



DEFENCE RESERVES SUPPORT

Supporting Australia's Reservists and their Employers

Reservist Handbook

Support, Services and Programs



Welcome



Welcome to the second edition of the Defence Reserves Support Reservist Handbook.

The first edition of the Handbook, produced by the team at Cadet, Reserve and Employer Support Division, was well-received by Reservists in all three Services, and has been expanded and updated to help you understand your rights and responsibilities as a Defence Reservist. It complements the Employer Handbook, which is available online and through our Defence Reserves Support State and Territory offices.

This edition of the Reservist Handbook covers a range of topics, including sections about the Employer Support Payment Scheme and the Office of Reserve Service Protection, tips on how to liaise with your employer to arrange Defence leave, and information about the opportunities for your employer to learn about the role and importance of the ADF Reserves and to experience life as a Reservist personally through Employer Engagement Activities.

Your military and civilian careers should be complementary, especially as the skills you gain as a Defence Reservist will benefit your civilian employer, just as your civilian skills can benefit Defence. You are the key person to ensure good communication with your employer about your Reservist role. The vast majority of Australians support our Defence Force and support you. Being open about your Reserve role and talking to your employer about how it benefits your civilian work can help gain your employer's support.

It is vital that you give your employer as much notice as possible prior to undertaking any Reserve service that may require you to take leave. Each year your unit, squadron or establishment should provide you with information outlining all significant activities including compulsory parade nights, weekends, and annual courses/camps that you need to participate in throughout the year. Additionally, your supervisor should have set your goals for your individual performance appraisal by mid March. Combined with a Career Advisor's interview that generally occurs in March, you should then be able to provide a definitive outline of your intended Reserve service for the year to your unit and to your employer, although there may be some exceptions to this. I encourage you, and your commanders at all levels, to ensure that these measures are completed by the end of March each year, in order to sustain a positive and harmonious relationship between you, your employer and your unit, that supports your availability for Reserve service, and involves no avoidable surprises for your employer or unit.

Defence Reserves Support staff are available to support and assist if you have any concerns about Reserve service – in particular, how to liaise with your employer about Defence-related issues. Specialist staff can be contacted in your State or Territory via the 1800 803 485 help line, via email or in person. Your unit should have a liaison officer who can assist you in the first instance.

Thank you for your important contribution as an ADF Reservist to the defence and security of Australia.

Major General Paul Brereton
Head Cadet, Reserve and Employer Support Division

How can this Handbook help you?



This Handbook is designed to help you understand your rights and responsibilities as a Defence Force Reservist. It will provide you with information about the key support programs and includes contact details if you require further information. Please remember that in addition to your unit staff, there are Department of Defence employees in every State and Territory of Australia who are available to help you work through any issues you may have related to your Reserve service. There is also a comprehensive website and help line for you to call.

Defence Reserves Support — we're here to help you.





Defence Reserves

General information on Defence Reserves



Australia's Reserve Forces

Defence Reserves



What role do Reservists play in today's Defence Force?

Defence Reservists make a commitment to train and serve in the defence and protection of Australia. Reservists have played an important part in Australian history since early colonial days. Today we are increasingly drawing on the skills and expertise of Reservists to maintain the Defence Force's capability. Reservists played a supporting security role at the APEC Australia 2007 forum, the Melbourne Commonwealth Games as well as Pope Benedict XVI's visit in 2008. They have also provided humanitarian relief to communities in Pakistan, Thailand, Indonesia, Papua New Guinea, Rwanda and Somalia. They served alongside their full-time counterparts to increase security and stability in East Timor and Bougainville. They have also been deployed on operations in Iraq, Afghanistan and the Solomon Islands.

Reservists also make a valuable contribution to the community, providing assistance in times of natural disasters such as floods, tropical cyclones and fires and in emergency rescue operations. For example, Reservists helped rebuild lives and communities following the 2011 Queensland floods and the 2009 Victorian bushfires.

Reservists gain capability and experience through formal Defence courses, on-going refresher training and day-to-day experience as they put their skills into practice and advance in responsibilities, rank and leadership ability.

Reserve training provides substantial benefits. For example:

- The Australian Defence Force (ADF) is currently engaged in a program to provide civilian accreditation for Reserve training. Employees can gain formal qualifications through Reserve service at no cost to you, or your civilian employer
- Reserve training includes the development of leadership, management and teamwork skills that are expected of managers and executives in the broader community. These skills can cost thousands of dollars to acquire. Defence provides this training at no cost to the business or the individual
- Reservists develop a number of personal skills that are attractive to all employers. These personal skills include self-discipline, initiative, punctuality, self-reliance and acceptance of responsibility
- A cost-effective form of community-based and supported national defence
- Trained assistance to the community during times of natural disasters
- Annual mandatory training in security, ethics and fraud awareness, equity and diversity and drug, alcohol and suicide awareness

Defence Reserves continued



Talk to your employer

There should be no conflict between your military and civilian careers, especially as the skills you gain as a Reservist benefit your civilian employer. However, it is important that your employer supports you.

Being open about your Reserve role and talking to your employer about how it benefits your civilian work can help you gain your employer's support. It is always important to remember that the vast majority of Australians support our Defence Force and support you.

Applying for leave

Leave for military activities is usually required to cater for four scenarios:

- Initial Recruit Training (4 to 7 weeks)
- Annual Exercises or Camps (up to 2 weeks)
- Specialist Courses (varies by course, up to 12 weeks)
- Deployments (varies, up to 18 months)

Some courses may be modularised into 2 to 4 week blocks; others may require negotiating a longer release.

Key points when applying for leave from your civilian employer are:

- Plan what leave is required and request it well in advance
- Schedule an appointment with your manager so that there is time for complete discussion
- Speak clearly and confidently during discussion
- Identify to the manager the benefits of the proposed training to you as an individual and to the company. For example, focus on the planning, organisational, time management and leadership skills you will acquire and/or develop
- Have your rationale in writing as back up
- Have a completed leave form ready for signature
- If the timing for your leave is difficult, have some alternative staffing strategies your manager can consider
- Be prepared to be flexible/negotiate alternatives

Who is your employer?

