



Australian Government
Department of Defence

**FOREIGN MILITARY OFFICERS SECONDED TO AUSTRALIAN DEFENCE
FORCE UNITS
2018-2019
Defence Cooperation Program (DCP)**

Seconded Officers - Administration Guide

1. Introduction

This document was prepared by International Policy Division to provide guidance for officers selected for secondments to Australian Defence Force units under the auspices of the Defence Cooperation Program (DCP). All secondments serve the common policy objective of developing personal and professional relationships, and mutual understanding, between members of Defence and their counterparts. The aim of this guide is to provide information on the conditions and arrangements for secondments in Australia.

Seconded Officers are requested to complete and submit the Seconded Officers Certification, (at Annex A), confirming they understand the conditions associated with their secondment. This certification should be passed to the Australian Mission in-country.

Prior to their departure for Australia Seconded Officers are encouraged to write an email or letter to the Commanding Officer of their Australian Host Unit to introduce themselves.

2. Definitions

In the context of this guide the following definition applies:

Dependants: Either the Seconded Officer's spouse, or a child who is unmarried and has not turned 18 years of age.

Long Term Secondment: A secondment that is more than 12 months plus one day (or longer) in duration.

Secondment: 'To transfer a military officer (or other officer) temporarily to another post, organisation, or responsibility'. Secondments in this context refer to members of overseas defence organisations (or similar organisations) being resident with elements of Defence. Members on secondment are not employees of the host organisation.

3. In-Country Preparation

The relevant Australian Mission in-country is responsible for the administration associated with preparing officers for their secondment to Australia. Full biographical details and security clearance information will be sought for each Seconded Officer, including the details of their accompanying family members.

Parent countries are required to arrange for their local Defence Attaché or Adviser in Canberra to email the Seconded Officers' security clearance information to: dsa.visits@defence.gov.au. For those countries with no Embassy or High Commission in Australia, or no Defence security clearance systems or agreed arrangements in place at present, the Australian Mission in-country will arrange for a security clearance information form to be completed and emailed to: dsa.visits@defence.gov.au. The covering email should advise DSA that International Policy Division – International Education and Training (IET) is the Australian point of contact ip.iet@defence.gov.au.

4. Accompanied Seconded Officer

International Policy Division will support Seconded Officers being accompanied by their spouse and dependants for long term secondments only. Support includes the provision of appropriate accommodation, furniture and visitors health insurance for the Officer, spouse and dependants. Please note support will not include English Language training or other courses for the Seconded Officer's dependants.

5. Visas

Seconded Officers require a visa to travel to Australia. The Department of Home Affairs (HA) has responsibility for the issuing of visas. Seconded Officers must enter Australia on a Temporary Work (International Relations) sub-class 403 visa. Prospective Seconded Officers need to be nominated formally to HA before a visa is issued for sponsored Seconded Officers. A formal Defence invitation by the relevant Australian High Commission or Embassy will therefore be provided to support eligibility. Defence will not support applications for Visas applications for other persons that you may wish pay to support you during the secondment (ie Nanny, au pair). Defence is also not in a position to influence HA on these matters.

6. Movement to Australia

International Policy Division will fund the cost of Seconded Officers' travel to the host unit and 20kg of excess accompanied baggage, plus 10kg of excess accompanied baggage for a spouse and each accompanying dependant. Excess baggage will be purchased as part of the air ticket. Movement of freight and/or baggage beyond this allowance will be at the Seconded Officer's expense. Seconded Officers below One Star rank equivalent level (and their dependants) will travel economy class. The Australian Mission in-country is responsible for arranging international air travel for Seconded Officers and their dependants.

7. Reception in Australia

Defence International Training Centre (DITC) has been designated as the Reception Centre for all Seconded Officers entering Australia. Seconded Officers are to attend an Australian Military Familiarisation (AUSTFAMIL) or the Administration and Reception Period Familiarisation (ARPF) prior to joining their host unit. The Australian Mission in-country will liaise with Seconded Officer nominees and DITC regarding which course to attend. Detailed information on the course content is available on the DITC Internet website (www.defence.gov.au/ditc/).

