

TRAVELLING TO YOUR DEPLOYMENT LOCATION

Before being deployed you will receive a telephone call to confirm that you are available and ready for deployment. The Mobilising Team will discuss any transport requirements when they contact you.

You will receive a deployment email containing:

- The period of your deployment and your scheduled return date to your usual workplace
- Workplace health and safety information
- Community Recovery timesheet and claim forms

Please forward this email to your line manager.

STAYING AWAY OVERNIGHT ON DEPLOYMENT

Community Recovery will book and pay for your hotel room. Be aware that you will often need to share a hotel room with other Ready Reserves.

You may even be accommodated in a community hall with multiple Ready Reserves, or need to sleep on a camp bed or in a tent. Please ensure you pack appropriate clothing for these conditions.

HOW LONG ARE NORMAL DEPLOYMENTS FOR?

A standard deployment period for Ready Reserve members is nine days. Which includes a break of two days of fatigue leave following a continuous period of five days working in community recovery.

Fatigue Leave (critical incident / special leave) is inclusive of weekends and public holidays.

Fatigue Leave should be applied for at the end of each deployment period. Contact your Agency Key Contact for more details about Directive 1/16 Special Leave.



READY RESERVE



INFORMATION BROCHURE

WHAT IS COMMUNITY RECOVERY?

Queensland is a state of extremes and the disasters we experience can vary from cyclones, floods and fires to disease outbreaks. When disasters strike, the Community Recovery Ready Reserve workforce is deployed to respond.

The Department of Communities, Housing and Digital Economy coordinate community recovery services to assist disaster-affected people, including the provision of emotional support, material aid and financial assistance.

WHO ARE THE READY RESERVES?

The Ready Reserve is a volunteer workforce, made up of public servants who work across all areas of the Queensland state government.

It's extremely important that we have diversity in the Ready Reserve workforce to cover a variety of roles. We provide services to a range of nationalities, religions and cultures. To do this effectively we require a range of skills from senior staff to entry level administration officers.

HOW TO JOIN THE READY RESERVE?

- Obtain support and endorsement from your line manager
- Register on the Ready Reserve Management System (RRMS)
- Complete the mandatory online training courses
- Your department/agency's Key Contact approves the registration.

WHAT ROLES ARE AVAILABLE?

Deployment looks different for everyone - Ready Reserves can work on the frontline or behind the scenes. Every role is critical to a successful recovery operation.

Ready Reserves who are deployed to the disaster impact area can work directly with clients in a Community Recovery hub or they can work as an Outreach Worker, visiting people in their homes. The Ready Reserve is responsible for providing individuals and families with practical information, connection to support services and access to financial assistance via grant applications.

There are also a range of roles available in the District Recovery Event Management Team and State Recovery Event Management Team. These roles are responsible for the coordination of the event. For more information contact your Agency Key Contact.

DO I STILL RECEIVE MY NORMAL SALARY?

You remain an employee of your home agency and will be paid at the same salary level of the position you normally occupy.

You will also be paid any overtime and allowances incurred while you are undertaking Community Recovery work in accordance with the Critical Incident Directive 06/16.

WHAT HAPPENS WHEN A DISASTER OCCURS?

When recovery operations go on 'alert', Community Recovery will email information to all members of the Community Recovery Ready Reserve so you know what's happening.

During 'lean forward' you may be asked to confirm your availability for possible deployment during a nominated time period in the RRMS. Please discuss the possibility of deployment with your line manager before advising of your availability.

If Community Recovery moves to 'stand up' we may contact you by telephone about being deployed.

RECOVERY STAGES

WATCH

ALERT

LEAN FORWARD

STAND UP

STAND DOWN