It is important that the ADF has this information so we can keep your employer abreast of legislation changes, financial benefits and their rights and obligations.

There is provision for Reservists to complete their civilian employment details on Form AD151. This data can then be loaded onto PMKeys and accessed when necessary. Do this through your unit.

Who is available to assist you?

Each State and Territory has specially trained Defence Reserves Support staff who can answer your queries. You can call them on our help line, visit them in person or email them — whatever is easiest for you.

What is the Defence Reserves Support Council?

The Defence Reserves Support Council (DRSC) is an organisation established to promote the benefits of Reserve service to employers and the community. The DRSC provides an effective link between Reservists and other interested parties — employers, the ADF, all levels of government and the community. The DRSC National Council is responsible for developing broad national policies, providing guidance on the development of national programs and overseeing the operations of the State/Territory committees. Meetings are held regularly in each capital city and also in many regional areas. Council members are volunteers and include representatives from industry networks, small business, trade unions, youth and other interested community groups.

Need more information?

Contact the help line: **1800 803 485**

Visit the website: **defence.gov.au/reserves**

Reservists: ensure you don't have a conflict of interest between your civilian and military employers. Refer to DI(G) PERS 25-6 for further information or visit: **<http://www.defence.gov.au/oscdf/afc/policy.htm>**

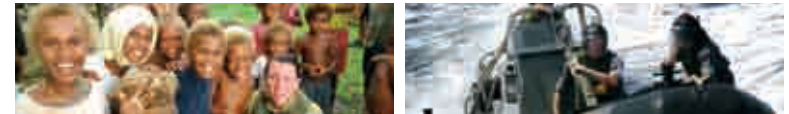
Employer Support Payment Scheme

Providing financial support to employers
of Defence Reservists



Australia's Reserve Forces

Employer Support Payment Scheme



What is ESPS?

The Employer Support Payment Scheme (ESPS) provides financial assistance to eligible employers to help offset the costs of releasing employees for most categories of Australian Defence Force service. ESPS is paid at a set weekly rate regardless of the employee's salary and there are no restrictions on the way employers can use the money. The weekly rate is equivalent to the average weekly full-time adult ordinary time earnings (AWOTE). This figure is set for 12 months beginning on 1 July each year and is published on the Defence Reserves Support website at defence.gov.au/reserves

ESPS may be paid at a higher rate in some circumstances.

As a Reservist, you are responsible to ensure your civilian employer is aware of the ESPS.

Planned ESPS changes

Some changes to the ESPS are planned for early 2012. Check the Defence Reserves Support website for the latest information on the ESPS, including eligibility and claim processes.

Who is eligible to claim ESPS payments?

All employers including government organisations, public and proprietary companies, private employers, discretionary or unit trusts and self-employed Reservists.

What are the criteria?

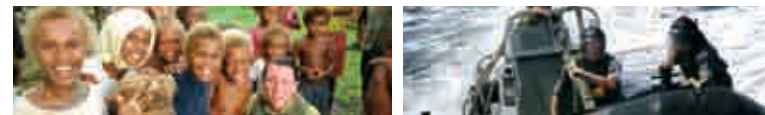
To qualify for ESPS payments:

- Your period of claimed Defence service must be a minimum of five consecutive days
- You must have served a qualifying period (QP) of two weeks of Defence Service (in a single period or blocks of five consecutive days or longer) in the financial year (FY) in which the claimed Defence service was undertaken
- Your employer must submit claims within six months of the first day of service for which the claims are being made. Claims submitted outside this period require special justification
- Your employer must release you on Defence leave (this includes leave without pay) to undertake the Defence service. Your employer must not require you to use your own accrued leave entitlements (e.g. Defence service on annual leave or long service leave is not eligible for ESPS payments)
- Your employer must agree to protect your job

Does it apply for all employees?

ESPS is payable for full-time employees. To be classed as a full-time employee, you must be in regular paid employment generally at least 35 hours per week. ESPS may be paid on a pro-rata basis for part-time employees, as long as the employee is not also in full-time employment elsewhere. ESPS is also available for casual employees who are engaged in work on a regular and reliable basis.

Employer Support Payment Scheme continued



How does my employer claim?

By completing the ADF Reserves ESPS Employers Claim Form (AD138-1).

Employers of Medical, Dental, Nursing or Allied Health Officers applying under CDF Approval for Health Officers should complete the ADF Reserves ESPS Employers Claim Form (AD138-3).

These are available on the Defence Reserves Support website: defence.gov.au/reserves

What supporting evidence is required?

For the first claim of each financial year, employers must attach the following supporting documents to their claim form. Acceptable forms of evidence are detailed on the relevant ESPS claim forms.

- Evidence that they employ you
- Evidence that the business is bona fide and a registered employer
- For part-time employees only — evidence of normal work hours (this should, whenever possible, cover a two-month period). Generally employees are part-time if they work less than 35 hours per week

These documents must relate to the period immediately prior to the Defence service being claimed.

Supporting documents are not required with subsequent claims for Defence service within the same FY unless:

- there has been a change in circumstances (e.g. you have moved from full-time to part-time employment), or
- further evidence is requested by the approving ESPS Delegate

Completing the claim form

Your employer must sign the Employer's Declaration on the claim form. By doing so, they confirm that they will provide to you the employment protection benefits of the *Defence Reserve Service (Protection) Act 2001*.

*A Delegate is a particular person or position nominated to authorise payments in Defence.



Employer Support Payment Scheme continued



When to claim

Claims should be made within six months from the first day of Defence service for which the claim is made (this does not apply to the annual qualifying service period).

Claims made later than six months will only be eligible for payment for periods of service within six months of the claim being made (unless this requirement is waived by the Director or Assistant Director of the ESPS).

Your employer may request a waiver of the six-month limitation period. If they wish to do so, they should submit the claim, with justification for the late submission, to the ESPS Delegate.

The ESPS Delegate will forward the request for late waiver to the Director of the ESPS.

Where should employers send the claim?

