

Australian Defence Force Reserves Employer Support Payment Scheme

Registration number
(Office use only)

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

Date received by
ESPS office
(Office use only)

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 (ESPS). This payment is authorised by the current Defence Determination, 2012/68 Reserve employer support payments made under Section 58B of the [Defence Act \(1903\)](#). Information provided in this ESPS claim form will be used for the administration of the ESPS. 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, to assist Service personnel staff with managing the employment of Reservists and by the Office of Reserve Service Protection in investigating breaches pertaining to the [Defence Reserve Service \(Protection\) Act 2001](#). This information is safeguarded by the [Privacy Act \(1988\)](#) (Cwth) which prohibits the information from being used for unauthorised purposes.

Completion instructions: Please refer to the Instructions for completion located at the end of this form for details on how to complete this claim form. For further information or to lodge your ESPS claim online, please visit www.defencereservessupport.gov.au.

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

Employer details		Details of Reservist (Your employee will be able to assist in completing this section)	
1. Name of organisation or business		8. Contact name of the person submitting the claim	
2. Trading name		9. Contact's position within the organisation	
3. ABN/ACN [][] - [][][] - [][][][] - [][][][]		10. Phone number (Including area code)	
4. Physical address (This is required and cannot be a PO Box Address)		11. Fax number (Including area code)	
State	Postcode	12. Contact's email address	
5. Mailing address (Leave blank if same as question 4)		13. Family name	
State	Postcode	14. Given name(s)	15. Rank (If known)
6. Industry type		16. Defence employee ID	
7. Organisation size (Number of employees including part/full-time, casual and contractors)		17. Service	
<input type="checkbox"/> Micro (0 - 4)	<input type="checkbox"/> Medium (20 - 199)	<input type="checkbox"/> Navy <input type="checkbox"/> Army <input type="checkbox"/> Air Force	
<input type="checkbox"/> Small (5 - 19)	<input type="checkbox"/> Large (> 200)	18. Reservist's Defence unit	
		19. Health employment category or specialisation (This must be one of the health specialisations listed in the 'Instructions for completion').	

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Employment details

20. Date employment commenced

21. The Reservist's position within the business

22. Is your employee/Reservist employed in the organisation on a full-time basis?

Yes

No

23. The Reservist normally works hours per week in the business.

Employment evidence

24. In this financial year, have you previously submitted documentation relating to the employee/Reservist outlined on this form?

Yes ➔ Go to question 25

No ➔ Go to question 26

25. Have the details of your employee/Reservist changed since you last submitted a claim?

Yes ➔ Go to question 26

No ➔ Go to question 27

26. You need to attach the following evidence.

Note: Evidence must relate to the period **immediately** prior to the claim dates.

 Evidence that you have employed the Reservist for at least 3 months eg Payroll slip, payment summary, group certificate or superannuation guarantee levy.

 Evidence showing the employee/Reservist's normal working hours eg Roster, timesheets, or payment details showing working hours.

Note: If the employee/Reservist is part-time, 3 months evidence must be provided.

Ownership

27. Does your employee/Reservist or any member of your employee/Reservist's family have any form of ownership of this organisation including:

- any shares.
- any right to receive dividends or distribution of capital.
- any ability to control the exercise of voting power in the organisation.

No

Previously submitted and no change

Not applicable

Yes



You need to provide a written explanation detailing the extent of this ownership.

Note: This question does not apply to public sector employers (*Federal, State or Local Governments*) or to companies listed on the Australian stock exchange (*Tick not applicable*).

Ownership details

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Qualifying Period

28. A Reservist must complete a Qualifying Period (QP) of two weeks of eligible Defence service each financial year.

The first two weeks of eligible service will be recognised to be the QP. The claim dates for QP should be included in each claim. QP does not attract ESPS payments.

Claim dates

Defence service must be at a minimum, periods of at least five consecutive days.

Special provisions exist where there is a public holiday, part-day of service or if a day has been used for travel purposes. (Activity field has 50 character limit)

Date from	Date to	Activity undertaken (<i>Specify activity your employee/Reservist was on (eg 'deployment on OP...' or 'ship deployment with HMAS...' or 'Completed... course' etc)</i>)

Late waiver

29. A claim should be made within six months of the first date of claimed service.

Claims made between six and twelve months may only be considered if a waiver is sought and approved.

Claims submitted twelve months or more after the first date of claimed service will be rejected.

Late waiver justification

Business Bank account details

30. Nominate your organisation's bank account details for ESPS payments to be paid into.

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

Name of bank, building society or credit union
Account name
Branch where account is held
BSB number
Account number

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

Signature	
Printed name	Date

Remittance advice

31. Defence will issue a Remittance Advice Slip when making an ESPS payment.

Email address

If no email address is nominated, the remittance advice will be sent to the contact person's email address as detailed in question 12.

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Employer's declaration

I declare 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.

I confirm that:

- The employee/Reservist is paid at least the national minimum wage as set in a national wage order under the [Fair Work Act 2009](#), (or receives an equally favourable outcome through a salary sacrifice or other arrangement).
- The employee/Reservist did not undertake any of the claimed days of Defence service on this claim form utilising annual leave, long service leave or any other forms of accrued leave entitlement.
- I have provided details on the claim form of any activities that the Reservist undertook related to their civilian employment while on any days of Defence service detailed on this claim form.

