Australian Government
Defence



Overseas Lateral Recruitment Scheme

Defence Member and Family Support

For Australian Defence Force personnel and their families
www.defence.gov.au/members-families

‘Overseas Lateral Recruitment Scheme’ handbook

Produced by Defence Member and Family Support (DMFS) in consultation with the Australian Defence Force Navy, Army and Air Force and Defence Force Recruiting.

June 2016, Updated September 2024

Reach out to the Defence Member and Family Helpline (1800 624 608) at any time for advice, support or connection with your local community.

Follow DMFS on Facebook or Instagram to receive information about support services, links with community organisations, and the range of DMFS events for families.

Defence Member and Family Support headquarters
PO Box 7921
Canberra BC ACT 2610

24/7 Defence Member and Family Helpline on 1800 624 608 or +61 2 6127 1600 outside Australia

memberandfamilyhelpline@defence.gov.au

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Disclaimer

The content, including publications referred to, in this handbook are intended to provide a summary and general overview of the deployment cycle, tips, and supports related to ADF member absence due to service reasons. 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: An ADF family enjoying outdoor time
Photo by Screencraft

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Introduction

This handbook is a guide to help you understand the various stages of Australia's overseas lateral recruitment process. It provides key information to help you and your family apply to transition into the Australian Defence Force (ADF) and live in Australia. This Handbook is a guide only. You should seek specific advice from the relevant Service you wish to join, 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 of this handbook to assist you in your research and preparation for life in Australia.

Who can apply?

You can apply for the ADF 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

The three ADF Services - Navy, Army and Air Force, manage overseas lateral recruitment 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 have lodged an application to your arrival in Australia.

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

1. Application and Assessment
2. Letter of Offer and Visa Nomination
3. Appointment/ Enlistment and Relocation
4. Induction

The scheme seeks to attract foreign military nationals to address critical skill shortages. It is aimed at those who can directly transfer their qualifications, skill and experience to the Service they are applying for, with limited training and preparation.

Each application is carefully considered on its merit. Your qualifications, skill and experience, and the Service need are all considered when determining the rank, trade and position you will be appointed/enlisted to.

If your application is successful you will receive a Letter of Offer for appointment or enlistment to a particular vacancy. This offer will contain conditions of service that are based on the assessment of your individual skills, qualifications and alignment to ADF workforce requirements. This means your offered rank and seniority on entry to the ADF may not align with your current military Service rank and seniority. 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 have previously experienced.

Roadmap for entry into the ADF

Phase 1 – Application and Assessment

- Applicant is to submit full application pack.
- Candidate qualifications, skills and experiences are assessed by the Service to determine rank, seniority and gap training required.
- Once requested, Candidates provide their full medical and dental history for Assessment. May include a military psychology assessment.
- Candidate (and partner, if applicable) participate in telephone/Zoom interview with Defence Member and Family Support.
- Interviews undertaken. May include a Board activity.

If unsuccessful at any stage in Phase 1 you will be notified and will not progress to next step.

Phase 2 – Letter of Offer and Visa Nomination

- Letter of Offer/Conditions of Service sent to successful candidate.
- Application for Immigration, Visa nomination process commences.
- On receipt of successful Visa grant;

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

Phase 3 – Appointment/Enlistment and Relocation

- On successful Visa grant;
- Security clearance requested/transfer initiated.
- Identify appropriate time to move to Australia (minimum 3 months' notice from hire message release date) and identify date for appointment/enlistment.
- Defence Housing Australia and Overseas Administration Team will reach out to organise housing.
- Candidate (and partner) participate in second telephone/Zoom meeting with Defence Member and Family Support to discuss relocation to Australia and provide information on support available.
- Australian High Commission/Embassy will reach out to book travel.
- Member/family arrives in Australia

Phase 4 – Induction

- Induction to the ADF via single Service (RAN, Army, RAAF) protocols.

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.

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 eligible accompanied resident family. However, you are responsible for submitting and 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 should NOT assume that approval of a visa is automatic and should not make significant irreversible changes to your circumstances, including work or housing arrangements, until visas are granted and issued to you.

