

# WELCOME ABOARD

U.S. Naval Support Activity (NSA) Stirling



Last Revised 07-JULY-26

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# WELCOME

Note: This package is intended for Active-Duty Military members moving to Western Australia in support of Submarine Rotational Forces West (SRF-West). For U.S. civilian employees please refer to Human Resources Statement of Living and Working Conditions (SLWC) for specific requirements.

## Congratulations on your orders to Western Australia!

Welcome to the team in Western Australia. You have been selected to support the AUKUS trilateral security partnership, joining a premiere group at the forefront of one of our nation's most significant strategic initiatives. Your efforts here will directly support the establishment of Submarine Rotational Force - West (SRF-West), enhance interoperability with our Royal Australian Navy counterparts, and strengthen security and stability across the Indo-Pacific region.

Relocating overseas requires meticulous planning, and moving to an emerging operational theater demands strict adherence to timelines. To ensure a smooth move to Australia, read the entire Welcome Aboard package carefully. This comprehensive package contains critical, time-sensitive instructions regarding Special Purpose Travel Authority/visa and Customs requirements for you and your dependents, mandatory overseas medical screenings, housing, household goods and vehicle shipments, as well as information regarding living in Australia.

To assist with your transition, a command sponsor has been assigned as your primary point of contact for any questions regarding your move, reporting procedures, and life in Western Australia. If you have not yet heard from your sponsor, or if you have encountered any friction during your transfer process, please contact NSA Stirling. You are embarking on a highly rewarding and professionally challenging tour, and we look forward to your arrival and the expertise you will bring to the AUKUS mission. Again, congratulations on your orders to Western Australia and welcome aboard!

Sincerely,

CDR Kacee Jossis

U.S. Naval Support Activity Stirling – Commanding Officer

# PRE-ARRIVAL

## Step 1 of 3 COMPLETE WITHIN 30 DAYS of receiving orders

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- EMAIL NSA STIRLING ADMIN:** Include orders, current work contact information (work email and work phone), personal contact information (email and phone), dependent count and rank to NSA Stirling at [NSAS\\_Welcome\\_Aboard@us.navy.mil](mailto:NSAS_Welcome_Aboard@us.navy.mil)
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- COMPLETE MEDICAL/OVERSEAS SCREENING:** This will be a separate naval message and must be completed within 30 days. Due to high demand, begin scheduling immediately! If you are unable to meet the Medical Requirements/Overseas Suitability Screening timelines, notify your command sponsor and your detailer. This must be completed for yourself and all dependents listed on your orders.

\*More information on page 6

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- APPLY FOR NO-FEE PASSPORT FOR ALL DEPENDENTS:** No-Fee passport, with SOFA endorsement, must be in hand before NAVPTO will issue tickets.

**\*Highly recommend all personnel overseas have personal passport**

\*More information on page 7

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- START PET IMPORTATION QUARANTINE PROCESS:** You need to start and file to import **AT LEAST SIX MONTHS** prior to arrival in Australia. Australia has strict medical, transport, and quarantine requirements. Costs are running \$8,000-\$10,000 minimum. Due to timelines and availability, you may have to arrange for your pet to travel separately.

- If you are considering bringing a dog or a cat, check the website <https://www.agriculture.gov.au/biosecurity-trade/cats-dogs> for exact timelines and requirements.

\*More information on page 12

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### **REGISTER FOR NON-DOD SCHOOLS PROGRAM (NDSP) FOR SCHOOL-AGE DEPENDENTS:**

Please note the following are required for school registration:

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- There are no DoWEA schools in Australia; registration with NDSP is required for all school-aged dependents
  - Required documents: Orders, Special Education Documents (if applicable) and Birth Certificate (Pre-K only).
  - Note: School registration and enrollment are separate processes from NDSP registration; families must apply directly to schools via each institution's website.

\*More information on page 19

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- INITIATE HOUSING HEAT TOOL:** Use the online housing early application tool (HEAT) to receive community housing information at [HTTPS://WWW.CNIC.NAVY.MIL/HEAT](https://www.cnic.navy.mil/heat)
- 

**SCHEDULE HOUSEHOLD GOODS:** Transit times are approximately 2 months for unaccompanied baggage and 4-6 months for HHG.

- \*Australia has strict import requirements and your household goods will be checked for compliance! Failure to comply with biosecurity requirements may result in fines that are not reimbursable and cannot be paid by GTCC.\***

**\*Be sure to read and understand bio-security requirements on Page 10-11 prior to pack out. Storage is recommended for items that will not pass bio-security regulations.\***