ESPS claims are processed by authorised ESPS Delegates. Your employer should submit the claim directly to the appropriate ESPS Delegate. Authorised ESPS Delegates are detailed on the Defence Reserves Support website. The appropriate ESPS Delegate can be identified by visiting this website.

What will happen with the claim?

Delegates may approve or reject a claim, seek further information or refer the claim to the Director of the ESPS. Within 30 days of receiving the completed claim form, Delegates should undertake one of these actions. If the claim is approved, payment should be made, where practicable, within 14 days of approval. For employees on extended periods of continuous Defence service (greater than 21 days) employers should receive an initial payment followed by fortnightly payments, in arrears, until the completion of the period of the Defence service.

Note: ESPS payments can be paid for a maximum of 78 weeks for a single period of continuous Defence service.

Are ESPS payments taxable?

ESPS payments are taxable in accordance with normal taxation requirements and must be declared on the appropriate tax return.

Receiving ESPS payment at the full-time rate

To be entitled to ESPS payments at the full-time rate, an employee must generally be in regular paid employment for at least 35 hours per week.

The rate at which ESPS payments are approved will be based on the employee's (Reservist's) pattern of work (actual work hours) in their civilian employment.

Employer Support Payment Scheme continued



What are your responsibilities as a Reservist?

You should:

- Ensure your employer is aware of the scheme
- Provide your employer with a copy of the ESPS claim form and the service details required on the form before beginning Defence service
- Advise of the appropriate Delegate's address for submission of claims

What if ESPS is not enough to cover my absence?

Your employer may seek additional ESPS if they suffer substantial financial hardship or loss as a result of your absence on Defence Service. Any claim under these provisions should be submitted to the ESPS Delegate. The ESPS Delegate will forward the hardship/loss claim to the Director of the ESPS for consideration. If approved, the Director or Assistant Director will determine the amount of the higher payment.

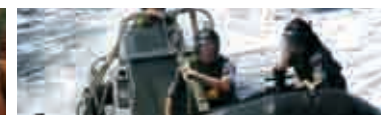
Need more information?

Contact the help line: **1800 803 485**

Visit the website: defence.gov.au/reserves



Employer Support Payment Scheme continued



Injury/illness

If you are injured or become ill as a result of the Defence service, your employer may be entitled to receive payments of ESPS while you are recovering. Further information is available on the Defence Reserves Support website at defence.gov.au/reserves

Capability payments

ESPS may be paid at higher levels, or in situations where eligibility criteria are unable to be satisfied, when the CDF has authorised payments to meet a specific Defence Force capability requirement.

Employers of Medical, Dental, Nursing or Allied Health Officers submitting claims under the current CDF approval for Health Officers should use ADF Reserves ESPS CDF Approval Employer's Claim Form (Form AD 138-3).

Details on current CDF Approvals for higher payments, and on how to submit these claims can be found on the Defence Reserves Support website at defence.gov.au/reserves

Changed circumstances

Employers must advise the Director of the ESPS, through your Defence unit, if you leave your employment while undertaking Defence service for which they are receiving payments of ESPS. In this event, entitlement to ESPS ceases immediately.

Self-employed Reservists

Additional criteria apply to claims from self-employed Reservists. These claims must be submitted on different claim forms. The primary self-employed Reservist claim form is Self-employed Claim Form AD 138-2. Self-employed Medical, Dental, Nursing or Allied Health Officers are to submit claims using the CDF Approval Self-employed Claim Form AD 138-4.

AD 138-2
Revised Apr 2007

STAFF-IN-CONFIDENCE. (After first entry)

Department of Defence

Date received by unit

**Australian Defence Force Reserves
Employer Support Payment Scheme
Claim form for Self Employed Reservists**

Privacy statement
Defence is collecting the information on this form to determine your eligibility for payment under the ADF Reserves Employer Support Payment Scheme. This payment is authorised by Defence (Employer Support Payments) Determination 2005 made under Section 59B of the Defence Act 1903.
Information provided in this Employer Support Payment claim form will be used for the administration of the Employer Support Payment Scheme. The information may also be used in the organisation or conduct of employer support activities. This information is safeguarded by the Privacy Act 1988 (Cth) which prohibits the information from being used for unauthorised purposes.

Completion instructions: Refer to pages 1 to 5 for instructions. Reservists must tick or complete all appropriate boxes in Sections A to D. When completed, please submit pages 6 to 11.

Section A - To be completed by Reservist

Service number	PMKeyS number	Rank	Family name	Initials
Mailing address				
Phone number		Fax number	Email	
Unit				
Name of business or company			Activity of business or company	
ABN			Date business commenced	

Periods of Defence service to which this claim relates.
(If this is your first claim for the financial year, include the service that will meet the qualifying period requirement)

Date from	Date to	Date from	Date to

Nature of employment (Tick appropriate box)
☐ I am conducting a recognised business as a sole trader.
☐ I am conducting a recognised business as a partner.
☐ I am employed in an active role by a company or trust which I control.
☐ I am the director of a company which I control (and play an active role in the direction of the company).
☐ I am providing services, as an independent contractor, to a company which I control.

The basis of my employment is: (Tick appropriate box)
☐ Full-time (30 hours or more per week) ☐ Part-time for _____ average hours per week

If in part-time self employment, payment is made on a pro-rata basis and no payment can be made if the Reservist is also in full-time employment.

If in more than one part-time employment (and not in full-time employment), payment is shared on a pro-rata basis.

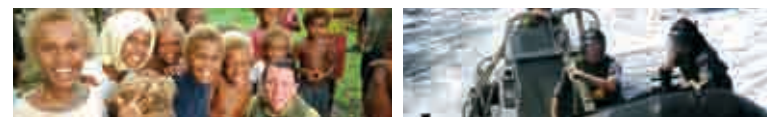
If in part-time self employment, detail any other employments held.

