

CCAMLR Staffing and Salary Strategy 2019–2022

Objective: CCAMLR Secretariat staffing arrangements that deliver leading practice services, as described in its Strategic Plan, within a zero real-growth budget for the Commission for the period 2019–2022.

Scope: This Strategy applies to all personnel employed by the CCAMLR Secretariat. It should be read in conjunction with, and supports, the Staff Regulations. Together with the Staff Regulations, this document defines the employment conditions, salaries, allowances and benefits for all staff.

Alignment with national law: The Headquarters Agreement between CCAMLR and the Government of Australia provides the Commission, its staff and property, immunity from legal processes in the scope of its official activities with some exceptions (Articles 5(2) and (3), 8, 9, 10, 16, 17). Otherwise, the activities of the Commission are governed by the laws of Australia (Article 5(1)). Consequently, CCAMLR is not exempt from Australian workplace law. Periodic reviews will be undertaken to ensure compliance and consistency between the CCAMLR Secretariat and appropriate Australian workplace policies and practices.

Administration: The Staff Establishment for the CCAMLR Secretariat is authorised by the Commission (Article XVII of the Convention). The Executive Secretary administers staff, on behalf of the Commission, according to CCAMLR's Staff Regulations and decisions of the Commission. The Staff Regulations establish the fundamental principles of employment, regulate the working relationships and establish the rights and responsibilities of all employees of the Secretariat. This Staffing and Salary Strategy is to be read in conjunction with the Staff Regulations and the relevant provisions of the Headquarters Agreement.

The implementation of and reporting on the Staffing and Salary Strategy is the responsibility of the Executive Secretary. The Commission, through the Standing Committee on Administration and Finance (SCAF), is responsible for the periodic review of the Strategy.

Staff Classification: The Commission supports three categories of staff (i) International Professional (IP), (ii) General Services (GS), and (iii) Temporary (Staff Regulations 4 and 11). The grading systems for IP and General Service staff are described in a Job Classification System (JCS) administered by the Secretariat. CCAMLR's revised JCS was adopted in 2012¹ and has been updated for 2019–2022 to include levels P2 and P3.

The JCS reflects the two arrangements that apply to staffing arrangements at the CCAMLR Secretariat. For IP staff, these are based on those applying in the International Civil Service Commission (ICSC) of the United Nations. GS staff posts classification is based on the work level standards and classifications that apply in the Australian Department of the Environment and Energy (DOE). The GS category includes grades GS1–GS6 and M1–M2.

¹ CCAMLR-XXII/46 refers to both a *Work Level Standard (WLS)* for the CCAMLR Secretariat and a *Post Grading and Salary Structure*. The WLS apply to GS staff posts only. With the assistance of an expert at the Australian Antarctic Division (AAD, an agency of the DOE) a revision of the WLS in place at the AAD was undertaken in 2011. This was used to prepare a CCAMLR JCS which is available, in English only, as an administrative document from the Secretariat, and has been updated in 2018. The Executive Secretary has authority to revise gradings of individual GS staff (CCAMLR-XXI, paragraph 3.16).

Staff complement: Over the period 2019–2022 the staff complement will evolve as shown below, and according to the plan described in CCAMLR-XXXVII/21, paragraph 11, and shown in Figures 3 and 4 below.

Grade	Description	Number of staff	
		Current	2022
GS category			
GS3	General support	2	1
GS4	Moderate to complex work under guidance	7	6.5
GS5	Moderate to complex work with less guidance	5	5
GS6	Complex work, responsible for key outcomes	5	3
M1	Leadership of key work area and team	3	1
Sub-Total		22	16.5
ICSC category			
P2	Moderate to complex work under guidance	0	2
P3	Complex work, responsible for key outcomes	1	2
P4	Leadership of key work area and team	1 (+1)	4
D1	Director	1	1
Sub-Total		4	9
Total		26	25.5

Position Description: Each position at the Secretariat is supported by a Position Description (also referred to as Job Description). A staff member is employed to deliver against this Position Description.

Staff recruitment: The Executive Secretary will advertise all vacancies that arise at the Secretariat. A Selection Panel, which may involve appropriately qualified and knowledgeable personnel external to the Secretariat, will be appointed by the Executive Secretary to advise on staff selection. Suitability for recruitment will be assessed in a transparent manner that takes account of: (i) the international character of the Commission, (ii) the requirements of the position as described in its Position Description, (iii) the qualifications, experience, qualities and capabilities of applicants, (iv) testimonials from the applicants’ referees, and (v) other sources of information regarding the applicants’ suitability.

Appointment term:

GS staff are initially appointed for a three–year term. Subject to satisfactory performance, GS staff may be reappointed for further fixed terms or on a permanent basis, depending upon the needs of the Commission.

IP staff, other than the Executive Secretary, are appointed for an initial four–year term. Subject to satisfactory performance, and to the needs of the Commission, IP staff may be reappointed for a further term of four years². At the conclusion of two terms, the post must be advertised. The incumbent is eligible to apply.

