



DEFENCE RESERVES SUPPORT

WE'RE HERE TO HELP EMPLOYERS & RESERVISTS

An overview of the key
support programs



What sort of skills does a Defence Reservist have?

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

Trained by our country's best, Australian Defence Force (ADF) Reservists have a positive impact on any workplace. Disciplined, focused, reliable and possessing highly desirable leadership qualities, if you employ a Defence Reservist you are in possession of an extremely valuable asset.

Reserve training provides substantial benefits to employers and the community. For example:

- Employees can often gain formal qualifications through Reserve service at no cost to their employer
- Reserve training develops leadership, management and teamwork skills that are expected of all managers and executives. These skills can cost thousands of dollars to acquire. Defence provides this training at no cost to the business or the individual
- Reservists also 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

Employer Support Payment Scheme

What is the Employer Support Payment Scheme?

The Employer Support Payment (ESP) Scheme provides financial assistance to eligible employers to help offset the costs of releasing employees for most categories of Australian Defence Force service.

ESP 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 www.defence.gov.au/reserves. ESP may be paid at a higher rate in some circumstances.

Who is eligible to claim ESP?

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

Does it apply for all employees?

ESP is payable for full-time employees. It may be paid on a pro-rata basis for part-time employees, as long as the employee is not also in full-time employment. ESP is not payable for casual employees engaged in work on an irregular or unreliable basis.

What are the criteria?

To qualify for ESP payments:

- Your employee's periods of Defence service must be a minimum of five consecutive days

- Your employee must have served a qualifying period of two weeks of Defence service (in a single period or blocks of five consecutive days or longer) with you in the current financial year
- Employers 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
- Employers must release their employee on leave (this can be leave without pay) to undertake the Defence service. You must not require them to use their own accrued leave entitlements (e.g. Defence service on annual leave or long service leave is not eligible for ESP payments)
- Employers must agree to protect their employee's job

If you are a self-employed Defence Reservist you must have derived your principal source of income from your business or company for a minimum of six months or satisfy the requirements of the legitimate business test.

How do I claim?

By completing the ADF Reserves Employer Support Payment Scheme - Employer's Claim Form (Form AD 138-1) or form AD 138-2 for self-employed Defence Reservists. There are special forms for employers claiming under the CDF Capability Approval for Health Officers. Copies of all forms are available on the Defence Reserves Support website at www.defence.gov.au/reserves

Employer Engagement

What are the Employer Engagement Activities?

The aim of the Employer Engagement Activities is to further develop community and employer support for Defence Reservists, leading to enhanced availability of the personnel for Reserve service.

What are Boss Lift and Exercise Executive Stretch?

Boss Lift and Exercise Executive Stretch (EES) are part of the Employer Engagement Program coordinated by our organisation's Directorate of Employer and Industry Engagement.

Boss Lift enables employers of Defence Reservists to directly observe the ADF at work on exercises and operations. Further, employers involved in Boss Lift gain a valuable insight into the benefits that Defence Reservists bring back to the civilian workplace. Often there is an opportunity for employers to actually see their employees working as Defence Reservists.

EES is aimed at senior, middle and line management to show and involve them in the types of invaluable skills that can be gained by Defence Reservists. It is hoped that employers will be encouraged to further support their employees who are Defence Reservists following their participation in this activity.

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 you the formal public recognition you deserve.

What are the award categories?

Employer Support Awards are made at the State/Territory level.

The categories are:

- Recognition of Support Certificates
- Certificate of Appreciation
- State/Territory Employer Support Awards

Office of Reserve Service Protection

In 2001, the Australian Government introduced legislation to protect Defence Reservists in their civilian employment and education. The *Defence Reserve Service (Protection) Act 2001* (The Act) makes it an offence for an employer to discriminate against, disadvantage 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 Defence Reservists for service, but also for the training necessary to prepare them for that service. That said, neither the Australian Government, nor the Australian Defence Force, wants to impose unreasonable burdens on employers.

Defence Reservists also have obligations to their employers. For instance, they should always attempt to give their employer reasonable notice of their requirement to perform Defence service. If an employer has significant and legitimate problems releasing an employee, they are encouraged to speak with the employee and their local unit commander. If this does not resolve the issue, the employer can contact the Office of Reserve Service Protection (ORSP). The Act and its Regulations can be found at www.comlaw.gov.au

Defence Reserves Support Council

What is the Defence Reserves Support Council?

The Defence Reserves Support Council (DRSC) is an organisation established to provide an

effective link between Reservists and other interested parties — employers, the ADF, three 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. If you are interested in finding out more about your State/Territory committee please call 1800 803 485. Meetings are held monthly in each capital city and also in many regional areas.

Reserve Awards

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

Prince of Wales Award Tasman Scheme WA Reserve Excellence Awards

Prince of Wales Award

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

Tasman Scheme

The Tasman Scheme allows selected 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.

WA Reserve Excellence Awards

Reserve Excellence Awards are presented to exceptional Reservists selected on the basis of military and specialist skill, personal attitude, attendance and contribution to unit effectiveness.

How do I find out more information?

Call 1800 803 485 or visit www.defence.gov.au/reserves