and proficiencies that have specific military benefit to the Service in which you will be employed.

There is no requirement for the Services to provide recognition of qualifications, skills, competencies or proficiencies that are not directly aligned to the employment workgroup or rank within that workgroup to which you have been recruited.

The determination of rank and pay will be based only on those qualifications that have been assessed as aligning directly to the employment that you will be undertaking. Any future

recognition of qualifications and competencies outside those identified in the Conditions of Service will also have no effect of rank or pay determinations.

Full details of the skills recognition of foreign qualifications or competencies for the purposes of immigration as a skilled worker are located on the Defence Jobs website, under [Citizenship](#).

Recognition of other qualifications

Recognition of overseas qualifications is not automatic and depends on the occupation or skill set. For some occupations, the criteria must be satisfied before you start working, and may be required by law. Satisfying the criteria is usually a separate process to applying for employment. For all occupations, it is the employer who decides who they will employ.

Occupations that require specialised knowledge and skills in Australia often have registration, practising, licensing, professional membership or other industry requirements that must be satisfied before you can commence working. For more information visit the Department of Immigration and Border Protection's Australian Skills Recognition Information.

Applying for recognition of educational qualifications, proficiencies and competencies outside those identified in the Conditions of Service will be the responsibility of the member. To gain recognition for skills and qualifications not directly related to immigration status, see the Department of Immigration and Border Protection website under [Skilled Occupations](#).

Australian recognition assistance

Australian Education International (AEI), through the National Office of Overseas Skills Recognition (NOOSR), provides official information and advice on comparing overseas qualifications with Australian qualifications. This aims to help overseas qualified people work and study in Australia.

Part of the Department of Education, AEI uniquely integrates the development of international government relations with support for the commercial activities of Australia's education community. To do this, AEI liaises with all sectors of the education and training industry and all levels of government. AEI also provides information on the specific assessing authorities that conduct the assessment of overseas qualifications across all disciplines.

For further information about AEI services, as well as links to other assessing agencies, refer to the [AEI website](#).

AEI does not assess secondary school qualifications (these are normally assessed by state/territory education authorities) or trade qualifications (which can be assessed by [Trades Recognition Australia](#)).

For further information on recognition of educational and vocational training qualification applicants and their families should go to the [Australian Qualifications Framework](#) website.

Whilst some educational requirements may not entirely align with the occupational requirements of the applicant, Defence has programs in place for serving members to undertake further training on a selection basis once in Australia, including the Defence Assisted Study Scheme.

Letter of offer

If your interviews are successful, you will be progressed to the third phase which includes a letter of offer for appointment/enlistment.

Workforce conditions

The offer will outline all the workforce conditions which you need to accept in order to commence a career within the ADF. The respective Service's recruitment team will discuss any likely conditions with you before finalising the offer.

The letter of offer will include the following information:

- The primary role – This is the Primary Qualification or Category within the ADF.
- Date of appointment/enlistment – This date is generally aligned with the requirements for arrival, integration and initial entry training in Australia.
- Rank and seniority – Your rank on entry will not necessarily be as a direct transfer of your existing rank, but will be based on ADF workforce requirements. Your seniority will also be aligned as required.
- Pay (salary) – Your salary and allowances on commencement of service with the ADF will be included in the offer. The salary level will depend upon your placement within the ADF pay structure, as determined by your rank, qualifications and experience. Further details can be found at [Pay and conditions](#).
- Appointment/enlistment period – This period will vary between the Services but is generally between three and six years and represents the minimum period you will be required to serve.
- Training requirements – ADF and Service-specific skills and qualifications are not directly aligned to the foreign military to which you belonged. There may also be a requirement to undertake bridging training prior to filling a designated position.
- Further periods of service – These will be considered at the discretion of each Service. Engagement beyond the initial period of service is not guaranteed.

The offer is conditional upon you satisfying [medical, immigration and security clearance](#) requirements and the outcome of a final interview with Defence Community Organisation.

It is also a mandatory requirement of your acceptance of the conditions of service contained in your [letter of offer](#) that you apply for Australian citizenship once you have completed 90 days of service in Australia.

Important: You are strongly advised not to commence irreversible lifestyle changes in the early stages of your application, such as selling the family home or car.

Conditions in Australia

The ADF provides a range of conditions of service (see 'Pay and conditions') and support mechanisms to its members (see 'Support available'). However, ADF members need to be self-sufficient and resilient and are encouraged to integrate into the wider community.

Accordingly, it is vital that you and your family are aware of the social and economic changes that may result from your relocation to Australia. It is expected that you have conducted your own research into the location you are posting to as well as Australia more generally.

This includes research into the Australian:

- education system of the state or territory in which you are posted, including schools, types and localities
- financial and taxation system

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- medical system, including Medicare and private health insurance options.

The Australian lifestyle is as varied and diverse as its landscape and climate. For more information about Australian lifestyle and values, see [Life in Australia](#) and visit the website [Life in Australia](#).

Medical, immigration and security clearance

In order to commence a career within the ADF, you must satisfy mandatory medical clearances, immigration and security requirements.

Medical clearance

As a part of the application process, you will be required to submit a completed medical pack, which includes:

- service medical records
- medical history questionnaire
- entry level medical examination form completed by a Service or private general practitioner
- pathology reports.

Once the medical pack is completed and submitted, it will be reviewed by an ADF Medical Officer. They will determine if the medical entry standards for the Service and employment category that you have applied for have been met.

If you are deemed suitable for a position in a specialist area such as aviation, submarines, or diving, for example, you will be required to undergo a further specialist review.

Important: Medical clearance can be undertaken at the same time as security clearance processes. However, you must pass the required entry medical standards before starting the immigration process.

Immigration

Appointment/enlistment of overseas applicants to the ADF is managed under a Labour Agreement between the Australian Department of Defence and the Australian Department of Immigration and Border Protection.

Important: The Overseas Lateral Recruitment Scheme is not applicable to Australian citizens, including holders of dual citizenship.

The Labour Agreement applies strict guidelines with which Defence must comply in the selection process. It provides the basis for sponsorship for an [Employer Nomination Scheme](#) (subclass 186) permanent residence visa.