The Executive Secretary’s term of office is initially four years. He/she is eligible for reappointment for one additional term.

² Incumbents serve on an ongoing basis. The 4-year provision will apply to their replacements (see CCAMLR-XXXI, Annex 7, paragraph 5).

Temporary personnel are contracted for a specific task which is normally short term.

Grade change: A change in the grade of a position requires a revision of the Job Description to meet a revised business need. The regrading of IP staff requires the prior approval of the Commission. The Executive Secretary has the authority to revise the gradings of individual GS staff³.

Performance monitoring: Staff performance is reviewed at six-monthly intervals using CCAMLR's Performance Management Appraisal System (PMAS). Ongoing two-way feedback on achievement of key performance criteria, adding and changing key performance criteria and general performance discussions are encouraged throughout the annual cycle between staff and their manager. PMAS uses: (i) the Position Description for the staff post being appraised, and (ii) key performance criteria which include the status of agreed individual work programs and qualities and capabilities demonstrated.

³ CCAMLR-XXI, paragraph 3.16.

Pay progression:

- Increments for IP posts are confined to the Grade of appointment and are awarded annually or (typically after 7 years in post) biennially according to the scheme established by the ICSC, subject to a satisfactory PMAS. Each pay point advances salary by approximately 2%.
- For GS staff contracted before 1 November 2018, the CCAMLR Secretariat supports a broad-band pay structure for GS grades 3/4 (7 pay points), 4/5 (8 pay points), 5/6 (8 pay points) and M1/M2 (6 pay points). No broad-banding is currently permitted for grade GS6. Each CCAMLR pay point advances salary by 3%. Progression to the next grade point occurs annually up to the maximum level in the broad-band, subsequent to a satisfactory PMAS (Figure 1). GS1–2 is not shown as CCAMLR has never employed staff at these grades.

Grade	Pay point
	30
	29
M2	28
	27
	26
M1	25
	24
	23
	22
GS6	21
	20
	19
	18
GS5	17
	16
	15
	14
GS4	13
	12
	11
GS3	10

Figure 1: General Services staff grades, pay points and pay point progression for staff contracted before 1 November 2018. Broad Banding means that a staff employed at GS4 may progress through both GS4 and GS5 pay points with their existing Job Description.

- For GS staff contracted after 1 November 2018⁴, progression beyond the standard pay points applicable to the appointment grade is possible subject to a high-performance appraisal that may take place following one year after staff reach the top standard pay point in their grade. Progression within the performance-related pay points for their grade is continuous, but dependent on maintenance of high performance and a satisfactory PMAS (Figure 2).

Staff contracted after 1 November 2018		
Grade		Pay Point
M1	Performance Related	30
		29
		28
	Standard	27
		26
		25
GS6	Performance Related	24c
		24b
		24a
	Standard	24
		23
		22
		21
GS5	Performance Related	23
		22
		21
	Standard	20
		19
		18
		17
GS4	Performance Related	19
		18
		17
	Standard	16
		15
		14
GS3	Performance Related	15
		14
	Standard	13
		12
		11
		10

Figure 2: General Services staff grades, pay points and pay point progression. Pay points 24a-c have the same proportionate spacing as all other pay points in the CCAMLR scale. Pay progression may occur only within the GS grade at which staff are appointed, with access to the performance related extension pay point dependent upon a High-Performance Appraisal.

⁴ Following a review against the DOE Enterprise Agreement, which does not allow broad banding for any grade higher than GS1–2.

Professional Development: The CCAMLR Secretariat supports personnel development and training opportunities for all staff within an agreed, costed and budgeted, annual training program.

Pay Rates

GS staff: Staff Regulation 1.5.1 provides that GS staff shall, in principle, be paid at rates equivalent to those with similar qualifications in Hobart. At least since the 2000s the Enterprise Agreement applicable to the Australian Department of Environment (DOE), which maintains the AAD in Hobart, has been used as an appropriate comparator. CCAMLR employment terms, conditions, salary and allowances are specific to this organisation and the aforesaid Enterprise Agreement is only used by the Executive Secretary as a point of comparison to ensure that Regulation 1.5.1 is appropriately applied. Comparability of total remuneration, which includes salary, separation allowance, leave and other benefits, between CCAMLR and the comparator agency is reviewed periodically. The salary of each CCAMLR pay point is set annually to maintain comparability between CCAMLR and DOE total remuneration, taking into account increases in DOE salaries, the need to maintain the competitiveness of CCAMLR salaries, and CPI increases.

IP staff: Annual adjustment of salary and benefits follows the publications of the ICSC. CCAMLR maintains close communication with the ICSC to ensure that their data remain relevant for Australia.

Review

Implementation of this Staffing and Salary Strategy will be reported on and reviewed annually by SCAF.