You must make a written undertaking that you will apply for Australian citizenship as soon as you are eligible. Your family may be exempt for the Australian residence requirements if they meet the criteria; the ADF will sponsor your family even if they are from New Zealand or not. For information on citizenship for families of overseas recruits, refer to the Australian Citizenship Amendment (Defence Families) Act 2012 and Become an Australian citizen (by conferral) Permanent residents including New Zealand Special Category visa (SCV) holders (homeaffairs.gov.au).

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:

- Hold 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,
- Achieve the required minimum test scores in a specified English language test. Further information is available on the Department of Home Affairs website Competent English (homeaffairs.gov.au).

There may be an additional cost for you, and any member of your family, aged 18 years or older, to undertake a test of English as a second language when submitting their visa application. Please note that this is a visa requirement not an ADF requirement.

Applicants must hold an appropriate Australian Government Security Vetting Agency (AGSVA) security clearance 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 details in this guide on Medical, immigration and security clearance processes for further information.

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 55 years,
- The education requirements for officers and enlisted applicants which also includes speaking English competently, and;
- A written undertaking to apply for Australian Citizenship as soon as you are eligible.

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.

Application and Assessment process

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 an application via the ADF Careers website.

Once received, your application will undergo an initial assessment against recruiting targets and criteria provided for under the Labour Agreement between the Australian Department of Defence and the Australian Department of Home Affairs.

Once received, your application will undergo initial assessment against recruiting targets and criteria provided for under the Labour Agreement between the Australian Department of Defence and the Australian Department of Home Affairs.

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. Applicants with any Australian Citizenship will not be sponsored by the ADF for a Sub-Class 186 visa.

During this phase, you may be contacted by members of the Service's Overseas Administration Team seeking further information for this initial assessment. The Service trade schools and career managers will assess your skills, experience and qualifications against the work group you are applying to join. An overall awareness of ADF service conditions as well as the suitability for the field of employment you are seeking will also be assessed.

If successful, you will be invited to submit an application for entry into the ADF.

Selection process

Recognition of overseas military qualifications

Although Defence may recognise the skills and experience that an applicant possesses, an 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 Australian Department of Defence and the Australian Department of Home Affairs. Under the terms stipulated in the Labour Agreement, the ADF may only appoint/enlist applicants in the nominated occupations if they have met the experience requirements for service for the candidates offered rank.

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 on 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, certain 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. 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 Home Affairs website under Skilled Occupations.

Australian recognition assistance

The Department of Education provides official information and advice on comparing overseas qualifications with Australian qualifications. This aims to help overseas qualified people work and study in Australia.

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

For further information about Australian recognition of qualification assistance, as well as links to other assessing agencies, refer to the Department of Education website.

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.

Interview

If your application is successful, you will be required to attend a selection board/interview.

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 process but are not present in the interview. 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.

Evaluation

The board will make its assessment based on the interview and the documentation that you have provided. The board members will make recommendations and considerations to the delegate on your suitability to join the ADF. The delegate utilises all documentation collected as part of your application, including the results of your medical review, when making a determination to issue a Letter of Offer.

Letter of offer

If you are successful at selection board and the delegate has approved your application to move forward, you will be progressed to the third phase which includes a Letter of Offer for appointment/enlistment.

Workforce conditions

The Letter of 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 job role 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.
- Obligation period – This obligation period varies between the Services but is generally between three and six years and represents the minimum period you will be required to serve. Additionally you may have a service obligation debt which you will be required to pay back a pro rata portion of if you do not complete your minimum period of service.
- 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.

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 of Service 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.
- 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 Department of Home Affairs website.

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 and dental records, including eye tests,
- Medical questionnaire,
- Entry level medical examination form completed by a Service or private General Practitioner, and;
- 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, you will be required to undergo a further specialist review.

Immigration

Appointment/enlistment of overseas applicants to the ADF is managed under an Australian Government Labour Agreement between the Department of Defence and the Department of Home Affairs.

The Australian Government 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.

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

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 eligible family members included in your application) for a permanent residence visa. The sponsoring Service will provide you with the visa sponsorship reference number which then enables you to lodge your visa paperwork. Once your visa has been granted, you cannot add anyone to the visa.

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). These costs can be refunded once you have appointed/enlisted and have arrived in Australia in your posted position.

