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| National Disability Insurance Scheme roll-out  Statewide Change Proposal – for all areas except Barwon, North East Melbourne, Loddon and Central Highlands (but including Ararat)  February 2017  Department of Health and Human Services |
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| National Disability Insurance Scheme roll-out  Department of Health  Statewide Change Proposal – for all areas except Barwon, North East Melbourne, Loddon and Central Highlands (but including Ararat)  Department of Health and Human Services |
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# Definitions

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| --- | --- |
| Bilateral Agreement | *Bilateral Agreement between the Commonwealth and Victoria – Transition to a National Disability Insurance Scheme* (full title) outlines the agreement around the roll-out of the NDIS across Victoria over the three transition years, including the participant phasing schedule. |
| National Disability Insurance Scheme (NDIS) | A national approach to supporting people with a disability, their families and carers to give them greater choice and control over the services and supports they receive. |
| National Disability Insurance Agency (NDIA) | The Commonwealth statutory agency that administers the NDIS. |
| First Offer Recruitment | Schedule H of the Bilateral Agreement states: ‘the first offer of employment for the National Disability Insurance Agency (NDIA) should be to appropriately skilled existing Victorian Government disability staff’. |
| In Scope Staff | Ongoing Victorian Government (Department of Health and Human Services (DHHS) and Department of Education and Training (DET)) staff performing disability planning and intake functions who are eligible to apply for NDIA roles under the first offer of employment process. |
| First Offer Portal/First Offer Register | This is the NDIA’s online portal or register that in scope staff will access when they apply for a role under the First Offer Recruitment process. |
| Position | Reference to position means an employee’s substantive position. |

# Introduction

On 16 September 2015, the Commonwealth and Victoria signed the Bilateral Agreement regarding how the National Disability Insurance Scheme (NDIS) will roll-out in Victoria. As a consequence, planning/facilitation functions will cease to be delivered by the department (with a corresponding budget reduction) as each area transitions to the NDIS.

The Bilateral Agreement states the timelines for each area to transition to the NDIS (**Attachment A**).

This change proposal outlines the remaining positions in each area—excluding Barwon, North East Melbourne, Loddon and Central Highlands (but including Ararat)—that are impacted by the transition to the NDIS.

The signing of the Bilateral Agreement triggered the commencement of consultation under Clause 12 of the *HACSU Department of Human Services Enterprise Agreement 2012-2016* and Clause 10 of the *Victorian Public Service Enterprise Agreement 2016.* The department will consult with staff about any workplace changes arising from the Statewide transition.

# Background

The introduction of the NDIS follows years of community-driven discussions about the need for major changes to how services are funded and delivered to people with a disability in Australia.

The NDIS aims to provide people with a disability with the support and services they need to participate in and contribute to the community. The scheme is run by the Commonwealth’s National Disability Insurance Agency (NDIA).

It is anticipated that, with targeted supports, people with a disability will be increasingly able to participate in the workforce. Similarly, more carers will participate in or return to the workforce.

Under the NDIS, the overall funding in Victoria’s disability system will increase. The disability sector workforce is expected to double to meet the needs of people receiving supports through the NDIS.

This change proposal outlines how the transition to the NDIS will impact on staff in all remaining Victorian areas to transition to the NDIS, excluding Barwon, North East Melbourne, Loddon and Central Highlands (but including Ararat).

# Staff

This change proposal applies to all remaining areas due to transition to the NDIS, excluding Barwon, North East Melbourne, Loddon and Central Highlands (but including Ararat).

As a result, a number of functions will cease to be provided by the department. These include:

* Planning & Facilitation
* Disability Individual Support Administration
* Disability Intake
  + Disability Support Register

Other functions such as case management and outreach services are in scope for consideration as part of the Government’s market process to identify which organisations are best placed to deliver government disability services under the NDIS. While this is taking place, these functions will continue.

Disability justice case management services (standalone teams) will continue to be provided by the department.

Under the Bilateral Agreement, the NDIA has committed to hiring Victorian Government (DHHS and DET) staff who currently undertake planning and intake *functions*. Please see the relevant **Divisional Addendum** for a the groups of **ongoing** staff who are eligible to apply for positions with the NDIA.