8. Health

General

It is expected that officers will be fully medically and dentally fit for their posting to Australia. Seconded Officers who prove positive to Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) or Hepatitis C Virus (HCV) are considered unfit for duty in Australia. It is understood that due to the nature of service in a defence force, some Seconded Officers may have temporary medical restrictions in place. Any temporary medical condition which may affect an officer's ability to undertake duties in Australia should be notified as part of the nomination process to the Australian Mission in-country. The host unit in Australia will be advised accordingly and, in conjunction with their medical service, will decide whether to accept the nominated officer.

The general well-being and health care of Seconded Officers is the responsibility of host units. All medical and dental care required by Seconded Officers should be provided through Australian Defence health facilities. Defence does not provide health care for any pre-existing conditions. Accompanying family members must attend civilian medical facilities for any medical or dental treatment they require.

Working Visa Basic Health Insurance

All Seconded Officers and their dependants are required to have health insurance called Working Visa Basic Health Insurance for the duration of their stay in Australia. The insurance pays for some of the costs of treatment at civilian medical facilities. The DCP funds the insurance and is arranged by DITC during the Seconded Officer's familiarisation period.

Please note that insurance does not cover all medical conditions or procedures. You will be provided documentation explaining what is and isn't covered and how to make a claim when the cover is established. If the Seconded Officer's have any questions relating to their health insurance, they must call the health insurer directly. Currently cover is provided by Medibank Private <https://www.medibank.com.au/overseas-health-insurance/working-visas/basic-insurance/?for=singles>.

If medical expenses are not covered, the Seconded Officer will pay the medical bill/s out of their own pocket. Please note this insurance may not pay the full expense for medical treatment. Where this is the case, the Seconded Officer is responsible for paying the balance (the "gap").

Seconded Officers may purchase additional health insurance cover at their own expense.

Emergency Treatment

Defence will provide emergency medical and dental care for Seconded Officers in Australia. Emergency care should be provided in Defence health facilities. However, the nature of an emergency may necessitate the use of public health care facilities.

Australia's DCP will meet all costs associated with emergency hospitalisation, in specific instances, for Seconded Officers and their spouse/dependants. Coverage is limited to a shared public ward in the following situations:

- a. emergency admittance;
- b. doctor's referral; and
- c. special circumstances as approved.

The DCP will also meet the costs associated with emergency ambulance transportation for Seconded Officers or their dependants if not covered by the health insurance provider.

9. Accommodation Arrangements

Unaccompanied Seconded Officers

Unaccompanied Seconded Officers are required to use living-in Defence Service accommodation. They will be charged in accordance with current Australian Defence payment requirements and rates.

Unaccompanied Seconded Officers are not provided cooking facilities, so may eat at the Host Unit Mess. Mess meal charges will be automatically deducted from Seconded Officers' salary supplementation on a fortnightly basis. Fortnightly deductions are cheaper than paying casual meal rates at the Mess. If you wish to make alternative arrangements for meals and cease the meal deduction, please advise your supervisor.

If no Service accommodation is available, Rental Allowance will be paid to Seconded Officers to assist them in paying for a civilian residence. Seconded Officers are responsible for paying all costs associated with the tenancy of private rental accommodation. Payment of all utility expenses such as gas, electricity, excess water and communications (phones and internet connection) and other tenant-incurred charges are also the responsibility of Seconded Officers.

Seconded Officers who choose to live-out where there is live-in accommodation available will not be provided with any rental assistance.

Accompanied Seconded Officers

A Seconded Officer's family members are not to arrive in Australia at the officer's hosting unit location until the officer has settled into permanent accommodation.

Defence will try to allocate a Service Residence in accordance with the rent bands applicable for Australian Defence Force (ADF) personnel. As an example, an army Captain (or equivalent officer) is entitled to a RB2 level Service Residence and a Major is entitled to a RB3 level residence. However under defence policy it is considered reasonable to offer housing one level above or below entitlement. The rent scales can vary depending upon whether an officer is allocated or chooses a particular residence. Rent for accommodation will be paid at the same rates as ADF members. Rent is reviewed annually and affected officers will be notified in writing of any change. Payment of all utility expenses such as gas, electricity, excess water and communications (phones and internet connection, etc.) and other tenant-incurred charges are also the responsibility of accompanied Seconded Officers.