Processing times are in accordance with the Department of Home Affairs. These timings vary and it is recommended you visit the Department of Home Affairs website for information on all questions relating to visa applications and processing times.

Important: If you or your accompanied resident family nominated on your visa application do not meet immigration requirements you will not be granted an Australian visa. If this occurs your Letter of Offer will be rescinded as you would be unable to meet a requirement of employment.

Visa application

Once you receive confirmation from the ADF Service sponsor that your visa sponsorship has been submitted and you have received a copy of the Transaction Reference Number, 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 visas are the remit of the Department of Home Affairs. All questions regarding your visa application should be directed to the Department of Home Affairs. It is recommended that you identify ADF staff as the authorised point of contact on your visa application to track your applications progress.

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

Important: The ADF cannot advise you when you should submit your resignation as you need to consider all factors relevant to you when making this determination. Factors include indicative commencement dates as outlined on your Letter of Offer, your Military's resignation timeframes and the risks if your visa application is not approved.

Security clearance

You will be required to complete an Australian Government security clearance.

It is strongly recommended that you carefully prepare all documentation and provide them to the Australian Government Security Vetting Agency (AGSVA) or the security clearance 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 eligible foreign security clearances to be recognised, all of the following conditions must be met.

- The clearance held is current, either has lapsed or was cancelled for administrative reasons (such as leaving the service of that foreign government) within the previous six months prior to appointment/enlistment in the ADF.
- AGSVA can properly confirm the details of foreign clearances in advance of appointment/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 Home Affairs website. The costs of medical tests vary.

If your application is successful you may be able to claim reimbursement for some costs once you have been appointed/enlisted and you're posted to location 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 Administration Team for reimbursement to be processed.

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 eligible family,
- You have confirmed your resignation date,
- You have no Reserve service liability, and;
- You have met all the entry standards for appointment/enlistment into 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 supporting Australian Embassy or Australian High Commission will coordinate travel to Australia, removal and the appointment/enlistment ceremony.

Defence Housing Australia (DHA) will email you documentation to complete to ascertain your housing requirements for yourself and your eligible accompanied resident family. If you have been allocated an employee identification number, you will gain access to DHA online services portal to make your housing selection. If you are not provided with an employee identification number, DHA will provide you with PDF prints of houses within your entitlement for you to select from.

Accommodation

ADF accommodation on arrival is managed by the Overseas Administration Team and housing is managed by Defence Housing Australia (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, with short notice. A member with accompanied resident family (ARF) 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 ARF. 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.

If you have been allocated an employee identification number, you will gain access to DHA Housing Portal to make your housing selection. If you are not provided with an employee identification number, DHA will provide you with PDF prints of houses within your entitlement for you to select from.

If there is no service residence available in your posted location DHA may approve the payment of rent allowance, which subsidises the cost of renting a property in the private rental market.

Rental contributions

Members must pay a nominal contribution towards the cost of living in the rental residence, which is set to a scale consistent throughout Australia. There is no free accommodation. 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.

Members without accompanied resident family may be approved for rental assistance or living-in accommodation. Members 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 the ADF Pay and Conditions Manual.

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 you pay your mortgage or rent through your own arrangements. There is no rental assistance if you choose to live in your own home.

International travel

Flights from your appointment/enlistment location will be arranged by the supporting Australian Embassy or Australian High Commission. 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 approved accompanied resident family

You will be given up to ten days (depending on time zone) to settle in and adjust after you arrive in Australia before commencing your induction program with your gaining Service. This will also provide you time to organise bank accounts, tax file numbers, Medicare, drivers licences etc.

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 Toll's Defence relocation guide 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 an insurance 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 Australian Embassy/High Commission may be able to provide details of suitable companies that will remove your pets, but you should undertake your own research for suitable companies.

It is important to adhere to the Australian Border Force and Department of Agricultural, Fisheries and Forestry websites on what you can and cannot bring into Australia.

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 prior to making transport arrangements for your pets.

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 Australian Border Force and Department of Agriculture, Fisheries and Forestry have very strict standards in relation to allowing certain items into the country. Costs associated with cleaning, fumigating or disposal of 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 Embassy or 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 Administration 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 Protected Network (DPN) account, you will need to use the Personnel Management Key Solution (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 become eligible as outlined by the Australian Citizenship Amendment (Defence Families) Act 2012.

