

# **DEFENCE FORCE REMUNERATION TRIBUNAL**

## **ROYAL AUSTRALIAN NAVY SUPPLY CATEGORIES TRADE RESTRUCTURE**

### **REASONS FOR DECISION**

The ADF has sought a restructure and the Determination of new Pay Groups for the RAN Supply Categories.

The supply categories consist of the Cook, Officer Steward, Writer and Stores Naval trades.

Currently the Writer and Stores Naval are a single graded category remunerated at Pay Group 3. Stewards and Cooks are two tiered graded structures at Pay Groups 1 and 2 and Pay Groups 2 and 3 respectively.

### **BACKGROUND**

The RAN Supply Categories have not been formally reviewed since the Committee of Reference in 1978. In November 1996 the Assistant Chief of the Naval Staff (Personnel) directed that the role of the Writer, Stores Naval, Cook and Steward Categories be evaluated to determine how they would meet the requirements of the RAN into the 21<sup>st</sup> Century. The Supply Category Review was conducted between 13 January and 30 November 1997.

### **INSPECTIONS**

The Tribunal inspected the work of the Supply Categories at HMAS KUTTABUL on 26 March 2002 and at sea on HMAS MELBOURNE on 15 April 2002.

## **SUBMISSIONS**

### **Australian Defence Force**

The ADF sought a review of the placement of the Supply Categories within the ADF pay structure. It was submitted that the ADF seeks to provide a revised category career progression model, with Pay Group movements associated with increases in the levels of skills, qualifications and responsibilities required to perform the redefined tasks across the four trades.

The ADF said that since the last review the Supply Categories have undergone significant changes to their employment profiles, particularly over the last few years, as a result of initiatives such as the Commercial Support Programme and the introduction of the Defence Corporate Support organisation.

The ADF proposed a five-grade skill structure for the categories as follows:

- Grade 1 Completed Initial Employment Training.
- Grade 2 Necessary skills and experience to be employed at sea.
- Grade 3 On completion of Competency Logs.
- Grade 4 Necessary skills to undertake the intermediate/supervisor role.
- Grade 5 Necessary care skills to manage a section at sea.

The proposed structures are detailed in the Attachment.

In relation to the Cook category it was submitted that in addition to the preparation and presentation of meals, Cooks are now required to manage all aspects of provisions management including financial aspects, waste management, inventory management, hazard analysis and critical control point and contract management. Whole-ship responsibilities for Cooks have increased due to minimum manned ships and now include flight deck duties for Junior Sailors, Flight Deck Marshallers for Senior Sailors and more advanced medical responsibilities.

Stewards are still intimately involved in their traditional duties including valet services and duties in the pantry and wardroom. Stewards are now required to possess new skills in basic accounting, bookkeeping, taxation compliance and canteen management. Whole-ship responsibilities for Stewards have increased and now include flight deck marshalling and more advanced medical responsibilities.

The Naval Stores Category is now actively involved in the management of stores allowances, holdings and configuration with the goal of ensuring that on board equipment and machinery is appropriately supported. The Stores Naval sailors now have a higher level of computer skills to enable them to function in the rapidly changing environment of computerised inventory management systems. Training for Stores sailors has become more advanced to cover the additional skills and includes the Professional Development Program, Professional Qualifications Programmes and dangerous goods handling.

Writers are required to continually update their knowledge on current service policy and instructions with respect to administrative and personnel related issues. In addition Writers now have increased responsibility for sub-account and cash accounting. Whole ship responsibilities for the Writer category have also increased significantly, resulting not only in a greater range of responsibilities but also in a reduction in the time available for undertaking traditional core duties.

Tri-service Trade Training for RAN, RAAF and Army Cooks and Stewards is provided at the ADF School of Catering at HMAS CERBERUS. It was submitted that both Army and RAAF intend to conduct a review of their Cooks structure in 2002. It was also said that a review of Army and RAAF supply and clerical trades will also be conducted. It was submitted that the non-trade core employment related activities in support of safety and survivability of the ship make direct comparison with RAAF and Army counterparts difficult.