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# PRE-ARRIVAL

## Step 2 of 3 - Prior to PCS the following must be completed

- SUBMIT:** Passenger Transportation Request to NAVPTO  
*No-Fee passport must be in hand before NAVPTO will issue tickets*
- REQUEST:** Special Powers of Attorney if needed.  
U.S. powers of attorney are only good for U.S. accounts and legal activities  
**\*Western Australia Power of Attorney may be necessary.**
- APPLY FOR NO-FEE PASSPORT FOR ALL DEPENDENTS:** No-Fee passport, with SOFA endorsement, must be in hand before NAVPTO will issue tickets.  
**\*Highly recommend all personnel overseas have personal passport**
- RESERVE:** Temporary lodging reservations  
Temporary Lodging Allowance (TLA) list is located on the NSA Stirling website  
[https://cnrj.cnic.navy.mil/Portals/80/NSA\\_Stirling/Documents/PCS/Temp%20Living%20List%20Final.pdf?ver=J6QkJIiZdMuGFFNrsmIwhA%3d%3d](https://cnrj.cnic.navy.mil/Portals/80/NSA_Stirling/Documents/PCS/Temp%20Living%20List%20Final.pdf?ver=J6QkJIiZdMuGFFNrsmIwhA%3d%3d)
- CHANGE GTCC STATUS TO PCS:** Request increase for Government travel card limit to manage costs. (Recommendation is \$15,000-\$20,000). Check card expiration and renew if expiring in the next year.
- ARRANGE:** Shipping of Personally Owned Vehicle (POV) is highly discouraged due to expense, asbestos certification and biosecurity requirements as well as timeframe. Storage is recommended. Motorcycles that are shipped with HHG and will be subject to the same requirements as POVs and may delay the entire HHG arrival.
- SUBMIT:** All Special Purpose Travel Authority paperwork no later than 15 days prior to arrival into Australia.  
**\*Instructions on page 8\***
- PACK:** HHG and UAB - Fill out Customs Form B534E for both Unaccompanied Baggage (UAB) and Household Goods (HHG) shipments. Recommend starting form before packout and verify as items are packed. The form can be found at <https://www.abf.gov.au/form-listing/forms/b534e.pdf>  
**MAINTAIN AN ELECTRONIC AND HARD COPY OF COMPLETED FORM**
- HAND CARRY:** Please ensure all important personal documents are hand carried.  
Please note the following are required for school registration.
  - Transcript, Immunization Records, Birth Certificate
- RESEARCH (if applicable):** Schooling options in Western Australia.
- REVIEW:** Foreign Clearance Guide <https://apacs.milcloud.mil/fcg2/home> and print recommended documents.

## Step 3 of 3 - FIRST 72 HOURS IN STIRLING

- CHECK-IN** to NSA Stirling, 85 Chalgrove Ave, Rockingham WA 6168. Monday-Friday 0900-1600 to receive HR letter and housing information.
- RECOMMEND:** Setting up an Australian bank account.
- RECOMMEND:** Getting a Western Australia Identification card or Driver's license - will be facilitated at Area Orientation Brief (AOB). These are not required.
- RECOMMEND:** Enroll in TRICARE ISOS program

# PRE-ARRIVAL

## Medical Requirements / Overseas Suitability Screening

FOR MORE INFORMATION, CONTACT: +99 046-816-5837

Email: [usn.yokosuka.usnmrtc-yokosuka.list.nh-yokosuka-overseas-screen@health.mil](mailto:usn.yokosuka.usnmrtc-yokosuka.list.nh-yokosuka-overseas-screen@health.mil)

### Active Duty

Upon receiving your orders to Western Australia, you, and any dependents, are required to undergo an overseas medical/dental screening (Overseas Suitability Screening (OSS)). The purpose of an Overseas Suitability Screening is to identify medical, dental, educational and potential duty-limiting conditions or requirements of both service and family members. Completing a screening will ensure that both the family and service member are qualified for overseas, operational duty, and remote-duty assignments. It is highly recommended to start this process immediately upon receipt of orders as it could possibly take some time to complete.

The screening must be completed at your current Medical Treatment Facility (MTF) within **30 days** of receiving orders IAW Navy Bureau of Medicine and Surgery (BUMED) Instruction 1300-2A and MILPERSMAN 1300-306.

Visit <https://www.mynavyhr.navy.mil/Support-Services/Distribution-Management/Overseas-Screening/> for forms and instructions for the overseas suitability screening.

Scan the QR Code for forms and instructions for the overseas suitability screening



# PRE-ARRIVAL

## Passport

FOR MORE INFORMATION, CONTACT: [337asuf.canberra@us.af.mil](mailto:337asuf.canberra@us.af.mil)

### **Status of Forces Agreement (SOFA)**

U.S. military members, government civilian employees, and their dependents in Australia, live in country pursuant to the United States-Australia Status of Forces Agreement (SOFA). U.S. military members on orders use the Department of War (DoW) Common Access Card (CAC) and orders for official identity documents and do not need a passport or a visa to enter and remain in Australia.

U.S. civilian dependents are required to have official orders, Federal or State identification (such as driver's license, CAC, or Real ID) and No-Fee passport with SOFA endorsement. Holders of current No-Fee passports will need to get new passports with the Australian SOFA endorsement page included. This is not a sticker or a stamp and will need to be produced by Fort Belvoir.

Times for passport application processing can vary and has taken approximately 12 weeks to process. Due to how long the process can take, it is highly recommended that you apply immediately upon receiving orders. To apply for a No-Fee Passport, contact your local Passenger Transportation Office (PTO). To find your local PTO visit <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/NAVPTO/>

Travelers shall email ([337ASUF.DP.ORGBOX@us.af.mil](mailto:337ASUF.DP.ORGBOX@us.af.mil)) their No-Fee passport/CAC information to the 337 Air Support Facility and PACAFJA OL-E team at the U.S. Embassy in Canberra for inclusion into Australia's Special Purpose Travel Authority (SPTA) database to ease processing through airports. Improper SPTA registration will result in the inability to enter Australia.

See next page for additional information on requirements.

# PRE-ARRIVAL

## Pre-Move Entry Authorization

FOR MORE INFORMATION, CONTACT: [337asuf.dp.orgbox@us.af.mil](mailto:337asuf.dp.orgbox@us.af.mil)

Once No-Fee passports with SOFA endorsement have been received, the following paperwork needs to be sent to the 337 ASUF for processing NO LATER than 15 DAYS prior to travel.

