Defence Reserves Support Handbook
Support, Services and Programs
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How can this Handbook help you?

This Handbook is designed to help Australian Defence Force (ADF) Reservists, their civilian employers, educational institutions and other interested third parties understand the legal obligations, rights and responsibilities associated with being in the ADF Reserve or employing an ADF Reservist.

It provides information about key support programs and includes contact details if you require further information.

Please remember that in addition to ADF unit management, there are Department of Defence employees in every State and Territory of Australia who are available to help you work through any matters related to ADF Reserve service.

There is also a website, email address and helpline.

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

www.defencereservessupport.gov.au
drsc.secretariat@defence.gov.au
1800 803 485
Defence Reserves

Defence Reservists are proud and loyal Australians who come together from all walks of life to serve in the Australian Defence Force.

They come from the professions; the many trades; the public and private sectors; the retail, financial and IT sectors; and many are students undertaking tertiary studies.

They volunteer for part-time service in the Navy, Army and Air Force. They can join as new recruits or move from full-time Defence service to Reserve service.

They are highly motivated individuals who take on training and service with enthusiasm and commitment.

Importantly, Reservists are a fundamental part of Australia’s Defence Force who help safeguard the security and national interests of Australia.

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

Navy, Army and Air Force Reservists make a commitment to train and serve in the defence and protection of Australia.

Today Defence is increasingly drawing on the skills and expertise of Reservists to ensure the ADF’s capability. Reservists regularly play a supporting security role in major Australian events and activities. They have served on humanitarian and disaster operations in Indonesia, Pakistan, and Papua New Guinea.

They serve alongside their full-time counterparts to increase security and stability in Bougainville and have deployed on operations in Iraq, Afghanistan, the Solomon Islands and East Timor. They also serve to help secure Australia’s borders and northern approaches.

Reservists make a valuable contribution to the community, providing assistance in times of natural disasters such as floods, tropical cyclones, fires and in emergency rescue operations.

Reservists develop skills and experience through formal Defence courses, on-going refresher training and on the job training.

What benefits does Reserve training provide?

- Reservist training includes the development of leadership, management and teamwork skills that are readily transferable to their civilian employment. These skills can cost thousands of dollars to acquire. Defence provides this training at no cost to the employee or employer organisation.

- Reservists develop a number of personal skills that are attractive to all employers, such as self-discipline, initiative, punctuality, self-reliance and acceptance of responsibility.

- From a community perspective, Reservists deliver cost effective support to national defence, and trained assistance to the community during times of natural disasters.

- Reservists undertake annual training in security, ethics and fraud awareness, workplace behaviours, workplace health and safety and drug, alcohol and suicide awareness.

Overall, Reservists are a significant national asset and an important asset to their employer or employer organisation.
The Service Spectrum

The ADF Total Workforce Model (TWM) features a new structure of Service Categories (SERCATs) and Service Options (SERVOPs) in which people serve, while enabling the ADF to deliver capability. The TWM also offers members a range of ways to serve, giving them options for achieving a work-life balance.

For more information visit http://www.defence.gov.au/ADF-TotalWorkforceModel/servicespectrum.asp

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.

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.

Leave for ADF Reserve Service

The amount of leave an ADF Reserve member may need to undertake Reserve service will vary from one member to another. Leave for Defence service can include:

- Initial recruit training;
- Induction training;
- Initial service training;
- Annual exercises/camps;
- Specialist courses - varies by course;
- Deployment for service - varies; and
- General Reserve service.

Key points to remember when considering ADF Reserve leave include:

- Holding scheduled meetings to discuss ADF Reserve service requirements plans. Such plans should aim to cover what leave may be required for the next 6-12 months;
- The requirement for as much notice as possible to be provided prior to the commencement of ADF Reserve leave;
- Identifying the benefits of ADF training in terms of personal development;
- Identifying the benefits to the organisation or educational program in terms of training and experience gained from ADF Reserve service. For example, planning, organisational, time management and leadership skills. Keeping written accounts of meetings conducted for future reference;
- Discussing the requirement for written notification (AE380) from the ADF and the administration of leave;
- Discussing contingencies and options to accommodate absences and being prepared to be flexible wherever possible and to negotiate alternative outcomes.
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 councils. 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.