If you fail to apply for and accept citizenship or are rejected Australian Citizenship under the terms of your conditions of service, your service may be terminated. Citizenship is not mandatory for your family (if applicable). The cost of the application/processing (if any) is the members' responsibility and will not be reimbursed by the ADF.

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

For more information on citizenship, refer to Department of Home Affairs.

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.

There are a number of leave entitlements accessible to ADF members upon appointment/enlistment including basic recreation leave, personal leave and short absence for removal purposes. The ADF has an annual stand down period in late December, early January each year in which ADF members utilise basic recreation leave to rest and attend to personal matters.

For further information on leave provisions, visit the ADF Pay and Conditions Manual website or seek advice from your Chain of Command.

Indicative career posting plan

All members have a liability to serve wherever there is a Service need. 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, death and invalidity benefits)

Most employed people in Australia are required to be a member of a complying superannuation fund into which their employer must contribute at a prescribed minimum rate. Members may also contribute within prescribed limits.

New entrants who joined the ADF for the first time after 30th June 2016 will be members of ADF Super https://www.csc.gov.au/Members/Funds-and-products/ADF-Super or may choose their own superannuation fund. The superannuation standard choice form https://www.ato.gov.au/forms-and-instructions/superannuation-standard-choice-form can be used to advise Defence of the fund to which employer contributions should be paid.

Further details on superannuation are available in PACMAN https://pay-conditions.defence.gov.au/pacman and on the websites on the ADF Financial Services Consumer

Centre https://adfconsumer.gov.au/ and the Commonwealth Superannuation Corporation https://www.csc.gov.au/?gad_source=1.

Member categorisation for entitlements

Your family will be categorised prior to arrival in Australia. These categories are used to determine what conditions of service you are entitled to. A member's family will be categorised as:

- Accompanied Resident Family (ARF).
- Unaccompanied Resident Family (URF).
- Non-Resident Family (NRF).
- Recognised Other Persons (ROP).

Resident Family is a member's partner or child(ren) who either:

- Lives with the member (categorised as ARF) or,
- Lives apart from the member due to service, compassionate, work or study reasons (categorised as URF).

Non-Resident Family (NRF) are those people who do not reside with the member. This includes:

- A member's partner, or;
- A member's child under 21 which may include a child from a previous relationship.

Recognised Other Persons (ROP) are those people who, for various reasons, reside with the member. This includes:

- An adult child between 21 and 25 years of age,
- A live-in carer who provides care for the member while they are under a rehabilitation plan,
- A person who assists with caring for the member's child or children, such as a guardian, in limited circumstances. This applies generally to a single parent member who has ARF, or;
- Any other person recognised by the CDF, such as an elderly parent who requires support.

Further information on member categorisation and entitlements is available on PACMAN.

Recognition of relationships

Members can apply to have their relationships recognised once appointed/enlisted and living in Australia. Members must ensure that records accurately reflect their family circumstances to determine the conditions of service they are entitled to:

- Married and registered couples complete web-form *AD150 ADF Personal Data* and submit with accompanying evidence to have their relationship recognised.
- Members of the ADF may apply to have their de facto relationship recognised by completing web-form *AF084 Recognition of a De Facto Relationship* and submitting with accompanying evidence.

ADF web-forms can be access through the Defence Protected Network Forms Portal or via Service Connect. Further information on recognition of relationships and evidence requirements can be found on the ADF Pay and Conditions website.

Changes in family circumstances

Your family circumstances may change over time and you may need to be re-categorised. If your circumstances change prior to hire, the supporting Service is to be informed immediately. Once hired, it is your responsibility to submit an *AE681 - ADF Categorisation Change and Application to Live In/Live Out* web-form to apply to change the categorisation of your family, including recognition of relationships. You can download this from the Forms portal on the Defence Protected Network (DPN).

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 or debt.

Further information on changes in family circumstances can be found on the ADF Pay and Conditions website.

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 Services Australia 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, family of an ADF member (if applicable) must apply for a Medicare card.