Also note the ‘order of merit’ section for information on the process for filling roles where there are more applicants than jobs.

Staff whose roles are ceasing in the department but who do not obtain a role with the NDIA will be assisted to find suitable alternative employment within the division or department.

All other functions and services are out of scope for this proposal.

# Consultation

The department is committed to consulting with staff and their representative unions: the Health & Community Services Union (HACSU) and the Community & Public Sector Union (CPSU).

* Clause 10, *Implementation of Change*, of the *Victorian Public Service Enterprise Agreement 2016* (VPS Agreement) provides indicative reasonable timeframes for consultation.
* Clause 12, Introduction of Change, of the HACSU and Department of Human Services Disability Services Enterprise Agreement 2012-2016 (Disability Agreement) does not have indicative timeframes.

The following indicative consultation timeframes apply to the consultation phase of the Statewide Change Proposal. Please note the timeframes are indicative and are aimed at allowing sufficient time for the information to be considered by employees and unions.

| Step in Process | Indicative timeframes for this proposal (Clause 10 & Clause 12) |
| --- | --- |
| Detailed design proposal released to employees and unions | 6 February 2017 |
| Initial response from employees or unions | 27 February 2017 |
| Meeting convened (if requested) | 1 March 2017 |
| Further employer response (if relevant) | 3 March 2017 |
| Alternative proposal from employees or unions | 10 March 2017 |
| Employer response to alternative proposal  (if required) | 17 March 2017 |

### Recruitment Portal Opening date

|  |  |
| --- | --- |
| NDIA Recruitment Portal opens (assuming no alternative proposal received) | 20 March 2017 |

Please see the relevant **Divisional Addendum** for indicative implementation timeframes in each Division.

# Description of Change

### Department functions to be assumed by the NDIA

### The Bilateral Agreement details the arrangements for the transition to the NDIS and provides information on phasing arrangements for transitioning to the NDIS. See the summary of phasing at Attachment A.

# What the change means for staff

#### Employment Opportunities with NDIA

Staff whose substantive position is in scope may apply (subject to NDIA eligibility requirements) for employment in the NDIA in a confined merit based selection process—the First Offer Recruitment process.

Staff who are deemed to be **transferring** to the NDIA (see Employment offers below for more information) through the First Offer Recruitment process will maintain their employment terms and conditions as stipulated in Schedule H to the Bilateral Agreement. See **Attachment B** for a copy of Workforce Schedule H and **Attachment E** for the Victorian Government and Australian Public Service classification alignment table.

# How it will work (implementation of change)

### Recruitment to the NDIA

This is an overview of the NDIA recruitment process for existing In-Scope Staff. Further information on the recruitment process will be provided by the NDIA.

### Eligibility requirements for working with the NDIA

The NDIA requires staff applying for a position through the First Offer Register to confirm they are In Scope Staff, that is:

* an ongoing employee of the Victorian Government
* substantively occupying the in-scope roles listed in the relevant **Divisional Addendum** and
  + an Australian citizen.

As part of the process, the NDIA will seek confirmation from DHHS that the staff who have applied are eligible In Scope Staff (that is, they meet all the requirements listed above).

### Proposed First Offer Recruitment Process

A confined merit based selection process (only open to In Scope Staff) will be undertaken. This means:

1. The NDIA provides the department with information about the jobs on offer.
2. The First Offer Register opens for In Scope Staff (eligible staff) to apply for NDIA roles.
3. Staff upload their resume, indicate area preferences at the NDIA and provide referee contact details.
   1. Staff members can select up to three preferences for locations they wish to be considered for at the NDIA. The first preference must be the area in which they currently work. The two additional preferences may be in any area. The only exception to this are those staff who work in Stawell, who may select the Ararat office as their first preference.
   2. Referees must include the current manager. Referees may be contacted via an online form prior to the interview taking place.
4. Applicants are assessed on a combination of their resume, a behavioural interview (approximately 30 minutes, except for EL2 roles) and referee checks. The values assessment has been removed as an assessable part of the recruitment process, however, applicants are asked to complete a values inventory, which provides the NDIA with benchmarking and learning and development data.
5. The recruitment process is overseen by a recruitment panel which includes a representative from the Victorian Government. The recruitment panel makes recommendations regarding recruitment.
6. The department is informed of successful applicants.
7. Pre-employment checks are undertaken by the NDIA.
8. Selected staff receive an offer of employment and the staff member’s start date with the NDIA is agreed between the department, the staff member and the NDIA.
9. On acceptance of the offer, the staff member resigns their employment with the department.
10. Formalisation of the transfer will take place, including transfer of employee files.
11. The anticipated commencement dates with the NDIA for successful applicants in each area are listed in the relevant **Divisional Addendums**.
12. Commencement with the NDIA may initially be through a secondment arrangement for a period of time before being formalised as an NDIA employee (see ‘Secondment period’ below).

### Order of merit

Where there are more successful applicants than available positions, job offers will be made to the applicants ranked highest in order of merit, based on the outcome of the selection process, until the roles are filled.

Applicants will have the option of nominating two alternative site preferences for other NDIS area roll outs across the state. Staff found suitable, but who are not offered a role because there are more staff than available NDIA roles, will be placed on an order of merit for consideration in other areas whose roles are not filled. Any NDIA roles not filled in other areas will be offered to staff on the order of merit. There will be no requirement for staff on the order of merit to go through a further selection process.

### Entitlements on acceptance of job offer

Workforce Schedule H to the Bilateral Agreement provides information on the terms and conditions that apply to staff who accept a first offer of employment with the NDIA.

There are two types of first offers of employment that may be made by the NDIA under Schedule H. Employment offers to **transferring** employees and employment offers to **non-transferring** employees. See below for a further explanation of these offers and how they apply to an individual employee’s circumstances.

### Secondment period

A period of secondment may precede staff formally becoming NDIA employees. This arrangement may be required to make sure the transfer of staff is seamless and ensures that staff will transfer with the benefit of their new enterprise agreement. During this time, staff successful in securing a role with the NDIA will commence with the NDIA but will continue to be paid through the department’s payroll. At the end of the secondment period, subject to the conditions in the offer being satisfied, seconded staff will commence being paid directly by the NDIA as their employer.

### Employment offers

Victorian Government staff classified as **transferring** employees under the transfer of business provisions of the *Fair Work Act 2009* (Cth) have their terms and conditions of employment transferred in accordance with those provisions. **Attachment E** provides more detail.

Where staff have chosen to be considered for employment in the NDIA below their current level the employee may not be a transferring employee under Section 311 of the *Fair Work Act 2009* (Cth). This will depend on the nature of the work the employee will be performing at the lower level. Staff are not able to be considered for higher level roles through the Statewide NDIA Recruitment process.

**Table 1** provides an outline of the benefits available to transferring and non-transferring Victorian Government staff.

**Table 1: Comparison of Employment Benefits for Transferring and Non-Transferring Employees in a lower level role**

| Condition of Employment | Transferring Employee | Non-Transferring Employee (Lower level role) |
| --- | --- | --- |
| Retain the relevant **employment agreement** (the Victorian Public Service Enterprise Agreement 2016, or the HACSU Department of Human Services Disability Services Enterprise Agreement 2012-2016 and its successor agreement) until the agreement expires and is replaced by an alternative agreement. | Yes | No |
| Transfer of **employment agreement** to the *National Disability Insurance Agency Enterprise Agreement 2016 – 2019*, (the successor to the *FaHCSIA Agreement 2012-14*). | No | Yes |
| Required to serve a **probationary period** of employment on commencement with the NDIA | No | No |
| Employee may choose to have their existing **annual leave or long service leave entitlement paid out** by the department | Yes | Yes |
| Employee may choose to have their existing **annual leave or long service leave balance transferred to the NDIA** (inclusive of loading) | Yes | Yes |
| Employee has their **personal leave** balance transferred to the NDIA | Yes | Yes |
| **Prior service** will be recognised for the purposes of personal leave, long service leave, any future redundancy entitlement and parental leave entitlements | Yes | Yes |
| Employee can become a member of the current default **superannuation** fund - Public Sector Superannuation Accumulation Plan (PSSap) with the current applicable employer contribution rate of 15.4 per cent, based on the employee’s fortnightly salary. | Yes | Yes |
| Employees who are members of **defined benefits superannuation** funds (SERBS, Revised and New (now ESS Super) schemes) can maintain membership of those funds. | Yes | Yes |