Name of employer	Average number of hours per week
Name of employer	Average number of hours per week

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AD 138-2 - Page 6 of 11

Employer Support Payment Scheme continued



Principal Source of Income Criteria

For a self-employed Reservist to qualify for ESPS payments, the Reservist must provide evidence showing that:

- The business is bona fide
- The business is operating or trading
- The business provides the self-employed Reservist's Principal Source of Income (PSI) and has done so for at least the previous six months

What supporting evidence is required?

Supporting documentation is required covering a period of at least six months immediately prior to the Defence service being claimed. Only specific forms of documentation are acceptable:

- Proof the business is bona fide. This must be an ABN registration from the ATO, a Certificate of Incorporation or a Business registration certificate
- Proof the business is operating or trading. This must be a current Business Activity Statement for the business, a certified financial statement or tax return for the business (with ATO notice of assessment if the Reservist is a sole trader) or evidence from the business' financial adviser or accountant
- Proof the business provides the Reservist's PSI. This must be the Reservist's certified financial statement or Individual tax return (with ATO notice of assessment) or evidence from the Reservist's financial adviser or accountant

New PSI documentation must be provided at least every three years or after any six month gap between periods of eligible Defence service (i.e. periods for which an ESPS payment was received or which formed part of the annual qualifying period), whichever comes first. A Reservist may choose to provide new PSI evidence with any ESPS claim (even if within the three year window). If accepted by the delegate, any new PSI evidence would extend the PSI approval for three years from the end date of the new PSI assessment period. An approving ESPS Delegate may request further documentation or information from the Reservist at any time to support an ESPS claim.

Note: Future requirement in the new determination; Evidence from a Reservist's financial adviser or accountant must be substantiated by the provision of the member's Individual tax return and ATO Notice of assessment.

Legitimate Business Test Criteria

In exceptional circumstances, where it would be unfair to apply the PSI requirement, a Reservist may apply for consideration under the Legitimate Business Test (LBT) provisions. Not all self-employed Reservists will be eligible to apply under these provisions

There are seven elements of the LBT provisions that the Reservist must meet. These are:

- 1 - Proof that the business is bona fide
- 2 - Proof that the business is operating or trading
- 3 - Evidence that the business has provided the Reservist's Principal Source of Employment for a continuous period of at least six months prior to the Defence service
- 4 - Explanation as to why the business does not provide the Reservist's PSI
- 5 - Explanation as to why it would be unfair to treat the Reservist as ineligible for payment based on not meeting the PSI requirements
- 6 - Evidence of how much time the Reservist has spent on work for the business over the six month period prior to the Defence service being claimed
- 7 - Evidence of quotes, supply invoice or similar documentation for each month of the six month period

For more detailed information regarding requirements for self-employed Reservists, please refer to the Self-employed Claim Form AD 138-2 and the Defence Reserves Support website at defence.gov.au/reserves.

All ESPS claim forms are available on the Defence Reserves Support website.



Office of Reserve Service Protection

Know your rights and obligations



What is the Office of Reserve Service Protection?



In 2001, the Australian Government introduced legislation to protect Defence Reservists undertaking various forms of Reserve service.

The *Defence Reserve Service (Protection) Act 2001* makes it an offence for an employer to discriminate against, disadvantage, hinder or dismiss an employee or prospective employee for rendering Defence service. Protections also apply to contractors and partners and in certain circumstances to students enrolled in a course of instruction at an Australian education institution.

The Act also requires employers to release employees who are Defence Reservists to undertake Defence service. The Act not only makes it mandatory for employers to release their Reservists for service, but also for the training necessary to prepare them for that service.

That said, neither the Government, nor the Australian Defence Force, wants to impose unreasonable burdens on employers. As a Reservist you also have obligations to your employers. For instance, you should always attempt to give your employer reasonable notice of your requirement to perform Defence service. If your employer has significant and legitimate problems releasing you, they are encouraged to speak with you and your Reserve commander. If this does not resolve the issue, your employer can contact the Office of Reserve Service Protection (ORSP). The Act and its Regulations can be found at comlaw.gov.au



Office of Reserve Service Protection



What does the Act do?

It provides specific protection measures for current, prospective and former Reservists and places legally binding obligations on employers, educational institutions and partners in the areas of perceived discrimination, hindrance, loss of status, unfair dismissal or termination of employment and entitlements due to an employee's Defence Reserve service.

Who manages the Act?

The provisions of the Act are managed by the ORSP within the Department of Defence.

When should you contact the ORSP?

You can lodge complaints when:

- An employer refuses to hire you because you are a Reservist
- Your employer refuses to allow you to undertake Reserve service
- You are being refused leave or being coerced to use annual or long service leave to undertake Reserve service
- You are dismissed or otherwise disadvantaged for undertaking Reserve service

- You are refused or expelled from a partnership or a contract terminated for being a Reservist
- You are excluded from a course or unit of study at an educational institution for undertaking Reserve service

How can the ORSP help you?

It can have breaches of the Act corrected, including having you reinstated.

It can do this by:

- Offering advice when required
- Liaising with employers
- Providing alternative dispute-resolution services including mediation
- Taking legal action as a last resort

How do you make a complaint?

Before making a complaint, you should try to resolve this issue with support from your Unit Commanding Officer. If the issue cannot be resolved at this level, you can contact ORSP direct on 1800 671 998 or email orsp@defence.gov.au. A form is also available on the Defence Reserves Support website: defence.gov.au/reserves

In the first instance the ORSP will try to negotiate with the employer. If that fails it will seek to resolve the issue by more formal means.

The ORSP will not take up a complaint if it is considered to be vexatious, frivolous or made in bad faith.

What are your responsibilities?

The onus is not solely on employers. You are obliged to ensure that your release is made as easy as possible for your civilian employer to accommodate.

This can be assisted by:

- Considering the impact of your proposed absence on the business
- Giving your employer reasonable notice of your Defence leave requirements
- Not volunteering for excessive/repeated periods of Defence leave in a single year
- Ensuring your employer is aware of and assist with the claim of Employer Support Payment from Defence

- If requested you are to provide your employer with appropriate formal Defence documentation which confirms any military employment, period of absence and Defence employer contact details

Following these guidelines makes it easier for all parties involved.