E-mail the following to [337ASUF.DP.ORGBOX@us.af.mil](mailto:337ASUF.DP.ORGBOX@us.af.mil) from a personal email address:

- Travel Itinerary
- Orders
- No-Fee Passport Information (including dependents)
- Length of tour and position location

Once all documents have been sent and processed, the service member will receive notification of their Special Purpose Travel Authority (SPTA) for each family member. The notification will be sent via email, so it is **important that if the service member's spouse/dependents is traveling without the service member that they have access to this email. Please refrain from having these documents sent to a government or .mil email address.**

### Entry and Departure Requirements:

#### Needed Documents

To enter and re-enter Australia, members of the U.S. military are required to present the following documents:

- Up-to-date military ID card
- Individual or collective Movement Order (Permanent Change of Station orders)

Family member of military personnel:

- No-Fee passport (**SOFA endorsement is required**)
- Copy of sponsor's assignment orders (dependents must be included on the PCS orders)

Military dependents must present a No-Fee passport with SOFA endorsement provided by the appropriate United States authority. The SOFA endorsement serves in lieu of a visa.

Travel on No-Fee passports is only valid for travel on official orders. Service members and family planning personal travel are required to obtain a tourist passport. You will leave and enter Australia in the same manner as you arrived, CAC and Orders or No-Fee passport, but to enter any other country, you will need a U.S. tourist passport.

During your PCS move, if someone other than yourself will be completing any of the following, it is highly recommended to obtain a Special Power of Attorney (SPOA) for each task.

# PRE-ARRIVAL

## Security Clearance

For Military and Civilian PCS an APACS form is not needed, however, to convey a Security Clearance a DSVS must be filled out. Check with your gaining command for instructions on locations to be visited and other specific blocks required to be filled in.

## U.S. Powers of Attorney

During your PCS move, if someone other than yourself will be completing any of the following, it is highly recommended to obtain a Special Power of Attorney (SPOA) for each task.

- Shipping/Accepting HHG
- Dealing with matters related to housing
- Dealing with matters related to bank accounts and purchasing items
- Entitlements and housing in Australia

Please visit <https://www.jag.navy.mil/legal-services/special-power-of-attorney>. By using this link, you can create your own special powers of attorney which allows your spouse to act in your place. Once you have printed your special powers of attorney, it can be notarized by your command's legal officer or your nearest legal assistance office. It is recommended to prep these in advance in order to avoid unnecessary delays or issues.

## Western Australia Power of Attorney

A Western Australian power of attorney may be needed if someone other than yourself will be dealing with housing, household goods, or banking while in Australia. A U.S. POA will not be valid in Australia.

## Preparing Financially

Moving can be a stressful, therefore, preparation is essential to ensuring a smooth transition for you and your family. During relocation, it is mandatory to use your Government Travel Credit Card (GTCC) for covered PCS expenses. Prior to detaching from your losing command, make sure your card is activated for PCS. Other items you should check to ensure that your GTCC is in good standing are: the card is active; you have access to the online portal; there are no unpaid debts; the card is not expiring in the next year; and that the spend limit is high enough to cover relocation costs (recommendation is \$15,000-\$20,000). Your GTCC can be used to cover hotel costs, rental cars, or meals. You cannot use your GTCC for personal expenses such as entertainment, uniform items, or non-routine household goods. Other out-of-pocket expenses can be hard to predict, so it is essential to have cash reserves to cover interim costs during your transition, especially for items not able to be charged to your GTCC.

## ID Cards

Verify the expiration date of your CAC and dependent ID cards. If they are expiring within the next year, you should update your cards at your current duty station in order to have a card that lasts throughout your assignment in Australia. **Feel free to use the Exception to Policy** (<https://www.yokota.af.mil/Portals/44/CAC%20ID%20ETP%20for%20Australia%20Assignments%20%26%20Deployments.pdf>) **memo to obtain a new ID card prior to your PCS.**

## Luggage Allowance

When executing your PCS orders, note Australian airlines and U.S. carriers do not always follow the same allowances for luggage. If you incur additional fees, save your receipts and add those fees to your travel claim.

# PRE-ARRIVAL

## Household Goods Shipment

FOR MORE INFORMATION, CONTACT: PPPO Yokosuka (Code 441, Bldg. 5013)

315- 243-7061 Commercial 011-81-468-16-5746

E-mail: [navsup\\_fly\\_yokosuka\\_c440\\_counseling@us.navy.mil](mailto:navsup_fly_yokosuka_c440_counseling@us.navy.mil)

### Household Goods to Rockingham (Transit time: approximately 5 months)

#### What can I take?

In general, expect rooms to be small, with narrow doorways and limited storage, so select your household items carefully before shipping. King-size beds, for instance, can greatly limit available housing selections. With that in mind, homes can range from 900 square feet or less, to as large as 2500 square feet. House size cannot be guaranteed.

For information regarding the Australian Government restricted items, refer to <https://www.abf.gov.au/importing-exporting-and-manufacturing/prohibited-goods/list-of-items>

Examples of Restricted Goods, this is not all inclusive and changes, check with the website.

- **Weapons and Explosives:** This includes firearms, ammunition, and other dangerous weapons like stun guns or mace.
- **Illicit Substances:** Prohibited substances and drugs are not permitted into Australia.
- **Biosecurity Risks:** To prevent pests and diseases from entering the country, you cannot bring fresh fruit, vegetables, meat, eggs, dairy, live plants, or seeds.
- **E-cigarettes (Vapes):** Vaping products are restricted and must be declared.
- **Tobacco Products:** Will be taxed (**26 cigarettes will cost \$117, log of chew will cost \$2,450, vape only valid with a doctor's note**) (25 cigarettes and one can of chew will be allowed without additional taxes).
- **Cultural and Hazardous Goods:** Items like certain art, antiquities, hazardous materials, or strategic defense goods are also prohibited.

While you can bring items like alcohol and tobacco under \$1,000 without an "import fee," members will still have to pay Goods and Services Tax (GST). Below are links to allow members to calculate what the GST would be on items of alcohol and tobacco products in HHG shipments.