### Comparison between Commonwealth and Victorian public service employment

The NDIA will provide further information on workforce conditions and benefits, including information on the applicable enterprise agreement, as part of the recruitment process.

Employment conditions with the Commonwealth public service are similar, in some regards, to employment with the Victorian public service. Staff should consider the entitlements that may apply to them upon employment with the NDIA as reasonably equivalent to their current employment conditions; especially as many staff will be able to obtain employment with the NDIA as transferring employees and will therefore retain their current enterprise agreement.

# Staff not offered employment with the NDIA

Staff who occupy roles that are ceasing, and who do not obtain a role with the NDIA, will be assisted to find suitable alternative employment within the division or department. Case managers and outreach workers who are either unsuccessful or who choose not to apply will continue in their roles subject to the Government’s market process. Disability justice case managers (in standalone teams) will continue in their roles.

Planning/facilitation functions will cease to be delivered by the department (with the corresponding budget reduction) following NDIS transition.

**Table 5** shows the overview of the impact on units/ branches that are partially or wholly performing planning and intake functions that will either cease within the department or that will continue, subject to the Government’s decision regarding organisations best placed to deliver disability services.

#### Table 5: Overview of units/branches partially or wholly performing planning and intake functions

| Unit/Branch impacted by NDIS | | Possible options for categories of staff |
| --- | --- | --- |
| All Areas | Case Management | Eligible to apply for employment at NDIA. |
| Case Management is included for consideration in Government’s process to identify which organisations are best placed to deliver government disability services under the NDIS. Roles will continue pending the outcome of the Government process. |
| All Areas | Planning & Facilitation | Eligible to apply for employment at NDIA. |
| Functions will cease. |
| Planning & Facilitation staff who do not obtain a role with the NDIA will be assisted to find suitable employment within the division or department. |
| All Areas | Outreach Services | Eligible to apply employment at NDIA. |
| Outreach Services are included for consideration in Government’s process to identify which organisations are best placed to deliver government disability services under the NDIS. Roles will continue pending the outcome of the Government process. |
| COSI  Area based teams | Disability Support Register (DSR) | Eligible to apply for employment at NDIA. |
| Role will cease. |
| DSR staff who do not obtain a role with the NDIA will be assisted to find suitable employment within the division or department. |
| COSI  Area based teams | Disability Individual Support Administration (DISA) | Eligible to apply for employment at NDIA. |
| Role will cease. |
| DISA staff who do not obtain a role with the NDIA will be assisted to find suitable employment within the division or department. |
| COSI  Area based teams | Disability Intake | Eligible to apply for employment at NDIA. |
| Role will cease. |
| Intake staff who do not obtain a role with the NDIA will be assisted to find suitable employment within the division or department. |
| North and West division (all areas) | Disability Justice Case Management (standalone teams) | Eligible to apply for employment at NDIA. |
| Roles will continue. |

# Support and advice

The department will provide a range of supports for staff and managers through to targeted learning activities and resources. More information can be found at the DHHS Hub.