The Defence Housing Authority (DHA) advises Seconded Officers of their obligations under the terms of their Service Residence tenancy agreement. Seconded Officers may only use their Service Residence as a private residence for themselves and their dependants. Seconded Officers must obtain written approval from DHA before allowing any other person to reside in their Service Residence for a period longer than 14 days.

Seconded Officers must not sub-let any portion of their Service Residence or accept reward from boarders, lodgers or any other guests occupying the Service Residence.

If a Service Residence is not available, Rental Allowance will be paid. Seconded Officers will be responsible for making the same level of contribution towards their accommodation costs as ADF personnel of equivalent rank and seniority. Seconded Officers will be responsible for paying the bond and all other costs associated with arranging the tenancy of private rental accommodation.

Selected household furniture items will be hired for Seconded Officers using DCP funds. A list of the furniture that will be hired is at Annex B to this guide. Please note that this list of rental furniture is not negotiable.

Accompanied Seconded Officers will be provided with a one-off payment of a Furniture Discretionary Allowance. This allowance is provided for accompanied Seconded Officers to purchase any household items that have not been provided through the furnishings hire arrangement such as bedding, crockery and cutlery. The amount of Furniture Discretionary Allowance payable to eligible Seconded Officers and spouse is \$1,600 plus \$145 per accompanying dependant child.

Seconded Officers may choose to spend the Furniture Discretionary Allowance how they deem appropriate, based on their own individual needs. No additional financial support for furnishings from International Policy Division will be made. Seconded Officers are responsible for removing all purchased household items from the residence at the end of secondment.

All Seconded Officers are to maintain the condition of Service Residence accommodation and hired furniture items to ensure any wear and tear damage is fair. Seconded Officers are responsible for all non-fair wear and tear damage to Service Residence or hired furniture and will be responsible for paying any charges applicable before departing Australia.

10. Employment at the Hosting Unit

Dress

Seconded Officers are expected to bring and wear their national uniform (according to season) whilst on duty. They are expected to wear the Order of Dress which most closely conforms to the ADF Order of Dress. Officers will also be expected to conform to ADF customs when wearing civilian clothes on Defence duty occasions that require civil attire.

Discipline

While in Australia Seconded Officers remain members of their parent organisation and under the command and control of their senior defence representative in Australia. The provisions of the *Australian Defence Force Discipline Act 1982* do not apply to Seconded Officers. Seconded Officers are to adhere to Defence Values during their secondment.

For seconded officers who at times may have ADF members under their supervision, it is recommended they familiarise themselves with the contents of the *Defence Force Discipline Act* to ensure that appropriate behaviours are maintained. In any case of an ADF member committing an offense while under a Seconded Officer's supervision, seconded officers are to refer the incident to a Disciplinary Officer in their unit as per the *Defence Force Discipline Act*.

Conduct

While in Australia Seconded Officers are not to participate in any politically sensitive activity. Unless mutually agreed by both the Australian and the respective foreign government, Seconded Officers are not to participate in:

- a. combat operations;
- b. law enforcement operations including operations for the restoration of law and order;
- c. operations for the maintenance of supplies or service during an industrial dispute; or
- d. travel, on duty, to a country other than their parent country.

A statement of duties for the position a Seconded Officer will occupy in their hosting unit will be provided on their arrival at their unit. No changes to their employment or duty statement will occur without the prior approval of International Policy Division and the officer's parent organisation.

Annual Assessment

An annual assessment of Seconded Officers' workplace performance will be completed by host units. This will assess the quality of the officers' work against their statement of duties. The report will be forwarded to the officers' parent organisation. This report will usually be completed in August each year, and at the end of the secondment.

Incident reporting

Any significant incidents involving Seconded Officers may affect Australia's relationship with the foreign country. Therefore any unusual incident, such as a civil offence, car accident or disciplinary offence, will be reported immediately to International Policy Division.

Compensation

Seconded Officers are not covered by the provisions of the *Australian Compensation (Commonwealth Government Employees) Act 1971*. If a Seconded Officer suffers an injury or contracts an illness during their secondment, compensation is the responsibility of the parent government.

Study

International Policy Division will only fund work-related courses of study undertaken by Seconded Officers in accordance with specific secondment agreements – eligible Seconded Officers will be advised accordingly. International Policy Division will not fund general courses of study undertaken by Seconded Officers or their dependants during their period in Australia. This includes attendance at Single Service Training Courses.

