

Enterprise Agreement 2017-2020

Snapshot Guide

7 June 2017



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About this document

Welcome to our Enterprise Agreement (EA) 2017-2020 Snapshot Guide.

This document shares a snapshot of differences between our current [2011-2014 EA](#) and our proposed [2017-2020 EA](#) that you will soon be asked to vote on.

It's provided by CSIRO to help you understand the changes in the proposed EA and how it will affect your working conditions at CSIRO. The information complements the [Comparison Document](#), which provides a direct comparison of each clause of the current and proposed EAs. If you would like to see the tracked changes to each clause compared to the current EA, please have a look at the [EA Progress Tracker](#).

You can use this guide to review the entire package or skip to particular clauses or sections within the proposed EA that are of specific interest to you.

How did the content in our proposed EA come about?

We started with the [2011-2014 EA](#) and the [Workplace Bargaining Policy](#). In more than 15 negotiation sessions with Bargaining Representatives, each clause in our proposed EA has been reviewed word by word – many of you followed this clause by clause progress via the [Progress Tracker](#).

Our proposed EA incorporates outcomes from negotiations with Bargaining Representatives during these meetings and feedback from staff shared with us via email, submitted to our online feedback form, submitted via the [EA survey](#), shared during a CSIRO Connect EA session, discussed in [EA focus group sessions](#) and shared during [site information sessions](#). With this feedback, our proposed EA includes more detail than last year, provides a better pay offer and retains much more content of the current EA than was possible last time around.

The content of the 2017-2020 EA has been approved by the Australian Public Service (APS) Commissioner as consistent with the [Workplace Bargaining Policy](#).

How to use this guide

The guide identifies the differences between our current EA and the proposed EA. The following information will help you to navigate this guide:

- Column 1: Clause # (note that because some clauses have been removed and some new ones added, the clause numbers are likely to be different to those in the current 2011-2014 EA).
- Column 2: Clause title (tip: if you are viewing this digitally, click the clause title link to see more information on each individual clause on MyCSIRO).
- Column 3: [Progress Tracker](#) status. Green indicates whether a particular clause was agreed or agreed in principle. Orange indicates a clause that was not agreed during negotiations.
- Column 4: Changes between the 2011-2014 EA (current) and 2017-2020 EA (proposed). It includes a high level overview of what the change is, why it has been made and what it means.

Although the guide's purpose is to compare our current EA and our proposed EA, it has also been designed to be used in conjunction with:

- 2017-2020 [EA Comparison Document](#)
- 2017-2020 [EA Progress](#) and [Process Trackers](#)
- 2017-2020 [EA Video](#) and [Email updates](#)

[Information sessions](#) will be held from 7 to 15 June. We will visit as many sites as we can and host webinar information sessions to answer your queries.

Please contact the EA team via enterpriseagreement@csiro.au or contact your Human Resources representative or Senior Leader with any questions.

CSIRO ENTERPRISE AGREEMENT TEAM



Snapshot between our current EA and our proposed EA

PART A: TECHNICAL MATTERS

No.	Clause	Status	Is the content of this clause changing and if so, how and why?
1	Title	Agreed	The title of the EA reflects the negotiated duration of the Enterprise Agreement.
2	Date of Operation and Duration	Agreed	Updated reference to the Fair Work Commission and a nominal expiry date reflecting the agreed duration of the EA of 39 months.
3	Parties Covered	Agreed	Updates references to the CDSCC EA and includes reference to the CEO, on behalf of CSIRO.
4	Scope of the Agreement	Agreed	No change.
5	Definitions	Agreed	Updated definition of Senior Manager to include reference to Directors; broader reference to Delegate noting there are rare occasions where Delegates are not CSIRO officers; expanded definition of 'Partner' to include intersex, same or opposite sex partners. Removes the reference in the definition of 'Union' regarding coverage by the EA which is covered by the 'Parties Covered' clause.
6	Context of this Agreement	Agreed	Updated wording to include reference to 'effective utilisation of staff capabilities' derived from the Internal Labour Market clause which could not be retained; removal of reference to CSIRO values (as they are already reflected in CSIRO's Code of Conduct); new reference to an 'inclusive' working environment.
7	Renewal of Agreement	Agreed	Changed to clarify that the Enterprise Agreement will continue to operate unless it is varied, terminated or replaced by another Enterprise Agreement.
8	Existing Conditions	Agreed	Updated clause to provide more details around the interaction between policies, standards and procedures and the Enterprise Agreement. Retains key requirement of consultation on proposed changes to terms and conditions in CSIRO Procedures.
9	Anti-discrimination	Agreed	Updated clause to improve wording; removes reference to CSIRO values (as they are already reflected in CSIRO's Code of Conduct); and removes reference to provisions covered by Anti-discrimination legislation.

