



# VICE CHIEF OF DEFENCE FORCE GROUP

## Reserve Policy Division

Department of Defence R8-G-026 Russell Offices CANBERRA ACT 2600

Telephone: (02) 6265 6026

Facsimile: (02) 6265 3525

2003/40871/3 (CDF Capability)

### ADF Reserves Health Professional

#### EMPLOYER SUPPORT PAYMENTS

##### References:

- A. Defence (Employer Support Payments) Determination 2005
- B. DI(G) PERS 05-42 *Employer Support Payment Scheme – claims for service commenced after 31 August 2005* dated 11 November 2005

1. As you are probably aware, higher level benefits have been payable since 2003 under the Employer Support Payment (ESP) scheme to specified health professionals deployed on ADF operations.

2. CDF has recently signed a new Approval which provides enhanced support under the ESP Scheme. Key changes include:

- a. A simplified method of claiming for self-employed Reservists who have a bona fide functioning civil medical practice.
- b. Previous separate Hospital and Private Practice payment rates have been replaced with a single rate, with increased weekly payment amounts.
- c. Eligible service has been extended to include:
  - (1) service on or directly in support of a training exercise, activity or course;
  - (2) service on a naval ship deployment; or
  - (3) service providing civil aid, humanitarian assistance, disaster relief, assistance in a medical or civil emergency or the provision of other medical support, for which the officer's service has been authorised by Head Defence Health Service or Surgeon General ADF.
- d. Eligible professional categories have been extended to include radiologists, psychologists and the following nursing categories:
  - (1) accident and emergency nurses;
  - (2) aeromedical evacuation nurses;
  - (3) mental health nurses;
  - (4) midwives;

- (5) paediatric nurses; and
  - (6) registered general nurses.
- e. When a Reservist is employed in more than one employment arrangement (eg a medical officer employed within the public health sector but also exercising a right of private practice), any additional ESP payments are treated as separate payments and not apportioned.
3. These changes apply to Defence service from 1 June 2006 onwards.
4. A Guide to the new Approval is attached. Copies of the Approval will be available to be downloaded from the ESP section of the Reserves website at [www.defence.gov.au/reserves](http://www.defence.gov.au/reserves) within the next two weeks.
5. New claim forms (AD 138-3 and AD 138-4) are being developed and should be used for all claims submitted under the Approval. These claims should be submitted directly to the Director ESP Scheme, R8-G-026, Department of Defence, CANBERRA ACT 2600. Copies of these forms will be sent out when they are finalised (again, this should be within two weeks). Additional copies will be available from the ESP section of the Reserves website at [www.defence.gov.au/reserves](http://www.defence.gov.au/reserves).
6. If you have any queries, please phone the Employer Support Payment Scheme help line on 1800 001 696 or email [esp@defence.gov.au](mailto:esp@defence.gov.au).

*Doug Stedman*

**M.D. STEDMAN**  
Director ESP Scheme

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**Enclosure:**

1. CDF Approval for Higher Level ESP Payments – Guide for Health Officers

# CDF APPROVAL FOR HIGHER LEVEL ESP PAYMENTS

## GUIDE FOR HEALTH OFFICERS

CDF has signed a new Approval for higher level Employer Support Payments (ESP) for specified doctors, dentists, nurses and allied health officers. This Approval is effective from 1 June 2006.

You will be able to download copies of the claim forms from the Reserves website at [www.defence.gov.au/reserves](http://www.defence.gov.au/reserves) shortly. Select 'Claims under CDF Capability Provisions'.

The new Approval incorporates some significant changes to the previous arrangements. This Guide will assist you to understand the new Approval.

### WHO CAN CLAIM

You can claim under the CDF Approval if you are:

- the employer of a medical, dental, nursing or allied health officer in the ADF Reserves who is within one of the specialisations listed in the Payment Rates table below; or
- a self-employed medical, dental, nursing or allied health officer in the ADF Reserves within one of the specialisations listed in the Payments Rates table below.

If the Reservist is in a multiple employment arrangement (eg employed in a public hospital and also with a private practice), both the Reservist and the hospital can claim.

### WHAT ARE THE NEW PAYMENT RATES

Discipline	Rate	Discipline	Rate
Anaesthetist	\$4,500 per week	Dentist	\$4,500 per week
Dermatologist	\$5,600 per week	Ear, Nose and Throat Specialist	\$5,600 per week
Emergency Medicine Specialist	\$4,500 per week	General Physician	\$4,500 per week
General Practitioner	\$4,500 per week	General Surgeon	\$5,600 per week
Intensivist	\$5,600 per week	Neurosurgeon	\$5,600 per week
Obstetrician and Gynaecologist	\$5,600 per week	Ophthalmologist	\$5,600 per week
Orthopaedic Surgeon	\$5,600 per week	Paediatrician	\$4,500 per week
Pharmacist	\$2,350 per week	Physiotherapist	\$2,350 per week
Psychiatrist	\$4,500 per week	Psychologist	\$2,350 per week
Public Health Physician	\$4,500 per week	Radiographer	\$2,350 per week

Radiologist	\$5,600 per week	Scientific (laboratory) Officer	\$2,350 per week
Tropical Medicine Specialist	\$4,500 per week		
Accident and Emergency Nurses	\$3,150 per week	Aeromedical Evacuation Nurses	\$3,150 per week
Intensive Care Nurses	\$3,150 per week	Mental Health Nurses	\$3,150 per week
Midwives	\$3,150 per week	Paediatric Nurses	\$3,150 per week
Perioperative Nurses	\$3,150 per week	Registered General Nurses	\$3,150 per week

If you submit a claim under the CDF Approval on a substantial financial hardship or loss basis, you may be entitled to payment above the standard rate. See para 35 – 39 of the Approval for details.

