

Summary of key changes for the Enterprise Agreement

This table outlines the key changes to the current DSS Enterprise Agreement 2015 to 2018 as reflected in the proposed Department of Social Services Enterprise Agreement 2018 to 2021 (proposed Agreement). This is a summary document only to assist employees understand the proposed Agreement, it does not contain every single proposed change. Employees are encouraged to review the proposed Agreement. Questions regarding the proposed Agreement can be submitted to the DSSEA@dss.gov.au positional mailbox.

Part No.	Topic	Key Changes
General	All	<ul style="list-style-type: none"> • Removal of acronyms. • Removal of the gender binary terms of “he” and “she”.
Part 1 – Scope of the Agreement	Agreement Title	<ul style="list-style-type: none"> • Update the name of the Agreement to the ‘Department of Social Services Enterprise Agreement 2018-2021’.
Part 2 – Performance and Support	Performance Management Framework	<ul style="list-style-type: none"> • Part title changed from "Performance and Capability" to "Performance and Support" • Include an overview of the purpose of performance management. • Include the principles that apply to performance management. • Include the dates of the performance management cycle. • Include a requirement that an employee and their supervisor put in place a performance management plan.
	Support for Professionals	<ul style="list-style-type: none"> • Removal of clauses relating to the Commonwealth Nursing Officers allowance.
	Domestic and Family Violence Support	<ul style="list-style-type: none"> • Include a new section that outlines the provisions of the Agreement and departmental policy that apply in situations of family and domestic violence.
Part 3 - Remuneration	Salary Increases	<ul style="list-style-type: none"> • Update the proposed rates for salary increases. • Update the proposed rates for one-off allowances for employees who are not eligible for salary increases.
	Salary Advancement	<ul style="list-style-type: none"> • Include a requirement that service for salary advancement purposes must be in the department, not with another employer.
	Loading for casual employees	<ul style="list-style-type: none"> • Clarify that long service leave will be provided in accordance with the long service leave legislation.
Part 4 – Allowance and Reimbursements	Workplace Contact Officer Allowance	<ul style="list-style-type: none"> • Amend the title of “Diversity and Harassment Contact Officer” to “Harassment Contact Officer”. • Increase the rates of the allowance in line with the general salary increase.

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	Community Language Allowance	<ul style="list-style-type: none"> • Increase the rates of the allowance in line with the general salary increase.
	Departmental Liaison Officer Allowance	<ul style="list-style-type: none"> • Clarify that this allowance is paid in lieu of both flex and overtime. • Increase the rates of the allowance in line with the general salary increase.
	Motor Vehicle Allowance	<ul style="list-style-type: none"> • Remove reference to 'engine capacity' as part of the formula for calculating the allowance as the Australian Taxation Office no longer uses this approach.
	Assistance with Relocation Expenses	<ul style="list-style-type: none"> • Specify that the Secretary has discretion to provide relocation assistance. • Specify that the department may pay relocation expenses directly to the third party provider in addition to or instead of reimbursement to the employee.
Part 5 – Hours of Work and Working Arrangements	Recording Hours Worked	<ul style="list-style-type: none"> • Remove the automatic reversion to standard working hours following an absence without authority.
	Hours of Work	<ul style="list-style-type: none"> • Clarify that breaks after five hours of continuous work are unpaid. • Rearrange the order of some clauses to improve clarity.
	Excess Flex Debit	<ul style="list-style-type: none"> • Change the mechanism to repay a flex debit debt to enable employees to repay it through a salary deduction or by substituting it for annual leave. Miscellaneous leave without pay no longer used.
	Part-Time Employment	<ul style="list-style-type: none"> • Clarify that access to part-time work following maternity leave requires agreement to the proposed working hours. • Insert a requirement that part-time work agreements are to be set out in a part-time work agreement that can only be varied by mutual agreement.
	Emergency Duty	<ul style="list-style-type: none"> • Include the rate of payment where more than two hours of emergency duty is actually worked.
	Restriction Duty	<ul style="list-style-type: none"> • Clarify that the rate of payment when an employee is recalled to duty is the same rate of payment used for overtime purposes.