PART B: APPOINTMENT AND EMPLOYMENT

No.	Clause	Status	Is the content of this clause changing and if so, how and why?
10	Types of Employment	Agreed	No change.
11	Market Related Employment	Agreed	No change.
12	Individual Flexibility Arrangements	Not Agreed	Inclusion of additional items as terms which can be included in an Individual Flexibility Arrangement (IFA), some required to be added by the Workplace Bargaining Policy and others included by CSIRO to broaden the possible options for personal workplace flexibilities available for staff who may want to enter into an IFA. Items added include remuneration, leave, part time / job share arrangements; return from lengthy absences; working away from home base; flexible working hours – flextime; averaging pay over a reduced working year and phased retirement of mature aged staff.
13	Work Classification Standards	Not Agreed	The consultation requirement to make changes to the Work Classification Standards remains (as per clause 8) however agreement with the parties to the EA is no longer required. Changed for consistency with the Workplace Bargaining Policy.
14	Casual Employment	Not Agreed	'Seasonal needs' included to the scope of casual employment; clarification on entitlements for public holidays in line with the National Employment Standards and deletion of the maximum hours restriction for casual employment for consistency with the Workplace Bargaining Policy.
15	Termination of Employment	Agreed	New provision added to detail the notice periods required by CSIRO in the event of the termination of employment of an indefinite officer.
16	Advertisement of Vacancies	Not Agreed	The duration of an appointment without undertaking a competitive recruitment process changed from up to '13 months' to up to '18 months' to provide increased flexibility for hiring managers for short term vacancies.
17	Medical Assessments	Agreed	No change.

PART C: REMUNERATION AND ALLOWANCES

No	Clause	Status	Is the content of this clause changing and if so, how and why?
18	Rates of Pay	Not Agreed	<p>Three salary increases over the life of the Agreement are provided as follows:</p> <ul style="list-style-type: none"> • 3% from the first pay period commencing on or after the date of operation of the Agreement; • 2% from the first pay period commencing on or after 12 months from the date of operation of the Agreement; • 1.5% from the first pay period commencing on or after 21 months from the date of operation of the Agreement. <p>Provisions relating to CSIRO's previous strategy and annual leave loading removed. Annual leave loading reference has been included in the heading of Schedule 7 – CSIRO Salary Scales.</p>
19	Recovery of Overpayments	Agreed	No change.
20	CSIRO Traineeships and Apprenticeships	Agreed	Changed to enable officers who have successfully completed their traineeship to be offered a position within CSIRO without a competitive process, where the position is available and related to the discipline of the traineeship undertaken.
21	Flexible Remuneration Packaging	Agreed	Deletes the reference to officers being encouraged to select Australian made vehicles if leasing a new vehicle, given the conclusion of vehicle manufacturing in Australia in 2017.
22	Superannuation	Not Agreed	Updates references to CSIRO's default fund from 'AGEST' to 'AustralianSuper'.
23	Overtime	Agreed	The overtime meal allowance rate has been amended to reflect current rates which the Australia Taxation Office (ATO) reviews periodically.
24	Enhanced Responsibilities Allowance	Agreed	Clarification of clause wording that ERA is payable subject to the eligibility provisions contained in the clause.
25	First Aid Certificate Allowance	Agreed	Updated terminology on the necessary qualifications and recognised first aid training providers. Allowances adjusted in line with increases to salaries and from the same dates of effect.
26	Restriction Duty	Agreed	No change.
27	Shift Duty	Agreed	No change.
28	Diving Allowance	Agreed	Clause rearranged and reference to diving procedures removed to ensure consistency with the Workplace Bargaining Policy.
29	Field Work	Agreed	Allowances increased either in line with increases to salaries and from the same dates of effect or in line with ATO rates.
30	Remote Localities Conditions	Agreed	District allowance rates increased in line with increases to salaries and from the same dates of effect and Woodstock added as a locality subject to district allowance payments.
31	Australian Animal Health Laboratory (AAHL)	Agreed	AAHL allowance rates increased in line with increases to salaries and from the same dates of effect and clause rearranged.
32	Travel	Agreed (except minor expenses)	Includes additional detail to clarify the use of minor expense payments where an officer has incurred expenses resulting from travel. Updated Motor Vehicle Allowance rate and provisions consistent with changes to Income Tax legislation in November 2015 and current provisions.
33	Excess Travelling Time	Agreed	No change.
34	Supported Wage System	Agreed	The minimum rate of supported wage increased and wording changes to reflect the model clause in line with Fair Work Commission decisions.

