

Date received

Australian Defence Force Reserves Employer Support Payment Scheme

CDF Approval for Additional Employer Support Payments for Medical, Dental, Nursing or Allied Health Officers

Employer's claim form

Privacy statement

Defence is collecting the information on this form to determine your eligibility for payment under the ADF Reserves Employer Support Payment Scheme. This payment is authorised by Defence (Employer Support Payments) Determination 2005 made under Section 58B of the [Defence Act \(1903\)](#). Information provided in this Employer Support Payment claim form will be used for the administration of the Employer Support Payment Scheme. This information may be used to detect or prevent fraud and/or recover overpayments. The information may also be used in the organisation or conduct of employer support activities and to assist Service personnel staff with managing the employment of Reservists. This information is safeguarded by the [Privacy Act \(1988\)](#) (Cth) which prohibits the information from being used for unauthorised purposes.

Completion instructions: Refer to pages 5 to 8 for instructions and guidance. Employers must tick or complete all appropriate boxes in Sections A to D. When completed, please submit pages 1 to 4.

Section A - To be completed by the employer of the Reservist

Name of organisation or business		ABN	
Contact name		Appointment	
Mailing address			
Physical address <i>(If different to mailing address)</i>			
Phone number	Fax number	Email	
Details of Reservist <i>(Providing all these details will assist faster processing)</i>			
Rank <i>(If known)</i>	Service number <i>(If known)</i>	PMKeyS number <i>(If known)</i>	Name of Reservist
Reservist's unit <i>(If known)</i>	Health employment category or specialisation <i>(This must be one of the categories listed on page 1)</i>		
Ownership			
This question does not apply to public sector employers <i>(Federal, State or Local Government)</i> or to companies listed on the Australian stock exchange.			
Does your Reservist or any member of your Reservist's family <i>(including the Reservist's partner/spouse or partner's/spouse's child, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child, or any of their spouses)</i> , have any form of ownership of this organisation/business including any shares, any right to receive dividends or distribution of capital or any ability to control the exercise of the voting power in the organisation/business?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Previously submitted <i>(and not changed since submitted)</i>	<input type="checkbox"/> N/A
↓ If 'Yes' you must submit a written explanation with this claim detailing the extent of this ownership <i>(please refer to the instructions on page 5 for more information)</i> .			

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Section A - To be completed by the employer of the Reservist

Periods of Defence service

My employee Reservist, detailed above, was approved leave of absence (*not annual leave, long service leave or other forms of accrued leave*) for the following periods of Defence service.

Date from	Date to	Type of Defence service - this must be one or more of the types listed on page 5 (eg 'deployment on OP...' or 'ship deployment with HMAS...' or 'Completed... course' etc) To claim for other types of Defence service (<i>not listed on page 5</i>), you must use claim form AD 138-1.

If any of the periods of Defence service commenced more than six months prior to the submission of the claim form, you will need to seek a late waiver if you wish this service to be considered. Justification for the late submission is required.

The employee commenced employment with my business or organisation on

The basis of his or her employment is (*tick appropriate box*):

Full time (*this must involve 35 hours or more work per week*) Part time

In the case of a part-time employee, he or she would normally have been present at his or her normal workplace, as my employee, for hours per week.

Section B - To be completed by the employer of the Reservist

The following documentation must be provided annually, with the first ESP claim of the financial year. The documentation must relate to the period immediately prior to the Defence service being claimed.

Complete either Section (B-1) or (B-2)

(B-1) Documentation

- The following documentation is attached.
- Evidence that you employ the employee/Reservist (*eg payment summary, group certificate, payroll slip, superannuation guarantee contribution payment evidence, employee number, employment contract, or other similar evidence*).
- Evidence that your business is bona fide and a registered employer (*eg notification of Australian Business Number registration from the Australian Taxation Office, certificate of incorporation for a company, business name registration certificate, or other similar evidence to support*).
- Evidence of normal work hours (*eg Payslips including hours worked, employment contract or similar evidence. For part-time employees last two months rosters, last two months payment details including hours worked, or other similar evidence*).

(B-2) Previous documentation

- This documentation (*as detailed in B-1*) was provided with an earlier claim submitted in this financial year.

Section C - To be completed by the employer of the Reservist

Business account details

Account name		Bank name	
Branch	BSB number	Account number	

(*To be completed by bank signatories or company human resource manager*)

I hereby authorise the Department of Defence to record and use the details provided for the purpose of Direct Credit payment of the ESP.