How can the ORSP help employers?

The ORSP can provide advice to employers on their legal obligations and on how best to resolve issues following a complaint.

The ORSP can also act as an intermediary to help employers negotiate reasonable and workable solutions to Defence Force requirements.

Just call 1800 671 998 or email orsp@defence.gov.au

ORSP Card

This card has been designed to help you understand your rights and obligations as a Defence Reservist.

It outlines the protection that is available to you, as well as how you should discuss Reserve Service issues with your civilian employer.

If you need a card please contact your unit or DRS State Manager.

Need more information?

Contact the help line: **1800 671 998**
Visit the website: defence.gov.au/reserves



Did you know... There is a factsheet put out by the Fair Work Ombudsman's office to assist employers and Reservists titled *Defence Reservists: rights and responsibilities at work*. fairwork.gov.au/resources/fact-sheets/pages/default.aspx





Leave Policies

Guidelines to help your employer develop a Reserve Leave Policy



Leave Policies



Defence Reserve Leave Policies

It is important that you form a strong and open relationship with your employer. A leave policy can assist you and your employer when you need to be absent for training or deployment. You should check your organisation's Human Resource (HR) manual/policies to see if a 'Defence Leave' policy already exists as this will indicate willingness to be supportive. If there appears to be no existing 'Defence Leave' policy you should obtain the relevant private or public sector material and seek to discuss this with the HR Manager at an appropriate time – perhaps not just before you want to apply for leave! Experienced Reservists in your unit or local DRS staff should be able to help you prepare for this discussion.

It is also your responsibility as the Reservist to ensure you provide as much notice as possible to your employer prior to any Reserve service.

This section provides you with information available to your employers to assist them in their development of leave policies. Employers are strongly encouraged to adopt the guidelines as a best-practice model for supportive workplace arrangements and practices.

Defence Reserves Support personnel can provide a Leave Policy Template that your employer can easily fill in and implement within your organisation.

Call **1800 803 485** to obtain an easy to use Microsoft Word template. Alternatively go to the Defence Reserves Support website at **defence.gov.au/reserves** to download the template.

Private Sector Leave Guidelines

Why have these guidelines been provided?

These guidelines were developed via extensive consultation with private sector employer networks and are endorsed by many peak bodies including Australian Industry Group and the Australian Chamber of Commerce and Industry.

The guidelines are designed to assist employers with the development of leave policies so that Reservists can be released from private sector employment to fulfill their training and service obligations.

The guidelines provide clear guidance to employers, Reservists and the Defence Force in relation to Reservists employed in the private sector. Employers are strongly encouraged to adopt the guidelines as a best-practice model for supportive workplace arrangements and practices.

Leave Policies continued



How can you help your employer?

You can encourage your employer to develop policies that provide support for their employees to undertake Defence service.

Supportive employers are encouraged to:

- Have a transparent HR policy for employee participation in the Defence Force Reserve with provision for Defence leave, acknowledging that Reserve training enhances job performance as well as contributing to national security
- Ensure that every level of management in the organisation is aware of the supportive policy
- Recognise Defence service accomplishments in the organisation's newsletters and other publications
- Grant, as a minimum, two weeks (10 working days or 14 calendar days) Defence leave each year, in addition to annual leave, either as paid or unpaid leave or on top-up pay
- In line with current legislation provide access to additional Defence leave if required by the Australian Defence Force
- Support Reservist employees during their first year of Defence service to enable them to complete recruit and initial-employment training, whether by continuous attendance or by attendance at modules, in order to allow them to achieve the necessary competency skills and qualifications
- Ensure that any absence on Defence service does not break continuity of service for the purposes of seniority and employment

- Preserve access to other entitlements during absences on Defence service, including counting periods of leave without pay as service for accrual of annual leave and long service leave entitlements except where such periods are rendered as Continuous Full Time Defence Service
- Commit, wherever possible, to the provision of job opportunities and benefits for Reservist employees, consistent with those for other employees
- Review the Reservist's salary or conditions along with other employees if a periodic review is undertaken while the Reservist is absent on Defence service. If a new workforce agreement is signed during the Reservist's absence, then the Reservist should be considered as an employee for the purposes of that agreement
- Actively address the Reservist's re-integration into the workforce, without detriment, after deployment or absence on military duties including training



Leave Policies continued



Public Sector Leave Guidelines

Who has this policy been developed for?

This policy has been developed for the Commonwealth public sector.

It is suggested that State and Territory public sectors adopt similar measures.

What is the policy?

Policy – Australian Public Service (APS)

Agencies and Commonwealth authorities and companies

The Australian Government Employment Bargaining Framework (Bargaining Framework) requires the incorporation of leave policies and employment practices in enterprise agreements and other workplace arrangements that support the release of Defence Reservists for peacetime training and deployment (Bargaining Framework, Part 4.2).

Where can you find more details about the Government policy requirements?

A copy of the Bargaining Framework can be found by visiting the Australian Public Service Commission's website www.apsc.gov.au/workplacelrelations/bargainingframeworksupport.html

The Supporting Guidance to the Bargaining Framework also provides further detail as to how the policy is to be implemented.

What approach does Defence recommend in the public sector?

Specifically, Defence recommends agencies:

- Provide four weeks (20 working days or 28 calendar days) leave on full pay each year for Reservists undertaking Defence service
- Provide an additional two weeks paid leave to allow for Reservists' attendance at recruit/initial employment training
- Provide scope for additional leave for Defence service, either on a paid, unpaid or top-up pay basis
- Not require Reservists to pay their tax-free Reserve salary to their agency under any circumstances

- Allow Defence leave entitlements to accumulate and be taken over a two-year period
- Treat leave for Defence service, whether with or without pay as service for all purposes — the exception being that a period or periods of Continuous Full Time Defence Service does not count as service for the purpose of annual leave accrual
- Provide Reservists with continued access to other components of their remuneration package during periods of Defence service, for example: superannuation (subject to the rules of the CSS, PSS and Military Superannuation and Benefits Scheme), studies assistance, salary reviews and cars

In addition, it is important that agencies keep their Reservist employees informed of developments in the workplace while the Reservists are undertaking training or are on deployment.