On receiving your acceptance of the offer, the sponsoring Service will apply for immigration sponsorship on your behalf. The Service will nominate you (and any dependant family members included in your application) for a permanent residence visa. This must be done before you lodge your visa paperwork.

You will be required to complete and pay for the visa application and fund the associated costs. You and your family will also be required to undergo a separate medical process for your visa application at your own cost. In addition, you will need to provide documentation and police checks for each country you have lived in (also at your own cost).

This part of the immigration sponsorship process can take up to three months. On approval, the recruitment team will email you the confirmation and supporting documentation to enable you to start your visa application.

Important: If you or any dependants nominated on your visa application do not meet immigration requirements you will not be granted an Australian visa.

Visa application

Once you receive confirmation from the ADF Service sponsor that your visa nomination has been submitted and you have received a copy of the Employer Nomination, you may start your visa

application. You will be applying for a Permanent Residency visa under subclass 186 of the Labour Agreement.

The ADF has limited ability to assist you with this stage as your visa is managed and granted solely by the Department of Immigration and Border Protection. However, it is recommended that you identify ADF staff as the authorised point of contact on your visa application. This will allow ADF staff to request information about your application and to submit details on your behalf.

Further details will be provided to you at this stage of your application.

Important: It is recommended that you do not resign from your current position until your visa application has been officially approved.

Security clearance

You will be required to complete an Australian Government security clearance. The security clearance process may be undertaken at the same time as your visa application.

Important: Any costs incurred for your security clearance will be reimbursed only if you are enlisted/appointed into the ADF and provide the relevant receipts.

It is strongly recommended that you carefully prepare all documentation and provide them to the Australian Government Security Vetting Agency (AGSVA) or the process will be delayed. Failure to successfully complete this stage may result in your application being withdrawn.

Australian security arrangements require that applicants must have a checkable background of at least 10 years which can be verified by AGSVA. Any security sensitivities and anomalies are considered early in the application process.

Military cooperation arrangements necessarily reflect the government-to-government arrangements that enable AGSVA to conduct a thorough background check with the vigour required to grant a suitable security clearance.

For foreign security clearance to be recognised, all of the following conditions must be met.

- The clearance held is current or has lapsed or was cancelled for administrative reasons (such as leaving the service of that foreign government) within the previous six months prior to enlistment in the ADF.
- AGSVA can properly confirm the details of foreign clearances in advance of enlistment, in cooperation with its allied security agencies.
- No issues of a security nature exist or have been identified by either the foreign government or by AGSVA investigations.
- AGSVA administrative requirements are met by both the applicant and the recruiting service.

At all times, AGSVA reserves the right not to recognise or accept a foreign security clearance or to withdraw any clearance granted on security grounds. If AGSVA is unable to adequately confirm the foreign security clearance to its satisfaction, then recognition cannot occur.

Up-front costs

You are responsible for the costs incurred in completing your application and undertaking the assessment process, including any relevant medical tests or appointments, visa, English language proficiency testing (including any English language assessments undertaken) and other immigration matters.

A breakdown of visa costs using an estimator can be found online on the [Department of Immigration and Border Protection](#) website. The costs of medical tests vary.

If your application is successful, the following costs incurred will be refunded:

- **Visa lodgement fee** – for you, your partner and recognised dependants under 18 years (if applicable)

- **Health examinations** – for you, your partner and any recognised dependants under 18 years (if applicable)
- **Radiological report** – for chest x-rays for you, your partner and any recognised dependants under 18 years of age.

You can claim reimbursement for some costs once in Australia. Evidence such as receipts will be required so ensure you keep receipts for all of the costs associated with your application. When you arrive at your new unit, you must provide these receipts to the [Overseas Admin and Civilian Relocation Team](#) for reimbursement.

Appointment or enlistment

During this stage you must provide the ADF with an official overseas government letter that identifies the date of resignation from your current military service as proof that you are not liable for Reserve service within your current military service.

An appointment/enlistment signal will be released as soon as the ADF has received acknowledgement that:

- visas have been approved for you and your family
- you have confirmed your resignation date
- you have no Reserve service liability
- you have been security and medically cleared for entry to the ADF.

Relocation

Authority to commence

The ADF Service that you have successfully applied for initiates the release of the appointment or enlistment listing/signal, which is the authority for your removal to Australia.

The Australian High Commission or Australian Embassy will coordinate travel to Australia, removal and the appointment/enlistment ceremony. The High Commission or Embassy will also assist in your general administrative support requirements including arranging your accommodation or housing solution in Australia.

You will be allocated a unique employee identification number to access Defence's personnel management system. This will allow you to access the [Defence Housing Australia \(DHA\) HomeFind](#) website for accommodation options.

International travel

Flights from your appointment/enlistment location will be arranged by the Australian High Commission or Australian Embassy. As a general rule, you and your family will fly to Australia on the same or next day of your appointment/enlistment. The ADF will only pay for flights for the member and recognised dependants.

You will be given up to two days (depending on time zone) to settle in and adjust after you arrive in Australia before commencing your induction program with your gaining Service.

Accommodation

ADF accommodation on arrival is managed by Overseas Administration and Civilian Relocations and Housing is managed by Defence Housing Australia or [DHA](#). DHA works to ensure ADF members are accommodated according to Department of Defence requirements and entitlements.

ADF policy stipulates that if you do not own or have a suitable home in your posting locality, Defence will provide housing assistance to assist with the hardships caused by the need to relocate regularly and, at times, short notice. A member with dependants is eligible for a service residence if they do not own a suitable home at their posting location.

A service residence is the main form of housing available to Defence members with recognised dependants. These properties are generally located close to Defence bases and offices. The type of residence will depend on the member's entitlement. There are some located on Defence (military) bases; however the majority of residences are located within the community.

Using your employee identification number, you and your partner will be able to access, review and reserve a service residence suitable for your needs, subject to your entitlement, using the [DHA HomeFind](#) website.

An alternative to a service residence is the payment of rent allowance, which subsidises the cost of renting a property in the private rental market. This is only available where it is deemed that there is no suitable service residence available.

If you are approved for rent allowance, you will need to find a suitable rental property and you will then be responsible for paying the rent to the landlord or agent. The rent allowance will be credited to your salary, consistent with your entitlement.