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	Executive Level Time Off in Lieu	<ul style="list-style-type: none"> • Replace the existing arrangements with new arrangements. • Specify that Executive Level time off in lieu is not an hour for hour arrangement. • Specify that the department does not support Executive Level employees working unreasonable additional hours. • Specify that Managers and Executive Level employees should work together to manage workload requirements, working hours and work/life balance. • Specify that the Secretary will consider an Executive Level employee's work and personal circumstances when determining time off in lieu arrangements.
Part 6 – Leave	Approval of Personal/Carers Leave	<ul style="list-style-type: none"> • Adopt the term “family” rather than “immediate family” (noting that the definition of both terms is identical).
	Where an employee has insufficient personal/ carer's leave credits	<ul style="list-style-type: none"> • Remove the cap of 15 days additional leave for caring purposes.
	Supporting Partner Leave	<ul style="list-style-type: none"> • Update to reflect that this leave applies regardless of gender or sexuality. • Remove the requirement for half pay leave to be taken in a single block.
	Parental Leave	<ul style="list-style-type: none"> • Update to reflect that this leave applies regardless of gender or sexuality.
	Community Service Leave	<ul style="list-style-type: none"> • Create a separate leave type for the purpose of jury service and emergency management activities (rather than it being an element of miscellaneous leave).
	Cultural and Ceremonial Leave	<ul style="list-style-type: none"> • Clarify that this leave is available each calendar year. • Clarify that this leave may be taken in smaller amounts. • Clarify that this leave is for any cultural or ceremonial leave and is not limited to NAIDOC events.
	Community Volunteering Leave	<ul style="list-style-type: none"> • Clarify that this leave is available each calendar year.
	Purchased Leave	<ul style="list-style-type: none"> • Insert a cap of 2 years on access to purchased leave for transition to retirement purposes. • Insert a requirement that accessing purchased leave for transition to retirement purposes can only occur once (up to the maximum period).

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Part 7 - Travelling on DSS Business	Travel Allowance	<ul style="list-style-type: none"> Clarify that the Secretary determines the amount of reimbursement associated with emergency accommodation costs.
Part 8 – Remote Locality Assistance	All	<ul style="list-style-type: none"> Adopt the term “family” rather than “close relative” (noting that “close relative is not currently defined within the Agreement).
Part 9 – Resignation, Retirement, Redeployment, Redundancy and Reduction	All	<ul style="list-style-type: none"> Amend the notice of termination of employment clauses to provide that an employee will be entitled to 5 weeks' notice of termination if they are over 45 and have at least two years continuous service (rather than five years) as required by the <i>Fair Work Act 2009</i>.
Part 10 – Consultation	Workplace Consultative Forum	<ul style="list-style-type: none"> Specify that one of the roles of the Workplace Consultative Forum is to consider proposed changes to workplace policies before such changes are made Specify the regularity on which the Workplace Consultative Committee will meet (namely every three months) Specify that the Workplace Consultative Forum will consist of a chairperson and management representatives, a minimum of six employee representatives and a representative from each of the department's staffing committees Specify that the Workplace Consultative Forum may establish sub committees.
	Employee Representation	<ul style="list-style-type: none"> Insert a new clause relating to the right of employee's to be represented during workplace matters by a person of their choice, including by the union. Insert a new clause specifying that the role of employee representatives is to be respected and facilitated.
Part 12 – Definitions	Family/Immediate Family	<ul style="list-style-type: none"> Clarify that the reference to 'spouse, de facto or partner' in the definition of 'Family' applies regardless of "gender or sexuality". Combine the definitions of family and immediate family.
	Manager	<ul style="list-style-type: none"> Remove the reference to “Indigenous Coordination Centre” from the definition of Manager.
	Partner or Spouse	<ul style="list-style-type: none"> Clarify that the definition of 'partner' and 'spouse' applies regardless of gender or sexuality (rather than "sexual preference"). Remove the reference to this definition only applying to remote locality assistance.

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Appendix A – Salaries and Classification Structures	All	<ul style="list-style-type: none"> Update all salary rates to reflect the proposed general salary increase.
	DSS Entry Level Broadband	<ul style="list-style-type: none"> Correct an error in clause reference relating to how entry pay points are determined.
	Public Affairs Broadband	<ul style="list-style-type: none"> Increase the rate of the first pay point of the Executive Level 2 classification (SPAO) as the existing rate was lower than the top pay point of the Executive Level 1 (PAO3) classification.
Appendix B – Supported Wage System	General	<ul style="list-style-type: none"> Update the name of the Supported Wage Schedule to the Supported Wage System.
	Supported Wage Rates	<ul style="list-style-type: none"> Update the minimum weekly payment amount to reflect the latest Fair Work Commission decision on rates. Reflect that rates are set periodically by the Fair Work Commission.
	Trial Period	<ul style="list-style-type: none"> Update the minimum weekly payment amount to reflect the latest Fair Work Commission decision on rates. Reflect that rates are set periodically by the Fair Work Commission.
Appendix C – Recognition of Allowances	All	<ul style="list-style-type: none"> Inclusion of a new table that outlines the treatment of each allowance under the Agreement for salary purposes.
Department of Social Services Determination	All	<ul style="list-style-type: none"> Removal of the determination as the determination has already taken affect and will be superseded by the proposed Agreement.
Signatories	All	<ul style="list-style-type: none"> Update the list of signatories.