Work and Schooling for Accompanying Dependants

All Seconded Officers will enter Australia on a Temporary Work (International Relations) sub-class 403 visa. This visa allows their accompanying spouse to work while in Australia.

School fees for school-age children may be waived by the relevant Australian State education department. To assist, International Policy Division will provide accompanied seconded officers with a letter regarding the Australian Department of Defence's sponsorship of them. For further information regarding conditions pertaining to the Temporary Work (International Relations) sub-class 403 visa please go to: <https://www.homeaffairs.gov.au/trav/visa-1/403->

Religious Observances

Seconded Officers may have special requirements due to their religion. Host units will endeavour to be empathetic to the demands of Seconded Officers' religion and accommodate them as far as possible.

Extension of Secondment

Extensions must be requested in writing to the Commanding Officer (CO) of the respective hosting unit. Upon receipt of the written request, International Policy Division will share the request with all relevant parties for consideration.

11. Leave and Related Travel

General

Seconded Officers will be entitled to recreational leave in accordance with their parent organisation's entitlements. The host unit and the Seconded Officer should attempt to match the officer's leave requirements with those of the host unit. Seconded Officers are responsible for gaining approval for their leave from their parent organisation, usually through their Defence Attaché or Adviser in Canberra. Seconded Officers should present evidence of their leave entitlements and approvals to their host unit commander. Host units will view Seconded Officers' leave entitlements as being similar to those applying to ADF personnel.

Seconded Officers are required to provide their leave plans and contact information to their Defence Attaché or Adviser in Canberra prior to commencing leave.

Leave may not be taken by Seconded Officers prior to beginning or after completion of their secondment, as this may violate the terms of the visa.

Unaccompanied Seconded Officer - Recreation Leave in Parent Country

For secondments of 18 months or greater, the DCP will provide unaccompanied Seconded Officers with a return airfare to their parent country in association with approved leave. The DCP will provide one economy class return travel to their parent country per qualifying secondment. The visit should preferably be undertaken midway through the posting period, preferably over the host unit's stand-down period. Accompanied seconded officers are not entitled to recreation leave travel at DCP expense.

Compassionate Travel

Host unit commanders may grant seconded officers and their dependants compassionate travel if deemed appropriate. This will be determined through consultation with relevant Australian Defence appointments and, where necessary, the Australian mission in the Seconded Officer's parent country. Travel entitlement is for direct route, economy class return air travel. International Policy Division will fund approved compassionate travel for eligible seconded Officers and upon application may fund approved compassionate travel for their dependants.

Compassionate grounds may include when a parent, spouse or child or, by virtue of special circumstances, a person deemed to be a parent, becomes critically or dangerously ill or dies. In the case of illness, it should be expected that a qualified medical practitioner has certified that the person in question is critically or dangerously ill.

Allowances During Leave Periods

The payment of salary supplementation or allowances will continue if Seconded Officers take leave in Australia. However, these payments will cease on departure from Australia on recreational or compassionate leave. These payments will be reinstated only on their return to Australia. The payment of accommodation costs will continue to ensure they can retain their accommodation during periods of absence.

If Seconded Officers leave dependants in Australia whilst travelling on compassionate leave, their salary supplementation will continue to be paid during the officer's absence.

12. Financial Conditions

General

Seconded Officers are required to establish an Australian bank account during their familiarisation period at DITC. They will be provided BSB and Account numbers by the bank. Seconded Officers are to provide these details to the DITC orderly room staff to be aligned with their Australian Defence payment account, known as a 'ROMAN vendor account'. This enables Defence to make payments directly into Seconded Officers' Australian bank accounts on a fortnightly basis.

In December each year IET will communicate any changes in the salary supplementation payable to Seconded Officers, together with any alterations in qualifying conditions. Any changes will then be applied with effect the following 1 January.

Salary

The Seconded Officer's parent government is responsible for the payment of the officer's salary, including other benefits and compensation, allowances and for mandatory deductions including parent government taxation.

Salary Supplementation

The DCP provides Seconded Officers a salary supplementation so their gross (pre-tax) salary is similar to the salary of an Australian Officer of similar rank. It also helps Seconded Officers to meet the cost of living in Australia.