Witness evidence was provided by Commander P G Kinghorne of the Navy Systems Command.

The ADF proposed the introduction of an eighteen month non-reduction provision for members of the Stores Naval and Writer Categories who do not meet the proposed skill grade 2 competency levels.

## **Commonwealth**

The Commonwealth supported the proposed structure and pay groups for the Navy Supply Categories. It was stated that the ADF proposal is consistent with the ADF Enterprise Productivity Arrangement: 1999 – 2002 and the relevant principles of the Australian Industrial Relations Commission. It was also submitted that the pay groups and structures are appropriate when considered in the light of other category structures determined by the Tribunal and the definitional framework of the Other Ranks pay structure including the benchmark category descriptions.

The Commonwealth further submitted it was satisfied that there had been changes in the nature of work, with the addition of new skills, training, responsibility and accountability significant throughout the rank structure. The introduction of new military platforms, new equipment, new technology and financial and personnel management systems has seen an expansion in the training and responsibilities, duties performed and the skill set now required.

The Commonwealth supported the proposed non-reduction provisions and the date of effect as sought by the ADF.

## **Returned and Services League of Australia**

### **Armed Forces Federation of Australia**

The Returned and Services League of Australia and the Armed Forces Federation of Australia both supported the ADF proposal.

## **CONSIDERATION**

The ADF is seeking to introduce a new five-tiered structure for the RAN Supply categories. It was submitted that the proposed trade structures and Pay Group placements are justified on the basis of work value changes and structural efficiency requirements with particular emphasis on:

- The addition of new skills as a result of the introduction of new military platforms, new equipment, technology, legislative requirements and financial and personnel management systems.

- Increased levels of responsibility and accountability at all levels due to devolution of responsibilities and the broadbanding of the range of activities both trade and all-ship evolutions.
- Enhanced skill based career paths with career and employment requirements resulting in more efficient use of training resources. The additional duties in relation to all-ship evolutions have increased significantly over the past ten years.
- An expansion of the operational sea role for the categories which now include flight deck marshalling, ships medical emergency, small boat operations, boarding party operations, replenishment at sea duties and NBCD roles.

In his evidence Commander Kinghorne submitted that “each category has been dramatically reduced resulting in a down sizing from 2000 sailors in 1998 to about 1100 in 2002”. He also said that “the work value of all categories had increased due to increased skills and responsibility for their core trade and the addition of whole ship responsibilities”.

On the basis of the submissions and evidence before us we have decided to introduce the new structure and Pay Groups as sought by the ADF. The restructure is justified on the grounds of the increased level of skills, the whole ship responsibilities of the categories, the devolution of responsibility and accountability throughout the rank structure and the increase in multi-skilling due, in part, to minimum manning.

As agreed by the parties the date of effect for the new structure and Pay Groups will be on and from 23 May 2002.

**APPEARANCES:** R Kenzie QC, Defence Force Advocate, with Lieutenant Commander  
A Bradshaw, for the Australian Defence Force

