

CHARTER
EMPLOYMENT CATEGORY AND REMUNERATION
REVIEW COMMITTEE

(Tri-Service Endorsed version 10 Sep 09)

1. The Employment Category and Remuneration Review Committee (ECRRC), formerly known as the Employment Category Review Committee, is the principal advisory committee to the ADF on all salary and salary related allowances that fall under the jurisdiction of the Defence Force Remuneration Tribunal (DFRT) in accordance with section 58H (s.58H) of the Defence Act 1903 (the Act).
2. The Committee advises senior ADF management and makes recommendations on the remuneration of its Officers (other than Star Ranks), Warrant Officers, Other Ranks and trainees. Such recommendations are made consistent with established work value principles, capability, sustainability issues and/or external market forces, where applicable.
3. Proposals regarding salary or s.58H allowances are assessed by the Committee to determine the need for either formal category reviews or allowance reviews by the DFRT, or otherwise, noting the mandatory requirement for the Tribunal to conduct biennial reviews of salary and allowances in accordance with the Act.

Authority

4. The ECRRC is convened under the authority of the Director, Military Salaries and Allowances – Policy (DMSA-P) in order to provide a formal means by which the Services may be made aware of, contribute to and influence issues relating to the remuneration of ADF personnel.

Members

5. The membership shall comprise the following:
 - a. **Permanent members.**
 - (1) Chair, Secretary and endorsed DMSA-P staff, and
 - (2) Representatives of DGNPT, DGPERS-A and DGPERS-AF at a minimum equivalent level of Major or APS6; and
 - b. **Invited members.** Relevant sponsors of the employment categories or allowance recipients under the consideration of the committee and representatives of the Directorate of Workforce Planning, Recruitment and Retention (DGWPRR) appropriate to the Service(s) as required.

Tasks

7. The ECRRC has the following tasks:
 - a. facilitate the development of a common approach in addressing category-related remuneration issues across the ADF;

- b. assess the industrial merits of Service proposed changes to levels of remuneration, having had regard to prevailing DFRT determinations, and
- c. provide advice on the remuneration implications of any proposed changes to either an employment category or s.58H allowance.

Principles

8. The DFRT is the sole authority to approve the construct and rates of s.58H allowances, pay grade placements and remuneration of ADF personnel that are based on Service approved training regimes and/or employment category structures.

9. Each Service has the authority to determine, approve and manage their employment category and training structures, together with the authority to recommend implementation of allowance or bonus payments and initiate all review requirements.

10. Having regard to the family and service taxonomies of the respective pay structures the ECRRC is to be advised of changes to category training continuums and determine whether the remuneration of employment categories require review by the DFRT as a consequence of such change, or for any other reason. Similarly, name changes must be actioned through the ECRRC Secretariat to effect change of the Schedules accompanying the Salaries Determination to the DFRT.

11. Service matters tabled for consideration by the Committee must have achieved the support of their relevant Service authority (DGPERS) prior to the meeting. Funding must be secured in order to gain final ECRRC endorsement and progress to the DFRT.

12. The ECRRC will only consider employment category remuneration matters that have been nominated by their parent Service, or have been identified by the DFRT for review. Tri-Service consideration must be conducted where appropriate.

13. The recommendations of the Committee are to be made by the Chair once the matter being addressed has been resolved. Unresolved matters or contentious issues regarding matters that impact prioritisation of action or allocation of resources are not to be proceeded with and forwarded to the Personnel Steering Group (PSG) for direction and return to ECRRC for finalization.

14. A matter will not normally be presented for approval or scheduled with the DFRT unless it is supported by an ECRRC recommendation.

Recommendations

15. After its consideration of a matter, the Committee will make one or more of the following recommendations:

- a. **That the matter requires endorsement or review by the DFRT** as the employment category or the s.58H allowance is a new requirement, is not considered to be at an appropriate level of remuneration or is inconsistent with the last formal DFRT review. Such a recommendation will initiate preparation for creation of a new category or allowance and/or review of a category or s.58H allowance by the DFRT at the first available opportunity. This provision includes mandatory two yearly reviews by the DFRT as prescribed in the Act.

That **no requirement for review by the DFRT** exists, as;

- (1) The employment category or the s.58H allowance in question is receiving an appropriate level of remuneration and is considered to be contemporary, or
 - (2) The changes proposed to the s.58H allowance or to the nature of work and/or sustainability of the employment category under consideration are not significantly sufficient to seek any alteration to the construct or level of prevailing remuneration.
- b. **Defer the matter for further review.** Such an outcome would be due to;
- (1) Insufficient information provided in the original Service submission. Such a recommendation would normally require the Service to provide a supplementary submission addressing shortcomings detected by the Committee and/or the Chairman, or
 - (2) The matter under consideration is inappropriate for a Committee recommendation.

Business rules

16. **Scheduled ECRRC meetings.** Meetings will be scheduled consistent with demand but normally no less regular than monthly. As a general rule, meetings are to be scheduled on the third Thursday of the month. Extraordinary meetings may be convened as required consistent with the changing priorities of a Service, the ADF or the DFRT. Urgent and/or simple matters may be considered by the Committee as “Out of Session” business items.

17. **Scheduling of general business matters.** Matters should be listed for general business at least one week prior to a scheduled meeting. Shorter timeframes may be acceptable, depending on the urgency of the matter.

18. **Agenda.** A meeting agenda is to be circulated by the ECRRC Secretary to all permanent members not less than three working days prior to the scheduled meeting.

