Checklist for tasks – Active Reserve

This checklist has been created to provide Active Reserve members with guidance prior to, during and following completion of tasks.

1. **Finding a task of interest**
   § Email DPSRM-A to obtain the task Point of Contact (POC) details.
   § Obtain home unit approval ~ ensuring the work will not interfere with upcoming unit activities.

2. **Contact POC/discussion of tasks**

In most instances, DPSRM-A will provide you with a telephone number and email address.

   § Contact the POC and provide him/her with details of knowledge, experiences and skill sets that you will bring to the task.
   § Discuss your availability.
   § Discuss/negotiate terms and conditions for completing the task. For example, can some of the work be performed remotely or is your physical presence required at the location, travel etc.
   § Identify milestones, deadlines and progress reporting.
   § If contact is by phone, it is recommended that you follow up the discussion with an email including attaching a one page biography or your resume.

3. **Prior to commencing the task**
   § Prior to commencing a task, you will require the tasking unit's department id to enter into your attendance diary.
   § Together with the POC complete the 'Roles and Responsibilities' document. Completing the document assists both parties in communicating the roles, responsibilities and objectives of the task. Further, it can be used to develop management and reporting processes throughout the task engagement.
   § Does this task qualify your employer for ESP payments? For more information about the scheme: Employer Support Payments

4. **During the task**
   § **IMP: DO NOT** leave Department id blank in your attendance diary or else your home unit will be charged for the work performed.
   § If the task is amended including scope and number of days, contact DPSRM-A so that the status of the task may be updated.

5. **On completing the task**
   § If undertaking PARs, it will be of benefit to request a supplementary report for submission to your home unit.
   § Notify DPSRM-A that you have completed the task.