A O’Brien with M Frawley for the Commonwealth

J Dainer for the Returned and Services League of Australia

G Howatt for the Armed Forces Federations of Australia

**DATE AND PLACE OF HEARING:**

22 May 2002            Canberra

**INSPECTION:**

26 March 2002    HMAS KUTTABUL

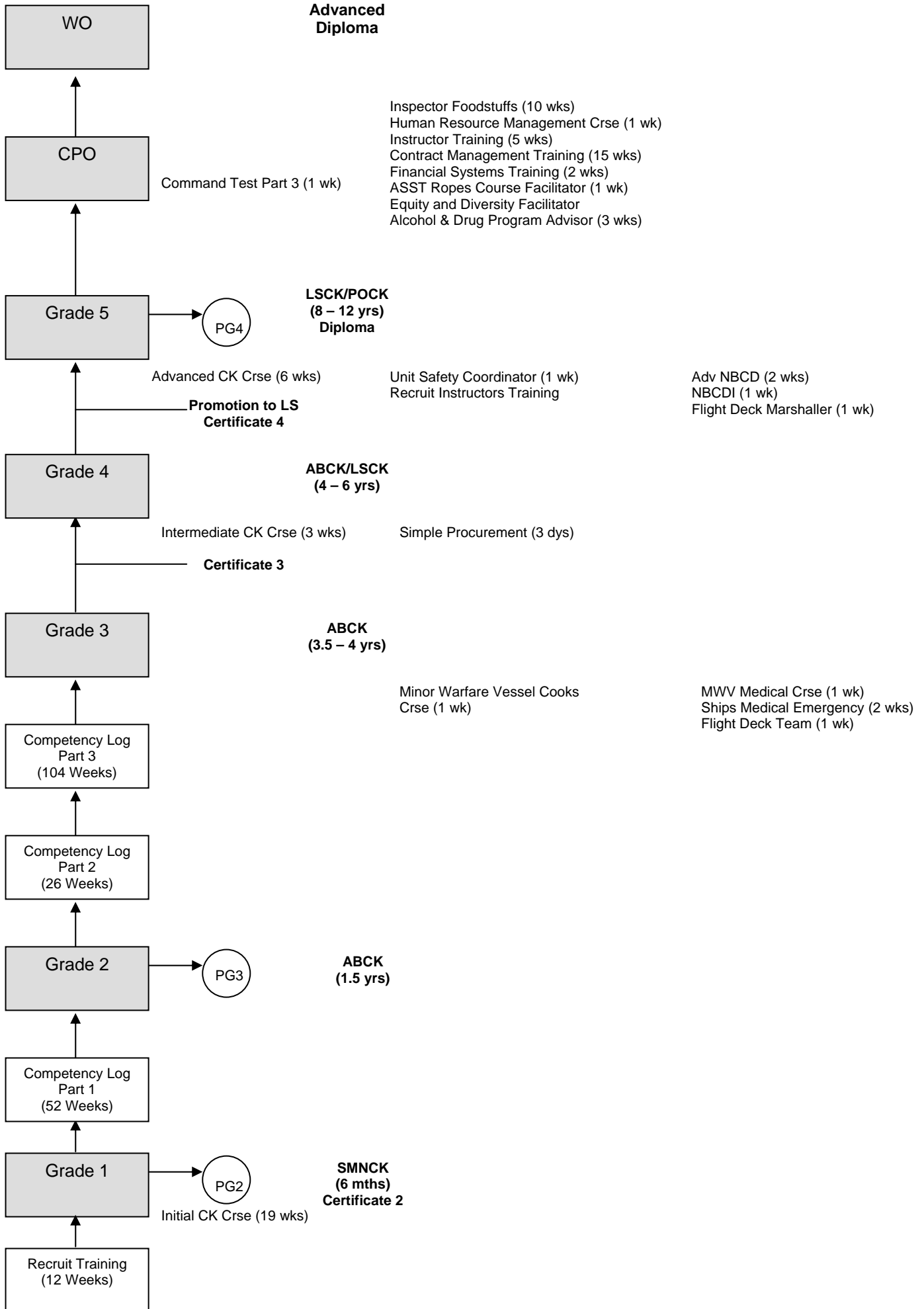
15 April 2002    HMAS MELBOURNE

# Cook Category

## Mandatory Trade Course

## Job Specific

## Whole Ship Courses

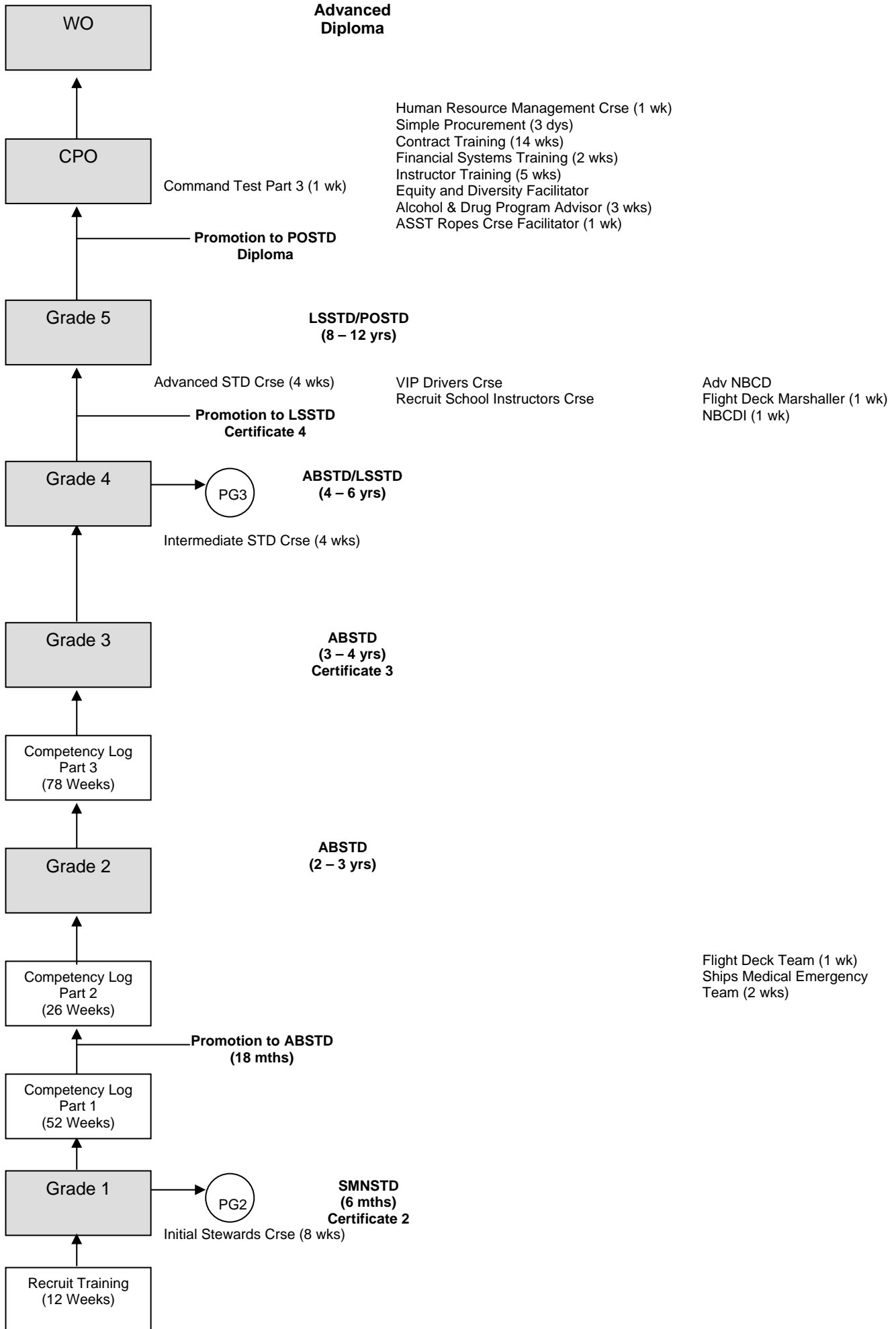


# Officer Steward Category

**Mandatory Trade Course**