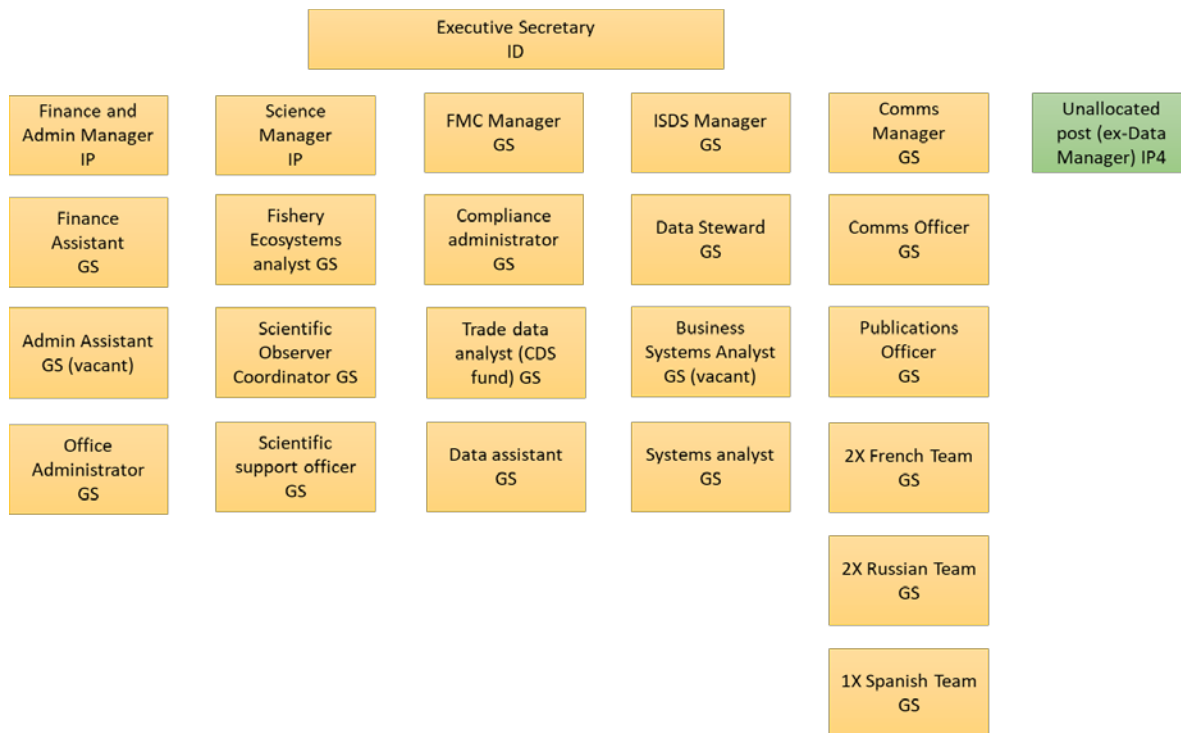


Figure 3: Staff structure 2018.

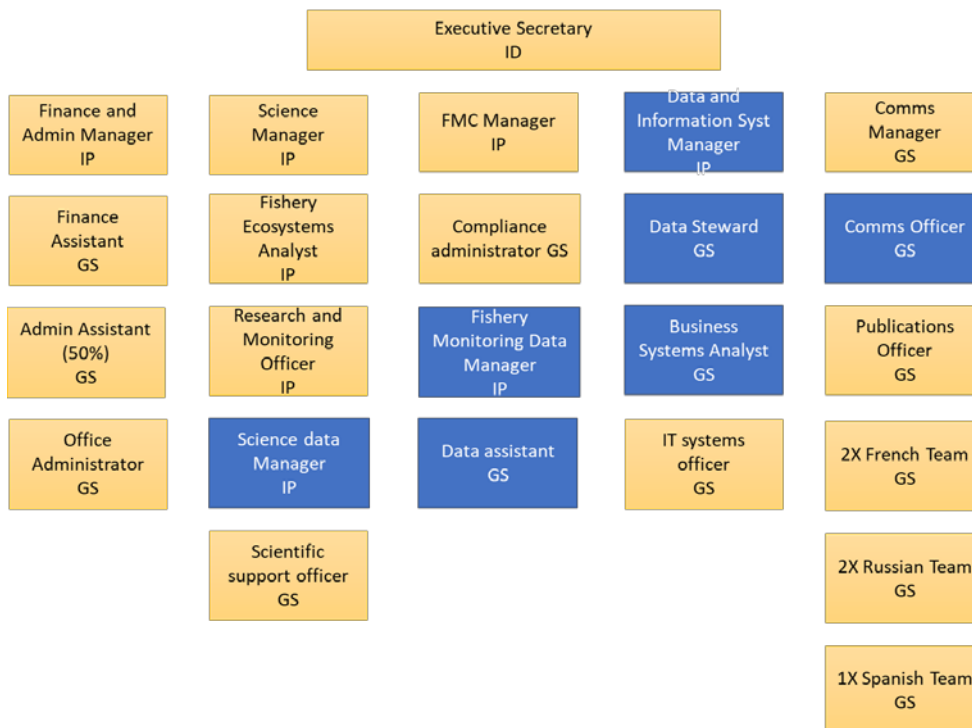


Figure 4: Staff structure 2022. Positions in blue are part of the virtual Data Centre.