If you are employed on a part-time basis (or self-employed on a part-time basis), you will be paid on a pro-rata basis. You may be entitled to higher payment than the pro-rata rate if you can prove your practice costs or confirmed loss of income were significantly higher than the pro-rata payment – if you wish to do so, these details should be submitted with a claim under the substantial financial hardship or loss provisions.

If the Reservist is in a multiple employment arrangement, the payment entitlement of each claimant is treated as a separate payment (the entitlement is not apportioned between the claimants).

## **WHAT SERVICE IS ELIGIBLE**

Eligible service under the CDF Approval has been considerably widened. It now includes:

- service on or directly in support of an ADF operation;
- service on or directly in support of an ADF training exercise, activity or course, including attendance at medical fellowships or other training opportunities that have been approved by Head Defence Health Service (HDHS) or Surgeon General Australian Defence Force (SGADF);
- service on a naval ship deployment (whether an RAN or foreign ship); or
- service providing civil aid, humanitarian assistance, disaster relief or assistance in a medical or civil emergency, for which the officer's service has been authorised by HDHS or SGADF.

The Reservist must have been released to undertake the Defence service. If the Reservist is on annual leave, long service leave or any form of accrued leave entitlement, no ESP is payable in respect of those days.

If the Reservist performs work for the business during the period of Defence service (except emergency work or work authorised in writing by the Reservist's commanding officer or branch head), no ESP is payable in respect of those days.

## **HOW TO CLAIM**

To claim under the CDF Approval, you must complete the appropriate ESP claim form for higher level payments under the CDF Approval. This will be either the AD 138-3 (Employer's claim form) or AD 138-4 (Claim form for Self employed Reservist) – both will be ready shortly. In the interim, you should continue to use the AD 138-1 or AD 138-2 claim forms.

Do not include Defence service which is not eligible service under the CDF Approval (this service, if eligible for standard ESP payments, may be claimed on standard ESP claim forms which should be submitted to the appropriate ESP delegate).

The claim form for higher level payments under the CDF Approval should be submitted direct to:

The Director ESP Scheme  
R8-G-026  
Russell Offices  
CANBERRA ACT 2600

## **FOR EMPLOYERS**

You must complete claim form AD 138-3 and attach:

- evidence that the business is bona fide (eg notification of ABN registration, certificate of incorporation, business name registration certificate or similar supporting evidence)
- evidence of the Reservist's employment (eg payment summary, payroll slip, group certificate, employment contract or other similar evidence)
- for a part-time employee – evidence of normal part-time work hours (eg last two months rosters, last two months payment details including hours worked, employment contract or other similar evidence).

## **FOR SELF-EMPLOYED RESERVISTS**

You must complete claim form AD 138-4.

### **If you have a bona fide functioning civil medical practice**

A bona fide functioning civil medical practice is defined at para 22 of the Approval (this definition is repeated on the claim form). If you have a bona fide functioning civil medical practice, no supporting evidence is required. You should simply submit the completed claim form to the Director ESP Scheme, who will obtain the required HDHS/SGADF certification.

However, it will assist processing if you provide copies of Defence documents relating to your Defence service (eg. training notice, signal approving full-time Defence service, course joining instruction or similar). This is not mandatory - if you are not able to provide, ESP staff will confirm the nature of your service through Defence channels.

If your employment in your practice is on a part-time basis (ie less than 35 hours per week) it will also assist speedy processing of the claim if you provide evidence of your

normal work hours in the practice, with your claim form (this evidence should, if possible, cover the two month period prior to the Defence service).

### **If you do not have a bona fide functioning civil medical practice**

If you do not have a bona fide functioning civil medical practice, you must provide the following supporting evidence:

- proof that the business, company or partnership is legitimate;
- proof that the business, company or partnership is trading or operating; and
- proof that the business, company or partnership provides the Reservist's principal source of income and has done so for a continuous period of at least the previous six months prior to the period of continuous Defence service being used to establish eligibility.

See para 28 – 31 of the Approval for further details about supporting evidence.

Alternatively, you may submit evidence to satisfy the Legitimate Business Test instead.

### **HOW THE QUALIFYING PERIOD WORKS**

To be paid under the CDF Approval, the normal two week qualifying period must have been completed. However, payments are then backdated to the first day of eligible service.

In some circumstances, payments can be made even though the two week qualifying period was not completed (eg if for reasons beyond the member's control). Claimants are encouraged to discuss these cases with the Director ESP Scheme.

### **SHOULD I STILL CLAIM CIVIL PRACTICE SUPPORT ALLOWANCE (CPSA)**

Yes, if you are a medical officer and have a bona fide functioning civil medical practice.

If you are entitled to CPSA, your higher level ESP payment will be reduced by the amount of the CPSA entitlement. If you don't claim CPSA, you will miss out (because your ESP payment will still be reduced).

### **WHAT IF A RESERVIST IS INJURED OR BECOMES ILL**

As long as the injury or illness resulted from eligible Defence service, you can claim under the CDF Approval. See para 32 – 34 of the Approval for details.

### **FOR ADVICE**

For advice, contact ESP staff on 1800 001 696 or email [esp@defence.gov.au](mailto:esp@defence.gov.au).

Doug Stedman  
Director ESP Scheme

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