More broadly, the Australian Government strongly encourages APS agencies to actively promote the benefits of Reserve service to their employees. Defence Reserves Support communication staff can assist agencies with promotional material.

Need more information?

Contact the help line: **1800 803 485**

Visit the website: **defence.gov.au/reserves**



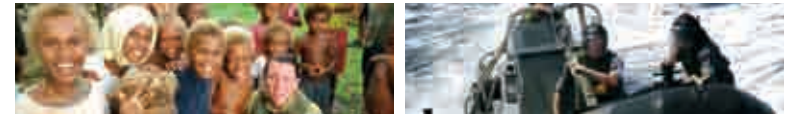


Employer Engagement Activities

Employer Challenge Days, Exercise Executive Stretch
and Exercise Boss Lift



Employer Engagement Activities



What are the Employer Engagement Activities?

The primary Employer Engagement Activities are Employer Challenge Days, Exercise Executive Stretch, Exercise Boss Lift and unit visits.

The aim of these activities is to enhance the availability of the Reserve force by further developing community and employer support for the Reserve.

Reservists should encourage their employers, particularly their immediate supervisors and HR managers, to participate in Employer Challenge Days, Exercise Executive Stretch and unit visits.

As a Reservist, you are responsible to ensure your civilian employer is aware of, and preferably participates in at least one of the employer engagement activities.

Employer Challenge Days and Exercise Executive Stretch

Employer Challenge Days (ECD) and Exercise Executive Stretch (EES) are activities for employers of Reservists and potential employers of Reservists. The intent is to give employers an insight into the type of training conducted in the Australian Defence Force.

An ECD is a tailored activity, involving a one day commitment from your employer and they are normally conducted during the working week.

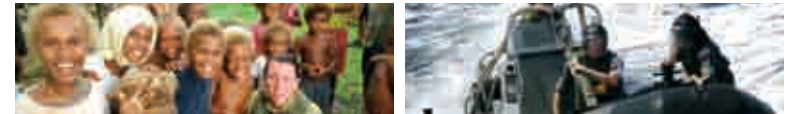
EES is a challenging and enjoyable activity for employers and is normally held over a weekend. Employers who have attended EES rate the activity highly, as an experience not to be missed.

What will my employers have to do?

A typical ECD and EES program is informative and adventurous — all within a safe and controlled environment. They will combine a range of activities that might include some of the following:

- Leadership, confidence and initiative tests
- Team-building exercises
- Navigation theory and practice
- Bush-craft
- Communications
- Quick decision exercises
- Abseiling and rappelling exercises (challenge by choice)
- Visits to technical training facilities

Employer Engagement Activities continued



Exercise Boss Lift

Exercise Boss Lift is a longer activity where Defence takes employers to visit ADF personnel on exercises and operations within Australia and overseas.

Participating in Exercise Boss Lift is a way to learn first-hand about what the Australian Defence Force does.

Employers involved in Boss Lift gain a valuable insight into the benefits that Reserve service brings back to the civilian workplace.

Often there is also an opportunity for employers to actually see their employees working as Reservists.

For instance, employers have recently been to North Queensland to see Defence personnel involved in Exercise Precision Support. Exercise Precision Support is an exercise that aims to prepare Royal Australian Air Force's Combat Support Group personnel for deployment in support of air operations anywhere in the world. Possible tasks these personnel could be involved in include the evacuation of civilians, peacekeeping missions, disaster and humanitarian relief efforts, and support to our forces in the Middle East.

Employers also travel to the Solomon Islands and East Timor as part of the Boss Lift program.

How can I nominate my employer?

Your unit will advise you of a Boss Lift activity in support of your deployment. Nominate your employer through your unit or call your local Defence Reserves Support office on **1800 803 485**.



Awards



Employer Support Awards



What are the Employer Support Awards?

These Defence Reserves Support Council sponsored awards are designed to formally recognise those employers who are committed to supporting Reservists in their workplace. They are very well received in the business community and the public sector.

While the awards program does not provide any financial or commercial gain to employers, it does offer the chance to give your employer the formal public recognition they deserve.

It is always important to say 'thank you'. These awards acknowledge employers who have been supportive of their Reserve employees either over a sustained period or for a special effort to enable the member to complete their Reserve commitments.

What are the award categories?

Employer Support Awards are made at the State/Territory level. The categories are small, medium and large private sector; and government.

As a Reservist, the onus is on you to nominate your employer, through your unit to your local DRS office.



Mr Leigh Purnell (Chair of the Defence Reserves Support Council – Victoria), Flying Officer Fiona McGrath with her employers Mr John Laursen and Tony Pearce from the Department of Transport, recipient of an Employer Support Award, and Mr Jack Smorgon (National Chair of the Defence Reserves Support Council).

Awards for Reservists



There are several award schemes for Defence Reservists. These include:

- Tasman Scheme
- Reserve Excellence Awards
- Prince of Wales Award scheme

To find out about an award in your state call your State DRS office for more information.

Tasman Scheme

The Tasman Scheme allows selected junior non-commissioned Reservists to travel to New Zealand for a two-week attachment to a military unit of similar capability to the one to which the Reservist is posted in Australia.

The Defence Reserves Association and the Defence Reserves Support Council jointly sponsor the activity.

The Tasman Scheme is designed to promote Reserve service within the junior non-commissioned ranks and to promote interoperability between the New Zealand and Australian Defence Forces. Any Navy, Army or Air Force Reservist of the rank of Lance Corporal (E) and Corporal (E), with a minimum of three years service, is eligible to apply for the Tasman Scheme. A competitive selection process is used to decide the nominee from each state.

Prince of Wales Award scheme

The Prince of Wales Award (POWA) scheme provides a development opportunity for Defence Force Reservists to enhance their individual experience and knowledge in their chosen civilian occupation or profession.

It has been redeveloped to deliver greater benefits to civilian employers of Reserves, Reservists and the ADF.

