



## Overseas Qualified Employee Information Guide

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Welcome to HPX Group! We are excited to have you join our team.

Moving country is an exciting adventure, however, can be daunting. To support you in your transition we have designed this information pack to help you navigate the process of relocating to Australia and settling into your role as an overseas qualified lawyer. Included is some useful information about the recognition of your qualifications, practical relocation tips, and key aspects of living in Australia as an overseas resident, such as: tax; superannuation; and healthcare.

### Working in Australia

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Most non-citizens will need a visa to work in Australia (there are some exemptions such as New Zealand citizens). Australian businesses can sponsor qualified lawyers with **at least two years of post-admission experience**. We consider sponsorship for practice areas where there is talent shortage, or where candidates have expertise which will bring unique capabilities which doesn't exist locally.

As we predominantly recruit permanent employees, we are unable to consider those on a Working Holiday Visa due to the restrictions attached to the visa. We require those applying for paralegal or graduate positions to have full unrestricted working-rights, as we are unable to sponsor for these positions.

Although our People Team are unable to offer legal immigration advice, after you have accepted a permanent offer of employment, we offer legal immigration advice from our external immigration lawyers who will guide and support you through the process.

We strongly suggest people collate as much documentation as possible ahead of this process to streamline the application process. This includes copies of your academic transcripts, degree certificate and identification documents. If you can't locate your academic transcripts, you need to contact your university for copies, which may take some time depending on the university.

### Requalification Process – Admission for Overseas Qualified Lawyers in Australia

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Requalifying is essential to practising in Australia long-term. In the interim you will be able to register as a foreign qualified lawyer under the supervision of an Australian practitioner. Requalifying is straightforward and on average takes one-year to complete alongside full time working, depending on the jurisdiction you are qualified in.

#### Business Support & Restrictions

For our overseas qualified lawyers, we provide financial support for the requalification process and study leave to support your commitment to requalify. While you are in the process of requalifying there are some restrictions in relation to legal advice you can provide and a requirement of additional supervision.



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## Requalification Assessment

To commence the requalification process, you will need to have your overseas qualifications and experience assessed by the appropriate state or territory legal body that you plan to relocate to and practice in. This can take a few weeks for the assessment to be completed, so we strongly encourage you to start this process in advance of making the decision to relocate to Australia.

For the initial assessment you need to provide several documents, including copies of your academic transcripts; degree certificate; and details of your practising legal experience. It is worth including as much detail around your experience as possible as you may be exempt from requalification modules due to professional post admission experience.

## Requalification Studies

Following your requalification assessment, you will need to undertake further study and complete specific Australian law subjects such as Constitutional Law, before being admitted as an Australian Lawyer.

## Legal Professional Boards

The **Legal Profession Admission Board (LPAB)** is the primary body for recognising overseas legal qualifications in most states, though each jurisdiction has its own governing body.

Please click on the relevant links to learn more about practicing foreign law in Australia:

- [NSW](#): Legal Profession Admission Board
- [WA](#): Legal Practice Board of Western Australia
- [VIC](#): Victorian Legal Admission Board
- [QLD](#): Queensland Law Society

## Australian Tax

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Your Tax File Number (TFN) is a unique and personal 9-digit number. This number allows you to be registered with the Australian Tax Office (ATO). It is essential if you want to work in Australia (regardless of your visa). You will need to apply for a TFN once you arrive in Australia. You generally receive your TFN within 28 days after they receive your completed application and required identity documents.

This number does not change and is assigned to you for life (regardless of whether you change your name, visa, address etc).



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## Applying for a Tax File Number (TFN)

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Click [here](#) to apply for your TFN via the Individual Auto Registration (IAR). To apply online using IAR, you must have a valid passport or relevant travel documents.