PART D: CAREER DEVELOPMENT, PERFORMANCE AND REWARDS

No.	Clause	Status	Is the content of this clause changing and if so, how and why?
35	Performance Culture	Agreed	No change.
36	Annual Performance Agreement (APA)	Agreed (in principle)	Changes made to the details around corporate citizenship roles (removal of role references) for consistency with the Workplace Bargaining Policy and clarifies expectations that APA objectives need to be incorporate team work behaviours and that staff undertaking corporate citizenship roles may receive time and resources to perform these roles.
37	Career Management, Learning and Development	Agreed	No change.
38	Reward Assessment Procedures	Agreed	No change.
39	Merit Promotion	Agreed	Reference to 'supervisor' changed to 'line manager' to reflect current organisational terminology.
40	Appointment, Merit Promotion and Advancement – CSOF Level 7 and Above	Not Agreed	Clause wording revised to make clear that advancement to CSOF 8.2 is from CSOF 8.1.
41	CSOF Level 3 Advancement Criteria	Not Agreed	No change.
42	Superior Performance Rating	Agreed	No change.
43	Performance Cash Rewards	Agreed	Reference to 'supervisors' changed to 'line managers' to reflect current organisational terminology.
44	Non Cash Recognition Rewards	Agreed	Reference to 'supervisors' changed to 'line managers' to reflect current organisational terminology and examples of reward options removed for consistency with the Workplace Bargaining Policy.
45	Assistance with Studies	Agreed	No change.

PART E: STAFF PARTICIPATION

No.	Clause	Status	Is the content of this clause changing and if so, how and why?
46	Management Accountability	Agreed	A descriptive sentence removed for consistency with the Workplace Bargaining Policy.
47	Bureaucracy	Agreed	Revised wording to include more specific and relevant details regarding the agreed intention to reduce bureaucracy.
48	Supporting Innovation and Creativity	Agreed	Includes an updated reference to CSIRO Strategy 2020.
49	Sustainability	Agreed	Removes administrative detail surrounding investment in sustainability initiatives and procedural details around staff involvement for consistency with the Workplace Bargaining Policy.
50	Indigenous Employment Strategy	Agreed	No change.
51	Commercialisation	Agreed	Removes administrative detail surrounding commercialisation activities and reference to consultation for consistency with the Workplace Bargaining Policy.
52	Health and Safety Representatives	Agreed	Legislative references and language updated in line with the <i>Work Health and Safety Act 2011</i> and terminology surrounding Occupational Health and Safety Business Unit Committees updated to reflect current practices.
53	Equity and Diversity Officers	Agreed	Updated terminology and reference including a change from 'Equity and Diversity Officers' to 'Equity Contact Officers'.
54	Moral Rights	Agreed	No change.
55	Staff Participation and Consultation	Not Agreed	Model consultation term included required in all Commonwealth Agreements including consultation on changes to regular rosters or ordinary hours of work. Removes details relating to consultation other than the major change. In its place, new content added reflecting CSIRO may undertake broader consultation with staff on matters that affect them, in addition to the provisions in the model consultation term. Removes administrative detail on matters to be discussed at CSIRO's Consultative Council and provision of demographic and employment data.
56	Freedom of Association	Agreed	No change.
57	Representatives	Not Agreed	Replaces two clauses in the current EA (clauses 59 and 60) for consistency with the Workplace Bargaining Policy and formally recognises the right for staff to be represented in their industrial interests and that support is provided for officers who perform these representative roles at CSIRO's discretion.
58	Colleague Officer	Agreed	No change.