Salary supplementation is calculated to bridge the difference between the gross pay and allowances paid to Seconded Officers by their parent organisation for the period officers are in Australia, and the gross pay and allowances which a similarly-ranked ADF officer would receive. Supplementation will be set to the top increment of Pay Group 2 for the equivalent ADF rank. For the purposes of supplementation, the gross pay and allowances paid to Seconded Officers by the foreign military organisation should include all salary and allowances. Salary supplementation is payable commencing from the report date to the hosting unit. Prior to this, Seconded Officer will only receive allowances at DITC.

Adjustments

Salary supplementation will be adjusted in December each year, with effect from the following January. Post is required to provide IET a copy of the latest payslips for the Seconded Officer each November to facilitate the adjustment.

If a Seconded Officer is promoted during their secondment tenure, their supplementation will not be adjusted to accommodate their new rank if their new rank is beyond that required to their assigned ADF position.

Taxation

Seconded Officers are required to pay Australian Income Tax on their salary supplementation and on any other income earned in Australia. Taxation will be charged at the Australian Residential Tax Rate (classed as an Australian Resident for tax purposes), for more information go to: <https://www.ato.gov.au/Individuals/International-tax-for-individuals/>. Seconded Officers are required to have a tax file number issued by the Australian Taxation Office. Assistance to acquire a tax file number is available through: <https://www.ato.gov.au/individuals/tax-file-number/apply-for-a-tfn/foreign-passport-holders,-permanent-migrants-and-temporary-visitors---tfn-application/>.

It is the Seconded Officer's individual responsibility to check their status with regards to the Medicare Levy. It is also advised that the Seconded Officer seeks independent taxation advice from a licensed tax professional.

Seconded Officers will be required to submit taxation returns to the Australian Tax Office annually. The Personnel Client Services Team (PCS) will provide IET with a Payment Summary which will be provided to Seconded Officers. The PCS will also maintain suitable records of taxation instalments remitted to the Australian Tax Office on Seconded Officer's behalf.

Seconded Officers should direct any questions about taxation, including rates, exemptions and refunds, to the Australian Tax Office. Defence cannot speak to the Australian Tax Office on Seconded Officers' behalf due to privacy policy and regulations.

ADF Benefit Scheme

Seconded Officers will not be covered under the provisions of the *Military Superannuation and Benefits Act 1991*. Accordingly, officers will not be required to make payments to the Military Superannuation Benefit Scheme. Officers and their dependants will not be eligible for any payment scheme.

Superannuation remains the responsibility of the Officer and/or their parent organisation for the duration of the secondment.

Defence Cooperation Program Specific Allowances

Whilst attending the familiarisation period at DITC prior to the secondment, Seconded Officers will be classified as trainees and paid some specific allowances. These allowances will be paid at DITC. DCP-specific allowances are one-off payments for each secondment. However the clothing allowance is not payable to officers who have received this allowance in the preceeding three years.

The allowances are:

Daily Living Allowance: A daily living allowance is payable to Seconded Officers for the period they are undergoing AUSTFAMIL/ARPF at DITC. This allowance is intended to compensate the officers for some of the additional costs of living outside their own country and will be paid from the day of their arrival in Australia, until the report date to their host unit. It covers incidental expenses such as laundry, toiletries, telephone calls, mess fees and other personal expenses.

Clothing Allowance: This allowance is provided for the purchase of suitable civilian clothing.

Establishment Allowance: This allowance is intended to assist officers during their first 'pay period' whilst in Australia. This allowance will be paid on their arrival and ensures that they are covered until the 'cycle' of pay periods begin.

Outlay Advance

On arrival at their host unit accompanied Seconded Officers, or unaccompanied Seconded Officers required to live out (in civilian accommodation), may elect to receive an Outlay Advance (up to \$10,000) to assist them in meeting the immediate costs associated with establishing themselves in Australia. Seconded Officers who seek this advance of funds are required to complete and sign an FD071: Deed for Payment of Outlay Advance. If desired, hosting units will assist eligible Seconded Officers to complete and send the Advance to IET for processing.