Who is available to assist you?

Each State and Territory has Defence Reserves Support staff who can answer your queries. You can call them on our help line, visit them in person or email them.

Who is your civilian employer?

It is important that Defence has an understanding of who employs our Defence Reservists. This is not intended to identify a specific individual with a particular employer, rather it is intended to identify which employer organisations employ Reservists. Provided with this information it is then possible for Defence and organisations such as the Defence Reserves Support Council, to engage with employers of Reservists, to inform and educate them on the benefits of employing a Reservist and to ensure the release of Reservists for Reserve Service.

Reservists are therefore encouraged to provide this information in the personal profile area of FORCENET, under the banner of Skills and Experience.

Need more information?

Contact the help line: 1800 803 485
Visit the website: defencereservessupport.gov.au
Employer Support Payment Scheme
Providing financial support to employers of Defence Reservists
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 (defencereservessupport.gov.au).

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.

Who is eligible to claim ESPS payments?

Employers

Employers may claim ESPS payments. Employers include:

- Commonwealth Government bodies, including departments, agencies, business enterprises and corporations (but excluding the Department of Defence);
- State and Territory departments and agencies;
- Partnerships and professional practices;
- Corporations and associations, trusts and trustees of trusts;
- Public and proprietary companies; and
- Employment includes appointment to a paid office, apprenticeships and traineeships.

Self-employed Reservists

Self-employed Reservists may claim ESPS payments. Self-employed Reservists include members who are:

- a director of a company;
- an employee of a company in which the member has a controlling interest;
- a sole trader;
- an employee of a family member who is a sole trader;
- a partner in a partnership;
- a trustee of a trust;
- a person who has the power under a trust deed to remove the trustee or trustees of a trust and appoint other trustees a director of, or has a controlling interest in, a company that is a trustee of a trust; and
- The business or company must be the member’s principal source of income or principal source of employment.
What are the criteria?

To be eligible for an ESPS payment, the following standard eligibility criteria must be met:

**Australian Business Number (ABN) Requirement**

A claimant’s business must have an allocated Australian Business Number which was active at the time that the service was undertaken.

**Cost-Effectiveness**

Cost-effectiveness is a factor that an ESPS decision-maker may take into account in determining whether to approve a claim. It may be applied to either Employer or Self-employed Reservist claims.

An ESPS decision-maker may reject a claim if not satisfied that the employer support payment is a cost-effective means of delivering the required capability.

**Minimum period of employment**

For an employee, you must be employed by your employer for a period of at least three months prior to the commencement of Defence service.

For self-employed Reservists, your business must be operating/trading and providing your principal source of income or principal source of employment for at least the preceding 12 months prior to commencing Defence service.

General requirements

- 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. ESPS payments are not payable during the qualifying period;
- Claims must be submitted within six months of the first day of service for which the claims are being made;
- You must be released on Defence leave (this includes leave without pay) to undertake Defence service. Working for your employer (or in your own business) while rendering Defence service invalidates ESPS eligibility; and
- Defence service on any type of accrued leave, such as annual leave or long service leave, will not be eligible for ESPS payments.

**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.
How does my employer claim?

To apply for ESPS use the ESPS Online Claims system (accessible through the Defence Reserves Support website).

Prior to lodging an ESPS claim online, a claimant’s business is required to have a valid AUSkey or myGov account (linked to a valid ABN).

For queries related to AUSkey or myGov contact 1300 AUSkey (1300 287 539) or 132 307 respectively.

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 you are employed on the basis claimed;
- Evidence of your working hours;
- Evidence that the business is bona fide and a registered employer;

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.
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 ADF 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 undertaking ADF Reserve service. Protection measures also apply to contractors, partners and students enrolled in a course of instruction at an Australian education institution.