PART F: PUBLIC HOLIDAYS AND LEAVE

No.	Clause	Status	Is the content of this clause changing and if so, how and why?
59	Public Holidays	Agreed	No change.
60	Defence Leave	Agreed	Recommended clause of the Defence Reserves Support Council included for consistency with the Workplace Bargaining Policy.
61	Annual Shut Down	Agreed	Clause updated on the process around annual shut down decisions with CSIRO to communicate shut down arrangements with staff no less than three months before the shut down period.
62	Miscellaneous Leave	Not Agreed	The list of examples of uses of Miscellaneous Leave removed for consistency with the Workplace Bargaining Policy and reference to voluntary emergency management activities moved to a new and separate clause (63).
63	Voluntary Emergency Management Activities	Agreed	A new clause introduced detailing the entitlement to unpaid leave for voluntary emergency management activities, previously referenced in the Miscellaneous Leave clause.
64	Compassionate Leave	Agreed	Clause rearranged and clearer wording included with respect to the entitlement of casual officers to access up to three days of unpaid leave per occasion.
65	Jury Leave	Agreed	No change.
66	Maternity Leave	Agreed (except paid adoption leave etc)	Includes an updated reference to half pay arrangements for consistency with the <i>Maternity Leave (Commonwealth Employees) Act 1973</i> .
67	Parental Leave (Paid)	Agreed	Additional wording included to clarify current policy of eligibility and recognition of service with other commonwealth agencies.
68	Parental Leave (Unpaid)	Agreed	Broadens the eligibility to access unpaid Parental leave to officers who have responsibility for the care of their child, in place of having primary caring responsibility.
69	Unpaid Maternity and Parental Leave - Superannuation	Agreed	No change.
70	Leave without Pay	Agreed	No change.
71	Sick and Carer's Leave	Agreed	<ul style="list-style-type: none"> Changes accrual arrangements from upfront credit on 1 January, to progressive accrual based on 15 days per year, effective from 1 January 2018. New staff (except casuals or former CSIRO staff with a break less than 2 months) will be provided an up-front credit of 14.7 hours on appointment. Sick leave without pay will not count for service after a combined total of sick leave without pay absences reaches 26 weeks (within a continuous sick leave absence period). Clarification of current arrangements that staff are not entitled to sick leave where they are entitled to claim or are receiving workers compensation. Changes to retirement on invalidity grounds provision enabling invalidity retirement without exhausting paid sick leave credit. Provides that any periods of Leave without Pay will impact the accrual of sick leave.

PART F: PUBLIC HOLIDAYS AND LEAVE

No.	Clause	Status	Is the content of this clause changing and if so, how and why?
72	Recreation Leave	Agreed	<ul style="list-style-type: none">• Clarifies current provisions that the accrual of recreation leave in CSIRO is equivalent to 20 days per annum for full-time staff.• Removes reference to not requiring supervisor or line manager approval for cashing out recreation leave as applications are applied for and processed via SAP without supervisor or line manager involvement.• Clarifies current provisions relating to the amount paid for the cashed out recreation leave.• Removes senior officer leave bank arrangements.

PART G: BALANCING WORK AND PERSONAL LIFE

73	Part-Time/Job Share Arrangements	Agreed	Clarifies that a request for part-time work will be approved unless there are strong reasons for doing so and that other requests for part-time work can only be refused on reasonable business grounds.
74	Return from lengthy absences	Agreed	Reference to 'supervisor' changed to 'line manager' to reflect current organisational terminology.
75	Childcare	Agreed	No change.
76	Facilities for Nursing Mothers	Agreed	No change.
77	Working Away from Base	Agreed	Administrative and procedural details removed for consistency with the Workplace Bargaining Policy including tasks suitable and not suitable for home based working, records and the approval process.
78	Flexible working hours - flexitime	Agreed	Reference to 'Supervisors' changed to 'line managers' to reflect current organisational terminology.
79	Averaging Pay Over a Reduced Working Year	Agreed	Administrative and procedural details removed for consistency with the Workplace Bargaining Policy including details around the process of accounting for the leave without pay, the application process and aspects relating to taking the leave, its connection to the APA process, rewards and training and development opportunities.
80	Phased retirement of mature aged staff	Agreed	No change.

PART H: MOBILITY OF STAFF

81	Permanent Relocation	Agreed	Specified notice periods in both Inter-city (12 months) and Intra-city (3 months) relocation clauses removed for consistency with the Workplace Bargaining Policy and new details included in Intra-city relocation acknowledging the purpose of providing a reasonable notice of transfer. Additional details also included to clarify the duration of assistance in relocation arrangements will be as specified in those arrangements.
82	Accommodation Changes	Agreed	Reference to consultation removed for consistency with the Workplace Bargaining Policy.