Tobacco: <https://www.ato.gov.au/businesses-and-organisations/gst-excise-and-indirect-taxes/tobacco-and-excise/excise-duty-rates-for-tobacco>

Alcohol: <https://www.ato.gov.au/businesses-and-organisations/gst-excise-and-indirect-taxes/excise-on-alcohol/excise-duty-rates-for-alcohol>

Biosecurity is strictly enforced by customs officers. Fines for prohibited good and materials can be costly and will not be waived. When in doubt, check Australia's biosecurity and border controls for more information:

[www.abf.gov.au/importing-exporting-and-manufacturing/prohibited-goods/list-of-items](https://www.abf.gov.au/importing-exporting-and-manufacturing/prohibited-goods/list-of-items)

Items in your packout labeled outdoor equipment, bikes, pet supplies, recreational equipment, shoes, holiday decorations, will be inspected, and other items may be as well. It is important to thoroughly clean any item that may have soil or contain organic material on/in it for example: hiking boot treads, bikes, garden equipment, flower pots, outdoor furniture, grills. Expect all bicycles, grills, hiking and sports shoes, anything labeled for pets or spices to be inspected. DO NOT bring anything that contains seeds (this includes pinecones on outdoor decor), as they may carry micro organisms or insects. Recommend not moving lawn mowers or other power yard tools that may contain contaminants. Recent PCS experiences have had fines ranging from \$300-\$600 (fines for dog hair on a couch, pinecone on a Christmas wreath, dirt on bike tires, untreated wood (drift wood). If you move liquor, you will be assessed import duties on it.

# PRE-ARRIVAL

If there are items that you are concerned won't pass biosecurity, we recommend placing these in non-temporary storage.

- Personal property to non-temporary storage (authorized for length of your overseas assignment, coordinate with your origin Transportation Office).
- Once you receive orders, we recommend you contact your transportation office to begin scheduling. Summer months can be very busy for packouts so it is recommended to lock in your requested date as soon as able. Shipments can take on average five to six months to arrive.
- Professional books, papers, and equipment (for military member only), is limited to 2,000 pounds. In addition, spouse professional gear up to a maximum amount of 500 pounds, can be declared when coordinated and approved by your origin Transportation Office.
- Ensure all electronics are dual voltage. If they are not they should either be put in storage or transformers will be required.

## Express (Unaccompanied Baggage/UAB) (Transit time: approximately 2 months)

Shipments to Australia have a substantial lead time and average five to six months. One option to speed up delivery is using Unaccompanied Baggage. Be advised delivery can still take multiple months and is averaging two months. UAB is limited in weight depending on branch of service and dependents. Talk with your Transportation Office to find your specific limits.

## Australian Customs Form

Please fill out a copy of the Unaccompanied Personal Effects Customs Form (B534E) for both your UAB and HHG shipment (each shipment requires an individual form). Send both forms **PRIOR** to departing origin.

E-mail: [337asuf.lgt@us.af.mil](mailto:337asuf.lgt@us.af.mil)

The form is located at the link <https://www.abf.gov.au/form-listing/forms/B534e.pdf>

**Keep a hard copy and an electronic copy of your completed customs forms on hand during your PCS.**

## Importing Vehicles

Due to strict importation laws, members are highly discouraged from shipping privately-owned vehicles (POVs) to include motorcycles to Australia. Storage of active duty POVs at government expense may be authorized. For further guidance on imports, visit: <https://www.abf.gov.au/importing-exporting-and-manufacturing/importing/how-to-import/types-of-imports/importing-a-motor-vehicle>

Vehicle (cars, trucks and motorcycles) import/customs clearance provided by federal agencies must be applied for and granted prior to application to Department of Transport WA (DoT), Vehicle Safety and Standards (VSS).

If a motorcycle is shipped as part of the HHG shipment it will delay the arrival of the shipment. Motorcycles are considered vehicles and need to follow all Australian Customs import processes. More info:

[https://www.infrastructure.gov.au/sites/default/files/documents/importing-road-vehicles-under-status-of-forces-agreements-and-certain-customs-tariff-act-by-laws\\_v1.1.pdf](https://www.infrastructure.gov.au/sites/default/files/documents/importing-road-vehicles-under-status-of-forces-agreements-and-certain-customs-tariff-act-by-laws_v1.1.pdf)

## At the Airport

You must declare certain food, plant material and animal products on your Incoming Passenger Card (IPC), found at <https://www.abf.gov.au/entering-and-leaving-australia/crossing-the-border/at-the-border/incoming-passenger-card-%28ipc%29> which is a document that identifies and records a person's entry into Australia and where you declare goods for custom and quarantine inspection. If you declare goods on your IPC, go to an inspection point on arrival. A biosecurity officer will assess them. If you **do not** want to declare goods, **ensure you dispose of them in the specified bins in the airport terminal before the inspection points.** You may be fined or prosecuted for carrying undeclared controlled goods into the country if you do not declare prohibited goods. Australian Border Force Officers will screen your luggage via detector dogs, x-ray machines, or by a physical baggage inspection. In many cases, declared goods will be returned to you after inspection, however some items may need treatment to make them safe. Items not allowed into Australia because of the risk of pests and disease may be seized by officers for export or destruction.

# PRE-ARRIVAL

## Bringing Pets into Australia

You can only bring your cat or dog into Australia under strict import conditions and may not be possible in all cases due to illness, age, or breed restrictions. These rules safeguard Australia's agriculture, environment, native and domestic animals, and people, and the conditions are based on rigorous scientific analyses to manage biosecurity risks. Make sure to check restricted breeds before beginning the process and make sure your animal is eligible.

**You need AT LEAST 6 MONTHS to complete the import process.**

Cats and dogs can only be imported from an approved country and must be identified by a microchip that can be read from an International Organization for Standardization (ISO) compatible reader. If this chip requirement is not met it will affect the time spent in and cost of quarantine.