Seconded Officers will be required to repay the outlay advance within 18 months or during the term of their secondment, whichever is shorter. The repayments will be via equal fortnightly deductions from their salary supplementation. Officers may repay any total outstanding Advance amount at any time. The outlay advance can only be provided once, at the start of the secondment.

General Allowances

General allowances available to ADF personnel may also be payable to Seconded Officers who meet the requirements in accordance with the ADF Pay and Conditions Manual. Hosting units will assist Seconded Officers with information on any allowances payable to them as they arise.

Queries

Should Seconded Officers have any concerns or queries regarding the pay and conditions of their secondment, they should be forwarded in writing in the first instance to their Host Unit contact, and if required, the Host Unit will approach IET seeking clarification or assistance.

13. Completion of Secondment

Movement

At the completion of secondments Seconded Officers and their accompanying dependants will be transported from their place of residence in Australia to their country's capital city international airport. Seconded Officers are to depart Australia upon the completion date of their secondment. However, if an Officer is accompanied by school-aged children, they may remain in Australia until the school term ends if that date is later. Seconded Officers and their dependants are provided up to three days temporary accommodation after vacating their permanent accommodation to clean and return the property, and finalise any administration required before departure. Seconded Officers should remain in Australia for the minimum time required after completion of duties.

Seconded Officers will be allowed 20kg of accompanied excess baggage each, paid for with the airline ticket. Spouses are also entitled to 20kg of excess baggage, and dependant children are entitled to 10kg each. Seconded Officers are responsible for freight and baggage arrangements including clearance through customs. Seconded Officers can transport additional excess baggage at their own expense, by whatever means they wish to arrange. Accordingly, Seconded Officers are encouraged to carefully consider the implications of accumulating personal possessions whilst in Australia.

Seconded Officers are responsible for ensuring that their freight proceeds through customs or other check points at their expense. A Seconded Officer's Parent host unit has the responsibility to ensure it is not inadvertently shipping unsuitable items at public expense. Accordingly, Seconded Officers should not seal their boxes/cartons before they have been inspected and accepted for shipping. Any items of freight or baggage which carriers refuse to carry or which do not proceed beyond customs inspections are the responsibility of departing Seconded Officers.

Financial Obligations

Seconded Officers are to ensure they meet all their financial obligations, including mess fees, rent and utilities bills and pay all their debts before departing Australia. International Policy Division will contact Seconded Officers who fail to finalise their outstanding accounts via the Officer's official defence representative in Australia, as well as their parent organisation in-country to resolve the monies owed and to request disciplinary action be taken against them.

14. Changes to the terms of Administration Guide

Defence reserves the right to change any of the above during your secondment to comply to any government policy or direction, however all endeavours will be made to limit this. Should a change occur during your secondment, Defence will advise you in writing.

CONDITIONS OF SECONDMENT TO AUSTRALIA
SECONDED OFFICER'S CERTIFICATION

SECONDMENT TO:.....(ADF Unit),.....(Dates)

BY:.....
(Rank, initials, surname, Service/military number)

MEMBER OF THE:.....
(Country military organisation)

I CERTIFY THAT I HAVE READ AND UNDERSTOOD THE CONDITIONS OF MY
SECONDMENT IN AUSTRALIA UNDER THE AUSPICES OF THE DEFENCE
COOPERATION PROGRAM, AS DETAILED IN THIS ADMINISTRATION GUIDE.

.....
(Signature)

.....
(Date)

(This certification is to be retained on file at the relevant Australian mission, with a copy
provided to IET)

Accompanied Officers – Rental Furniture Items

Item	Qty
Bedside Lamps	2
Bedside tables, pine - 2 drawer	2
Queen size bed ensemble	1
Tallboy/Chest of Drawers	1
Clothes dryer, 5-6 Kg capacity	1
Washing machine, 5-6 Kg capacity	1
Television 66cm LCD or similar	1
DVD player	1
Bookcase	1
Coffee table	1
TV stand/small cabinet	1
3 piece (ie one x three-seat and two x single seat) lounge setting - (non-leather)	1
Desk - study	1
Chair for study desk	1
Desk lamp	1
6 Seat Dining setting	1
Microwave oven, 350-360 tray size	1
Refrigerator, 380-420 litre gross capacity	1
Freezer chest, 150-180 litre capacity	1
Outdoor Table Setting	1
BBQ 4 burner	1
Lawn mower	1
Whipper snipper - petrol	1
ADDITIONAL ITEMS FOR CHILDREN:	
Bedside table, pine - 2 drawer	1
Single size bed ensemble	1