### Step 1. Prepare your information:

- Passport or travel document number
- Country of origin of your passport or travel document (the nationality country on your visa)
- Names (exactly as they are printed on your passport or travel document)
- Any other names you use or are known by
- Date of birth (exactly as printed on your passport or travel document)
- Spouse details (if applicable)
- Existing TFN, Australian business number (ABN) or Centrelink Customer Reference Number (CRN)
- Residential and postal addresses (your postal address must be in Australia)
- Contact details (phone number and email address).

### Step 2. Complete the application

- Each screen contains information and questions you need to complete. To move between each screen, complete the questions then use the Next or Back navigation button at the bottom of each screen.
- To start the online application:
  - read the first page
  - select Start to be taken to the Identification screen to enter your Travel documentation.

### Step 3. Keep a record of your ATO receipt ID

When your application is submitted, you will be presented with an ATO receipt ID. Write down this number as it is important for keeping track of your application.

## How you will be notified of your TFN

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Once your application has been processed, you will be sent a TFN notification letter to the Australian postal address you have provided on the form. This can take up to 28 days. If you haven't received your TFN notice after 28 days, [contact them](#) and provide your ATO receipt ID.

If you cannot use IAR, you will need to complete a paper/PDF tax file number application form.



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## Opening a Bank Account

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If you are permanently moving to Australia, it is advisable to open an Australian bank account to help you to avoid charges and give you a secure way to spend, save and receive payments in Australia.

There are four main banks in Australia (ANZ, Commonwealth Bank, Westpac and NAB) however there is a long list of Australian banks you can investigate.

Most banks will require for you to reside in Australia and to attend the branch in person to open a bank account. However, there are some banks which allow you to open an account online shortly before arriving, or after arriving in Australia (with a temporary address). If you do open an online account, you may be required to go into a branch with identification to complete opening once you have arrived in Australia.

Banks generally request the following documents to be brought in person to open an account:

- Your passport
- Details of your Australian visa
- A telephone number
- TFN (if you have received this)
- Proof of Australian address (applicable if already in the country)

When opening a bank account in Australia from overseas, make sure you do some research first. Look for a bank that best suits your needs as a non-resident, considering factors such as:

- **Fees:** How much does the bank charge to open and maintain an account? Are there monthly fees, and how do they compare to other banks?
- **Customer service:** Is it easy to get help from the bank? Are there extended hours or 24/7 support available? Can you get assistance in your native language if needed?
- **Ease of setup:** Can you easily open an account online or at a branch?
- **Ease of use:** Does the bank offer user-friendly online banking and a mobile app to manage your money on the go?
- **International transfers:** If you'll need to send money back home often, how do the bank's fees and exchange rates for international transfers compare to other banks?



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## Superannuation

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### What is a Superannuation Fund?

Superannuation, or 'super', is money put aside by your employer over your working life for you to access upon retirement. Unless exempt, your employer pays a portion of salary or wages into a super fund as nominated by you. These payments are known as super guarantee contributions or concessional (pre-tax) contributions.

### Will I be allocated a super fund?

At HPX Group we have a default superannuation fund, Australian Super. Unless otherwise stated, you will be allocated the default super fund upon commencement.

### Can I choose my own super fund?

Of course! There are lots of superannuation funds you can investigate to identify the one that suits you best. If you chose to use a fund outside of the HPX Group default superannuation fund, you can update your details via FoundU or advise our People Team.

### What will happen when I leave Australia?

If you are a temporary resident working in Australia, your employer has to make super guarantee contributions for you. You may request to be paid your superannuation once you have left Australia. This payment is called a **Departing Australia Super Payment (DASP)** and note that it may be tax free. To see if you're eligible, and to apply for the DASP online or by downloading the paper application form, visit [Temporary residents and super](#).

## Emergency contact numbers

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**Emergency Services – 000:** Triple Zero is Australia's main emergency service number. You should call 000 if you need urgent help from police, fire or ambulance services. Calls to 000 are free of charge.

**International standard emergency number – 112:** An international standard emergency number and will automatically transfer you to Australia's emergency 000 call service.