Rental contributions

There is no free accommodation. Members must pay a nominal contribution towards the cost of living in the rental residence, which is set to a scale consistent throughout Australia. For members without dependants, they will contribute to the cost of the living-in accommodation.

The rate of contribution depends on the classification of the accommodation and the member's category in accordance with their entitlement. This information is available from DHA using [HomeFind](#).

A member's contribution (payment) is debited from their salary each fortnight. If you choose to live in your own accommodation or are approved to live in rental accommodation, you will pay your mortgage or rent through your own arrangements.

Air and sea freight

Airfreight can take approximately three weeks to arrive in Australia and sea freight takes approximately six to eight weeks to arrive. Your removals service provider should provide these details and provide periodic updates on the progress of your effects. You should keep your case manager and your supervisor informed of the expected date of arrivals.

Depending on the date that your household effects are expected to arrive, the Overseas Administration Team may hire furniture to allow you to live in your service residence in relative comfort. This will let you start settling in while you wait for your household furnishings to arrive from overseas.

Packing for removal

The removalist will pack your entire house for you at Defence's expense, subject to the exclusions below. You should only need to pack enough clothes for approximately six to eight weeks, which is the estimated time it will take for your items to arrive in Australia. On arrival at your home in Australia, the removalist will unpack the majority of items (please refer to your relocation package for full details).

Part of the removals contract is that removalists pack and unpack everything. They will not put it away for you, but they will put it in the general location such as cooking utensils in the kitchen. It is essential that you familiarise yourself with the removalist's conditions before you arrive in Australia to ensure that you know what they will and will not unpack. You should also identify the claim period with your insurance provider. For example, some providers allow 14 days to submit a claim, whereas others may be longer.

There are five categories of items that the ADF will not move. They are:

- **Vehicles** – you may import your vehicle into Australia at your own cost, including all associated costs. It may be a more viable to sell your vehicle and purchase a new one on arrival in Australia.
- **Garden equipment** such as shovels, rakes, axes, pitchforks etc, as well as large machinery such as ride-on lawn mowers, band saws and spa baths.
- **Towable items** such as boats and trailers/caravans.
- **Bulk wood or metal materials**
- **Pets** – the High Commission may be able to provide details of suitable companies that will remove your pets, but you should undertake your own search for suitable companies.

Transporting pets

You must consider Australia's quarantine laws and regulations and also the environment you will be relocating to when transporting and settling your pets.

Bringing any animals into Australia may be problematic in terms of quarantine regulations (animals may have to spend a significant period in quarantine and others simply cannot enter Australia). Certain breeds of dogs are illegal in some states in Australia and you should check this first.

Important: There are strict rules on the importation of animals. If approved for importation, many animals will be subject to extended periods in quarantine on arrival.

Quarantine

Australia is particularly protective of the preservation of its native flora and fauna and the [Department of Immigration and Border Protection](#) and [Department of Agriculture](#) have very strict standards in relation to allowing certain items into the country. Costs associated with cleaning, fumigating or disposal any plant or animal products that may compromise Australia's bio-security will not be covered or refunded by the ADF.

Important: A single item may delay your entire shipment if not properly prepared, cleaned and declared.

Insurance of household effects

We strongly recommend that you purchase insurance (at your own expense) for your household items being shipped to Australia. You have an option to take out insurance with the contracted removalist or choose a different insurance provider. If you choose a different insurance provider, please notify the contracted removalist directly.

If you have an insurance claim after your goods have been delivered to your home, you must contact the insurance provider directly. Neither the ADF nor the Australian High Commission is responsible for private insurance claims.

Arrival in Australia

On arrival in Australia you should be met by a Host Officer who will provide you with information and contacts to help you settle into your new ADF career and life in Australia. For details on their role, see the [Host Officer responsibilities](#) in this handbook.

Emergency supplies on arrival

Basic items such as coffee, tea, milk, personal items and phone cards may be available from convenience stores at the airport of your arrival. Alternatively, a convenience store or supermarket may be near your hotel – check with your hotel reception for guidance.

Temporary accommodation

Members are provided with temporary accommodation and certain allowances for a short time once they have arrived in Australia and are waiting for their service residence to become available.

Where a family is unable to move into their service residence due to circumstances beyond their control, approval must be sought for an extension in the temporary accommodation. If the period goes beyond the entitlement, the temporary accommodation will attract a contribution from the member.

Additional allowances are not payable except in exceptional circumstances. This should be discussed with the [Overseas Admin and Civilian Relocation](#) team case manager whose details will be provided to you.

Members must apply to their ship/unit for local leave to move into their property when it becomes available.

Induction

Online personnel services

Once you have a Defence Restricted Network (DRN) account, you will need to use the PMKeyS Self Service function online (known as PSS). PSS enables the electronic processing of some types of leave and the management of personal, emergency contacts and banking details. Members will be trained on how to access and navigate this function. When logged into the DRN, visit PSS Instructions for more information.

Australian citizenship

It is a mandatory requirement of your acceptance of the conditions of service contained in your Letter of Offer that you apply for Australian citizenship once you have completed 90 days of service in Australia as provided by the [Australian Citizenship Amendment \(Defence Families\) Act 2012](#).

If you fail to apply for and accept citizenship under the terms of your conditions of service, your service may be terminated. Citizenship is not mandatory for your dependants (if applicable).

Once your citizenship has been granted you must advise the Defence Customer Service Centre in your location (on base) to enable your details to be updated on PMKeyS.

For more information on citizenship, refer to [Australian Department of Immigration and Border Protection – Australian citizenship](#).

Pay and conditions

The [ADF Pay and Conditions Manual](#) (PACMAN) details the salary, allowances and conditions of service for all ADF members, both within Australia and overseas. The PACMAN is designed to be accessed electronically. It contains the most up-to-date policy on pay and housing, through to assistance with children's education on relocation. It is strongly recommended that members and their partners (if applicable) familiarise themselves with PACMAN.

The following information in this handbook is a **guide only** to the pay and conditions of service in the ADF. For more information, visit the [ADF Pay and Conditions Manual](#) website.