Australian Government
Department of Defence

Defence Cooperation Scholarship Program Code of Conduct

1. This Code of Conduct applies to awardees of Defence Cooperation Scholarships. In accepting this Scholarship I agree to:
 - a. Complete the course program offered by the Department of Defence within the specified dates;
 - b. Abide by the rules of my academic institution, attend all mandatory Orientation Programs, all lectures and tutorials, and complete all prescribed assessment by the nominated deadline;
 - c. Strive for high standards of academic performance;
 - d. Not change my course program, or duration without the express written consent of the Department of Defence and my Parent Service;
 - e. Promptly notify my institution and Scope Global of any matters impacting on my study program and, if there is a risk of academic failure for any subject, to develop a plan with my institution and participate in remedial action to ensure program objectives are met;
 - f. Cooperate with the collection of information on DCSP scholars as required by the Department of Defence and Scope Global;
 - g. Provide relevant information about myself and my dependants for the purpose of the administration of scholarships that may be collected/exchanged by relevant Government agencies, educational institutions, immigration authorities, medical insurers, medical practitioners, my Government, my Parent Service, and other parties;
 - h. Participate in compulsory monthly interactions and Semester Monitoring Visits;
 - i. Ensure my Institution and Scope Global are aware of all my current contact information including mobile numbers, emails, addresses and emergency contacts in my home country and in Australia;
 - j. Promptly notify Scope Global in the event of:
 - i. Any matters involving myself or my immediate family that may impact on my study program;
 - ii. Any personal wellbeing or health related matter that prevents continuation of my study or my ability to meet course requirements;
 - iii. Any physical or mental illness or injury to myself or members of my accompanying family;
 - iv. Any change to family composition that may impact on the agreed sponsorship conditions (including; pregnancy, dependants turning 18 years of age);
 - v. Any plans to remove my child from school during the school term and/or before the end of the school term;
 - vi. The death of any accompanying family member or other serious personal or family issue;
 - vii. Any legal issues concerning myself or my accompanying family including matters involving police or other authorities;

- viii. Any plans (including itineraries) for travel during the semester and official study breaks, both in Australia and overseas which include at least one overnight stay outside of the university location; and
 - ix. Any plans or events requiring my departure or that of my accompanying family from Australia for any reason.
 - k. Not accept any form of paid employment while participating in the Defence Cooperation Scholarship Program; and
 - l. Not accept or undertake any form of volunteer work while participating in the Defence Cooperation Scholarship Program.
2. I understand that both I and my accompanying family members must at all times:
 - a. Act in a manner that will reflect well on myself, my family, my Parent Service, my country and the Defence Cooperation Scholarship Program;
 - b. Become familiar with, and obey all laws of Australia; and
 - c. Satisfy all applicable Australian visa requirements.
 3. I fully understand that my Defence Cooperation Scholarship may be terminated at any time for failure to comply with any of the above conditions under this Code of Conduct or for any misconduct or breaches of my Administration Guide and Contract.
 4. I commit to complete my study program and to return to contribute to the development of my Parent Service on completion of my Scholarship.
 5. I fully understand that my Defence Attaché/Advisor and/or Parent Service Headquarters will be informed by Defence if I fail to comply with any of the above conditions under this Code of Conduct or for any misconduct or breaches of my Administration Guide and Contract.
 6. I understand that the release of personal information is governed by privacy laws.
 7. I understand that this Code of Conduct operates in conjunction with all Australian laws and does not exclude or replace the rights and obligations of any individual under common and statute law.

Student Declaration

I understand the conditions of my Defence Cooperation Scholarship in Australia as detailed in the Code of Conduct above.