The Act also makes it compulsory to release ADF Reservists to undertake ADF Reserve service and the training required to prepare them for that service.

That said, the Government and the Australian Defence Force want to remove unreasonable burdens associated with ADF Reserve service. ADF Reservists have responsibilities to employers, partnerships and education institutions. For instance, ADF Reservists should always attempt to give as much notice as possible prior to commencing ADF Reserve service. If releasing an ADF Reservist is going to cause significant and legitimate problems, you are encouraged to contact the respective Unit Commanding Officer to discuss possible alternate arrangements. If this does not resolve the matter, the Office of Reserve Service Protection (ORSP) may be contacted to provide assistance.

The Act and its Regulations can be found at comlaw.gov.au/Details/C2014C00379
What does the Act do?

It provides specific protection measures for current, prospective and former ADF Reservists. The Act 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, students or partners ADF Reserve service.

When should the ORSP be contacted?

The ORSP may be contacted when an employer refuses to hire someone because they are an ADF Reservist;

- An ADF Reservist is prevented from undertaking ADF Reserve service;
- An ADF Reservist is being coerced into using annual or long service leave to undertake ADF Reserve service;
- A Reservist is dismissed or otherwise disadvantaged for undertaking ADF Reserve service;
- An ADF Reservist is refused or expelled from a partnership or a contract terminated for being an ADF Reservist; and
- An ADF Reservist studying at an Australian Education institution that is excluded from or refused:
  - A course or unit of study at an educational institution.
  - Reimbursement or deferment of fees and charges when an ADF Reservist is absent to undertake ADF Reserve service.
  - A non-recording of a failure by the educational institution when a course of study is not completed due to the absence on ADF Reserve service.
  - Continuing recognition of examinations, assessments and practical work when a course of study or subject is resumed following an absence on ADF Reserve service.
How does an ADF Reservist make a complaint?

Before making a complaint, the Reservist should try to resolve the matter with support from the ADF Unit Commanding Officer. Should the matter be unresolved, at this level, the ORSP may be contacted directly on 1800 671 998 or emailed orsp@defence.gov.au

A complaint form is also available on the Defence Reserves Support website: defencereservessupport.gov.au

In the first instance the ORSP will try to negotiate an amicable outcome however where this is unsuccessful, the ORSP will seek to resolve the matter by more formal means.

The ORSP may be contacted by any party at any time for guidance and advice when trying to resolve a matter.

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

What are the responsibilities of an ADF Reservist?

Reservists are responsible for ensuring that the release to undertake ADF Reserve service is made as easy as possible to accommodate and manage. This is best achieved by:

• Considering the impact the absence to undertake ADF Reserve service will have on the business, partnership or educational program;
• Providing as much notice as possible of any intended ADF Reserve service requirements;
• Regulating the amount of Defence leave undertaken each year by avoiding excessive or numerous periods ADF Reserve service. Making sure employers are aware of the Employer Support Payment Scheme and when required, to provide the assistance in completing the necessary form so that the ESP can be claimed;
• Providing written notification of ADF Reserve service before and after the service is actually undertaken. The AE 380, Tri Service Notification of ADF Reserve Service is the authorised form for this purpose; and
• Providing an appropriate ADF Unit point of contact.

How can the ORSP help employers?

The ORSP can provide advice to employers on their legal obligations as well as providing guidance and on how best to resolve matters as they arise or following a complaint.

The ORSP can assist with the development of ADF Reserve Leave policies.

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

Call 1800 671 998 or email orsp@defence.gov.au

The Protection and Responsibilities Card

This card has been designed to provide easy access to the basic rights and responsibilities of an ADF Reserve member.

The card lists some of the main protection measures that are available to ADF Reservists as well listing the basic responsibilities that an ADF Reservist is expected to fulfil.

Cards are readily available from all ADF units or from the local Defence Reserves Support State Manager on 1800 803 485.