19. **Format of submissions.** Written submissions outlining Service proposals listed as agenda items are to be provided to all participants in advance of the relevant meeting. The ECRRC submission is a formal, Service endorsed statement of the case that will form the core of the evidence to be presented to the DFRT in reports, hearings and inspections. Specific requirements are indicated below:

- a. **Employment category submissions seeking recommendation that the matter requires DFRT consideration.** Such submissions would normally be presented to the ECRRC in two stages. The **first** pass would address changes in the nature of work or sustainability difficulties that affect the category presented by way of a ‘dot point’ brief or similar. The **second** pass would require a more detailed submission that conforms to the requirements of Annex A. Progression to stage two would not normally occur without ECRRC endorsement of stage one.
- c. **Employment category submissions seeking recommendation that the matter does not require DFRT consideration.** Submissions seeking ECRRC recommendation only need to provide sufficient information for the Committee to be satisfied it does not require DFRT action. As a minimum, this should comply with the format of Annex B.

- d. **S.58H Allowance submissions seeking recommendation that the matter requires DFRT consideration.** Such submissions would follow the two staged approach described above for category reviews. The **first** pass would provide a dot point brief outlining the need to retain the allowance and the change/s proposed. The **second** pass would require a more detailed submission that addresses the history of the allowance, justification for change (including evidence where applicable) the nature of the change and proposed method of delivery (eg: annual rate, daily rate and/or tiering requirements)

20. **Presentations.** The initiating Committee member is responsible for arranging the delivery of any presentations on matters to be heard by the Committee.

21. **ECRRC minutes.** Minutes of each meeting are to be recorded and maintained by the ECRRC Secretary. The Secretary is also responsible for distribution of Minutes to committee members within two weeks following each meeting. Confirmation of previous minutes as a true and accurate record of proceedings is to be gained at each subsequent ECRRC meeting.

EXAMPLE OF THE FORMAT FOR A TYPICAL ECRRC SUBMISSION SEEKING RECOMMENDATION FOR CATEGORY REVIEW BY THE DFRT

For matters where structural change or pay group placement is being sought, it is important that an operationally sound structure and a sustainable career progression are provided that meets the role and responsibilities of the Service. The following are the essential minimum factors that are required to be considered by the employment category sponsor:

Introduction

1. Provide an outline of what the submission is seeking to achieve, including the proposed date of effect and implementation arrangements.

Industrial background

2. This will include when the trade was last reviewed (this will include details of the last non-DFRT and DFRT submission) and details of how the trade has evolved to its current state. The ECRRC Secretary can provide dates and details of earlier reviews, as well as copies of old court books and decisions.

Changes

3. Outline the changes in **nature of work** and provide a comparison between the **current (old) work** and the **proposed (new) work**. This section should provide a detailed description of the roles and responsibilities for each grade, as well as the training, skills and qualifications. This comparison is often best presented in table format.

4. Wire diagrams of the old structure and the new structure should be included as annexes to the submission. They must include career progression trade courses undertaken, course timings in weeks and pay group placement.

Reserves personnel

5. Sponsor is to provide advice if Reserves are employed in the trade. If so, do they do the same training as a full time member? If not, then a separate wire diagram showing the different training and pay placement is required. Modularised training is a method that Army employs for some of their Reserve trades.

Rationale for change

6. This section should provide justification for the changes from an ADF or relevant Service perspective. For example, legislative change that has led to a change in role or responsibility or technology change. Areas that could be considered under separate headings could include:

- a. expansion of roles or responsibilities,
- b. changes in capability requirements,
- c. increased complexity and range of equipment, and

- d. significant increases in training.

Personnel

7. Provide numbers of personnel by rank and grade within the structure and what effect this may have on the trade, including any significant training implications.

Financial resource implications

8. The submission should include an indication of the estimated cost and an indication of financial support by the Service.

Service clearance

9. Service clearance is required as detailed in paragraphs 12 and 13 of the ECRRC Charter parent document.

Conclusion

10. Statement reinforcing the content of the submission.

This refers to the base of factual and theoretical material that is accessed, manipulated and used in a cognitive way. The complexity, depth and/or breadth of knowledge base required to be applied will generally increase with movement up through the groups and is rated from lowest to highest by reference to limited, moderate, in depth and substantial. Depth of knowledge may be supported by reference to the need for concentration, theoretical concepts, and detailed knowledge of procedures, regulations or instructions.

**EXAMPLE OF THE FORMAT FOR A TYPICAL ECRRC (NON-DFRT)
SUBMISSIONS THAT ARE SEEKING RECOMMENDATION THAT DO NOT
REQUIRE DFRT CONSIDERATION OF THE TRADE**

Purpose/Recommendation

1. For audit submissions the recommendation sought from the ECRRC will usually be a recommendation that the matter does not require review by the DFRT. The ECRC Charter provides more information on possible recommendations.

Changes / Industrial Background

2. Incorporate what evidence was presented in last case to the DFRT and any changes that were presented to the ECRRC (Prior non-DFRT submissions). What did the trade do last time it was reviewed and what does the trade do now. Changes to the structure should be discussed individually, with separate sub-headings for each change, and should discuss in detail what the changes involve. For example, changes to training should include a comparison between the requirements, content and duration of the old and new courses, and any effect on the nature of work value on completion.

3. Discussion should include justification that there is no change in work value that would require review by the DFRT, with reference to previous cases and relevant determinations.

Diagrams

4. Provide a copy of the old (previous) category wire diagram from DFRT reasons for decision (or ADF Court Book if not in reasons) of the previous case.

5. Provide a copy of the new (proposed) category structure wire diagram highlighting all changes.

Conclusion

6. Statement reinforcing the content of the submission.