

NOTES

PREPARATION FOR DEPLOYMENT



Australian Government
Department of Defence



DEFENCE
COMMUNITY
ORGANISATION

Connecting with your community

Defence Community Organisation
1 Thynne Street
Bruce ACT 2617
Phone: (02) 6266 6360
Fax: (02) 6266 6422
Email: dco.canberra@defence.gov.au
Website: www.defence.gov.au/dco



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The team at DCO – Canberra invites you to consider the information contained in this document in your preparation for deployment. We hope the information is useful for those being deployed for the first time, and for those more experienced who want a simple check list to remind themselves of the detail that may assist families left behind.

The DCO team have found from experience that families who are more prepared for the deployment have an easier time dealing with day to day matters whilst the member is away from the family home. Of course situations may well arise that no amount of preparation can prevent, and this is when the DCO team are available to discuss your concerns and assist you to the best of our ability.

The information you prepare is entirely for your own use. You do not need to share it with anyone else unless you choose to do so. Simply discussing the questions raised in the document and recording details that are important to you in most cases will be sufficient. If a situation does arise during the deployment you may choose to share some of the information with the DCO team, the Chaplain or Command, depending on the issue at the time.

Please keep in touch with DCO Canberra or ensure we have your contact details so we can keep you informed of any events or activities that your family may wish to attend throughout the course of the deployment.

Best wishes for a successful and trouble free deployment.

The DCO Canberra Team

On behalf of Command, the Defence Community Organisation (DCO) provides a broad range of services to the Australian Defence Force (ADF) community – commanders, members (including single members) and families. These services and programs are provided by professionally qualified Defence Social Workers, uniformed Military Support Officers, Regional Education Liaison Officers, and Family Liaison Officers.

DCO staff can assist you to resolve any issues or concerns you may be facing. Our professional staff can help you personally, or, can refer you to specialist services appropriate to your needs.

Defence Social Workers (DSW) understand Defence and how it impacts on the lives of members and their families. Defence Social Workers have the knowledge and skills to help with personal and family issues, with challenges arising out of being posted to a new locality, with special needs support and with progressing administrative requests of a compassionate nature. Defence Social Workers are also on-call 24 hours/day, 7 days/week, to assist with emergency or crisis situations.

Military Support Officers (MSO) are ADF members with extensive experience of the military lifestyle. Together with Defence Social Workers, Military Support Officers work closely with Command to support the wellbeing of ADF members and their families.

Regional Education Liaison Officers (REDLO) are professionally trained teachers who understand both the State and Territory educational systems and the Defence environment. They can advise you on issues Defence families and their children often face, especially those related to mobility. They also assist students and families with the various State and Territory primary, secondary and tertiary education systems.

Family Liaison Officers (FLO) have a comprehensive knowledge of the local community and of resources that may benefit Defence families. FLOs can provide information about the general services in the community, health and children's services, and the full range of Defence support services and programs.

IMPORTANT DOCUMENT INVENTORY

DOCUMENT	YES/NO	LOCATION
Birth Certificates		
Adoption Papers		
Marriage Certificate		
Court Orders		
Passports		
Wills		
Power of Attorney		
School Reports & Records		
Immunisation Records		
Medical History Records		
Dental History Records		
Investment Documents		
Prescriptions (for glasses, meds etc)		
House Deeds		
Mortgage papers		
Vehicle Registrations		
Insurance Policies		
Medical Insurance		
Tax Returns		
Safety Deposit Box (Key location)		
Citizenship Papers		



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MEMBER AND FAMILY READINESS PLAN

Deployment/Exercise/Course	
Location	
Estimate Date Departure:	Estimate Date Return:

PERSONAL DETAILS

MEMBER

Surname			
Given Names			
PMKeyS No		Unit/Squadron/Ship	
Date of Birth		Category/Mustering/Trade	
Mobile Phone		Email Address	

PARTNER

Surname			
Given Names			
Date of Birth			
Address During Members Absence			
Home Phone		Work Phone	
Mobile Phone		Other Number	

HOME AND SECURITY

Is there sufficient security for your home while absent?	Yes	No
Are the fire detectors/smoke alarms installed and working?	Yes	No
Are your very important documents going to be secure? (See last page)	Yes	No
Have you registered for voting in your current electorate?	Yes	No
Has mail redirection been organised?	Yes	No
Does your partner know who to contact for home maintenance or repair issue, e.g. DHA emergency maintenance number, tradespeople, lawn mowing service locksmith etc?	Yes	No
Does everyone in the house know where the spare keys for the house and car are kept?	Yes	No
Does everyone know where the important documents are kept? (see last page?)	Yes	No
If the family is moving to another location during your absence, has a mail redirection been organised?	Yes	No
Are there any issues that may arise with DHA during your absence?	Yes	No