# Questions and feedback

Staff who have any questions or who wish to provide feedback on the proposed changes can do so by the dates indicated in the consultation schedule, in the following ways:

* By email to your local People & Culture Manager
* By email to [NDIAConsultation@dhhs.vic.gov.au](mailto:NDIAConsultation@dhhs.vic.gov.au)
* Through your union:
  + - * + Health and Community Services Union (HACSU): HACSU assist on 9340 4100 or 1300 651 931 or [hacsu@hacsu.asn.au](mailto:hacsu@hacsu.asn.au). Address: 7 Grattan St, Carlton, VIC 3053
        + Community and Public Sector Union (CPSU): 9639 1822 or 1800 810 153 (outside metro area) or via [enquiry@cpsuvic.org](mailto:enquiry@cpsuvic.org). Address: Level 4, 128 Exhibition Street, Melbourne, VIC 3000

# NDIA vacancies

More information regarding NDIS vacancies can be found in the Attachments to this change proposal. Position descriptions for the roles are at **Attachment C**. The current salary structure for APS classifications is at **Attachment D**. It should be noted that salaries provide an indication of what might be substantially the same role. A more accurate assessment of what constitutes substantially the same role will require comparison of the job capabilities of the existing departmental role against the NDIA role. To that end, **Attachment E** shows the mapping of VPS classification levels to NDIA roles and **Attachment F** shows the APS work level requirements for these classifications, as identified by the NDIA.

# Attachments

**Attachment A**: Sequence of Victoria’s transition to NDIS

**Attachment B**: Bilateral Agreement – Workforce Schedule H

**Attachment C**: NDIA Position Descriptions

**Attachment D**: Australian Public Services Classification Structure for NDIA roles

**Attachment E**: Alignment of Victorian Government and Australian Public Service classifications:

**Attachment F**: APS work level requirements by classification as identified by the NDIA

# Addendums

**Addendum 1:** East Division

**Addendum 2:** North Division

**Addendum 3:** South Division

**Addendum 4:** West Division

### Sequence of Victoria’s transition to NDIS

| Time | DHHS Area | Local Government Area |
| --- | --- | --- |
| From 1 July 2016 | North East Melbourne | Banyule  Darebin  Nillumbik  Whittlesea  Yarra |
| From 1 January 2017 | Central Highlands | Ararat  Ballarat  Golden Plains  Hepburn  Moorabool  Pyrenees |
| From 1 May 2017 | Loddon | Campaspe  Central Goldfields  Greater Bendigo  Loddon  Macedon Ranges  Mount Alexander |
| From 1 October 2017 | Inner Gippsland | Bass Coast  Baw Baw  Latrobe  South Gippsland |
| From 1 October 2017 | Wimmera & South Western | Corangamite  Glenelg  Hindmarsh  Horsham  Moyne  Northern Grampians  Southern Grampians  Warrnambool  West Wimmera  Yarriambiack |
| From 1 October 2017 | Ovens Murray | Alpine  Benalla  Indigo  Mansfield  Towong  Wangaratta  Wodonga |
| From 1 November 2017 | Inner Eastern Melbourne | Boroondara  Manningham  Monash  Whitehorse |
| From 1 November 2017 | Outer Eastern Melbourne | Knox  Maroondah  Yarra Ranges |
| From 1 March 2018 | Hume Moreland | Hume  Moreland |
| From 1 April 2018 | Bayside Peninsula | Bayside  Frankston  Glen Eira  Kingston  Mornington Peninsula  Port Phillip  Stonnington |
| From 1 September 2018 | Southern Melbourne | Cardinia  Casey  Greater Dandenong |
| From 1 October 2018 | Brimbank Melton | Brimbank  Melton |
| From 1 October 2018 | Western Melbourne | Hobsons Bay  Maribyrnong  Melbourne  Moonee Valley  Wyndham |
| From 1 January 2019 | Goulburn | Greater Shepparton  Mitchell  Moira  Murrindindi  Strathbogie |
| From 1 January 2019 | Mallee | Buloke  Gannawarra  Mildura  Swan Hill |
| From 1 January 2019 | Outer Gippsland | East Gippsland  Wellington |