Salary, leave and entitlements

The ADF sets pay and allowances through a fair and transparent process. The Defence Force Remuneration Tribunal (DFRT) determines pay and pay-related allowances for members of the ADF, independently of the ADF. Any changes to pay or classification are submitted to the DFRT by the Defence Force Advocate who represents the interests of the ADF. The Department of Employment and Workplace Relations represents the Commonwealth.

The Returned and Services League of Australia and the Armed Forces Federation of Australia also make regular submissions to the DFRT. The ADF Workplace Remuneration Arrangement and Star-Rank-Remuneration arrangement also authorise increases in [ADF salary and allowances](#).

Consistent with the general community, the ADF is committed to increasing its productivity and effectiveness. In return, the ADF is awarded regular general salary and allowance increases through workplace arrangements approved by the DFRT.

Indicative career posting plan

All members have a liability to serve wherever their service is required. They may be posted to sea (Navy), high population areas, low population remote localities and overseas deployments. The conditions of service that are offered to potential applicants are based on current and forecast ADF workforce requirements.

Superannuation (or retirement benefits)

It is a requirement that any person employed in Australia must contribute to a superannuation fund. All new members of the ADF must become members of [ADF Super](#).

Member categorisation for entitlements

You will be placed in one of two categories prior to arrival in Australia:

- Member with Dependants (MWD), or
- Member without Dependants (MWOD).

These categories are used to determine what conditions of service you are entitled to. Each of the terms has a special meaning which may be different from how the terms are commonly understood. For example, it is possible to be married but not fall within the definition of 'Member with Dependants'.

The following people are your dependants (if they normally live with you):

- your spouse or recognised partner, even if he or she is not financially dependent on you,
- your dependent children who are under 21 years of age (including your partner's children). Older children may also be dependants if they have a disability, and
- in some circumstances, a housekeeper or guardian of your child may also be included.

You will be classified as a MWD if you live with (and provide for) people who meet the dependant definition above. You must be maintaining and living in a home at the location of your posting and live in it with at least one dependant.

You will be classified as a MWOD if you do not have dependants as outlined above and are not in a recognised interdependent relationship.

It may be possible to have another person recognised as your dependant. You must apply for and request special consideration of your particular circumstance.

Recognition of relationships

There are two separate steps in the process. The first is the recognition of the relationship. However, having a relationship recognised will not automatically trigger access to Defence benefits. The second step is establishing the appropriate categorisation of the member, which is aligned to Defence benefits. This is a separate process.

Married and registered couples complete web-form AD150 ADF Personal Data and submit their certificates as evidence of the relationship. De facto couples complete the Application for Recognition of a De Facto Relationship form (found on the Pay and Conditions website) and attach a minimum of one piece of evidence. The evidence provided should support the claim that they live together on a genuine domestic basis.

- Married couples must provide their marriage certificate for recognition.
- Registered couples may now use their registration certificate for recognition.
- De facto couples need to provide a minimum of one piece of evidence and may choose to provide additional evidence.

A same-sex marriage certificate issued by an overseas jurisdiction will also be recognised under PACMAN as a relationship. However, it would not be considered 'marriage' in Australia, but rather a 'registered partnership'. Follow the process outlined for registered couples (not de facto) and provide your marriage certificate as evidence.

The approving authority must accept the member's statement unless it is reasonable to believe there is a need for more information, or there are grounds to not recognise the relationship.

Changes in family circumstances

Your family circumstances may change over time and you may need to be re-categorised. It is your responsibility to inform your local Customer Service Centre, Personnel Office or Orderly Room of any changes to your family composition or circumstances.

As many conditions of service depend on your categorisation, if you fail to advise the changes you may be incorrectly paid and, as a result, risk incurring an overpayment and debt.

Support available

There is a wide range of support available for ADF members and their families.

Social security and health

As a permanent resident of Australia you will be able to access the [Department of Human Services](#) which delivers a range of social and health related payments and services to the Australian community including support for families, childcare, job seekers, people with a disability and migrants.

Australia also has a national, tax-funded health scheme called [Medicare](#). Medicare provides access to medical and hospital services for all Australian residents and certain categories of visitors to Australia. Once permanent residency is established, a partner (if applicable) of an ADF member must apply for a Medicare card for themselves and their dependants.

The ADF member is covered by the medical and dental system as part of the conditions of service.

National ADF Family Health program

The national ADF Family Health program is available to all ADF recognised dependants, irrespective of location. The program offers access to free basic health care for recognised dependants of ADF members. Families can be reimbursed for visits to a general practitioner, all Medicare-recognised services, and a range of allied health care services such as dental care, optometry and physiotherapy. For more information or to download application forms, visit the [National ADF Family Health Program](#) website.

Defence Community Organisation

[Defence Community Organisation](#) (DCO) offers a broad range of programs and services to assist Defence families make the most of the opportunities and challenges that come with the military way of life. You should become familiar with and utilise the services DCO offers you and your family.

ADF members and their families can receive support from a social worker or family liaison officer, as well as assistance for dependants with special needs, crisis and emergency assistance, education support for children and assistance for members leaving the ADF. DCO can also link families to community groups and local services.

DCO also provides assistance with partners' employment. The Partner Education and Assistance Program (PEAP) is designed to assist partners to gain employment.

For support, help, or advice at any time, the Defence Family Helpline operates on a 24 hour 7 days a week basis and is staffed by qualified human services professionals, including social workers and psychologists.

For more information on services and programs visit the [DCO website](#) or contact the Defence Family Helpline, **1800 624 608**, or email defencefamilyhelpline@defence.gov.au.

DCO is also on [Facebook](#) and Twitter. "Like" the page to keep up to date with news and events for ADF members and their families.

Dependants with special needs

To have your family recognised by Defence as having a dependant with special needs, you will need to undertake a recognition process. You can call the DCO Helpline on 1800 624 608 for more information and support. The Defence Special Needs Support Group (DSNSG) provides support to

families who have a dependant with special needs. You can establish contact by email - national.coordinator@dsnq.org.au or visit [DSNSG](#) for further information.