**Job Specific**

**Whole Ship Courses**

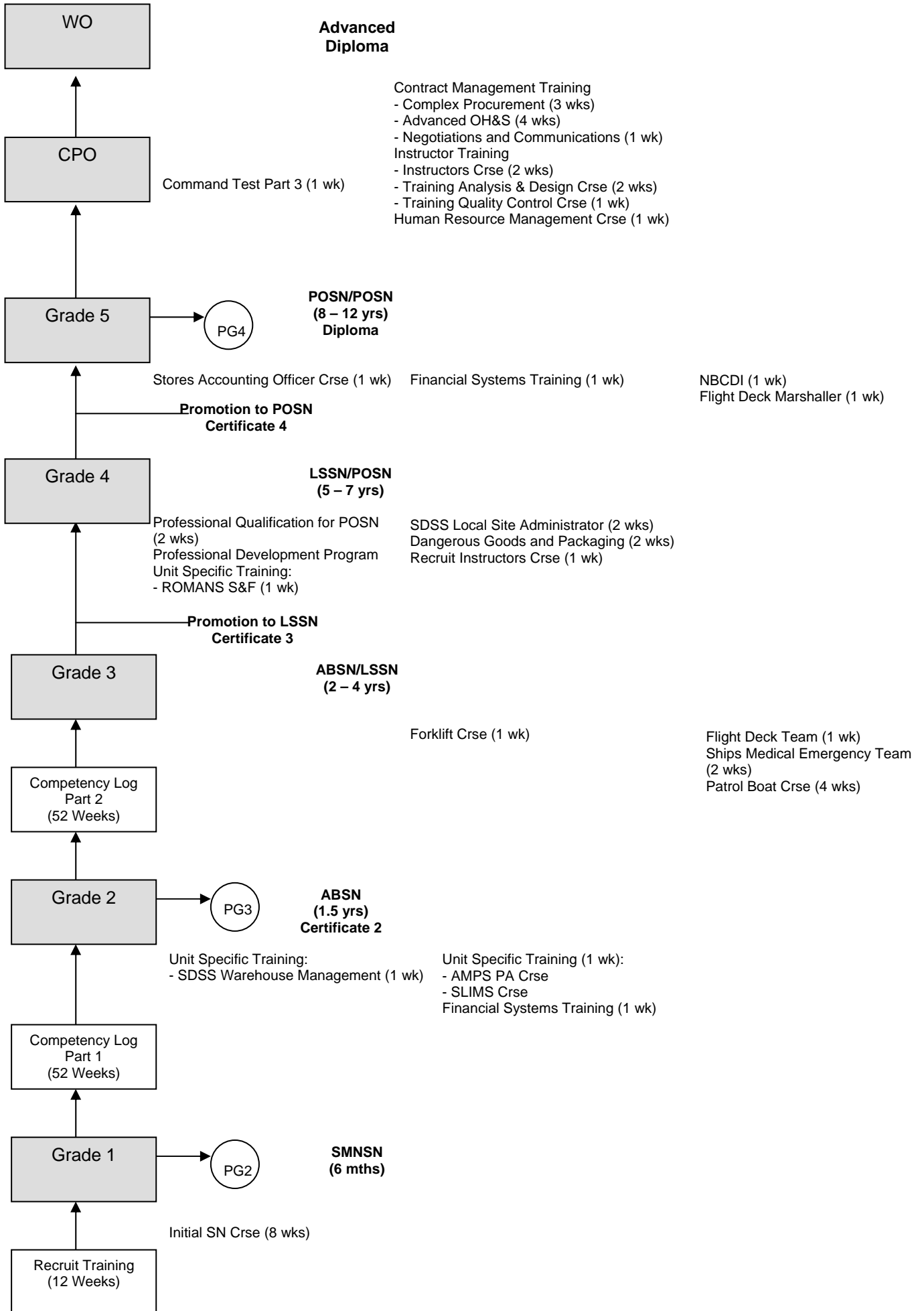


# Naval Stores Category

## Mandatory Trade Course

## Job Specific

## Whole Ship Courses



# Writer Category

## Mandatory Trade Course

## Job Specific

## Whole Ship Courses