**Text emergency relay service number – 106:** A text emergency relay service number for people who are deaf or have a hearing or speech impairment. It can be accessed through a TTY (also known as a teletypewriter or textphone). It is not possible to contact emergency services using the SMS function on your phone.

It is worth noting that each state has different charges for emergency ambulance services, and these are not typically covered by the public healthcare system. There can be high costs associated with calling for an ambulance, but many private health insurance policies have ambulance coverage.

**Poison Hotline – call 13 11 26** if you think someone has been poisoned, overdosed, made a mistake with medicines, or been bitten or stung by something venomous (e.g. snake, spider, bee or wasp).



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## Private Health Insurance

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The Australian healthcare system is divided into two main components – public healthcare system and private healthcare system. When seeking care, you may utilise either one or a combination of both systems.

The **public healthcare system** includes public hospitals, community services, and health organisations primarily overseen by state and territory governments. Enrolling in Medicare will reduce some or all costs of necessary health care.

The **private healthcare system** is comprised of providers that are owned and managed privately e.g. private hospitals, specialists etc.

The Australian government strongly recommends all international visitors to have private health insurance even if they can apply to Medicare, as RHCA's do not cover all medical costs.

To find out more, click [here](#).

## Medicare

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Medicare is Australia's universal health insurance scheme. It guarantees all Australians (and some overseas visitors) access to a wide range of health and hospital services at low or no cost.

When you enrol in Medicare, Medicare will pay some or all costs of necessary health care, which is funded by taxes. Please click [here](#) to see if you are from a country with a Reciprocal Health Care Agreement (RHCA).

National health insurance or Medicare doesn't cover:

- Ambulances
- Private hospitals
- Cosmetic procedures
- Dental appointments and treatments
- Optical and hearing aids
- Physiotherapy and occupational therapy

See **below** links with more information on Medicare and enrolment details.

[About Medicare](#)

[Enrolling in Medicare](#)



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## Accommodation

There are several websites and apps that can assist you with searching for accommodation. Below are some of the commonly used platforms:

- [Real Estate](#)
- [Domain](#)
- [Flatmates](#)

The property market can be extremely competitive, so you may have to view multiple properties to secure accommodation that suits. Many properties will conduct a group viewing at a set time during the week or weekend, so it is recommended to be as flexible as possible and attend the first viewing you can for properties of interest. Applying quickly after viewing a property you are interested in, will increase your chances of securing the rental.

Often as part of an application, landlords and rental agencies require identification documents, employment details, reference contact information for your last landlord, and contact details for your current employer. It is worth noting, the estate agents are likely to contact your referees as part of every application, even if you are not offered the property.

A bond (or security deposit) will be required to secure the property and is held by an independent government body to ensure your money is secure. The organisation can act as a mediator if any disputes arise when you vacate the property. Before you sign the lease, make sure you inspect the property first, create an inventory list, and agree with your landlord on any changes to be made. When it comes to the details, there are different laws and regulations in different states, so we recommend you familiarise yourself with the relevant legislations in your state.

**Popular rental suburbs for expatriates** in each city include:

Sydney	Melbourne	Brisbane	Perth
Surry Hills	Collingwood	Fortitude Valley	Highgate
Potts Point	Brunswick	New Farm	CBD
Coogee	St. Kilda	Victoria Point	Northbridge
Bondi	Docklands	Holland Park	City Beach
Manly	Richmond	Paddington	Matilda Bay
Balmain	South Yarra	West End	Cottesloe
Northern Beaches	Camberwell	Murarie	Fremantle
Bronte	Black Rock	Hawthorne	Claremont
Randwick	Brighton	Wilston	Clarkson
Darlinghurst	Malvern	Clayfield	Leederville
Pymont	Balwyn	Newstead	Subiaco
Newtown	Southbank	Chermside	
Paddington	Windsor	Hamilton	
Glebe			



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