



DEFENCE PRIORITY OF ACCESS GUIDELINES

1. The following Defence Priority of Access Guidelines were introduced to manage allocation of placement in all Defence Child Care Centres, updated on 31 July 2024. These Guidelines replace all previous Defence Priority of Access Guidelines.

Category	Criteria	Point Allocation Per Category
A	At least one parent is an ADF member	5
B	At least one parent is a Defence APS employee	4
C	At least one parent is Reserve Member not on Continuous Full Time Service	1 (see note 1)
D	Mobility. Defence Personnel have undertaken a Defence relocation to a new posting locality	4 (see note 2)
E	The child's parent is: single or unaccompanied, is a dual Defence Personnel family; or, Defence Personnel returning from maternity leave.	1 (see note 3)

2. The point system has been introduced to assist 'mobile' Defence families access Defence employer sponsored child care within six months of arriving in a new posting locality. Child care places will be allocated on the highest points basis in accordance with the above table, with placement given to the highest number of points and the earliest 'date of arrival'.

3. General definitions and interpretation. The following terms have been defined for the purposes of these guidelines

- a. **Australian Defence Force (ADF) member** is defined as a person who is either:
 - (1) a member of the permanent forces, or
 - (2) a Reserve member on Continuous Full-time service, or
 - (3) a member of an overseas Defence Force posted to and filling an ADF position.
- b. **Mobility.** If placement in a Defence child care centre is not obtained within six months, the 4 'mobility' points are no longer applied.
- c. **Unaccompanied** status is afforded to Defence Personnel who are recognised (approved by Defence) as a being unaccompanied for Defence purposes, eg. Unaccompanied on posting, or attached to a deployed force.
- d. **Returning from maternity leave** is entitled to an additional one point for a period of six months from the return to duty date.

- e. ***Defence Personnel*** is defined as an ADF member or Defence APS employee.
- f. ***Date of Arrival*** is defined as the date Defence Personnel state as the proposed date of arrival on the application form (if the family has not yet relocated) or the actual date of arrival in the locality (if the family is already in the new location).
- 4. Points for a dual status family, eg an ADF member and a Defence APS employee, cannot be added. The maximum point allocation is either 5 points for an ADF member or 4 points for a Defence APS employee. Other points are cumulative. The maximum number of points allocated to a Waiting List Application, based on family circumstance, are 10.

Notes

- 1. Reserve Members given Category C recognition must vacate their placement within one month should it be required by permanent Defence Personnel.
- 2. Waiting List Applications seeking Category D or E recognition must include all supporting documentation (posting order/member with dependant (separated) recognition) and clearly advise centre staff of family circumstances (date of arrival in locality/maternity leave return to duty date) to ensure points are correctly calculated.
- 3. Category E has a maximum of one point regardless of an ADF member or a Defence APS employee's personal circumstance.