



Australian Government
Defence Force Remuneration Tribunal

STATEMENT

Defence Act 1903
s.58H—Functions and powers of Tribunal

ROYAL AUSTRALIAN ARMY ORDNANCE CORPS – COMMAND SUPPORT CLERK

(Matter 7 of 2016)

MS I. ASBURY, PRESIDENT

MR A. MORRIS, MEMBER

CANBERRA, 17 OCTOBER 2016

RADM J. GOLDRICK AO CSC RAN RTD, MEMBER

[1] This decision concerns an application¹ made by the Australian Defence Force (ADF) under s.58H of the *Defence Act 1903* to merge the ‘Operator Administrative’ employment category and the ‘Clerk Finance’ category into a single employment category titled ‘Command Support Clerk’ reflecting alignment of the roles and functions.

[2] At a hearing in this matter on 14 September 2016 Mr J. Phillips SC appeared for the ADF and Ms J. Menaglio for the Commonwealth.

Background

[3] Army’s administrative, and pay functions are presently managed by the Operator Administrative and the Clerk Finance categories as separate capabilities. However, the introduction of automated pay systems has meant the roles have become less distinct over time and members of both categories now apply common knowledge of administrative and financial skills.

[4] The Command Support Clerk category is proposed to be a Permanent and/or Reserve Royal Australian Army Ordnance Corps category responsible for providing clerical, administrative, financial, travel and personnel management support to Army.

Submissions

[5] The ADF submissionⁱⁱ specifically proposes to:

- a. merge the Operator Administrative and the Clerk Finance categories into the Command Support Clerk category;
- b. establish corresponding skill and pay grades within the Command Support Clerk category which mirror the existing framework of the Operator Administrative category (with the exception of a Warrant Officer Class One Tier C skill grade);
- c. remove the Warrant Officer Class One Tier C from the category construct; and
- d. transition all existing skill grades and maintain all current pay grade placements (with the exception of Clerk Finance Grades 1 and 2 which are Reserve categories which will be placed at pay grades 1 and 2 respectively).ⁱⁱⁱ

[6] The ADF submit that the Command Support Clerk category seeks to “*maintain the current specialisations of finance management and clerical administration through the category construct but formalise the cross-training of members until the Command Support Clerk – Supervisor skill grade.*”^{iv}

[7] Army state they “*intend to recruit ab initio personnel into the workforce and train these personnel internally. This is reflected in the pay grade placement of Command Support Clerk Grade 1 and is in contrast to the Navy and Air Force which usually draw Reservists from their full-time Reserve workforce.*”^v

[8] The ADF seek a commencement date of 17 November 2016.

[9] The Commonwealth supports^{vi} the intent of the ADF proposal.

Consideration

[10] We note that, with the exception of Clerk Finance Grade 1 and 2, the proposed restructure does not involve any changes to existing work value or pay grade placements. We accept that the Command Support Clerk category will have a “*stronger administrative focus rather than financial focus and the skill grades of Clerk Finance grade 1 and 2 will require additional training in order to transition to the amalgamated category.*”^{vii}

[11] We considered that the comparable categories in the ADF are the Navy Maritime Logistics Personnel Operations and Air Force Personnel Capability Specialist employment categories who utilise full-time Reserve personnel in these roles.

[12] We considered that Army have, until now, maintained a Warrant Officer Class One Tier C skill grade but that “*Army currently has no members at these skill grades and does not desire to place members at this grade.*”^{viii} We accept this makes the skill grade redundant.

[13] We gave detailed consideration to the requirement to make non-reduction provisions for those members potentially affected by the restructure of the category. We considered the proposed three year period and agree that, in accordance with the Act, s.58B provisions are suitable for this.

Conclusion

[14] We accept that the proposed amalgamation to a Command Support Clerk category addresses the current overlap in duties and skills between Operator Administrative and Clerk Finance and agree to the transition of all pay and skill grade placements (with the exception of Clerk Finance Grades 1 and 2).

[15] We agree to the removal of the Warrant Officer Class One Tier C skill grade.

[16] We agree that a three year non-reduction period is a sufficient time period to allow members to complete further training to qualify for placement in the new structure; we also accept that this allows for the longer training timelines for Reserve personnel.

[17] Determination 7 of 2016 will give effect to this from the proposed commencement date of 17 November 2016.

MS I. ASBURY, PRESIDENT
MR A. MORRIS, MEMBER
RADM J. GOLDRICK AO CSC RAN RTD, MEMBER

Appearances:

Mr J. Phillips SC assisted by Ms S. Robertson for the ADF

Ms J. Menaglio assisted by Mr S. Leung for the Commonwealth

ⁱ Listing application – ECN 150 – Command Support Clerk dated August 2016.

ⁱⁱ ADF1 – Royal Australian Army Ordnance Corps Command Support Clerk Matter 7 of 2016 dated 14-15 September 2016.

ⁱⁱⁱ ADF1 page 6 paragraph 4.

^{iv} ADF 1 page 9 paragraph 11.

^v ADF 1 page 17 paragraph 33.

^{vi} Commonwealth 1 – Royal Australian Artillery ECN 237 Operator Air and Missile Defence Systems dated 31 August 2016.

^{vii} CWLTH1 paragraph 6.

^{viii} ADF1 page 10 paragraph 15.