For further information, please refer to the page links below:

- Learn about the new quarantine requirements  
<https://www.agriculture.gov.au/biosecurity-trade/import/industry-advice/2023/06-2023>
- How to import your cat or dog. This is a comprehensive step-by-step guide to include restrictions, vaccinations and mandatory requirements.  
<https://www.agriculture.gov.au/biosecurity-trade/cats-dogs/how-to-import>

\*Highly encourage the consideration and use of a professional pet transportation or pet shipping company.

Process overview, for specifics, consult the websites listed above. (The process for importing a pet is very complex and a missed deadline for a test or paperwork can cause the need to restart the process. A pet that arrives without the proper paperwork may be returned to the point of origin at owner's expense. In extreme cases, the Department of Agriculture, Fisheries, and Forestry have the authority to euthanize an animal.)

- Confirm pet's identity and begin 180-day process. (Have chip scanned and approved by veterinarian. Do this before the initial blood sample)
- Apply and pay for import permit (done by pet importer, if using)
- Book post-entry quarantine and arrange travel (done by pet importer if using)
- Travel to Australia

For further information, please refer to the page links below:

FAQs about importing cats and dogs

<https://www.agriculture.gov.au/biosecurity-trade/cats-dogs/frequently-asked-questions>

<https://vsapps.aphis.usda.gov/vsps/public/VetSearch.do>

### Limitations on Pets by Council

There are limitations on the number of pets permitted per household by the City Council. Most councils don't allow more than 2 dogs or 2 cats per residence. There will be a registration application and fee per pet to each Council after arrival. Members are required to be familiar with these pet rules before deciding to bring animals.

For further information, please refer to the page links below:

[Dog Registration & Responsibilities | City of Kwinana](#)

[Dogs and Cats - City of Cockburn](#)

[Forms and documents - City of Fremantle](#)

[Keeping Animals in Rockingham Guide](#)

[Responsible Pet Ownership - City of Mandurah](#)

# ARRIVAL

## Checking in

### Check in

Service members, or family members arriving in advance of service member, will check in within 72 hours of arriving in Western Australia at NSA Stirling (85 Chalgrove, Rockingham WA) to receive an HR letter and housing information.

The HR letter can be used to help facilitate bank accounts, Western Australian identification, and housing.

### Temporary Lodging Allowance (TLA)

Upon arrival to Australia, you are authorized to stay in any accommodation within max lodging cost as long as the unit is under the Australian Business Registry (ABN), found at <https://abr.business.gov.au/>. The maximum lodging rate is based on your family size. Please use the following site for calculation.

[https://comptroller.war.gov/Portals/45/documents/fmr/current/07a/07a\\_68.pdf](https://comptroller.war.gov/Portals/45/documents/fmr/current/07a/07a_68.pdf)

## Housing

### Unaccompanied Housing

Live in Accommodations (LIA) rooms are similar to UH housing on U.S. bases. LIA units will need to be applied for through the NSA Stirling Housing Office. Rooms are comparable to U.S. unaccompanied housing accommodations and are located on HMAS Stirling.

### Accompanied Housing

For housing you will have two choices, you can either apply for Defence Housing, similar to military housing, or apply for a rental unit on the economy. Both types of housing require you to complete an application and online registration.

### Housing Registration Process

**Complete the Housing Early Assistance Tool (HEAT) Application:**

<https://ffr.cnvc.navy.mil/Navy-Housing/HEAT/>

Completion of this application will be required before consulting with the housing officials at NSA Stirling (85 Chalgrove).

### Real Estate Rentals

Perth's rental market has been booming in recent years, and is a very competitive market. Across Perth, a rental property now spends an average of just 15 days on market before being leased. Most real estate companies will not rent to a tenant until a viewing, in person or virtual, has been conducted and an application submitted. These viewings are only scheduled publicly and can potentially have long lines of potential renters. It is also wise to check with the real estate company regarding application fees, bonds, and if pets are allowed. Every rental is unique and due diligence will be required. Securing a rental before you are in country is unlikely.

# ARRIVAL

## Banks

One of the first things recommended is to set up an Australian bank account. Obtaining an Australian bank account is helpful when paying for necessary services as most places will not accept a U.S. credit card or banking details. Places that do accept U.S. credit cards will usually charge a 3% service charge on all purchases. Make sure to compare the accounts and fees of each institution, especially the wire transfer and receipt plus minimum deposit requirements before setting up an account.

Individual bank requirements will vary, but they usually require a valid passport, driver's license and/or photo identification and request that an appointment is made, however it is best to check with the bank directly to determine exactly what is required.

### **Direct Deposit and Transferring money**

For active duty members, it is possible to have a portion of pay direct deposited into a foreign bank account using the Foreign Allotment Program. It is a legal means for members to set up an allotment to their foreign bank to maintain their financial affairs. Both the OF-1199I and DD Form 2558 can now be found at the following link: <https://mypay.dfas.mil/#/>.

The member's Command Pay and Personnel Administrator (CPPA) and foreign bank should assist them with properly completing the OF-1199I and DD Form 2558. Once the forms are complete the members CPPA must submit the forms to DFAS Cleveland.

# HEALTHCARE

## Medical

### Healthcare

TRICARE Overseas Program Prime Remote (TOP Prime Remote) is the common medical plan among service members and their dependents stationed in Australia. You can enroll in this plan upon PCS arrival.

For more information visit [www.tricare-overseas.com](http://www.tricare-overseas.com).

To see Australian medical support services go to:

<https://yokosuka.tricare.mil/Health-Services/Australia-Medical-Support-Services>

### Network Provider

Network Providers are familiar with TRICARE processes. They offer a cashless/claimless service and make your experience easier by avoiding the Pay-and-Claim method.

