

Useful Tips for Home Department Line Managers of Deployed Ready Reserves

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

This fact sheet provides useful information to assist home department line managers meet their part of this shared responsibility when employees are deployed to undertake essential community response and recovery work.

WHAT CAN I DO AS A HOME DEPARTMENT LINE MANAGER?

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 details of your staff member's deployment.
- Obtain and retain a copy of their deployment advice email. This information will include their period of deployment and any travel arrangements.
- Know the entitlements and conditions that apply to your staff member under Directive 06/16: Critical Incident Entitlements and Conditions.
- Take reasonable steps to arrange a mutually convenient time for your staff member to take TOIL accrued while on deployment.
- Keep a record of any sick leave taken by your staff member while on deployment. You will be required to approve a sick leave application and their normal departmental timesheet when they return.
- If you are unsure about your staff member's entitlements speak to your 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.
- Familiarise yourself with the Community Recovery Ready Reserve Deployment Information Pack.

KEEP IN CONTACT

- Support the emotional self-care of your staff engaged in community recovery work, particularly when they travel as part of their deployment.

- Where possible, call your staff member or send a text message to check-in.
- Ensure that they have the contact details for their home department employee assistance provider.
- If you are concerned about the psychological or physical well-being of your staff member encourage them to speak with their Community Recovery team manager/leader and counsellors available at recovery locations.

MANAGE FATIGUE

- Support your staff member to self-manage psychological and physical fatigue.
- Know your department's fatigue leave arrangements - these may include paid discretionary leave under Directive 01/16: Special Leave.
- Support your staff member in taking the allotted fatigue leave and in attending the post exit psychological debriefing.
- Ensure fatigue leave is taken immediately following the end of the period of deployment, in particular when a leave day falls on a day that would otherwise be a work day.
- Check in with your staff member on their return to the office. You may need to encourage them to contact the employee assistance provider or give consideration to additional leave to support their rest and recuperation.

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>