DEFENCE HOUSING AUTHORITY

DHA Hotline	139 342
DHA Fax	Allocations and Rental Assistance Fax: (02) 6222 2249 Property and Tenancy Fax: (02) 6222 2247
Website	www.dha.gov.au

DEPLOYMENT MAGAZINE

Do you have a copy of "For when you are on Deployment? If no, contact DCO or the Chaplain	Yes	No
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SCHOOL

Have you informed your child/children's teachers and/or carers of the member's absence so that they can be supportive of your children's need?	Yes	No
If relocating, have you advised the school of your next location and moving date so they can prepare a portfolio on your child's progress and work for the next school?	Yes	No
Have you informed the DSTA/DTM of the member's deployment?	Yes	No

MEDICAL

Does any member of the family have current, special medical needs (including mental health issues or pregnancy) or recognised conditions?	Yes	No
Name	Need/Condition	
Are these known and recognised by Defence, i.e., are you recognised as a Family With Special Needs? If NO, please contact your DCO office to discuss special needs recognition.		

Does any member of the family suffer from known allergies or adverse drug reactions?	Yes	No
Name	Allergy/Adverse Reaction	

What is the name and telephone number of your local doctor?	DOCTOR	
	PHONE NUMBER:	
What is the name and telephone number of your family dentist?	DENTIST	
	PHONE NUMBER:	
Does the family have private health cover?	Yes	No
If yes, with whom are they covered and at what level?	FUND	
	LEVEL	
Does the family have ambulance cover?	Yes	No
Are the children fully immunized relevant to their age?	Yes	No
Where are the children's immunization records kept?		
Are there any religious, cultural or other considerations that would have a bearing on medical treatment administered to the family?	Yes	No
If yes, have you notified the family doctor and emergency contacts of these issues?	Yes	No

EMERGENCIES

If there was a medical or other emergency with one of your children and you (the parents) were not contactable, who should be called?		
Name & relationship to child:		
Telephone numbers – home/work/mobile:		
Name & relationship to child:		
Telephone numbers – home/work/mobile:		

If there was a medical or other emergency with the spouse should the same emergency contact be alerted? If no, what is the name and telephone numbers of the alternative contact?		
Name:		
Telephone numbers – home/work/mobile:		
While the member is absent, do you have an emergency plan in place if the spouse becomes very ill?	Yes	No
While the member is absent, do you have an emergency plan in place to ensure the children are cared for if the spouse becomes too ill to care for them?	Yes	No
Have these emergency plans been discussed and agreed with the person/people who are going to provide the support and care		
Are you aware of the emergency support that DCO can provide and will you want access to this support?		

Does the family have the following emergency numbers?	
Base Command Post/Unit Duty Officer	
Divisional Officer	
Chaplain	
Hospital	
National Welfare Co-ordination Centre	
Defence Housing Authority	
Defence Community Organisation	
Police	
Ambulance	
Family emergency contact number 1	
Family emergency contact number 2	

LEGAL

Does the member have a current Will?	Yes	No
Is it lodged with Defence?	Yes	No
If not, where is the Will located?		
Who is the Executor?		
Have you considered appointing a “Power of Attorney”	Yes	No
Does the non serving member have a current Will?	Yes	No
Where is the Will located?		
Who is the Executor?		

PASSPORTS

If planning to travel & children do not have a passport, both parents signatures are required if children are under 18. Do this before deploying.	Yes	No
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MOTOR VEHICLE

Do you have a roadworthy vehicle?	Yes	No
Will the registration and insurance remain current for the period of absence?	Yes	No
If no, you do have a plan for renewal during your absence?	Yes	No
Have you organised someone to conduct the general maintenance requirements of the vehicle (e.g. checking oil, water, tyre pressures etc) and turn over the engine?	Yes	No
Do you have access to assistance in the event of a breakdown (ie. RAC)	Yes	No
If yes, what is the membership number	Yes	No
What is the name and phone number for maintenance and mechanical repairs	Name	
	Ph No.	
What is the name and phone number for maintenance and mechanical repairs	Name	
	Ph No.	
Is the vehicle due for a scheduled service during the member’s absence?	Yes	No
Date/km’s of next scheduled service:		
Are family members fully aware of the general maintenance requirements of the vehicle/s (e.g. checking oil, water, tyre pressures etc)	Yes	No