#### •International SOS Australia:

[www.tricare-overseas.com/contact-us/country?tricareRegion=pac&country=australia](http://www.tricare-overseas.com/contact-us/country?tricareRegion=pac&country=australia)

#### •E-mail: [Tricaretsn.top@internationalsos.com](mailto:Tricaretsn.top@internationalsos.com)

[Tricareoverseas@top.internationalsos.com](mailto:Tricareoverseas@top.internationalsos.com)

#### •TOP Pacific Call Centers:

For Customer Service, enrollment, or provider assistance: +61 (0)2 9273 2710

Toll Free: 1-877-678-1208

For emergent care or medical assistance: +61 (0)2 9273 2760

Toll Free: 1-877-678-1208

Email: [tricaretsn.top@internationalsos.com](mailto:tricaretsn.top@internationalsos.com) and Tricare Overseas [tricareoverseas@top.internationalsos.com](mailto:tricareoverseas@top.internationalsos.com)

### Emergency Care

**If you are in a medical emergency and require immediate medical attention, please call triple ZERO (000)**

There are a range of services available to provide support and immediate response to people in crisis or in need of urgent medical care. These include:

- Emergency medical care;
- Emergency medical transport;
- 24-hour telephone counseling, advice and referral services;
- Individual and family crisis assistance; and
- Psychiatric or drug-related emergencies.

*(Continued on next page)*

# HEALTHCARE

## Medical

### Hospitals

If you require hospital treatment, you have the option of either a public or a private hospital.

**\*\*In the event of the need for urgent or emergent care, seek treatment first and when stable and able, call ISOS for authorization for treatment.\*\***

For non-urgent and ongoing health issues, Australians visit their General Practitioner (GP) who may then refer you to more appropriate services and specialists if required. Please contact International SOS for all your healthcare needs while in Australia. International SOS will advise you on the most appropriate TRICARE Network Provider and issue an authorization for your cashless and claimless service. Please note that all pediatric care is via the GP within Australia. If your child needs to be seen by a pediatric subspecialist your GP will give you a referral letter to a specialist which you can forward to International SOS to assist you in finding the correct Network Provider.

For all your healthcare needs, including healthcare finder assistance and authorization you must call International SOS. If an Authorization is not obtained for care you will need to pay a claim and possibly be charged a point of service fee of 50% on your claim.

### Pharmacy

Pharmacies or Chemists sell over the counter medication (drugs) as well as medications prescribed by a doctor via a prescription or script. Please note that some drug names may be different to what you are used to in the U.S. All pharmacy is on a pay-and-claim basis.

### Dental

Steps to be taken to receive dental care in Australia for active duty service members:

1. ADSMs will first contact United Concordia at +1-844-653-4058 to receive an Appointment Control Number.
2. ADSMs will schedule their appointment or request scheduling assistance from United Concordia.
3. TRICARE Overseas Preferred Dentist confirm member's ACN and complete routine procedure(s) in a "cashless and claimless" basis for the ADSM.
4. TOPDs will file claim with UCCI. Dental Readiness Classification must be annotated on claim to process payment. Processing and payment takes approximately 1- 2 weeks for EFT enrolled TOPD.
5. United Concordia updates DRC on member's "ADDPMYAccount" during claim processing. New DRC takes approximately 2-3 weeks to update. ADSM can login to view/print DRC using the Active Duty Dental Program website: <https://secure.addp-ucci.com/home>
6. ADSM can bring form DD 2813 (<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2813.pdf>) to TOPD for completion. ADSM can then provide completed the DD 2813 to their respective readiness officer.

# EDUCATION/CHILD CARE

## Child Care

FOR MORE INFORMATION:

School Liaison Officer: [slo-cyp-stirling@us.navy.mil](mailto:slo-cyp-stirling@us.navy.mil)

### Enrollment

To enroll children in childcare services and pre-school (called Kindy) in Australia, students must be immunized according to the National Immunization Program Schedule. (For the full immunization schedule, see the link to the official Australian Immunization Program Schedule.)

Australia has strict immunization requirements. The only exemption to these requirements is for medical indications (e.g. severe allergic reaction), certified by a qualified medical professional. If you choose not to immunize your child according to the National Immunization Program Schedule, homeschooling will be your only educational option.

Schedule:

[https://www.health.wa.gov.au/Articles/F\\_I/Immunisation-requirements-for-child-care-services-kindergarten-and-schools](https://www.health.wa.gov.au/Articles/F_I/Immunisation-requirements-for-child-care-services-kindergarten-and-schools)

Requirements:

[https://www.health.wa.gov.au/Articles/F\\_I/Immunisation-requirements-for-child-care-services-kindergarten-and-schools](https://www.health.wa.gov.au/Articles/F_I/Immunisation-requirements-for-child-care-services-kindergarten-and-schools)

**Upon arrival in Australia, it's essential to have your child's existing vaccination records transcribed into the Australian Immunization Register (AIR).**

The AIR is a national electronic immunization record used for school and daycare registration. All General Practitioners can convert U.S. vaccination records into the AIR format.

### To Do This

Families will need to call TRICARE regional call center and ask for an authorization to the GP and request the care that's needed. They do not require a referral to see a GP, but they must contact TRICARE and obtain authorization to see the network GP. Before seeing a GP or immunization provider, calling ISOS to get an authorization is necessary.

