

POL	DEFENCE FORCE RESERVES – STAFF PARTICIPATION	AFCS4
------------	---	--------------

POLICY CODE:	AFCS4
DIRECTORATE:	Finance and Corporate Services
BUSINESS UNIT:	Human Resources
SERVICE UNIT:	Human Resources
RESPONSIBLE OFFICER:	Manager, Human Resources
FILE NO.:	182/001
DATE FIRST ADOPTED:	May 2004
DATE LAST REVIEWED:	8 December 2016
ATTACHMENTS:	Yes
DELEGATED AUTHORITY REF.:	AFCS4
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 September 2011 24 May 2012 27 November 2014	2 June 2015 24 November 2016
OCM:	13 October 2011 14 June 2012	11 December 2014

BACKGROUND:

The City of Cockburn is committed to supporting Employees who are members of the Australian Defence Force (ADF) Reserves. This policy offers recognition through special leave conditions and applies to all Employees who have formally advised the City that they are members of the ADF Reserves.

PURPOSE:

The purpose of this policy is to recognise members of the Australian Defence Force Reserves employed by the City of Cockburn as they continue to be an important part of our national defence strategy and support is essential to the continued effectiveness of defence. This objective is reflected in the attached 'Statement of Employer Support'.

POLICY:

The City of Cockburn supports service in the Defence Force Reserves and it recognises that in doing so it provides employees with additional skills and training whilst contributing towards national defence strategy.

- (1) Rules of Operation

POL	DEFENCE FORCE RESERVES – STAFF PARTICIPATION	AFCS4
------------	---	--------------

1. Should an Employee of the City of Cockburn become a Defence Force Reservist, they must provide written evidence that they have become a reserve member of the Australian Defence Force Reserves.
2. At the discretion of the Chief Executive Officer (or delegate), paid leave may be granted to Employees who are members of the Australian Defence Force Reserves for the purpose of participating in training camps, or equivalent continuous duty.
3. Leave for Reservists is based on a financial year and is in addition to other forms of accrued leave (eg. Annual Leave and Long Service Leave).
4. In the event that the Defence Force Reservist is required to attend training for more than four(4) weeks, the Chief Executive Officer's approval is required.
5. The payment of leave for ADF Reservists is capped at four (4) weeks at full pay per financial year. This is calculated on the Employee's normal pattern of work for each day such that a full time Employee will be paid 7.6 hours per day for 5 days per week. The leave is calculated on the basis of base pay and is not to include any payment of allowances or regular overtime.
6. ADF Reserve Leave is not cumulative and cannot be carried over to the following financial year.
7. For periods of ADF Reserve service in excess of the ADF Reserve leave provided by the City, the Employee may elect to take Annual Leave, Long Service Leave or Leave Without Pay or a combination of these.
8. Paid leave granted under this Policy will be treated as continuous service for the purposes of calculating Annual Leave, Long Service Leave, Personal Leave or any other entitlements. Unpaid leave taken extending the period of absence for ADF Reservists will be treated as Leave Without Pay.
9. Employees wishing to take Defence Force Reserves leave are to provide reasonable notice and the approval of the leave is not automatic but is subject to supervisors' support.
10. This leave only applies to Employees who are classified as permanent full-time or part-time employees of the City of Cockburn. Employees engaged on a negotiated contract basis are excluded from this leave and if they are a Reservist are to make individual arrangements.

POL	DEFENCE FORCE RESERVES – STAFF PARTICIPATION	AFCS4
------------	---	--------------

(2) Responsibility

Employees requesting ADF Reserve leave are to provide written notification in regard to their requirement to provide ADF Reserve service and this is to accompany the leave application. Leave applications are to be forwarded via the relevant supervisor to the delegate (Manager HR) or CEO as applicable.

(3) Employer Support Payment Scheme

1. In 2001, the Commonwealth Government introduced legislation to enhance and encourage Reserve personnel. One of the key features of the Reserve legislation has been the introduction of the Employer Support Payment (ESP). This payment is available to Employers which release Reservists for more than two (2) weeks per financial year.
2. The Scheme involves payment of an amount equivalent to the Average Weekly full time Ordinary Time Earnings (AWOTE) as calculated by the Australian Bureau of Statistics and is recognition of the costs and/or disruption to employers caused as a consequence of releasing a reservist for a period of continuous Defence service.
3. Service that is considered under the Employer Support Payment is:
 - a. Ordinary Reserve Service; and
 - b. Voluntary continuous full time service, if the relevant Service Chief (that is the Chief of Navy, Army or Air Force) or their delegates have designated the service as protected service.
4. Employees are to assist the Employer to complete the necessary ADF ESP Scheme documentation when assistance is requested.

(4) Policy Administration

The Human Resources Service is responsible for administering this policy, and enquiries should be made directly to them.



DEFENCE RESERVES SUPPORT
Supporting Australia's Reservists and their Employers

STATEMENT OF EMPLOYER SUPPORT FORM

The following statement is published on the Defence Reserves Support website with a list of all those employers who have endorsed it.

"Thousands of Reservists, who are members of the Navy, Army and Air Force, have served in Australia and overseas in recent years. "When called upon, these men and women serve alongside their colleagues in the Permanent Forces with courage and dedication, and often at considerable personal sacrifice. We admire their commitment and are determined to support all employees in the Reserve."

To endorse this statement please tick:	Do you have a leave policy related to the employment of Reservists?
<input type="checkbox"/> Yes, this organisation is willing to endorse this statement	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, but we are in the process of adopting one
	<input type="checkbox"/> No, but we would appreciate a follow-up call from a DRS representative

Organisation name	Town/city if applicable	ABN/ACN if applicable
Web address		

INFORMATION NOT FOR PUBLICATION
Information approved by:

Signed	Date
Name	
Job title	
Organisation	

Please provide a point of contact for further information, if required:

Telephone	
Email address	
Postal Address	

Please return this form to Cadet, Reserve and Employer Support Division, Directorate of Employer and Industry Engagement, BP18-3 Brindabella Business Park, PO Box 7925, Canberra ACT 2610, or by fax to the appropriate number below.

Further information about Defence Reserves Support and about employing Reservists is available from www.defence.gov.au/reserves.

If you have any questions please call 1800 803 485 or email drsc.secretariat@defence.gov.au

Tick here if you wish to be excluded from receiving Defence Reserves Support promotional material, including e-news.

Australian Capital Territory	Fax: (02) 6127 4650	South Australia	Fax: (08) 8305 6111
New South Wales	Fax: (02) 9393 2871	Western Australia	Fax: (08) 9311 2344
Victoria	Fax: (03) 9282 3865	Northern Territory	Fax: (08) 8946 8907
Tasmania	Fax: (03) 6237 7232	Queensland	Fax: (07) 3233 4337

Visit: www.defence.gov.au/reserves Phone: 1800 803 485 Australia's Reserve Forces