Financial matters

You should consult the ADF Financial Services Consumer Council publication '[You and Your Money in Australia](#)' to ensure that you have an understanding of your general obligations and entitlements regarding your financial matters. The publication contains very useful information on citizenship, tax, health care, retirement benefits, insurance, banking, housing, buying a car, social security, child support, foreign country pension schemes, universities, wills and estates, powers of attorney and more. Visit the ADF Financial Services Consumer Council – [Transferring to the ADF from Overseas](#) for more information.

Defence Families of Australia

[Defence Families of Australia](#) (DFA) is the official Defence organisation that represents the views of Defence families to Government and Defence on the needs of the ADF family. DFA consults with Defence's own support agencies, such as DCO and the National Welfare Coordination Centre, but acts only as an advocate, not as a support provider. ADF families can contact DFA to represent them regarding an individual situation or to advocate an issue concerning many families.

Life in Australia

This section of the Handbook is designed to provide a starting point to help you familiarise yourself with the Australian way of life. You should conduct your own research.

About Australia

Australia's population is concentrated along the coast from Adelaide in South Australia to Cairns in Queensland, with a smaller concentration around Perth in Western Australia. The centre of Australia is sparsely populated and is mostly a desert environment.

Australia experiences extremes in weather conditions with temperatures ranging from maximums of over 40 degrees Celsius (104 degrees Fahrenheit) in the central desert regions to below freezing in the higher regions of the south-east. In some areas, these weather extremes can be experienced on a single day.

The cost of food items, goods and services, accommodation and other costs of living in Australia may vary significantly from city to city. Distances in Australia are vast and often underestimated, and the cost of fuel will be one of your biggest expenses if you plan on touring the country.

For more information, see [About Australia](#).

Financial matters

You should consult the ADF Financial Services Consumer Council publication '[You and Your Money in Australia](#)' to ensure that you have an understanding of your general obligations and entitlements regarding your financial matters. The publication contains very useful information on citizenship, tax, health care, retirement benefits, insurance, banking, housing, buying a car, social security, child support payments, foreign country pension schemes, universities, wills and estates, powers of attorney and more. Visit the ADF Financial Services Consumer Council – [Transferring to the ADF from Overseas](#) for more information.

Transfer of money to Australia

It may take some time to access money transferred for more significant purchases (for example, to buy a car or a home). Check with your current financial institution in your home country to determine how to transfer money from one institution to another, and how long it will take.

Before your arrival in Australia, it is highly recommended that you open an Australian bank account. You should research whether the institution exists in Australia or consider finding reciprocal institutions.

Credit cards can also be used to access cash advances or withdrawals 'over the counter' at banks and from many Automated Teller Machines (ATMs), depending on the card. Note that cash advances on credit cards may incur immediate interest charges. Cards such as Diners Club and American Express are not as widely accepted and in some cases, not accepted at all.

Foreign currencies or cash can be readily accessed at any bank or exchange bureau. Traveller's cheques generally attract a better exchange rate than cash, although some banks may impose a commission. Some [Australia Post](#) outlets also exchange money.

Tax

To ensure that you are taxed correctly, you must apply for an Australian Tax File Number (TFN) as soon as you arrive in Australia. Information about taxation can be found at the [Australian Government Taxation Office](#) (ATO).

After you have arrived in Australia, it is recommended that you get financial advice so you can make informed decisions on all your financial matters. You will need to ensure that you have all the available information to in order to report the correct declarable income amounts in Australia.

Failure to declare the correct assessable income to the ATO may result overpayments and a debt and the possibility of heavy fines being imposed.

The majority of goods and services include a Goods and Services Tax (GST). The rate of GST is currently 10 per cent of the value of a product or service. The GST is recorded on all tax invoices (receipts) and should appear on any quotes you may seek. If it is not shown, it will be included in the cost, but you should ensure that you know how much you will be paying in total. Some goods and services do not attract the GST.

Driving with an overseas licence

A person who is intending to become a permanent resident must get an Australian drivers licence three months after arrival in Australia. In the interim, their current foreign licence will apply. If the licence is not in English, a translation is required which must be carried while driving.

The Australian Government link to [Registration and Licences](#) will provide the relevant information about the state or territory legislation and requirements including how long you can drive using your foreign licence, and when you must apply for an Australian state or territory licence.

Proof of identity

Ensure that you bring government-issued identity documents for all members of the family including original birth certificates, passports, marriage certificates and name change documentation. These will be required for many applications you may need to make, such as opening a bank account, obtaining a driver's licence, utilities in your home, purchasing mobile phone cards and internet connection.

Phone and internet access

For international calls, you should investigate the best options available at the time of setting up your home. Some telephone/mobile service providers will offer international call rates. Some internet service providers also offer competitive rates for international calls.

Landline or wireless internet access set-up is offered by the majority of service providers in Australia. Wireless is very quick to establish, while landline (to your home, using the land phone network) takes longer depending on your home locality. There is a good range of service providers to choose from and most are easily accessible in supermarkets, electrical goods retailers, post offices or telephone retailers.

It is also possible to sign up for wireless internet access from a number of service providers (eliminating the need for a land line). Increasingly shopping centres, cinemas and restaurants provide free access to Wi-Fi.

While awaiting the arrival of your personal computer equipment, you may choose to access the internet through an internet café commonly in shopping centres in major cities. Smart phones enabled for use in Australia are also available from all major outlets. There are several service providers with varying levels of service who can provide more details on price and accessibility to suit your requirements.

Power supply

In Australia, the mains voltage is 230V 50HZ. Recruits from Europe should not need a voltage converter. Exceptions are Japan, USA and Canada which use 100/120V 50/60HZ.

If your country of origin does not use appliances within the 230V 50Hz mains voltage range, you may need to purchase a voltage converter. This will transform the voltage from the power outlet into one of your appliances. You will also need a power adapter (see example below).

Some appliances run on a variety of mains voltages. Your appliance should be marked with this information or mentioned in the product's instruction booklet.



USA



Europe



UK

If your country of origin does use the same mains voltage as Australia, you will need a power adapter. This enables you to plug your appliances into the power sockets in Australia, which have two flat metal pins fitted diagonally, some may contain a third flat pin (earth pin) in the centre. Voltage converters or power adapters are not required if New Zealand is your country of origin.