- Your child's full name and date of birth
- Name(s) of vaccines
- Date when each vaccine was given
- Evidence that each vaccine was given (e.g. a stamp or nurse signature)

Immunization providers will:

- Check that the vaccines your child already has match the National Immunization Program Schedule
- Help your child catch up on any missing routine vaccines (free for people up to 20 years of age)
- Create an AIR record for your child
- Add your child's U.S. vaccination records to their AIR record

Unlike many other naval stations, Navy Child and Youth Programs (CYP) does not operate childcare programs at NSA Stirling. However, custodial child care is available through the community based fee assistance program Military Child Care in Your Neighborhood (MCCYN).

MCCYN is a fee-assistance program that keeps affordable childcare in reach for eligible families. It's intended for families who cannot access military-operated care due to distance or waitlists. With fee assistance, a portion of your child care cost is paid to reduce the cost of using community-based care. The goal is to make it easier for you to afford quality child care from local community providers when you cannot access military care.

*(Continued on next page)*

# EDUCATION/CHILD CARE

MCCYN is available to Navy active duty members, Navy Reservists on active duty, and Navy civilians who:

- Are stationed at an installation that has been pre-identified as fee assistance eligible, or
- Do not live near a DoD installation with a Child and Youth program.

If married, your spouse must be employed, actively seeking employment, or a full-time student.

Registration and program information can be found at:

<https://public.militarychildcare.csd.disa.mil/mcc-central/mcchome/mccyn/navy>

## Enrolling in Child Care

To find childcare in Western Australia, you can utilize online resources like the StartingBlocks, CareForKids, and Affinity Education websites to search for services near you. These platforms offer tools to search by location, compare services, and view their quality ratings. You can also explore resources like Australian Children's Education & Care Quality Authority (ACECQA), which provides a national register of child care services. Hourly/occasional care can be searched for at CareForKids Western Australia - Occasional, Casual or Flexible care.

Out of School Hours/Before and After School Care may be available onsite at some schools or be serviced by a bus to drop-off and collect children from school and transfer to the center close by. The costs for these services will vary and generally cover from 6am to 6pm. They will often offer Vacation Care during the school holidays or on a pupil-free day (days in the normal school term where children do not attend school for teachers to complete their professional development or whole school planning sessions).

For more information on centers, please visit: <https://startingblocks.gov.au/>

# EDUCATION/CHILD CARE

## School Information

FOR MORE INFORMATION, CONTACT:  
School Liaison Officer: [slo-cyp-stirling@us.navy.mil](mailto:slo-cyp-stirling@us.navy.mil)

### Education in Western Australia

The NDSP Guide to the WESTERN AUSTRALIA Education System

<https://dodea.widen.net/content/lp8pidfu3x/original/ndsp-guide-wa-education-system.pdf>

### Academic School Year:

The academic calendar in Western Australia is based on the Southern Hemisphere seasons, for all public and the majority of private schools. Therefore, the school year starts at the end of January or the beginning of February and ends in December. Due to the likelihood that your transition to Australia will be from a Northern Hemisphere academic calendar, your child will likely be put half an academic year ahead or dropped back half an academic year. Schools consider many factors in making this determination, and family input is typically valued.

### School Structures:

In Western Australia, U.S. grade levels are referred to and correspond to the Australian year levels. For example, U.S. 3rd grade corresponds to Year 3 in Australia.

Kindy/Kindergarten is equivalent to a U.S. Pre-Kindergarten program, Pre-Primary is equivalent to U.S. Kindergarten.

For children to enroll in the public schools of Western Australia, they must meet the following age cutoffs:

U.S. equivalent of Pre-Kindergarten: 4-years-old by June 30

U.S. equivalent of Kindergarten: 5-years-old by June 30

*\*Private Schools typically follow the same cutoffs; however, it is recommended to contact the individual private school to verify this information and the NDSP to verify eligibility for the program.*

### School Systems:

If seeking face-to-face instruction for your child while in Western Australia, there are two options: Public or Private. Government or Public Schooling

- Government-funded and free of charge to U.S. families (tuition and transportation)  
Pre-primary to Year 12 children are guaranteed acceptance at the catchment area school.
- Non-Government; Catholic, Independent, or International/Private  
Charge for tuition and transportation (see NDSP educational allowance)  
Families approach the individual school of interest to acquire information on registration and enrollment.

**Recommend Research prior to arrival.** For assistance with locating schools in Western Australia, please refer to the following links:

### Government/Public School Directory:

Schools Online (Schools Online Department of Education Western Australia):

<https://www.det.wa.edu.au/schoolsonline/home.do>

Public School Registration Guide: <https://www.education.wa.edu.au/how-to-enrol-a-step-by-step-guide>

Private School Directory <https://www.privateschoolsdirectory.com.au/search-result-v2.php>

Western Australia Department of Education Website: <https://www.education.wa.edu.au/>

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# EDUCATION/CHILD CARE

## **Uniforms:**

Both Government and Non-Government schools require students to wear a uniform. Uniform costs or fees are non-allowable expenses through the NDSP and will be an out-of-pocket expense for families.

## **Transportation:**

Students attending public primary schools typically reside near their school of attendance; therefore, they are commonly expected to walk. Public secondary schools serve a larger catchment area, so more students are required to use public transportation. Families are encouraged to contact their public school to determine transportation requirements for their students.

Private school transportation varies depending on the school's offerings and the distance from the residence to the school. Contacting the private school directly can provide further information.

Information regarding public transportation options in Western Australia can be found on the Transperth website: <https://www.transperth.wa.gov.au/>

## **School Supports:**

Many Western Australian Schools offer a continuum of supports to foster students' well-being and academic growth throughout their school systems. While individual schools vary in offerings, many schools support diverse learners, gifted learners, and second-language learners, as well as student well-being programs to promote a student's social-emotional development. Families are encouraged to contact their school of choice to learn more about the support offered in that school setting.