Signature	Printed name	Date
Signature	Printed name	Date

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Section D - Employer's declaration - To be completed by the employer of the Reservist

I confirm that the Reservist to whom this claim relates:

- was not utilising annual leave, long service leave or other forms of accrued leave whilst on the periods of Defence service detailed on this claim form.
- will not engage or be required to engage in any activities related to his or her civilian employment whilst on the periods of Defence service detailed on this claim form, except in emergency situations or with prior written authorisation from the Reservist's unit commander or branch head.

I confirm that I have provided an undertaking to the Reservist to whom this claim relates that I will provide the employment *protection* benefits of the [Defence Reserve Service \(Protection\) Act \(2001\)](#) to the Reservist, regardless of whether the service is designated as protected or unprotected under the Act.

I acknowledge that I must advise the Director of the ESP Scheme if the Reservist to whom this claim relates leaves my employment while I am receiving ESP payments for a continuing period of eligible service. In this event, my entitlement to ESP payments will cease immediately the event occurs.

I acknowledge that I must advise the Director of the ESP Scheme if the Reservist to whom this claim relates returns to my employment earlier than the end date of the Defence service that I have claimed.

I acknowledge that I may make a claim in writing for additional payment if I can justify that the absence on Defence service causes substantial financial hardship or substantial financial loss. I acknowledge that I must make such a claim as soon as reasonably possible after becoming aware of the circumstances giving rise to this hardship or loss.

I declare that all the information that I have given in this form is true and correct.

I acknowledge that should I give misleading or false information in respect to this claim, penalties may apply.

I declare that I have not submitted a previous claim for the periods of Defence service undertaken by the Reservist as detailed in this claim.

Signature	Printed name	Date

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Section E - Official use only - To be completed by Director ESP Scheme

Reservist's details				
Service number	PMKeyS number	Rank	Family name	Initials

Qualifying period service
The two week annual qualifying period service should be recorded from the first claim form submitted in each financial year.

Qualifying period calculations

Financial Year	Date from	Date to	Number of days	Number of weeks qualifying service <i>(Must total two weeks)</i>

Eligible service for ESP payments
All eligible service on this claim form should be detailed here *(including qualifying period service once completed)*.

ESP calculations

Date from	Date to	Number of days	Number of weeks payment	Part-time hours <i>(If applicable)</i>	Weekly rate for category	Amount payable
Total amount payable						

Certification
I have reviewed the documentation provided to support this claim and have conducted appropriate checks so as to satisfy myself that:

The employer claimant is a bona fide business or company

The employee/Reservist is employed by the business or organisation as outlined on the claim form:
 on a Full-time basis on a Part-time basis (hours per week)

If employed on a part-time basis, payment has been calculated on the correct pro-rata basis

I approve this claim for ESP as detailed above I do not approve this claim for ESP

Comments

Signature	Printed name		
Rank	Appointment	Phone number	Date

STAFF-IN-CONFIDENCE *(After first entry)*

Department of Defence

Australian Defence Force Reserves Employer Support Payment Scheme

CDF Approval for Additional Employer Support Payments for Medical, Dental, Nursing or Allied Health Officers

Employer's claim form

Instructions for completion

Introduction

This Employer Support Payment (ESP) claim form must be completed to claim additional employer support payments under the CDF Capability Approval for medical, dental, nursing and allied health officers. This claim form should only be used:

- by employers of specified medical, dental, nursing and allied health officers;
- when the Reservist has undertaken specified forms of Defence service.

For all other claims, employers should use ESP claim form AD 138-1 available on the Reserves website (see www.defence.gov.au/reserves).

Please do not submit these instructions with the claim form.

Dates of Defence service

This form has been designed for claims that relate to Defence service undertaken on or after 1 January 2009.

This form may also be used to claim earlier Defence service. However, claimants should note that some differences in eligibility apply to claims for service before 1 January 2009.

Assistance

If you have difficulty understanding how to complete this form, assistance is available on the ESP Help-line on 1800 001 696 or by emailing esp@defence.gov.au.

Ownership

You must complete this ownership question each time you submit an ESP claim. Tick 'N/A' if you are a public sector employer (*Federal, State or Local Government*) or are a company listed on the Australian stock exchange.

If you tick 'Yes', please submit a written explanation outlining:

- Details of the shareholdings or other ownership rights in the organisation/business held by the Reservist and each member of the Reservist's family;
- Details of the percentage of ownership of the organisation/business held by the Reservist and each member of the Reservist's family;
- Details of the position, role and duties of the Reservist in the organisation/business and for each member of the Reservist's family; and
- Any further information that may help to confirm whether the Reservist has a controlling interest in the organisation/business.