PART I: GRIEVANCE AND DISPUTE PROCEDURES PART H: MOBILITY OF STAFF

No.	Clause	Status	Is the content of this clause changing and if so, how and why?
83	Review of Decisions to Terminate Employment	Agreed	No change.
84	Resolution of disputes	Agreed	Clause updated to reflect the changes from 'Fair Work Australia' to 'Fair Work Commission'.
85	Workplace Issues Resolution Procedure	Not Agreed	New clause providing details of transition arrangements from the current Misconduct Procedure and Grievance Procedures (Schedule 4) to a new procedure for the resolution of workplace issues which will be developed and implemented within 24 months of the date of operation of the Agreement.

PART J: SCHEDULES TO AGREEMENT

1	Management of Underperformance	Agreed	Removes procedural details for consistency with the Workplace Bargaining Policy.
2	Specified Term Employment	Not Agreed	<ul style="list-style-type: none"> Removes the criteria for specified term employment and includes an updated reference recognising specified term employment may be used in appropriate circumstances including for appointments where the work is clearly of a limited term nature. Removes some procedural details surrounding the timing of the development of a training and development plan. Removes details relating to Appendix A. Clarifies minimum notice periods and introduces standardised compensation arrangements where specified term appointments are ended prior to their specified conclusion date. Enables Trainees to apply for roles after their first 6 months of service rather than having to wait until the final 3 months of their term. Removes assessment process details from the review of tenure arrangements for consistency with the Workplace Bargaining Policy.
3	Redeployment and Retrenchment	Agreed	<ul style="list-style-type: none"> Clarifies that situations where 10 or more officers are likely to become potentially redundant, information will be provided to those officers and subsequently provided in writing to the relevant unions. Provides an earlier and improved exit pathway for staff electing to use Voluntary Redundancy Substitution – once approved, an election is made by the staff member for a termination date within 10 days of their formal notification. Removes age based criteria regarding redundancy benefit calculations. Removes retention in employment provision.
4	Grievance Procedures	Agreed	Removes transitional arrangements from 2012 around Time Limits.
5	Duty at Sea	Agreed	Provides updated legislative references and updated language to reflect terminology within the <i>Work Health and Safety Act 2011</i> that work performed at sea is performed in an environment that is as safe as reasonably practicable.
6	Classification Level Descriptors	Agreed	No change.
7	CSIRO Salary Scales	Agreed	Provides increased salary rates (3%, 2% and 1.5%) in line with salary increases over the life of the Agreement.

CLAUSES REMOVED FROM CURRENT EA	DETAILS
No Extra Claims	Removed as the <i>Fair Work Act 2009</i> provides the framework and provisions for dealing with the operation of an Enterprise Agreement.
Outsourcing	Removed for consistency with the Workplace Bargaining Policy which requires that Agreements are not to impose restrictive work practices or other arrangements that confine the operations of the agency.
Principles and Facilities for Workplace Delegates	Removed for consistency with the Workplace Bargaining Policy which requires that workplace relations arrangements in agencies are to be balanced and not unreasonably favour one group of employees over another. Details around facilities and recognition of workplace delegates which are consistent with the Workplace Bargaining Policy have been included at clause 57 – Representatives.
Internal Labour Market	Removed for consistency with the Workplace Bargaining Policy and reference to utilisation of staff capabilities included at clause 6 – Context of this Agreement.

The EA package also includes new and amended Procedures:

PROCEDURES	DETAILS
<u>New - Domestic and Family Violence Leave</u>	Provides up to 10 days additional paid leave per annum and support for staff who are affected by domestic/family violence.
<u>Amended - Maternity, Fostering and Adoption Leave</u>	Provides 14 weeks paid leave to staff who are adopting or providing long-term fostering arrangements for a child and will be the primary caregiver.

Questions?

@ enterpriseagreement@csiro.au



Completing the feedback form on MyCSIRO

http://my.csiro.au/Business-Units/Science-Strategy-and-People/Human-Resources-2/enterprise/EA_Package/EA-2017/Resources/Key-Documents.aspx



Contacting your CSIRO Leadership Team member



Joining a face-to-face information session or webinar