Did you know...

There is a factsheet available by the Fair Work Ombudsman’s office to assist employers and Reservists titled Defence Reservists: rights and responsibilities at work. Fairwork.gov.au

Need more information?

Contact the help line: 1800 671 998
Visit the website: defencereservessupport.gov.au
ADF Reserve Leave Policies and Guidelines

ADF Reserve Leave Guidelines help employers, partnerships and educational institutions to develop Reserve Leave Policies to streamline the management and administration of ADF Reserve leave and related policies.
ADF Reserve Leave Policies

Why are they so important?

Defence actively encourages the forming of strong, open and productive relationships between the ADF, ADF Reserve members, employers, partnerships, educational institutions and other interested third parties. ADF Reserve Leave policies are a good way to demonstrate a good relationship and shows support and for ADF Reserve service. ADF Reserve service can include training, general Reserve work or deployment. Defence encourages the adoption of ADF Reserve Leave Policies as a separate policy or incorporated into existing Human Resource manual/policies. Where there is no existing ‘ADF Reserve Leave Policy’ relevant private or public sector material, including templates, are available on the Defence Reserves Support website.

DRS staff are also able to help prepare Defence Reserve Leave Policies.

This section provides information to assist the development of leave policies. Employers, partnerships and educational institutions are strongly encouraged to adopt the guidelines available on the Defence Reserves Support website as a best-practice model for supportive workplace arrangements and practices.

DRS personnel can also provide assistance in modifying an existing policy and making sure that it meets current Defence legislative requirements.

Call 1800 803 485 to obtain an easy to use Microsoft Word template. Alternatively go to the DRS website at defencereservessupport.gov.au to download the template.

Private Sector Leave Guidelines

Why have these guidelines been provided?

These guidelines have been developed by the Defence Reserves Support Council (DRSC), an advisory body established by the Australian Government. The Council comprises of representatives from peak employer groups, unions and industry bodies including the Australian Chamber of Commerce and Industry, the Australian Industry Group, the Council of Small Business Organisations of Australia and the Australian Council of Trade Unions. The tertiary sector, women’s and youth groups and indigenous organisations are also represented on the Council.

The guidelines are provided to assist employers with the development of leave policies so that ADF Reservists can be released to fulfil their ADF Reserve service obligations.

The guidelines provide clear direction for employers, partnerships, educational institutions in the private sector, in relation to ADF Reservists and ADF Reserve service. All parties are strongly encouraged to adopt these guidelines as a best-practice model for supportive workplace arrangements and practices.
What can employers do to help?

Employers are encouraged to develop policies that provide clear support for their employees to undertake Defence service. Supportive employers are encouraged to:

• Have a clear human resources policy for employees who are in the ADF Reserves. Policies should provide for Defence leave, acknowledgment that Reserve training enhances job performance as well as contributing to national security;

• Publicly display signed statements of support for ADF Reserve service incorporating them into their organisation’s HR manuals. Statements are available on the DRS website;

• Ensure every level of management in the organisation is aware of the supportive policy;

• Provide a minimum of two weeks (10 working days or 14 calendar days) Defence leave each year, in addition to the employee’s annual leave, either as paid or unpaid leave or on a top-up pay basis;

• Provide additional Defence leave, on request from the ADF, for attendance at training or for deployment on an operation or exercise;

• Support Reservists during their first year of Defence service to enable the member to complete competency skills and qualifications;

• Ensure that any absence on Defence service does not break an employee’s continuity of service for the purposes of seniority and employment;

• Preserve access to other entitlements during absences on Defence service, including the accrual of annual leave and long service leave of up to six weeks;

• 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. Where employers currently provide levels of support exceeding these guidelines, they are strongly encouraged to maintain their present levels of support into the future.
Public Sector Leave Guidelines

Who has this policy been developed for?

This policy was originally developed for the Commonwealth public sector.