The scheme has two primary objectives:

- To reward outstanding ADF Reservists for their dedication and commitment to Reserve service by providing an opportunity for the Reservist to undertake a training or development activity directly related to their civilian occupation or profession; and
- To promote the value of Reserve service to civilian employers as the experience and knowledge gained for a successful POWA activity will provide ongoing positive benefits to the employer, the Reservist and the ADF

For further information about the POWA scheme contact your local DRS office or call **1800 803 485**.



Standby Reservists



Standby Reservists

Standby Reservists



Navy Standby Reserve

The Navy Standby Reserve is a pool of trained Naval Reservists who, for whatever reason, have not committed to undertake service, and who make no contribution to day to day Navy capability. Members of the Standby Reserve cannot undertake service (except on Continuous Full Time Service) until such time as they transfer to the Active Reserve.

Navy Standby Reserve members are required to advise or confirm their contact details to NPCMA, or their Local Career Management Cell (Reserves) on an annual basis.

Active Reserve members who do not undertake service for two consecutive years may be transferred to the Standby Reserve. This process is undertaken to ensure those members on the Active Reserve list accurately reflects the current workforce status.

Members of the permanent Navy and members of the Active Reserve who joined after 1 July 2003 are (subject to certain conditions) required to transfer to the Standby Reserve at the end of their period of service.

Navy Standby Reserve members are liable for call-out under the provisions of section 50D of the Defence Act 1903. Service is compulsory following call-out.

Further information may be obtained from –

- Your Local Career Management Cell (Reserves);
- The NPCMA Reserve Cell – tel 02 6265 3300 or email RCMC@defence.gov.au
- The NR website – navy.gov.au/reserves

Standby Reservists continued



Army Standby Reserve

The Army Standby Reserve (ASR) is one of the components of the Army. This Reserve component is an accessible pool of trained, competent Reserve members that round out critical capabilities or back-fill positions when required.

Army personnel have an obligation to transfer to the ASR on separation from the ARA and AR.

The Army National Standby Reserve Agency (ANSRA) actively administers the ASR personnel resource and as required identifies potentially suitable ASR to supplement the Australian Regular Army (ARA) and Active Reserve (AR) vacancies. ANSRA manages the Army component of the ASR, including annual contact with all ASR members; updating ASR members PMKeyS data; policy development on ASR issues; and keeping ASR members informed of Defence changes that may have an impact on them.

There are many benefits as a ASR member and these include:

- Tax free pay when employed on Reserve Service
- No obligation to maintain AIRN compliance
- No obligation to parade and/or attend training courses
- Reserve pay is an exempt form for some Centrelink purposes
- Ease of transferring between the Reserve services i.e. ASR to AR
- Maintain/establish networks

As an ASR member you may volunteer for work with the Army and this is as simple as completing an AD826 (Army Standby Reserve (SR) Annual Contact Details) or emailing your interest to ANSRA. These forms can be obtained by either emailing ANSRA or by downloading it from ANSRA's website. Once you have completed the form forward it to ANSRA for action.

When you volunteer for work under DA50(4) you are not required to be AIRN compliant, but you are required to have a current Medical Employment (MEC) 1 or 2 by completing a Comprehensive Preventative Health Examination (CPHE) or Annual Health Assessment (AHA). If your MEC does not meet the requirement, you may apply for a critical skills waiver.

To obtain further information about ANSRA and or the ASR:
Web address: army.gov.au/Standby_Reserve/
Email: ansra@defence.gov.au
Postal address: ANSRA, Victoria Barracks – Brisbane, ENOGERA MC QLD 4051



Standby Reservists continued



Royal Australian Air Force Standby Reserve (RAAFStR)

Members of the RAAFStR are required to render continuous full-time service (CFTS) after call-out by the Governor-General; however, they otherwise have no training or readiness liability but may volunteer to render Defence service.

Voluntary service

Members of the RAAFStR may volunteer to render Defence service:

- a. on voluntary CFTS, or
- b. by applying to transfer to an operational category of the RAAF Reserve and being allocated Reserve salary days.

Transfer to the RAAFStR

Compulsory transfer

Air Force officers who joined the RAAF on or after 01 July 2003, and airmen and airwomen who joined the RAAF on or after 01 January 1996, and who have completed a period of service in:

- a. the Permanent Air Force (PAF), or
- b. a category of the Air Force Reserves other than the RAAFStR, must be transferred to the RAAFStR at the end of the period of service (subject to the qualifications set out above).

If a member has reached compulsory retirement age (CRA) for Reserve service (65) or has been discharged from the PAF or Air Force Reserves for adverse, disciplinary or medical reasons, or has failed to complete recruit training or officer basic training, then the member will not be transferred to the RAAFStR.

Voluntary transfer from the RAAFStR to PAF or Operational Reserve.

Air Force members, other than those detailed above who will be compulsorily transferred to the RAAFStR, may volunteer to transfer to the RAAFStR at the cessation of their PAF or operational Reserve service. A Reservist who is retained in the RAAFStR continues to be a 'member' of the Air Force. Consequently, 're-enlistment' and 're-appointment' procedures are not processed through Defence Force Recruiting (DFR) should a RAAFStR member seek to serve again in the PAF or operational Reserve. Applications to transfer from the RAAFStR to a category of the operational Reserve or to the PAF are staffed through the member's Reserve Training Wing (RTW) squadron (not through DFR).

Standby Reservists continued



Management of the RAAFStR

The current policy regarding management of the RAAFStR requires members to apply to the Deputy Director Flexible Employment (DDFE) to remain in the RAAFStR every five years; consequently, a member may apply in the fifth year of their Specific Period of Service (SPS) to remain in the RAAFStR for a further five years, or until to CRA, whichever occurs first. Any request to remain in the RAAFStR beyond a five year SPS will be approved where the member has skills or attributes that may reasonably be expected in the future to contribute to Air Force capability.

Where a RAAFStR member does not apply to remain in the RAAFStR in the fifth year of their SPS, their service in the RAAFStR, and consequently the Air Force, will be terminated.