Who can claim

Employers of the following categories of medical, dental, nursing and allied health officers can claim additional employer support payments under the CDF Approval:

- Anaesthetist
- Burn or plastic surgeon
- Dental sedationist
- Dentist
- Dermatologist
- Ear, nose and throat specialist
- Emergency medicine specialist
- Environmental health officer
- Faciomaxillary surgeon
- Forensic anthropologist
- Forensic archaeologist
- Forensic odontologist
- General physician
- General practitioner
- General surgeon
- Intensivist
- Neurosurgeon
- Obstetrician and Gynaecologist
- Occupational medicine specialist
- Ophthalmologist
- Orthopaedic surgeon
- Paediatrician
- Pharmacist
- Radiographer
- Physiotherapist
- Psychiatrist
- Radiologist
- Scientific officer
- Psychologist
- Registrar
- Sports medicine physician
- Public health physician
- Tropical medicine specialist

Nursing categories

- Accident and Emergency nurse
- Aeromedical evacuation nurse
- Intensive care nurse
- Mental health nurse
- Midwives
- Paediatric nurse
- Perioperative nurse
- Registered general nurse

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Who can claim (Continued)

This listing is accurate as at 1 January 2009. To confirm updated listings, the current CDF Approval should be checked. A copy is available on the Reserves website (see www.defence.gov.au/reserves).

If your employee matches more than one of these categories, you must nominate the category that is the predominant civilian occupation of the employee.

Health specialisations not listed may be considered for eligibility of higher level payments, if agreed by Head Reserve and Employer Support Division (HRESA) and either Commander Joint Health (CJHLTH) or Surgeon General Defence Health Reserves (SGDHR).

Eligible Employment

Additional employer support payments are payable to employers of full-time employees.

Additional employer support payments are payable to employers of part-time employees, regardless of whether the Reservist is also in full-time employment (*this is different from other ESP claims*).

Additional employer support payments may be payable to employers of casual employees, as long as their employment is on a regular or reliable basis.

For further information, see www.defence.gov.au/reserves.

Eligible service

To be eligible for additional employer support payments, your employee must have undertaken one or more of the following forms of Defence service as a medical, dental, nursing or allied health officer:

- service on an ADF operation;
- service undertaking pre-deployment training for an ADF operation;
- service on a:
 - training exercise;
 - training course (*either as a student, instructor or officer conducting the course*); or
 - other training opportunity (*including attendance at a medical fellowship*) that has been approved by CJHLTH or SGDHR (*whether the exercise, course or training opportunity is an ADF event or a foreign or combined event with ADF participation*).
- service on a naval ship deployment (*whether an RAN or foreign ship*); or
- service providing civil aid, humanitarian assistance, disaster relief, assistance in a medical or civil emergency, or provision of other medical support or other duty for which the officer's service has been authorised by CJHLTH or SGDHR.

Eligibility criteria

Employers will be eligible for ESP payments when they and their employee/Reservist have met all of the following criteria:

Qualifying Period

- The employee/Reservist, while in your employment, has completed an annual qualifying period of two weeks of continuous Defence service prior to the period(s) of Defence service covered by this claim (*or the Defence service covered by this claim includes the two weeks of qualifying period service*).
- The qualifying period can be undertaken as a single period or multiple periods of continuous Defence service of five days or more.
- Under the CDF Approval, once the qualifying period has been completed, ESP is payable from Day one of the eligible service (*this is different to other ESP payments*).
- In certain circumstances, payments may be made under the CDF Approval even when the qualifying period has not been completed. For further details, contact the ESP Help-line on 1800 001 696.

Eligible service

- Each period of Defence service is at least five consecutive days in duration (*note: there are special provisions for Public Holidays, authorised stand-down days, and travel or rest days*).
- Each period of Defence service is considered discretely. The Director of the ESP Scheme is entitled to reassess evidence accepted for an earlier claim and make a different decision relating to the approval of the current claim.
- Service utilising annual leave, long service leave or other forms of accrued leave is not eligible for ESP payments or as qualifying period service.

Release for Defence service

- The Reservist has been released to undertake the Defence service and has not undertaken duties for the employer while on the Defence service being claimed (*except in emergency situations or with prior written permission from the Reservist's Commanding Officer or Branch Head*).