For a list of schools visit <https://apps.det.wa.edu.au/publicreports/SchoolsList0880.pdf>

For detailed information contact the School Liaison Officer: [slo-cyp-stirling@us.navy.mil](mailto:slo-cyp-stirling@us.navy.mil)

## **Non-DoD School Program (NDSP)**

FOR MORE INFORMATION, CONTACT: Shauna Federico: DSN 315-652-5783 Japan: 098-953-5783

[NDSP.education.pacific@dodea.edu](mailto:NDSP.education.pacific@dodea.edu)

U.S. or outside of Japan: 011-81-98-953-5783 [Shauna.federico@dodea.edu](mailto:Shauna.federico@dodea.edu)

Department of Defense Education Activity (DoDEA) schools are unavailable in Western Australia. The Non-DoD Schools Program (NDSP) provides educational support and financial assistance to defray the costs of PK-12th grade (Kindy-Year 12) education while in Western Australia.

All families should register with the NDSP through the Student Online Registration ([https://registration.dodea.edu/NDSP\\_SOR/privacy-act.cfm](https://registration.dodea.edu/NDSP_SOR/privacy-act.cfm)). Registration with the NDSP is done separately and in addition to registration with schools in Western Australia.

More information about the NDSP can be found at <https://www.dodea.edu/non-dow-schools>.

Families have three educational options through the NDSP:

- At Post (Public or Private School)
- Away from Post (Boarding School)
- Home Study/Virtual

# AREA INFORMATION

## Driving in Western Australia

### **Drivers Licenses/ID**

Under the SOFA agreement if you hold a valid license in the United States you may drive on that and are not required to get a Western Australia Driver's license. A driver under the age of 19 or who has had their license less than 4 years who choose to get a Western Australian Driver's license will have to work their way through the Australian permit system before they can legally drive on an unrestricted license.

Guide to Driving on WA Roads <https://www.wa.gov.au/government/publications/guide-driving-wa-roads-multilingual>

Highly recommend members plan to get any Western Australian Identification card or Western Australian Driver's License at AOB or when facilitated by NSA Stirling. Do not go to the Department of Transportation on your own.

### **Motorcycles**

Safety course or refresher must be complete before arrival in Western Australia. There are currently no military approved motorcycle safety courses offered.

Motorcycle drivers must have the motorcycle endorsement on their U.S. license to drive a motorcycle in Western Australia. If a driver does not have the endorsement on their U.S. license, to drive a motorcycle legally drivers will need to go through the entire Western Australia Motorcycle training to include 50 riding hours under instruction.

# AREA INFORMATION

## Spouse Employment

### Employment

Special Purpose Visas which have been issued to all partners and dependents residing in WA during their rotation include the authorization to work while your visa remains valid.

If you would like to find employment while in WA, there are a few things to consider.

Before final job offers are accepted for dependent work on the local economy, including home-based business and remote work, offers require approval from the PACAF Embassy legal office.

SOFA dependents should not accept or commence employment on the local economy that would:

- Violate any Australian law or regulation (including those related to migration),
- Create a conflict of interest with the sponsor's employment; or
- Otherwise damage the interests of the US.

You will need to apply for a Tax File Number (TFN) to be eligible for paid employment in WA. Applications for a TFN are made online, are free, and can be made once you have arrived in Australia. Your TFN application may take up to 28 days to be processed and will be issued to you by mail. More information about applying for a TFN can be found at <https://www.ato.gov.au/individuals-and-families/tax-file-number/apply-for-a-tfn/foreign-passport-holders-permanent-migrants-and-temporary-visitors-tfn-application>.

WA has an Overseas Qualification Unit (OQU) who offer a free assessment services to have your tertiary or higher education qualification(s) recognized, which could help you to secure employment in Western Australia. Assessments are used as qualification evidence to show potential employers the level of your overseas education compared to Australian standards and may also assist you in enrolling for further studies. You must already be in WA to apply for an assessment and further information on the eligibility criteria can be found at <https://migration.wa.gov.au/our-services-support/overseas-qualifications-unit-oqu>.

Certain occupations may have licensing or registration requirements before you can commence working. To work in Australia in a licensed trade you must meet strict safety standards and hold an occupational license. To get an occupational license you must complete a skills assessment for a licensed trade. By successfully completing a skills assessment, you will either receive the relevant Australian qualification for non-licensed trades or an Offshore Technical Skills Record (OTSR) for a licensed trade.

# AREA INFORMATION

## Useful Websites

### Command Websites:

NSA Stirling Landing Page: <https://cnrj.cnrc.navy.mil/Installations/NSA-Stirling/>

MYNavy HR PCS Orders Overseas <https://www.mynavyhr.navy.mil/Support-Services/Distribution-Management/PCS-Orders-Overseas/>

Find your nearest PTO fo apply for No-Fee Passport

<http://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/Sailor-Self-Service/Passports>

### Pet Information

Australia Animal Quarantine Requirements <https://www.agriculture.gov.au/biosecurity-trade/cats-dogs/quarantine-in-australia>

Pet Importation Requirements <https://www.agriculture.gov.au/biosecurity-trade/cats-dogs/how-to-import>

### Healthcare

Tricare ISOS <https://tricare.mil/About/Regions/Overseas>

Yokosuka Medical <https://yokosuka.tricare.mil/>

### Education

Schools Online (Schools Online Department of Education Western Australia) <https://www.det.wa.edu.au/schoolsonline/home.do>

Public School Registration Guide: <https://www.education.wa.edu.au/how-to-enrol-a-step-by-step-guide>

Private School Directory <https://www.privateschoolsdirectory.com.au/search-result-v2.php>

Western Australia Department of Education Website: <https://www.education.wa.edu.au/>

NDSP Non-DoW Schools Program | DoWEA <https://dodea.widen.net/content/lp8pidfu3x/original/ndsp-guide-wa-education-system.pdf>