UK to AUS power adapter



Australian outlet and power cord

About Australia

Australia is a large continent and the largest island in the world. There are seven states and territories, each with a capital city. Australia spans some 4039 kilometres or 2510 miles from the western most capital city of Perth, Western Australia, to Sydney, the capital of New South Wales.



The above representative overlays will give you an indication of the size of Australia. (source: [Geoscience Australia](#)):

Australia has six states: New South Wales (NSW), Victoria (VIC), Tasmania (TAS), Queensland (QLD), South Australia (SA), and Western Australia (WA) and two Territories: the Australian Capital Territory (ACT) and the Northern Territory (NT). Each of these has varied climates with Tasmania being the coolest and the northern regions the warmest and most humid (being closer to the equator).

[Australia's population](#) is approximately 24 million people (February 2016). The most populous states are New South Wales, Victoria and Queensland with their respective capitals, Sydney, Melbourne and Brisbane being the largest cities in Australia.

Australian history

Australia's first inhabitants, the [Aboriginal people](#), are believed to have migrated to Australia from Asia between 50,000 and 60,000 years ago.

While Captain James Cook is credited with the European discovery of Australia in 1770, a Portuguese party may have possibly first sighted the continent and the Dutch are also known to have explored the north-west coastal regions in the 1640s.

The [first arrival of Europeans in Australia](#) was in January 1788, when the First Fleet sailed into Botany Bay under the command of Captain Arthur Phillip. Originally established as a penal colony, by the 1830s the number of free settlers had increased. Transportation of [convicts](#) to the eastern colonies was abolished in 1852 and to the western colonies in 1868.

Australia's capital

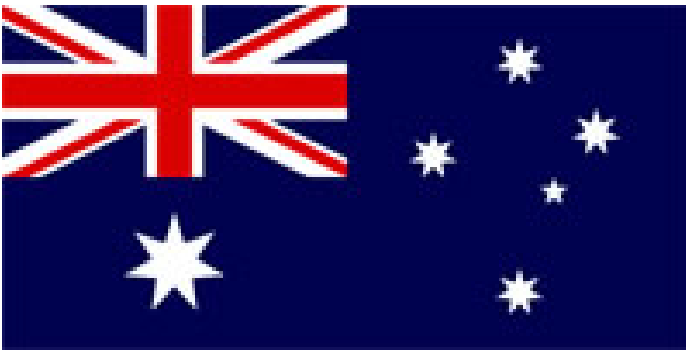
Canberra, with a population of approximately 320,000 is the nation's capital and is located in the ACT (geographically within NSW). It is approximately halfway between the capital cities of Melbourne and Sydney. There is a significant Commonwealth Australian Public Service (including Defence) presence in Canberra. It is a purpose-built city based on public service, similar to other Government cities such as Ottawa, Washington and Wellington. While Canberra is the capital of Australia, it is considered a 'regional' town. Its main industry is in the services sector.

System of Government

Australia follows the Westminster system of government and legal system inherited from the British. There are two main political parties and a number of minor parties, which make up the [Commonwealth Parliament](#). Reflecting its status as a Federation, each state and territory has its own [government](#).

Australia's national flag

Australia's national flag resulted from a design competition held on 29 April 1901. The flag has the Union Jack (Great Britain's flag), the Southern Cross and the Commonwealth star – a combination of stars and crosses. Each symbol on the flag has significance. The stars of the Southern Cross represent Australia's geographical position in the southern hemisphere. The Commonwealth star beneath the union jack symbolises the federation of states and territories, and the crosses reflect the principles on which the nation is based – namely, parliamentary democracy, rule of the Law and freedom of speech.



Weather

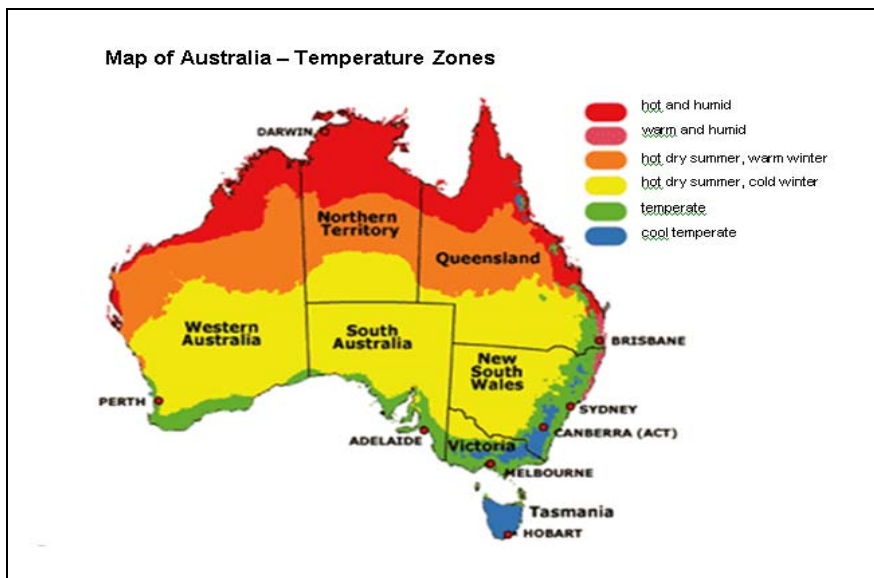
Australia experiences extremes in weather conditions with temperatures ranging from maximums of over 40 degrees Celsius (104 Degrees Fahrenheit) in the central desert regions to below freezing in the higher regions of the southeast. In some areas, these weather extremes can be experienced on a single day.

From its northern most point of Cape York, Queensland to the southern tip of Tasmania, Australia experiences almost every climatic condition encountered elsewhere in the world, along with some that are unique. Australia often experiences long, hot and dry summers. The coastal regions experience more temperate weather patterns whereas inland Australia experiences a dry heat throughout the summer months and cold and dry in the winter months with drought affected inland areas common.

Snow falls on the higher mountains located in the south east of the continent with skiing in NSW and Victoria and some smaller resorts in Tasmania. Sub-zero temperatures are rarely experienced in Australia but do occur in places such as Canberra and some inland country townships for short periods during the winter months of July through to September. The following map gives an indication of the weather zones.