# Bilateral Agreement – Workforce Schedule H

1. The Parties agree to give effect to clause 35 of the *Heads of Agreement between the Commonwealth and Victorian Governments on the National Disability Insurance Scheme*, being that the first offer of employment for the National Disability Insurance Agency (NDIA) should be to appropriately skilled existing Victorian Government disability staff.
2. The Parties agree that the appointment of an appropriately skilled workforce to the NDIA within the required timeframes is essential to the ongoing success of the National Disability Insurance Scheme (NDIS).
3. For the purposes of this Schedule H, the term “disability staff” means all Victorian Government staff materially affected by the national roll-out of the NDIS, regardless of whether the roles are directly involved in the delivery of services to clients.
4. The Parties recognise and value the skills of Victorian Government disability staff and that these skills will be a valuable contribution to the successful implementation of the NDIS.
5. The Parties are committed to working together to place Victorian Government disability staff, in accordance with this Schedule, into ongoing roles within the NDIA.
6. The objectives of this Schedule H ensure:
   * + 1. the workforce requirements of the NDIA are able to be fulfilled within the required timeframes;
       2. the Victorian Government and Victorian Government disability staff have an understanding of the NDIA’s workforce requirements;
       3. the Victorian Government is able to manage the availability of staff to deliver Victoria’s existing disability support related services to existing clients during the transition period; and
       4. Victorian Government disability staff have information on the overall recruitment approach of the NDIA and the employment arrangements prior to commencement with the NDIA.

### Nature of Employment

1. The Commonwealth, NDIA and the Victorian Government are committed to do everything practicable to attract and employ suitably skilled staff to ongoing roles within the NDIA.
2. Staff selected for ongoing employment in the NDIA will be engaged under Section 72 of the Public Service Act 1999 (Cth). As such, this agreement only applies to movement of Victorian Government disability staff to employment covered by that Act.
3. The Australian Public Service Commission (APSC) work level standards will be used to identify the NDIA’s classification level that most closely equates to the substantive level of work the individual Victorian Government disability staff member is undertaking in their state government employment, at the time of movement. Following a confined merit based selection process, suitable selected staff will be offered employment at this level, where a vacancy exists. However, where no vacancies exist at that level, Victorian Government disability staff may choose to be considered for employment in the NDIA below that level.

### Recruitment process

1. The Parties have agreed to a confined merit based selection process to fill roles within the NDIA targeting Victorian Government disability staff. This is consistent with provisions under Clause 35 of the *Heads of Agreement between the Commonwealth and Victorian Governments on the NDIS* where the recruitment process for NDIA roles will be initially confined to appropriately skilled Victorian disability staff who will receive the first offer of employment. The Parties agree that the NDIA’s selection process in relation to Victorian Government staff will precede any normal recruitment processes run by the NDIA.
2. The NDIA will ensure that the process for identifying eligible staff to fill roles in the NDIA is consistent with the principles for merit selection set out in the *Public Service Act 1999* and is open and transparent, and that staff can demonstrate that they have the appropriate skills, experience and qualifications for the roles. All assessment processes for Victorian Government staff must be based on the specific skills and qualifications required for the specified role.
3. All offers of employment from the NDIA to Victorian Government staff must be consistent with the *Public Service Act 1999* and merit based selection processes.
4. Persons with disability will be encouraged and supported to participate in this process.
5. The three-step process for the transition of Victorian Government disability staff to the NDIA to support the national roll-out of the NDIS, will accord with APS recruitment policies and processes, and is as follows:

#### STEP 1 – Planning

* + - 1. The NDIA will identify the jobs to be performed, skills, experience and qualifications required, Australian Public Service (APS) classification structure, ongoing/non-ongoing requirements, locations for servicing participants, and the number of staff required which will also inform the funding provisions on movement to the NDIA.
      2. The NDIA will work with the Victorian Government to conduct role evaluations against APS work level standards to identify appropriate matching of APS/Victorian Government classification levels.

#### STEP 2 – Selection

* + - 1. The NDIA will provide a Fact Sheet as part of the selection process to outline the nature of employment on offer and that the NDIA will conduct a confined merit selection process to employ Victorian Government disability services staff that are suitable for the NDIA’s role requirements.
      2. The NDIA will provide the Victorian Government with a detailed list of roles subject to the confined merit selection process, including location, classification, full-time equivalent allocation and position descriptions. This information will be circulated to disability services staff of the Victorian Government.
      3. Expressions of interest will be provided to the NDIA directly by staff.
      4. The NDIA will establish a recruitment panel to assess applications and conduct a merit based selection process that will consider an employee’s skills and qualification for a role.
      5. The recruitment panel will include a representative from Victoria.
      6. The recruitment panel will make recommendations for employment consistent with the merit-based recruitment practices in the Commonwealth.
      7. The NDIA will confirm with the Victorian Government the names of staff who are successful in the selection process.
      8. The NDIA will undertake the applicable pre-employment checks.

