



Australian Defence Force Reserves and Employer Support (ADFRES) is involved in Indian Ocean Defence & Security (IODS) 2024.

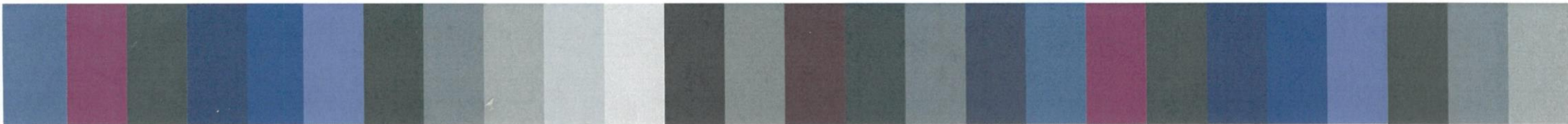
ADFRES engages with key stakeholders including Australian Defence Force (ADF) units, reservists and their civilian employers. The aim is to enhance availability of the important Reserves component of the ADF through broad engagement and facilitation of strong relationships between reservists, their civilian employers and their units.

ADFRES has offices in all states and territories.

WA office is located at Leeuwin Barracks East Fremantle @ adfres.wa@defence.gov.au

<https://www.reserveemployersupport.gov.au/>

Follow us on LinkedIn: <https://www.linkedin.com/showcase/adf-reserves-and-employer-support/>



Who is eligible to make an application?

Businesses that employ a member of the Reserves can either apply for ESPS as an employer applicant or as a member applicant:

An **employer applicant** is a business who employs a member of the Reserves as an employee

A **member applicant** covers a number of different scenarios. It could be a self-employed Reserve member, or a business that is related to the member. To find out more about what it means to be related, please visit our website.

To be eligible for an ESPS support payment, the member must generally complete defence service for a period of at least five consecutive days.

For employer applicants:

To be eligible for the Scheme, employer applicants must have employed a member for at least three months.


For member applicants:


To be eligible for the Scheme, member applicants must have been operating a business that provided the member's principal source of income (PSI) or principal source of employment (PSE) for at least 12 months.


You can find more information about establishing a principal source of income or employment on our website www.reserveemployersupport.gov.au



More information:

 1800 DEFENCE (1800 333 362)

 YourCustomer.Service@defence.gov.au

 www.reserveemployersupport.gov.au



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RESERVES AND EMPLOYER SUPPORT

THE EMPLOYER SUPPORT PAYMENT SCHEME



1800 DEFENCE

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What is the Employer Support Payment Scheme?

The Employer Support Payment Scheme (ESPS) provides financial assistance to employers of Reserve members and self-employed Reserve members, when a member is away from their civilian workplace on eligible periods of continuous defence service.

The Scheme is managed by the Australian Defence Force Reserves and Employer Support (ADFRES) team, and is administered by the Service a member belongs to.

For applicants that employ members in full-time work (38+ hours/week), the ESPS support payment is equivalent to the *average weekly wage*.

A pro-rata support payment amount may be paid for members in part-time work, or for members employed as a regular casual employee.

An applicant that employs a medical, dental, nursing or allied health officer may be entitled to a higher level of ESPS support payment.

ESPS support payments are made to an applicant, for the benefit of the applicant's business. There is no restriction on how the payment is used.



How do I make an application?

All applications must be made within 12 months of the first day of defence service being claimed.

ESPS applications must be made via the Online Claim System, which is accessible through the ADFRES website.

In order to make an application, you will need to use your Digital Identity and Relationship Authorisation Manager tool.

Need more support?

www.reserveemployersupport.gov.au



What evidence is required?

For employer applicants:

To establish eligibility, employer applicants must complete an application via the ESPS Online Claim System, and provide:

- evidence of the member's employment
- evidence of the member's actual weekly hours of work (three months),
- evidence of the member's salary, and
- any additional information if requested

Once established, an applicant will normally only need to provide evidence of the member's actual weekly hours of work (three months) with the first claim of a new financial year

For member applicants:

To establish eligibility, member applicants must complete an application via the ESPS Online Claim System, and provide:

- evidence that the applicant's business is registered, and trading or operating
- evidence that the business provided the members principal source of income or principal source of employment during a nominated 12 month assessment period
- evidence of the member's actual weekly hours of work (three months), and
- any additional information if requested

Once established, an applicant can generally rely on their business evidence for two years, however evidence of actual weekly hours of work is always required with the first claim of a new financial year.

