

CHAPTER 6**ADF CADETS CADET VOLUNTEER PAYMENT****INTRODUCTION**

4.6.1 Volunteerism is a core aspect of Australian communities; organisations such as Rural Fire Services and Surf Life Savers are deeply embedded into the psyche of Australian life. Similarly, the ADF is deeply embedded in the Australian identity as a respected national icon. The ADF Cadets is a vital component of the ADF's engagement with Australian communities and the participation of volunteers from communities is central to the relevance and success of ADF Cadets. Cadet Volunteer Payment (CVP) is one component of the ADF's suite of provisions to recognise this service.

POLICY INTENT

4.6.2 The intent of this policy is to provide the information and direction necessary for Service Chiefs to manage CVP in a consistent manner across all ADF Cadets programs.

AUTHORITY FOR PAYMENT

4.6.3 Chief of Personnel (CPERS) is the authority for payment of CVP. CPERS exercises this authority through the issue of an instrument: *Chief of Personnel (Approval of Payments to ADF Cadets)*¹.

POLICY PRINCIPLES

4.6.4 CVP is based on the following policy principles:

- a. 'One Cadet' approach to the greatest extent possible with accommodation for Service unique application as required
- b. the volunteer status of Officer of Cadets (OOC)/Instructor of Cadets (IOC) as being central
- c. recognition of an OOC/IOC's contribution with respect to experience, reimbursement and retention
- d. administrative sustainability and organisational affordability

¹ The CVP rates are provided in this instrument.

- e. payment as a program enabler, rather than focused on individual entitlement that reflect an historical ADF remunerative outcome
- f. tiers are allocated by Services against the primary role of OOC/IOC
- g. payment is not remunerative in nature, application or perception
- h. payment is one enabling element of an OOC/IOC's value proposition in support of the Defence/community partnership.

PURPOSE

4.6.5 CVP is an honorarium, that is, a payment calculated as a daily amount provided in recognition of the unique contribution OOC/IOCs make to the ADF Cadets. CVP's purpose is to:

- a. reimburse OOC/IOCs for reasonable, out-of-pocket, miscellaneous expenses associated with volunteering their time to participate in the ADF Cadets
- b. recognise the role that OOC/IOCs undertake in the ADF Cadets and any associated qualifications and training requirements
- c. incentivise continued participation in ADF Cadets and encourage OOC/IOCs to fulfil critical roles such as program delivery and executive command positions
- d. recognise acceptance of responsibilities and management of risk associated with youth.

4.6.6 CVP is a specific-to-purpose payment that is not linked to the ADF's remuneration structures; therefore, it is tier based rather than rank based and is subject to its own periodic review cycle.

PAYMENT TIERS

4.6.7 CVP is a tiered payment. The tier rate of payment is not linked to rank, rather is reflective of a bracketed assessment of command, governance, assurance, risk, responsibility and anticipated cost levels being exercised or incurred by OOC/IOCs at each tier. A common base rate recognises generic volunteerism and the incremental recognition of increasing responsibilities, risk and incurred costs recognises the demands of specific positions over rank. There is also a tier for OOC/IOCs undergoing training.

4.6.8 Each ADF Cadets program has its unique characteristics shaped by the culture of its parent Service and its organisational structure. The tier definitions are designed to allow Service Chiefs a level of flexibility when allocating tiers to their adult volunteer position establishment. The tier definitions are as follows:

- a. **Tier 1 - Under Training:** OOC/IOC trainees undertaking, but not yet completed mandatory training requirements for acceptance as OOC/IOCs. OOC/IOC trainees will be principally employed in support of program delivery at unit level and allows the Program to develop volunteer leadership and meet youth safety (supervisory) requirements
- b. **Tier 2 - Program Support:** The administration and lower level development of the Program. Program Support positions have very limited interaction with cadets and are focused on unit and regional level administration, governance and compliance checks, training development and the planning of activities. They have an indirect role in youth safety. Additionally, this tier may be applied to OOC/IOCs with a specialist skill critical to the effective support of the Program, such as, but not limited to, skills necessary in the development of policy and training programs
- c. **Tier 3 - Program Delivery:** The direct interface with cadets. Program Delivery positions are focused on the delivery of training and other activities for cadets and have 'first line' responsibility for youth safety. Additionally, this tier may be applied to OOC/IOCs with a specialist skill deemed critical for the effective delivery of the Program such as, but not limited to, regional chaplains and instructors²
- d. **Tier 4 - Executive/Command:** The management of the Program. Executive/Command positions have higher level responsibilities for youth safety through the development and delivery of the Program, which may include policy development, governance and compliance and representational duties. Additionally, this tier may be applied to OOC/IOCs with a specialist skill deemed critical to the effective management of the program such as, but not limited to, coordination, chaplains, airworthiness or seaworthiness.

CONDITIONS FOR ELIGIBILITY

4.6.9 All OOC/IOCs are eligible for receipt of CVP at the tier rate designated for their primary role. CVP is not payable to Defence Approved Helpers³.

4.6.10 OOC/IOCs may apply for the payment of a daily amount. Where a daily amount is not claimed there is a provision for OOC/IOCs to apply for reimbursement of an expense that has been, or will be, incurred in respect of participation in activities of the ADF Cadets.

APPROVAL OF PAYMENTS

² This does not refer to IOC. It refers to specialist technical or environmental instructors, such as flying instructors and sailing instructors

³ Defence Approved Helpers are subject to appropriate screening regarding suitability for working with youth. DAH are untrained and unpaid volunteers.