Southern Australia generally experiences four seasons (summer, autumn, winter and spring), whereas northern Australia experiences monsoonal weather patterns with very high humidity and heavy downpours of coastal rain for approximately five months of the year (generally December through to May). This is followed by a dry season with humidity at its lowest and the temperature averaging a comfortable 25 degrees Celsius (77 degrees Fahrenheit).

Darwin and Cairns during the dry season (winter), experience day time temperatures averaging around 25 degrees Celsius (77 degrees Fahrenheit) with night temperatures dropping briefly to around 15 degrees Celsius (59 degrees Fahrenheit) with very low humidity for a short period of the year. Conversely, the 'wet season' (summer) is generally hot and very humid with daily rainfall for up to five months of the year. The red area on the map above is also prone to extreme weather events such as cyclones (similar to hurricanes).



The southern states experience more temperate weather patterns and during the winter months; temperatures rarely go below sub-zero in the southern most parts of Australia except for the mountains and the townships nearby, where ski resorts operate during the winter months. The ski season can extend into late September, with snow continuing to fall into October.

For more information about Australia's climate, see [Australian Government Geoscience Australia](#).

Useful links

Defence contacts

Royal Australian Navy	www.defencejobs.gov.au/recruitment-centre/can-i-join/citizenship/navy/
Australian Regular Army	www.defencejobs.gov.au/recruitment-centre/can-i-join/citizenship/army/
Royal Australian Air Force	www.defencejobs.gov.au/recruitment-centre/can-i-join/citizenship/airforce/
Australian Department of Defence	www.defence.gov.au
Defence Community Organisation	www.defence.gov.au/dco
Defence Housing Authority	www.dha.gov.au
Defence Families Australia	www.dfa.org.au
Military Superannuation	www.militarysuper.gov.au
Defence Special Needs Support Group	www.dsnsq.org.au
ADF Family Health	www.defence.gov.au/Health/SHC/DependantHealthcare/
Defence Childcare Centres (fee for service)	www.defence.gov.au/dco

Consulate and embassy contacts

British High Commission Commonwealth Avenue Canberra ACT 2600 Ph: 02 6270 6666	British High Commission Canberra - GOV.UK
British Consulate Melbourne Level 17, 90 Collins Street, Melbourne Vic 3000 Ph: 03 9652 1600	www.consulate-melbourne.com/british.html
British Consulate-General, Sydney The Gateway, Level UK (16), 1 Macquarie Place, Sydney, NSW 2000 Ph: 02 9247 7521	bcgsyd1@uk.emb.gov.au
United States Consulate General – Sydney (Services for ACT, NSW and QLD) Level 10, MLC Centre 19-29 Martin Place Sydney, NSW 2000	sydney.usconsulate.gov/
Consulate General of New Zealand Level 10-55 Hunter street, Sydney NSW 2000 Ph: 02 8256 2000	www.nzembassy.com

State or territory government websites

New South Wales	www.nsw.gov.au
Victoria	www.vic.gov.au
Queensland	www.qld.gov.au
South Australia	www.sa.gov.au
Western Australia	www.wa.gov.au
Tasmania	www.tas.gov.au
Northern Territory	www.nt.gov.au
Australian Capital Territory	www.act.gov.au

Government agencies and services

Department of Immigration and Border Protection	www.border.gov.au/
Medicare - Health Insurance in Australia	www.medicare.gov.au
Vehicle Registration and Licences	www.australia.gov.au/information-and-services/transport-and-regional/registration-and-licences
Department of Human Services	www.humanservices.gov.au/
Medicare	www.humanservices.gov.au/customer/subjects/medicare-services

Public transport

Sydney

About Sydney's public transport	www.cityofsydney.nsw.gov.au/explore/getting-around/public-transport
Sydney Trip planner	www.transportnsw.info/
NSW state transit bus services	www.sydneybuses.info
About Sydney's transport options	www.discoversydney.com.au/sydney/transport.html

Brisbane

About Brisbane's public transport	www.brisbane.qld.gov.au/traffic-transport/public-transport
Brisbane Journey Planner	jp.translink.com.au/

Melbourne

About Melbourne's public transport	www.melbourne.vic.gov.au/ParkingTransportandRoads/PublicTransport/Pages/PublicTransport.aspx
Melbourne Journey Planner	http://ptv.vic.gov.au/journey#jpsearch%5Baction%5D=showPlanner

Adelaide

Adelaide free public transport	www.adelaidecitycouncil.com/explore-the-city/city-travelling-transport/public-transport/
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Adelaide Journey Planner	https://www.adelaidemetro.com.au/
Perth	
About Perth's public transport	http://www.perth.wa.gov.au/our-capital-city/getting-and-around/public-transport
WA regional rail bookings	https://www.transwa.wa.gov.au/
Perth Journey planner	http://www.transperth.wa.gov.au/Journey-Planner
Darwin	
About Darwin's public transport	http://www.transport.nt.gov.au/public/about-us
Darwin Journey Planner	http://www.transport.nt.gov.au/public/journey-planner
Hobart	
About Hobart's public transport	http://www.hobartcity.com.au/Transport/Getting_Around_Hobart/Public_Transport
Tasmania's Trip Planner	http://www.metrotas.com.au/

Other useful websites

General information on Australia	www.travelmate.com.au http://www.communityguide.com.au/ www.gomatilda.com.au
Online maps	Whereis® Maps of Australia, Street Directory, Driving Directions & Aerial Map
Properties for sale and rent	www.domain.com.au www.realestate.com.au www.allhomes.com.au
International news	
BBC UK (Government broadcaster)	www.bbc.co.uk
ABC NZ (Government broadcaster)	www.abc.net.au/news/topic/new-zealand
CBC News—Canada	www.cbc.ca/news/canada
CNN USA	http://edition.cnn.com/us
ABC Australia (World news)	www.abc.net.au/news/world
Partner employment	
Seek	www.seek.com.au
Careerjet	www.careerjet.com.au
Australian Public Service jobs	https://www.apsjobs.gov.au/ www.auspost.com.au
Post office	
Telephone directory	
White Pages—Residential telephone directory	www.whitepages.com.au
Yellow Pages—Business telephone directory	www.yellowpages.com.au

Host Officer role and responsibilities

References

DCA Directive 20/14 Reception and Induction of 2014/15 overseas lateral transfer scheme tranche

DI(AF) PERS 2-5 Lateral Recruitment in the Royal Australian Air Force

DI(N) PERS 61-7 Lateral Recruitment in the Royal Australian Navy

Explanation

The key enabler to the implementation of the ADF Overseas Lateral Recruit Scheme (OLRS) is the successful integration of recruited Members transferring into the Australian Defence Force (ADF) and the successful integration of their families into the local community.