State and Territory public sectors are encouraged to adopt or develop similar guidelines and policies.

What is the policy?

Policy – Australian Public Service (APS) Agencies and Commonwealth authorities and companies

The Australian Government Public Sector Workplace Bargaining Policy requires the incorporation of leave policies and employment practices in enterprise agreements and other workplace arrangements that support the release of Defence Reservists for training and deployment (Australian Government Public Sector Workplace Bargaining Policy, Part 4.5).

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

A copy of the Australian Government Public Sector Workplace Bargaining Policy can be found by visiting the Australian Public Service Commission’s website


Attachment C of the Australian Government Public Sector Workplace Bargaining Policy outlines the public sector leave policy implementation.

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 and inductions;

• Provide scope for additional leave for Defence service, either on a paid, unpaid or top-up pay basis;

• Not require Reservists to pay their Reserve salary to their agency unless a top up pay arrangement has been organised;

• 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 leave without pay in excess of six months not count as service for annual leave purposes;

• 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; and

• Keep their Reservist employees informed of developments in the workplace while the Reservist is undertaking training or on deployment.

• More broadly, the Australian Government strongly encourages APS agencies to actively promote the benefits of Defence service to their employees including line mangers, middle management and executives.

Need more information?

Contact the help line: 1800 803 485
Visit the website: defencereservessupport.gov.au
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 (ECD), Exercise Executive Stretch (EES), Exercise Boss Lift and unit visits.

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

Employers, particularly immediate supervisors of Reservists and HR managers, are encouraged to participate in ECDs, EES and unit visits.

Reservists, you are responsible to ensure your civilian employer is aware of, and if possible participates in, one of the employer engagement activities.

Employer Challenge Days and Exercise Executive Stretch

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

EES is a challenging and enjoyable activity for employers and potential employers of Reservists and is normally held over a weekend. EES is an extremely popular activity and employers who participate have said it is ‘a unique experience not to be missed’.

What will my employer have to do?

A typical program is informative and adventurous – all within a safe and controlled environment. It 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); and
- Visits to technical training facilities.

EES is designed to be fun, stimulating and is geared to developing personal skill rather than physical exertion.

Average fitness levels are sufficient. The activities are stimulating and enjoyable.
Exercise Boss Lift

Exercise Boss Lift enables employers of Reservists to learn first-hand about what the Australian Defence Force does on major exercises and operations. Often there is an opportunity for employers to see their employees working in their Reserve role.

In recent years, the Boss Lift activity has seen employers travel to overseas locations and major exercises in Australia.

How can I nominate my employer?

Nominations to participate in ECDs and EESs can be made at any time using the nomination form on the Defence Reserves Support website. Alternatively, you can contact your local Defence Reserves Support Office on 1800 803 485 to find out when the next activity is happening.

Your unit will advise you of a Boss Lift activity in support of your deployment and will provide information on how you can nominate your employer.
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 regional, State/Territory, and National level.
The categories are small, medium and large private sector, public sector and not-for-profit.

Reservists, you are encouraged to nominate your employer, through your unit, the DRS website or your local DRS office.
Tasman Scheme

The Tasman Scheme is a bilateral personnel activity between the Australian Defence Force (ADF) and the New Zealand Defence Force (NZDF). The Scheme is a joint initiative of Defence through Reserve and Youth Division (RYD), and the Defence Reserves Association (DRA). The Scheme seeks to reward selected ADF Reserve junior non-commissioned officers (JNCOs) and ADF Reserve junior officers for their overall performance, dedication and commitment to Reserve service and to promote interoperability between the ADF and NZDF.

The Tasman Scheme allows selected ADF Reserve junior officers and JNCOs to travel to New Zealand for a two-week secondment with a military unit – preferably of capability similar to that of the ADF Reserve member’s unit.