..... SignatureDate

..... Witness Name

..... Witness SignatureDate



Defence Cooperation Seconded Officer Program Code of Conduct

1. This Code of Conduct applies to foreign military officers participating in the Defence Cooperation Seconded Officer Program. In accepting the secondment I agree to:
 - a. Complete the course program offered by the Department of Defence within the specified dates;
 - b. Attend mandatory familiarisation programs and complete necessary administrative tasks at the Defence International Training Centre (DITC) preceding the secondment, and ensure that:
 - i. All my current contact information including mobile numbers, emails, addresses and emergency contacts in my home country and in Australia are provided to DITC and my host unit.
 - c. Strive for high standards and achieve positive outcomes for my host unit, my own my career development and for my country;
 - d. Promptly notify my host unit of any matters impacting on my performance and, if there is a risk of underperformance, to develop a work plan with the host unit to ensure duty statement objectives are met within required timeframes;
 - e. Maintain regular contact with the Defence Attaché, Adviser or Embassy representative of my home country in Australia.
 - f. Take responsibility to ensure that my visa and overseas health cover ('Basic' level) is valid for the duration of my secondment and understand that if I choose to arrange a higher form of health cover I must pay for it personally.
 - g. Take the following action in the event of my secondment being extended:
 - i. If necessary, inform my host unit, the Defence Attaché, Advisor or Embassy representative of my home country in Australia of the need to apply for a new visa;
 - ii. In conjunction with my host unit and the Department of Immigration and Citizenship provide and complete all necessary documentation to ensure that a new visa is granted before my current visa expires.
 - iii. Ensure overseas health cover for me and my family is valid for the extended period and if necessary, inform my host unit to arrange extended health cover through DITC.
 - h. Not participate in any politically sensitive activity, unless mutually agreed by both Governments.

Defence Cooperation Seconded Officer Program Code of Conduct

- i. Promptly notify my hosting unit in the event of:
 - i. Any matters involving myself or my immediate family that may impact on my ability to fulfil my duties;
 - ii. Any personal wellbeing or health related matter that prevents my ability to carry out the duties outlined in my duty statement;
 - iii. Any physical or mental illness or injury to myself or members of my accompanying family;
 - iv. The death of any accompanying family member or other serious personal or family issue;
 - v. Any legal issues concerning myself or my accompanying family including matters involving police or other authorities;
 - vi. Any plans (including itineraries) for travel during my secondment, both in Australia and overseas;
 - vii. Any plans or events requiring my departure or that of my accompanying family from Australia for any reason; and
 - viii. Not accept any form of paid employment while participating in the Defence Cooperation Seconded Officer Program;
2. Finalising all financial accounts associated with mess or Service Residence (SR) utilities before departing Australia at the conclusion of my secondment.
3. Maintain the condition of SR accommodation and hired furniture items to ensure any wear and tear damage is fair. I also understand that:
 - a. Any charges due to non-fair wear and tear damage to SR accommodation or hired furniture items are to be paid by me prior to my departure from Australia; and
 - b. If necessary, the Department of Defence will take debt recovery action (through my parent service) to ensure that I pay any outstanding debts as a result of non-fair wear and tear damage to SR accommodation or furniture hire items.
4. Act in a manner that will reflect well on myself, my family, my Parent Service, my country and the Defence Cooperation Seconded Officer Program;
5. Become familiar with, and obey all laws of Australia and satisfy all applicable Australian visa requirements;
6. The possibility that the Department of Defence can act to rectify any issues arising from my failure to comply with the above conditions under this Code of Conduct.
7. Commit to complete the full term of my secondment and to return to my parent country to further contribute to the development of my Parent Service.
8. To, and understand that, the release of personal information is governed by privacy laws.

Defence Cooperation Seconded Officer Program Code of Conduct

9. I understand that this Code of Conduct operates in conjunction with all Australian laws and does not exclude or replace the rights and obligations of any individual under common and statute law.

Student Declaration

I understand the conditions of my secondment as part of Defence Cooperation Seconded Officer Program in Australia as detailed in the Code of Conduct above.

..... SignatureDate

..... Witness NameDate

..... Witness SignatureDate



**Australian Defence Force
English Language
Profiling System**

Course Profiles

January 2017

Staff-in-Confidence

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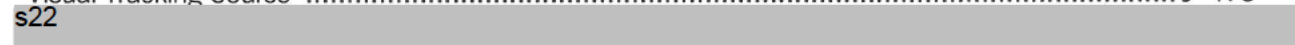
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Australian Defence Force English Language Profiling System (ADFELPS)

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