Note: *You are not eligible to receive an ESPS payment for any day of Defence service when your Reservist also undertook work in your business, unless the work was in an emergency situation or with written permission from the Reservist's commanding officer or branch head.*

- The Reservist is not conducting this business as a sole trader (or an employee of a family member who is a sole trader), a director, a trustee or a partner, nor does the Reservist have a controlling interest in the company or have the power to appoint a trustee of the trust.
- I understand that I must advise the ESPS decision-maker, in writing, as soon as practicable, if any of the following circumstances occur:
 - The Reservist to whom this claim relates does not complete any period of Defence service detailed on this claim form.
 - The Reservist to whom this claim relates leaves my employment while I am receiving ESPS payments for a continuing period of eligible service.
 - There is any change to the employment status of the Reservist to whom this claim relates (including if the Reservist becomes a director, trustee or partner, or gains a controlling interest in the business).
 - The business is disposed of or ceases to trade/operate on any basis, whether temporary or permanent.

In this event, my entitlement to ESPS payments will cease immediately if the event occurs (except in relation to a temporary cessation of business for less than 26 weeks or when the Reservist continues to be an employee following a change in employment status).

Signature	Printed name	Date
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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** Employer Support Payment Scheme (ESPS) 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 or allied health officers;
 - when the Reservist has undertaken specific forms of Defence service which are eligible for higher level ESPS payments.
- Assistance** For assistance completing this form or further information regarding any ESPS matter, please refer to www.defencereservessupport.gov.au, contact the help-line on 1800 001 696 or email esp@defence.gov.au.
- Submission details** Claim forms for service by Reservist health professionals should be submitted to the ESPS Directorate. The postal address is available on the website. www.defencereservessupport.gov.au.

Guidance to complete questions

Question 6

List of industry types:

- Agriculture
- Electricity, gas, water and waste services
- Manufacturing
- Wholesale trade
- Construction
- Accommodation and food services
- Retail trade
- Information media and telecommunications
- Transport, postal and warehousing
- Rental, hiring and real estate services
- Financial and insurance services
- Administrative and support services
- Professional, scientific and technical services
- Education and training
- Health care and social assistance
- Public administration and safety
- Other services
- Arts and recreation services
- Mining

Question 19

Who can claim:

An employer whose Reservist is a health officer in one of the following health categories

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

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Department of Defence

Instructions for completion *(Continued)*

Nursing categories

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

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

Health specialisations not listed may be considered for eligibility of higher level payments, if agreed to by a Service Chief *(or the Chief's delegate)*. If required, technical health subject matter expert advice may be sought from SGADF or an officer authorised under SGADF.

Question 22

Eligible employment

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

Full-time work. A Reservist is in full-time work if employed to perform at least 35 hours per week *(or to work the number of hours specified as full-time hours in a workplace instrument made or certified by a Commonwealth or State industrial tribunal)*. The member's normal working hours must, on a weekly average, also be at least 80% of 35 hours per week *(or 80% of the hours specified in the workplace instrument)*.

Part-time employment. A Reservist is in part-time work if in regular or reliable employment that is not full-time work.

Question 24

Documentation Employment evidence required each Financial Year (FY)

You must provide the following documents with your first claim of each FY or if your employee's conditions have changed. The documents must relate to the period immediately **prior** to the Defence service being claimed.

- Evidence of the Reservist's employment *(Eg Payment summary, payroll slip, group certificate, employment contract or similar evidence)*.
- Evidence of the Reservist's normal weekly hours of work for the employer.

Question 27

Ownership

You must complete this ownership question each time you submit an ESPS 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 of 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.

Question 28

Eligible service (Activity undertaken field has 50 character limit)

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

Please note there are also special provisions for public holidays and sick days.

See www.defencereservessupport.gov.au for further information.

- Each period of Defence service is at least five consecutive days in duration except for AME or pre-deployment training.
- For AME or pre-deployment training, a period of three or more consecutive days may be eligible service.
- Service utilising annual leave, long service leave or other forms of accrued leave is not eligible for ESPS payments or as qualifying period service.

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Department of Defence

Instructions for completion *(Continued)*

The following service is eligible under the CDF Approval:

- on an ADF operation;
- undertaking pre-deployment training for an ADF operation;
- related to an AME;
- on a naval ship at sea *(whether a RAN or foreign ship)*;
- as part of the Army Aboriginal Community Assistance Program (AACAP);
- as part of the Post Operation Psychologist Screening (POPS) program, Return to Australia Psychologist Screening (RTAPS) program or other mandated post operational screening program;
- on a training exercise *(whether an ADF exercise or a foreign/combined exercise with ADF participation)*;
- on a training course *(whether an ADF course or a foreign/combined course with ADF participation)*, including:
 - (a) as a student, instructor, officer conducting, or
 - (b) as a health officer supporting delivery of the course;
- as a Health Officer required for duty on an Australian Navy Cadet (ANC), Australian Army Cadet (AAC) or Australian Air Force Cadet (AAFC) camp or training; or
- rendering civil aid, humanitarian assistance or disaster relief.

You are not eligible to receive an ESPS payment for any day when your employee worked in your business on that day (including working in off-duty hours), unless work was in an emergency or was performed with prior written permission from the Reservist's Commanding Officer or Branch Head. An ineligible day may render a whole period of service ineligible.

Question 29

Late waiver *(Only to be completed if required)*

A claim must be made within six months from the start of the period for which payment is sought. Defence service that was undertaken more than 12 months before a claim is made will be rejected.