Any Navy, Army or Air Force Reservist of the substantive rank of Lance Corporal (E) and Corporal (E), and for junior officers Sub Lieutenant (Navy), Lieutenant / Second Lieutenant (Army), or Flying Officer / Pilot Officer (RAAF), with a minimum of three years service is eligible to be nominated for the Tasman Scheme by their Commanding Officer (CO) or Officer Commanding (OC).

Nominations are called for annually, usually through release of a DEFGRAM. The DEFGRAM details the full eligibility criteria.

A competitive selection process is used to decide the winners of this award from each state.

For further information about the Tasman Scheme contact your local DRS office or call 1800 803 485.

Prince of Wales Award scheme

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

The POWA scheme rewards selected ADF Reservists for their dedication and commitment to Reserve service, by providing an opportunity for individuals to undertake a training or development activity, either in Australia or overseas, which directly relates to their civilian occupation or profession.

ADF Reservists, who hold a substantive rank of CPL/LS to LCDR/MAJ/SQNLDR, regardless of trade or specialisation, may apply for a Prince of Wales Award, provided they meet the eligibility criteria.

The experience and knowledge gained from a successful POWA activity will provide ongoing benefits to the civilian employer, while promoting cooperation and support between Defence and civilian employers.

Nominations are called for annually, usually through release of a DEFGRAM. The DEFGRAM details the full eligibility criteria.

Nominations for this award are developed in close co-operation with the Reserve member’s employer, and with the support and endorsement of that employer.

For further information about the POWA scheme contact your local DRS office or call 1800 803 485.
Reserve Member Coverage Under the Military Rehabilitation and Compensation Act 2004

Under Section 5 of the Military Rehabilitation and Compensation Act 2004 (MRCA), a member of the Defence Force includes a Reservist. Therefore, the provisions of the MRCA apply equally to Reservists (whether on continuous full-time service (CFTS) or not) and permanent / regular members, unless specified otherwise in the MRCA.

An injury is a service injury under Section 27(e) if it resulted from an accident that occurred while the member is travelling on ADF duty, while a member is rendering service on duty or on a journey:

a. to a place for the purpose of performing duty; or
b. away from a place of duty upon having ceased to perform duty.

Therefore, an ADF member (including a Reservist) is covered while travelling to and from their place of residence (or their place of civilian employment for Reservists) and to and from their place of duty.

Noting that Section 35 of the MRCA, liability under Section 27(e) is excluded where:

a. there has been a substantial delay in commencing the journey; or
b. the route taken was not reasonably direct; or
c. there were substantial interruptions to the journey; or
d. unless any of these factors were to occur:
   i. were connected with the performance of the member’s civilian duties;
   ii. the member did not substantially avoid or change the nature of the risk, and
   iii. the risk was substantially increased.
Therefore, if the Reservist incurs an injury during travel from or to their residence (or their place of civilian employment) or their place of duty, and assuming liability is not excluded for any of the reasons provided above, the member would normally be covered under the provisions of the MRCA.

The MRCA is administered by the Department of Veterans’ Affairs (DVA). Advice regarding the MRCA and DVA coverage can be obtained from the DVA On Base Advisory Service (OBAS). To view the OBAS schedule visit http://www.dva.gov.au/serving-members/base-advisory-service-visiting-schedule
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.

defencereservessupport.gov.au
1800 803 485
drsc.secretariat@defence.gov.au

Office of Reserve Service Protection
1800 671 998
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

Support for families during time of illness and deaths:
Families of Reservists (active and inactive) can seek support, advice or referral any time from the Defence Family Helpline on 1800 624 608.

The Helpline operates 24-7 and is staffed by human services professionals including social workers and psychologists.

Reservists and their families can also call the ADF All Hours Support Line on 1800 628 036, which provides 24-7 mental health advice and referral.

IT Help Desk
13 32 72

Military & Civilian Pay and Conditions
An initial point of contact for military and civilian personnel with questions about pay and conditions of service.
Contacts

PMKeys Support Line
1800 680 202

Reporting Notifiable Incidents
Reservists 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.

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
For further information contact our help line or visit the website

1800 803 485
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