4.6.11 CVP is routinely limited to 48 days per financial year for OOC/IOCs and claimable in half or full day increments. An OOC/IOC may apply for an allowance for more than 48 days of participation in activities of the ADF Cadets in a financial year if approved in writing by an authorised delegate, as defined in CPERS Instrument – *Chief of Personnel (Approval of Payments to ADF Cadets)*.

4.6.12 The following Defence personnel may approve payments of CVP in accordance with the amounts authorised by CPERS to OOC/IOCs in the ADF Cadets who have applied for payment of a daily amount or an expense that has been incurred in respect of participation in activities of the ADF Cadets.

a. For 1 — 48 Days claimed:

- (1) for Australian Navy Cadets: Director General Australian Navy Cadets, Director Australian Navy Cadets and National Flotilla Manager
- (2) for Australian Army Cadets: Commander Australian Army Cadets, an Army Officer of the rank of Major or higher or an APS Defence employee of the grade of APS6 or higher in the Headquarters Australian Army Cadets
- (3) for Australian Air Force Cadets: Director General Cadets - Air Force, an Air Force Officer of the rank of Squadron Leader or higher or an APS Defence employee of the grade of APS6 or higher in the Cadets Branch Air Force.

b. For 49 — 150 Days claimed:

- (1) for Australian Navy Cadets: Director General Australian Navy Cadets, Director Australian Navy Cadets
- (2) for Australian Army Cadets: Commander Australian Army Cadets, Deputy Commander Australian Army Cadets
- (3) for Australian Air Force Cadets: Director General Cadets - Air Force and Deputy Director General Cadets - Air Force.

c. For 151 - 200 Days claimed:

- (1) for Australian Navy Cadets: Deputy Chief of Navy
- (2) for Australian Army Cadets: Deputy Chief of Army
- (3) for Australian Air Force Cadets: Deputy Chief of Air Force.

SUBMISSION OF CLAIMS

4.6.13 An application must be made on or before the end of the calendar month that follows the calendar month in which the OOC/IOC participated in the ADF Cadets activities or incurred the expense relating to participating in the ADF Cadets activities.

LATE CLAIMS AND EXCEPTIONAL EXPENSES

4.6.14 For authorisation of late CVP claims submitted outside of the timelines at paragraph 13 and for the authorisation of exceptional expenses (those expenses incurred by an OOC/IOC where there is no other source for reimbursing whole or part of that expense) the following are the authorised delegates:

- a. for Australian Navy Cadets: Director General Australian Navy Cadets and a member with the rank of Commander or higher (or Defence APS equivalent) in the Australian Navy Cadets Directorate
- b. for Australian Army Cadets: Commander Australian Army Cadets, an Army Officer of the rank of Lieutenant Colonel or higher (or Defence APS equivalent) in the Headquarters Australian Army Cadets
- c. for Australian Air Force Cadets: Director General Cadets - Air Force and a member with the rank of Wing Commander or higher (or Defence APS equivalent) in the Cadets Branch - Air Force.

MULTIPLE ROLES AND TEMPORARY DUTY

4.6.15 Where an OOC/IOC is held against multiple roles on CadetNet the tier allocation is determined by their primary role.

4.6.16 Temporary duty is where an OOC/IOC is assigned duties that are different to their primary role, for example, a short period of deputising for a unit commander. 'Temporary' is defined by the 'non-permanent' nature of this requirement, that is, it is not subject to the reassignment of a primary role. In these circumstances, there is no provision within CVP to recognise temporary duty through the payment of a CVP at a tier rate different to the tier allocation of the OOC/IOC's primary role. Delegates may consider the allocation of additional days (in excess of the 48 days) to compensate an OOC/IOC in these circumstances.

PAYMENT OF CVP AND/OR TRAVEL ALLOWANCE

4.6.17 CVP and Travel Allowance will normally be claimed separately and for specific reasons that align with the requirements for each payment. They may be claimed concurrently when OOC/IOCs are supporting specified ADF Cadet activities for which the delegate is satisfied that expenses likely to be incurred are considered unreasonable and when all other criteria for entitlement to the respective payments

have been satisfied. Concurrent payment must be pre-approved by a delegate and can only be claimed for the day(s) of travel. Rates for travel allowance are provided at Annex A.

TAXATION

4.6.18 CVP is subject to taxation. The Australian Taxation Office has determined that Defence is required to continue to withhold an amount for taxation purposes from CVP payments.

SUPERANNUATION

4.6.19 CVP is subject to the Superannuation Guarantee Levy (SGL).

GUIDING PRINCIPLES FOR APPLICATION

4.6.20 The guiding principles for the application of this policy are as follows:

- a. authority for payment of CVP is exercised through CPERS
- b. CVP is funded by the Services; it is managed through Service Delegates within the affordability limits of each Service
- c. allocation of tiers is managed through the Service's adult volunteer establishment for OOC and IOC positions against their primary roles.

REVIEW

4.6.21 CPERS is the reviewing authority for CVP. The CVP policy and payment structure will be reviewed as dictated by Service needs and evolving ADF Cadets' requirements.

RELATED DOCUMENTS

Chief of Personnel (Payments to ADF Cadets) Notifiable Instrument 2023

Annex:

- A. Rates for Travel Allowance (as at 01 July 2020)

Accountable Officer: Chief of Personnel

Policy Owner: Head Reserve and Cadet Support Division

OFFICIAL

OFFICIAL

First Edition