The attached duty statement is provided as a guide to Command and the appointed Host Officer or Host Organisation (Host), noting the following:

- The Host should be appointed to these duties under Service orders or equivalent.
- The Host should be appointed considering the rank, age, family composition and interests of both the member and the Host.
- The Host is to act as the initial point of contact for the member and as the conduit between the Member, the unit, the wider ADF, the local community and any of the family/sporting/social groups that the member and their family may wish to be connected to.
- The Host is to perform this role from appointment until Command is satisfied that the member and their family are sufficiently integrated into the ADF and the local community.

Note: A Host should be appointed for at least one month (usually until delivery of the personal and household effects). Air-freight usually arrives within one month; seagoing freight can take six weeks or more. A slightly shorter period may be experienced for New Zealand arrivals.

The process for the movement of lateral recruits occurs in three phases:

- Pre-removal administration
- Removals and travel, including appointment/enlistment
- Reception and induction once in Australia

Pre-removal administration, removal, travel and the appointment /enlistment process in the home (losing) locality overseas is managed by Australian Defence Force staff (Defence staff) in the respective High Commission/Embassy. Defence staff coordinate removals and travel for all members and their families to Australia and are responsible for ensuring the member and family arrive at the new posting (gaining) locality in Australia.

Command in the gaining locality is responsible for the reception, induction and successful integration in Australia of members and their families.

Specific Host duties are outlined in [Annex A – OLRs Host Officer/Organisation duties](#)

Annex A—OLRS Host Officer/Organisation duties

Prior to member's departure from country of origin

- ❑ Obtain posting and contact details of the member and their family.
- ❑ Liaise with the local Defence Community Organisation (DCO) Area Office to advise them of the arrival of the incoming lateral recruit member and family. Contact details are under 'Community Connection' on the DCO website or by calling the [Defence Family Helpline](#) (1800 624 608).
- ❑ Contact the member prior to leaving their home country, to introduce yourself and your role in the process.
- ❑ Confirm travel and arrival timings and advise that you will be meeting them on their arrival and will be taking them to their temporary accommodation (if not self-drive).
- ❑ Provide unit details (e.g. contact names and numbers, location, up-coming events etc).
- ❑ Advise where to access information regarding the new location and refer to this handbook and other information on Overseas Entry into the ADF (available from the [Defence Jobs](#) website)
- ❑ Provide them with your contact details and record theirs. Telephone numbers are good if their phone is set for international roaming (the duty phone if issued would also have to be set for international roaming to meet this need if necessary – check with Defence Voice Services). Email contact details is also useful, but should not be used as primary means of contact.
- ❑ Refer member (and partner if applicable) to the DCO Regional Education Liaison Officer (REDLO) for education options for their children.
- ❑ **For members with dependants** – Contact Defence Housing Authority (DHA) to assist the Member to select a service residence (SR), if this has not already been completed on [Homefind](#). Service Residence is the preferred housing option. (Member should have received their PMKeyS ID up to six weeks prior to appoint/enlistment. If not, or they cannot remember, refer to posting order/signal.)
- ❑ **For members without dependants** – Arrange for living-in accommodation (an initial period minimum of three months) from date of arrival.

On member's arrival in Australia

- ❑ Arrange for a vehicle that is large enough for the member, their family, their belongings and yourself as well ensuring that infant car seat requirements are adhered to.
- ❑ Meet the member (and their family) at the airport.
- ❑ Assess the family's condition. It is highly likely that the family will be tired and weary—almost certainly jet-lagged. It is possible they didn't have a good trip having left 'home' behind them. Getting them to their temporary accommodation should be the topic of conversation. Where possible, leave 'work talk' until after they have rested.

Important: No matter where the member (and family) come from, no matter how much they have researched Australia, they may experience communication difficulties and culture shock almost immediately and will need a little help along the way.

Temporary accommodation

Accompany the member (and family if applicable) to their temporary accommodation and show them how to get to:

- local shops
- nearest medical centre/ hospital
- public transport
- unit/ship
- banks
- clubs (RSL etc)
- internet/phone/postal services
- refer to the Overseas Lateral Recruitment Common Handbook for other support information and provide to family.

Important: Depending on the type of accommodation the family has been provided, they may need to purchase items such as; vacuum cleaner, kettle, iron, clothes, children's needs, bedding, general utensils such as cutlery, crockery, mops and buckets to use until their freight arrives.

On completion of rest days

- Assist the member with obtaining an Australian phone service/number if not already obtained.
- Assist the member in obtaining an Australian Tax File Number (online).
- Assist with establishing a bank account if not already established.
- Assist the member with obtaining an Australian drivers licence.
- Brief the member and their family on the program outline for the following days.

Member's march/post-in

- Accompany the member to the unit on the first day of induction.
- Arrange introduction to Command as appropriate.
- Arrange for their new Defence Common Access Card (DCAC) and family DCAC to be issued.
- Arrange for the Orderly Room/Customer Service Centre/PAC to administer all required pay, tax, allowance and Next of Kin documentation.
- Act as the liaison between member and Defence Community Organisation (DCO) and other support elements in location. This includes providing Member with support organisation contact numbers including; 1800 DEFENCE (Defence Service Centre 1800 333 362), 1800 IMSICK ([Health Hotline](tel:1800467425) 1800 467 425) and the [Defence Family Helpline](tel:1800624608) (1800 624 608).
- Arrange for the member to receive a complete issue of uniform and kit.
- Assist the member in gaining DRN access as well as any applications required and coordinate any training required to access these programs.
- Conduct a familiarisation tour of the unit/ship/barracks and the local area.
- Point out on-base support facilities such as community centres, Defence childcare facility etc.
- Provide an opportunity for the member's family to meet other unit families (this will be ship/unit specific).