STAFF-IN-CONFIDENCE *(After first entry)*

How to submit	<p>This claim form should be submitted to the: Director ESP Scheme R8-G-026, CANBERRA ACT 2600</p> <p>Please note claims for standard ESP payments submitted on claim form AD 138-1 — <i>Australian Defence Force Reserves Employer Support Payment Scheme — Employers Claim Form</i> should be submitted to the ESP delegates as detailed in the instructions with that claim form.</p>
Documentation requirement	<p>For the first claim of each financial year, claim forms must be accompanied by the following supporting documents, which must relate to the period immediately prior to the Defence service being claimed:</p> <ul style="list-style-type: none">• Evidence that you employ the employee/Reservist.• Evidence that your business is bona fide and a registered employer.• Evidence of normal work hours. For part-time employees, this should, whenever possible, cover a two month period (<i>generally employees are part-time if they work less than 35 hours per week</i>). <p>In some cases, the Director of the ESP Scheme may request more up-to-date information be provided.</p> <p>Supporting documents are NOT required with subsequent claims for Defence service within the same financial year unless there has been a change in circumstances (<i>eg the employee has moved from full-time to part-time employment</i>). You may rely on the previous evidence unless further evidence is requested by the Director of the ESP Scheme.</p> <p>It will assist the speedy processing of your claim if you are able to provide copies of Defence documentation relating to your employee's Defence service (<i>eg member's training notice, signal approving full-time Defence service, course joining instruction or similar</i>). However, if you are unable to provide these, ESP staff will confirm the nature of your Reservist's service through Defence channels.</p>
Time-frame for submission	<p>Claims should be made within six months from the first day of Defence service for which the claim is made.</p> <p>Claims made later than six months will only be eligible for payment for periods of service within six months of the claim being made (<i>unless this requirement is waived by the Director of the ESP Scheme</i>). If you wish to seek a waiver of the six month limitation period, you should indicate this in a covering letter and provide justification for the late submission.</p>
Rates of payment	<p>Rates for additional employer support payments vary by employment category. Current rates are detailed in the CDF Approval - a copy is available on the Reserves website (www.defence.gov.au/reserves).</p>
Substantial financial hardship	<p>In exceptional circumstances, where substantial financial hardship has occurred as a result of the Reservist's absence, an employer may apply for payment at a higher level (<i>see www.defence.gov.au/reserves for more information on the hardship provision</i>). These claims must be forwarded to the Director of the ESP Scheme for adjudication.</p>
Injury or illness	<p>Special provisions apply if your employee Reservist suffers an injury or illness as a result of their Defence service (<i>see www.defence.gov.au/reserves for more information on these provisions</i>).</p>
Taxation	<p>Payments under the Scheme are taxable income under the Income Tax Assessment Act (1936) and must be declared in the appropriate Tax Return.</p>
Important Notice	<p>It is an offence to make a false statement to obtain a financial benefit.</p>

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Guidance on sections

Section A

You must complete all areas in this section. Tick appropriate boxes.

You may only claim for periods of Defence service when the Reservist has undertaken specified types of Defence service as detailed on page 5 (*in the 'Eligible service' box*). For other types of Defence service (*not included on page 5*) which may be eligible for standard ESP payments, employers should use ESP claim form AD 138-1.

Each period of service must be shown separately (*eg service from 12 - 16 Aug, 19 - 23 Aug and 2 - 6 Sep must be shown in three separate blocks; not as 12 Aug - 6 Sep*).

Only days of service on which the Reservist worked a full day can be counted (*unless the part day was used for approved travel or rest purposes or the member was on authorised stand-down on that day*).

If a period of service is less than five consecutive days, it is not eligible for payment of ESP (*unless linked with a Public Holiday, an authorised stand-down day or a part day used for approved travel or rest purposes*).

If you employ the Reservist as a part-time employee, you will be eligible for payment of additional ESP under the CDF Approval on a pro rata basis.

Section B

This documentation **must** be provided annually, with the first ESP claim of the financial year.

Tick appropriate boxes to show which evidence is attached.

The documentation must relate to the period immediately prior to the Defence service being claimed.

If you have already provided this evidence within the current financial year, you may rely on the previous evidence unless further evidence is requested by the Director ESP Scheme.

If the claim contains multiple periods of service from more than one financial year and these periods are more than six months apart, proof of employment of the employee/Reservist is required for the period prior to the first and last periods of Defence service, in order to show continuity of employment (*eg if Defence service in Feb 2009, and Nov 2009 is being claimed, proof of employment prior to Feb 2009 and Nov 2009 is required*). Proof of bona fide business is required before the first claimed period of Defence service.

Remember that earlier periods of Defence service will only be considered if a late waiver is approved.

Section C

This information is needed to allow Direct Credit payment of the ESP.

Section D

You must sign this declaration. **Please ensure that you read and understand each of the elements of the declaration.** You are required to confirm, acknowledge or declare a number of important points.

You must advise the Director of the ESP Scheme if your employee leaves your employment while undertaking Defence service for which you are receiving payments of ESP or if your employee returns to your employment earlier than the end date of the Defence service that you have claimed.