Membership Tiers

Under the tiered structure, organisations will be placed in a tier of the Supportive Employer Program according to the requirements below. Organisations can move through the tiers through demonstrating their increased support and understanding of Reserve service.

Q Bronze (Declare)

- The organisation is a signatory to the Supportive Organisation Program
- The organisation must have met their Reserve service protection obligations under the Defence Reserve Service (Protection) Act 2001 for a period of 12 months prior to applying for the program.

Silver (Demonstrate)

- The organisation has achieved bronze membership and has a current Defence Leave Policy that is compliant with the Defence Reserve Service (Protection) Act 2001.
- The organisation must have met their reserve service protection obligations for a period of 2 years prior to applying for the program.


Gold (Advocate)


- The organisation has achieved silver membership, and not only demonstrates, but also positively advocates for their Reserve members through a current Defence Leave Policy that may include more generous leave provisions (e.g. additional paid leave may be provided).
- The organisation demonstrates recognition and utilisation of the skills, knowledge and experiences that reservists can bring to their organisation.
- The organisation proactively advocates and demonstrates that their recruitment and selection process considers reservists and ADF veterans equitably.
- The organisation actively ensure that their workforce is aware of their positive policies supporting ADF Reserve service.
- The organisation must have met their Reserve service protection obligations for a period.


Apply now



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SUPPORTIVE EMPLOYER PROGRAM



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The Program

The Supportive Employer Program recognises the contribution of all civilian organisations who support their employees in fulfilling their ADF Reserve service commitments. The program exists to benefit both the reservist and civilian organisation, by creating a supportive and mutually beneficial relationship, enabling reservists to excel in both their military and civilian careers.

With civilian organisations being a crucial part of the link between reservists and Defence capability, the Supportive Employer Program publicly recognises organisations as supportive organisations of ADF reservists.

What are the benefits of the Program

With three levels of tiered membership, we encourage all civilian organisations to apply. To gain entry-level bronze membership, an organisation simply needs to have met their Reserve service protection obligations for a minimum of 12 months.

The benefits of membership include:

- Public recognition of their support for Australian Defence Force reservists
- A listing on the Supportive Employer Program directory of supportive organisations
- A merchandise pack, which includes a certificate to display in your workplace and the use the Supportive Employer Program logo on your webpage, recruitment portals and social media
- Silver members also qualify for other benefits, such as virtual event invites and the opportunity to hear from senior ADF Officers
- Gold members also qualify to attend high level networking functions and the opportunity for invitations to other organisation engagement activities.

How do I apply

Organisations can apply to join the program by completing and submitting an application form on the ADF Reserves and Employer Support website. The program is open to organisations of all shapes and sizes and you do not have to currently employ ADF reservists to be a part of the program. Public Sector applications will be considered at departmental level and private sector at organisational level.

Gather the information listed below and apply now



- Organisation Name and Trading Name
- Organisation ABN
- Organisation logo (In various formats)
- Organisation address
- Organisation website URL
- Two points of contact details (One for the person filling out the form as well as a general contact for the organisation)
- Suitable authority (You must make sure you speak with HR/management so you, as the applicant, have the suitable authority from the organisation to apply for the program)
- A copy of the organisations Defence Leave Policy (If one is in place). This is only mandatory for organisations which have a leave policy in place
- A brief description of why the organisation is applying for the program.



Supportive Employer Program Logo

As a part of the Supportive Employer Program, you are able to utilise the specially designed logo to advertise and demonstrate your membership.

This is a fantastic way to show your support externally for Reserve service and to showcase Defence's official endorsement of your business as a supportive organisation.

The logo is shown above in full-colour. It is based on three interlocked cog wheels, the colours of which represent the three services (Navy, Army and Air Force).

Supportive Employer Program Directory

Defence will be advertising successful organisations in the Supportive Employer Program Directory on the ADF Reserves and Organisation Support website. We direct reservists who are seeking employment opportunities to this directory and encourage organisations to use the Supportive Employer Program logo on web pages and recruitment portals.

Visit our Directory of Supportive Employers