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 recognised family of permanent ADF members and reservists on continuous full time service. The program offers access to free basic health care for eligible recognised family of ADF members. Eligible 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 Member and Family Support (DMFS)

Defence Member and Family Support (DMFS) offers a broad range of programs and services to assist Defence families to make the most of the opportunities and challenges that come with the military way of life.

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

DMFS also provides support and funding for eligible ADF partners for initiatives aimed at improving employability through the Partner Employment Assistance Program (PEAP). For further information, including eligibility criteria visit the Defence website.

For support, help, or advice at any time, the Defence Member and Family Helpline (1800 624 608) 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 DMFS website or contact the Defence Member and Family Helpline on **1800 624 608,** or email memberandfamilyhelpline@defence.gov.au.

DMFS is also on Facebook and Instagram. “Like” the DMFS page to keep up to date with news and events for ADF members and their families.

Resident family with special needs

To have your family recognised by Defence as having a family member with special needs, you will need to undertake a recognition process. You can call the Defence Member and Family Helpline on 1800 624 608 for support and more information on the recognition process. The Defence

Special Needs Support Group (DSNSG) provides support to families who have a family member with special needs. You can establish contact by email - national.coordinator@dsng.org.au or visit DSNSG for further information.

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 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 by car.

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). Cards such as Diners Club and American Express are not widely accepted in Australia and in some cases, not accepted at all.

Foreign currencies or cash can be readily accessed at any bank or exchange bureau. Some Australia Post outlets also exchange money.

Financial Matters

You should consult the ADF Financial Services Consumer Centre for impartial educational information on personal financial issues, especially in the context ADF employment. The site contains articles, resources, calculators, access to professional advisers/counsellors and the opportunity to subscribe to a monthly communication on personal financial matters of interest to ADF members and families. Visit the ADF Financial Services Consumer Centre for more information https://adfconsumer.gov.au/ .

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 consider seeking advice from a licensed financial adviser so you can make informed decisions on your personal financial matters, including your choice of superannuation and other investments. You can obtain more details from the ADF Financial Services Consumer Centre at https://adfconsumer.gov.au/getting-financial-advice/ .

You should also consider appointing a registered tax agent/accountant to assist you with your tax compliance obligations. You can learn more about Australia's income tax system and your personal tax return lodgement obligations/allowable deductions from the ADF Financial Services Consumer Centre at https://adfconsumer.gov.au/income-tax/ and from the Australian Taxation Office https://www.ato.gov.au/ .

The majority of goods and services in Australia 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 Driving in Australia 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.

Public transport

Public transport in Australia offers four main options of travel: train, bus, ferry and light rail (also known as trams). These modes of transport will vary from city to city with more transport options available in capital cities and less frequent train and bus services available in regional areas. Each State/Territory has its own public transport journey planner, trip schedules and travel cards.

It is recommended you explore public transport options in the location you will be relocating to prior to your arrival in Australia.

Further information on public transport in Australia is available in the Public Transport section of this guide.

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, setting up utilities in your home, purchasing mobile phone cards and establishing a home 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.

Internet access set-up is offered by the majority of service providers in Australia. 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.

While awaiting the arrival of your personal computer equipment, you may choose to access the internet through free wifi available at most public spaces such as public libraries and many restaurants and cafes. Smart phones enabled for use in Australia are also available from all major

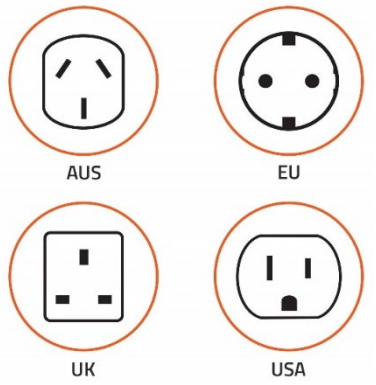
outlets. There are several service providers with varying levels of service who can provide more details on price and accessibility to suit your requirements.

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 mentioned in the product's instruction booklet.



Source: Artis UV200 Universal Travel Adapter

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.

