

Useful Tips For Employees Deployed Under Ready Reserves

A shared responsibility exists between the employee, home department line manager, and recovery team leader/manager for the psychological and physical wellbeing of an employee deployed under the Ready Reserves.

This fact sheet provides useful information to assist employees meet their part of this shared responsibility when deployed to undertake essential human and social community recovery and response work. Additional information is also provided to assist employees who are assigned manager/team leader roles in the recovery operation.

WHAT CAN I DO AS A DEPLOYED EMPLOYEE?

READ THE RELATED INFORMATION

- Directive 06/16: Critical Incident Entitlements and Conditions (and supporting material);
- Directive 01/16: Special Leave;
- Directive 10/14: Critical Incident Response and Recovery; and
- Community Recovery Ready Reserve Deployment Information Pack.

BE ACTIVELY INVOLVED

- Be fully aware of all details of your deployment.
- Provide a copy of the deployment advice email to your home department line manager.
- Re-familiarise yourself with the Community Recovery ilearn training modules before you are deployed.
- Know the entitlements and conditions of your deployment under Directive 06/16: Critical Incident Entitlements and Conditions.
- Attend all Community Recovery operational briefings and debriefings.
- If you have questions regarding your travel or accommodation, conditions and entitlements, travel claims or your pay you should first refer to the contact provided in the Community Recovery Ready Reserve Deployment Information Pack.
- If you are unsure about your entitlements speak to your home department's human resources team. If you still need further advice, ask your human resources officer to contact the PSC Advisory Services on 1300 038 472 or email pscenquiries@psc.qld.gov.au for advice.

KEEP IN CONTACT

- Ensure you have the contact details for your key contacts including:
 - ✓ Home department line manager and employee assistance provider.
 - ✓ Ready Reserve key contact.

- ✓ Local contact in the disaster area.

- ✓ Community Recovery Branch.

- Check in with your home department line manager during your deployment.

KEEP RECORDS

- Keep any receipts/tax invoices for expenses which may be claimable.
- Make sure you complete Travel Allowance Claims at the Pre-Exit Operational Debrief on the last day of deployment.
- Complete your Community Recovery timesheet each day and get it signed by your team leader/manager daily.
- Take your Community Recovery timesheet with you if you change locations during deployment.
- Keep a copy of your Community Recovery timesheet on completion of your deployment.

MANAGE FATIGUE

- You must take reasonable efforts to manage your psychological and physical fatigue.
- If you are concerned about your well-being you should speak to your Community Recovery manager/team leader and speak to a counsellor at the recovery location. You can also contact your employee assistance provider or talk to your home department line manager.
- Take your allocated meal breaks. This will give you the opportunity to recharge.
- Know your department's fatigue leave arrangements - these may include paid discretionary leave under Directive 01/16: Special Leave.
- Use your allocated fatigue leave to rest and recuperate, particularly when it falls on a weekend or a rostered day off.
- Check in with your manager on return to the office. You may need to discuss additional leave to manage your rest and recuperation.

- Take reasonable steps to arrange a mutually convenient time with your home department line manager to take TOIL accrued while on deployment.

WHAT ELSE CAN I DO AS A DEPLOYED TEAM LEADER OR MANAGER?

Employees assigned a manager/team leader role in a human and social community recovery operation have the additional responsibility for looking after others.

In addition to the information provided for all deployed employees, a deployed manager/team leader should consider the following additional information in supporting deployed employees.

- Provide clear instructions to employees at the Daily Shift Briefings. Ensure that your expectations are understood.
- Review and sign Community Recovery timesheets each day.
- Ensure allocated meal breaks are taken.
- Monitor employee's breaks between shifts. Shifts may need to be adjusted if the 10 hour minimum continuous break is not provided.

ADDITIONAL INFORMATION



For further information on the interpretation and application of the related directives, please contact your department's human resources team.

For more information on the Community Recovery Ready Reserve, please visit:

<http://communities.govnet.qld.gov.au/comgovnet/community-recovery-ready-reserve>