RAAFStR members are required to provide DP-AF with confirmation of details of their current address, other contact details, state of health, current competencies and willingness to remain in the RAAFStR on an annual basis or on the occurrence of changes to any of these details. This can be achieved by completing the Personal Details and SPS Notification Form.

To obtain further information about the RAAFStR:

Defence Restricted Network:
<http://intranet.defence.gov.au/raafweb/>
and search for 'standby reserves'.

Email: RAAF.StandbyReserve@defence.gov.au



Reserve Force Health Care and Injured Reserve Policy



Reserve Force Health
Care and Injured
Reserve Policy

Reserve Force Health Care and Injured Reserve Policy



Reservist Health Care and Related Support

If you are injured or become ill as a result of your Reserve duty, whether or not you are on Continuous Full Time Service (CFTS) or participating in your usual Reserve duties, there is a process that you should follow to help achieve a better health outcome.

- Have the injury treated as soon as possible by a military health professional at the closest Defence medical facility (for example, a Regimental Aid Post (RAP) or Area Health Centre), noting your supervisor should accompany you to the medical facility. Ensure it is documented on a PM105 - Outpatient Clinical Record and placed in your medical records. You can request a member's copy for your records if you wish
- Complete an AC563 – Defence OHS Incident Report as soon as possible. This serves as supporting documentation to the PM105, particularly as it has the Chain of Command and Unit OHS Representative's comments on it. On completion of the entire form ensure you have a copy for your own records (this is a must in case it gets misplaced for some reason)
- Apply to the Department of Veterans Affairs (DVA) to accept liability of the injury. If your injury requires treatment beyond your Reserve service attendance an application to the DVA should be made as soon as possible. DVA takes over responsibility for payment of further medical treatment once liability has been accepted. The application is made on the following forms:
 - D2049 - Injury or Disease Details Sheet
 - D2051 - Claim for Liability and/or Reassessment of Compensation

- Once your DVA Claim is lodged, you should be aware that Defence Instruction (General) Personnel 16-1, sub-paragraph 9a stipulates that Reservists will receive Defence Health Service care for an injury or illness resulting from their Defence service until their transfer into the military compensation system, administered by the DVA is completed. This health care will be provided whether or not you are on duty.

Your local Returned Services League on 133 775 should be able to provide an advocate to assist in completing the appropriate paperwork for submission to DVA. This is a free service for ADF members. Other organisations such as the Regular Defence Force Welfare Association are also available on **(02) 6265 9530**.

These forms can be procured from the DVA representative at your local transition cell or downloaded from <http://clientforms.dva.gov.au/clientforms>

Reservists who are hospitalised beyond the expected period of Defence service are entitled to their Reserve pay continuing until hospital discharge. If their employer is receiving Employer Support Payments this may also be extended.



If you have the required paperwork and are refused treatment by a defence medical facility, all efforts to inform the medical facility of the Defence Instruction (General) Personnel 16-1, paragraph 9 should be made. It quotes:

“The DHS is required to provide the following health care for Reserve members serving on other than CFTS:

- a. Reservists will receive health care for injury or illness resulting from their Defence service until the transfer of the member into the military compensation system, administered by the DVA, is completed.”

If treatment is still denied, contact your Senior Medical Officer (SMO) through your chain of command for advice. If treatment is still denied, as a last resort, the member is entitled to submit a Redress of Grievance through their unit.

It should also be noted that if a member is injured or becomes ill as a result of Reserve duty, a Commanding Officer is authorised to approve additional Reserve days during convalescence prior to DVA accepting or rejecting liability.





Contacts



Australia's Reserve Forces

Contacts



Defence Reserves Support has personnel in each State and Territory who can assist you with queries related to the Employer Support Payment Scheme, Office of Reserve Service Protection, Employer Engagement Activities and other Defence Reserves-related issues.

1800 803 485

defence.gov.au/reserves

Office of Reserve Service Protection

orsp@defence.gov.au

Royal Australian Naval Reserves

navy.gov.au/reserves

Australian Army Reserves

defencejobs.gov.au/army/reserves

Royal Australian Air Force Reserves

raaf.gov.au/reserve

Defence Force Recruiting

defencejobs.gov.au

Defence Service Centre

1800 DEFENCE

Military & Civilian Pay and Conditions

An initial point of contact for military and civilian personnel with questions about pay and conditions of service

All-hours Support Line

What is the All-hours Support Line?

The All-hours Support Line (ASL) is a confidential telephone service for ADF members and their families that is available 24-hours-a-day, seven days a week. The ASL is designed as a triage line, which simply means that it is there to help you access ADF or civilian mental health services more easily. Services that you can access include psychology, medical, social work, and chaplain services.

1800 628 036

Outside Australia +61 2 9425 3878

IT Help Desk

13 32 72

Contacts



PMKeys Support Line

1800 680 202

Reporting Notifiable Incidents

You are responsible for reporting all notifiable incidents (including suspected fraudulent activity) in accordance with DI(G) ADMIN 45-2 The Reporting and Management of Notifiable Incidents.

There are several ways to lodge a report:

- to your chain of command
- to any Service Police, Inspector General Division or Defence Security Authority office
- by phoning the Australian Defence Force Investigative Service (ADFIS) confidential 24 hour hotline: (02) 6266 8430
- the Defence Whistleblower Scheme:
 - Inspector General Division (IGD) confidential 24 hour hotline: 1800 673 502
 - by emailing IG.investigations@defence.gov.au
 - by writing to:
Director, Investigations and Recovery
CP3-2-015
Campbell Park Offices
CANBERRA ACT 2600
 - by faxing (02) 6266 4588 (secure and confidential number); or
 - by meeting with the Director of Investigations and Recovery or an assigned investigator in person

Corporate Card Support

Access to the Card Management System (CMS)

Help Line 1800 007 606

Fax 1800 007 607

E-mail corporate.cards@defence.gov.au

Department of Veterans' Affairs (DVA)

dva.gov.au

133 254

Regional callers 1800 555 254



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Courses/Training Information

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For further information contact our help line or visit the website

1800 803 485
defence.gov.au/reserves