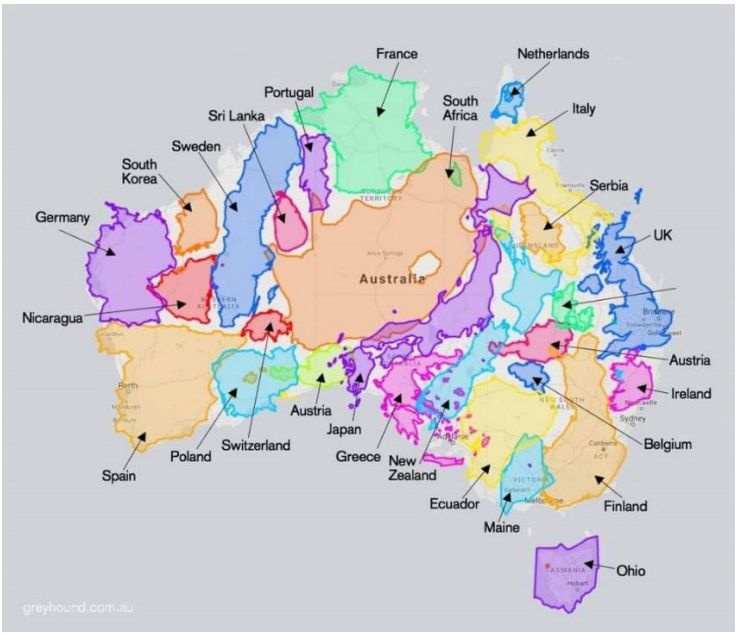
About Australia

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.



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) (see page 32 for a map of Australia's States and Territories). 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 26 million people (June 2023). 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.



(Source: greyhound.com.au; The World Factbook)

The above representative overlays will give you an indication of the size of 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 466,000 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.

Defence locations

You'll find the ADF located across Australia and on vessels worldwide. ADF bases provide broad coverage of Australia while satisfying specific strategic needs. While ADF bases are geographically dispersed, there is a considerable ADF presence in locations such as Canberra (ACT), Townsville (QLD), Amberley (QLD), Darwin (NT), Adelaide (SA) and Perth (WA).

Further information on the various Defence locations is available at the ADF Careers website.

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.

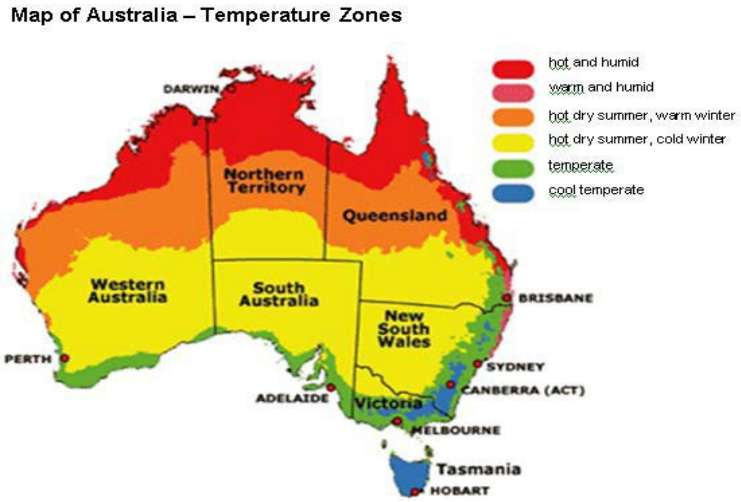


Weather

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	https://navy.adfcareers.gov.au/
Australian Regular Army	https://army.adfcareers.gov.au/
Royal Australian Air Force	https://airforce.adfcareers.gov.au/
Australian Department of Defence	https://www.defence.gov.au/
Defence Member and Family Support	https://www.defence.gov.au/adf-members-families
Defence Housing Authority	https://www.dha.gov.au/
Defence Families Australia	https://dfa.org.au/
ADF Super	https://www.csc.gov.au/Members/Funds-and-products/ADF-Super
Defence Special Needs Support Group	http://dsnsg.org.au/
ADF Family Health	https://adffamilyhealth.com/
ADF Financial Services Consumer Centre	https://adfconsumer.gov.au/

Consulate and embassy contacts

Candidates should not be contacting the Australian Embassy or High Commission with regards to the status of their application. Engagement with the Embassy/High Commission commences post release of the appointment/enlistment signal.

Foreign embassies and consulates in Australia	https://protocol.dfat.gov.au/Public/Display

State or Territory government website

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

Government agencies and services

Department of Home Affairs	https://www.homeaffairs.gov.au/
Medicare - Health Insurance in Australia	Medicare - Services Australia
Vehicle Registration and Licences	https://www.dfat.gov.au/about-us/publications/corporate/protocol-guidelines/8-driving-in-australia

Services Australia	https://www.servicesaustralia.gov.au/

Public transport

Australian Capital Territory (ACT)

About ACT public transport	https://www.transport.act.gov.au/

New South Wales (NSW)

About NSW public transport	https://transportnsw.info/

Northern Territory (NT)

About NT public transport	https://nt.gov.au/driving/public-transport-cycling

Queensland (QLD)

About QLD public transport	https://translink.com.au/

South Australia

About South Australia's public transport	https://www.dit.sa.gov.au/welcome/main_menu/public_transport

Tasmania (TAS)

About TAS public transport	https://www.transport.tas.gov.au/public_transport

Victoria (VIC)

About VIC public transport	https://www.ptv.vic.gov.au/

Western Australia (WA)

About WA public transport	https://www.pta.wa.gov.au/

Other useful websites

General information on Australia

Visit Australia	https://www.australia.com/en/facts-and-planning/about-australia/the-aussie-way-of-life.html
Australias Guide	https://www.australias.guide/

Properties for sale and rent

Domain	https://www.domain.com.au/
Real estate.com	https://www.realestate.com.au/
All Homes	https://www.allhomes.com.au/

International news

BBC UK (Government broadcaster)	https://www.bbc.co.uk/
ABC NZ (Government broadcaster)	https://www.abc.net.au/news/topic/new-zealand
CBC News—Canada	https://www.cbc.ca/news/canada
CNN USA	https://edition.cnn.com/us
ABC Australia (World news)	https://www.abc.net.au/news/world
Partner employment	
Seek	https://www.seek.com.au/
Careerjet	https://www.careerjet.com.au/
Australian Public Service jobs	https://www.apsjobs.gov.au/s/

Host Officer role and responsibilities

References

DCA Directive 09/18 Reception and Integration of Overseas Lateral Recruits
Air Force Personnel Standing Instructions (AFPSI)
ANP4104-2 – Annex 3K – Lateral Entry (International)

Explanation

The key enabler to the implementation of the ADF Overseas Lateral Recruitment 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 three weeks; seagoing freight can take six to eight 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 Defence Staff in the respective Australian Embassy or Australian High Commission. 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 family.

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 Member and Family Support (DMFS) Area Office to advise the arrival of the incoming lateral recruit member and family. Contact details are available under 'Area Offices' on the Defence website or by calling the DMFS (1800 624 608).
- ☐ Contact the member prior to leaving their home country, to introduce yourself and outline your role in the process.
- ☐ Confirm travel and arrival timings and advise that you will be meeting the member 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).
- ☐ 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 Mobile Service Desk on 133 136). Email contact details are also useful, but should not be used as primary means of contact.
- ☐ Refer member (and partner if applicable) to the Defence Member and Family Helpline (1800 624 608) for connection to a DMFS Education Liaison Officer (EDLO) to provide advice on education options for their children.
- ☐ **For members with accompanied resident family** – Contact Defence Housing Authority (DHA) to assist the member to select a service residence, if this has not already been completed on DHA Online Services. Service Residence is the preferred housing option (the member should have received an employee identification number from DHA. If not, or they cannot remember, refer to posting order/signal.)
- ☐ **For members without accompanied resident family** – 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 (if applicable).
- ☐ 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 priority. 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/restaurants (RSL etc.)
- ☐ Internet/phone/postal services

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 DMFS and other support elements in location. This includes providing the member with support organisation contact numbers including; Defence Customer Service Centre (1800 DEFENCE, 1800 333 362), 1800
- ☐ IMSICK (1800 467 425) and the Defence Member and Family Helpline (1800 624 608).

- ☐ Arrange for the member to receive a complete issue of uniform and kit.
- ☐ Assist the member in gaining DPN 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).