#### STEP 3 - Appointment of Selected Staff

* + - 1. The NDIA will finalise the listing of selected staff and communication will be sent to the Victorian Government advising it of those staff who have received offers of employment and accepted those offers. Date of engagement will be agreed between the Parties.
      2. The NDIA will provide a final listing of names, classifications, roles and salaries of selected staff to the APSC to formalise the transfer under section 72 of the Public Service Act 1999.
      3. The Commissioner will consider the request and sign a determination to engage selected staff as NDIA (Commonwealth) employees.

### Security clearance

1. Police checks of selected staff will be undertaken prior to an offer being made.
2. Selected staff placed in roles within the NDIA that require access to protected information will be subject to the required level of security vetting consistent with APS guidelines.

### Transition process

1. An agreed schedule to transition suitably skilled Victorian Government disability staff to the NDIA to support the national roll-out of the NDIS will be developed with the aim of minimising any disruption to ongoing service delivery of the Victorian Government.

### Continuity of Service

1. For all staff who are engaged under Section 72 of the Public Service Act 1999 continuity of service and recognition of prior service will be recognised for annual leave, long service leave, personal leave, redundancy pay, and parental leave entitlements.

### Probation

1. Selected staff will not be required to serve a probationary period of employment on commencement with the NDIA.

### Terms of Employment

1. Selected Victorian Government disability services staff who are classified *as transferring employees under the transfer of business* provisions under Section 311 of the Fair Work Act 2009 (Cth), will have their terms and conditions of employment transferred in accordance with the transfer of business provisions of that Act. This means the *VPS Determination 2012 or the HACSU Department of Human Services Disability Services Enterprise Agreement 2012 – 2016* will transfer with staff until the agreement expires and is replaced by an alternative agreement.
2. Where Victorian Government disability staff have chosen to be considered for employment in the NDIA below their current level, it is possible that in these circumstances the employee would not be a *transferring employee* under Section 311 of the Fair Work Act 2009 (Cth). This will depend on the nature of the work the employee will be performing at the lower level. The terms and conditions of employment of these staff will be the *National Disability Insurance Agency Enterprise Agreement 2016 – 2019*, (the successor to the *FaHCSIA Agreement 2012-14*) as it has effect under Schedule 1 of the *National Disability Insurance Scheme Act 2013.*

### Leave Entitlements

1. For employees who are classified as *transferring employees under the transfer of business* provisions under Section 311 of the Fair Work Act 2009 leave entitlements will be recognised consistent with the provisions of the Fair Work Act.
2. For employees who are not classified as transferring employees, leave entitlements will be as per *the National Disability Insurance Agency Enterprise Agreement 2016 – 2019, (the successor to the FaHCSIA Agreement 2012-14)* as it has effect under Schedule 1 to the *National Disability Insurance Scheme Act 2013.*
3. The Victorian Government agrees to provide funding for the entitlements recognised for annual and long service leave for Victorian Government disability staff who are successful in the selection process, with a probability factor for long service leave provision to be agreed between Victoria and the NDIA.
4. Victorian funding will be provided at the level of existing Victorian agreements.

### Annual Leave

1. Selected staff may elect to have their existing annual leave entitlement paid out by the Victorian Government or have their existing accrual transferred to the NDIA.

### Long Service Leave

1. Selected staff may elect to have their existing long service leave entitlement paid out by the Victorian Government on departure, or have their Victorian Government service recognised for the purposes of long service leave entitlements in the NDIA.
2. Selected staff without sufficient service with the Victorian Government to have a current entitlement to long service leave will have their period of service with the Victorian Government recognised for the purposes of long service leave entitlements for the NDIA.

### Personal Leave

1. Selected staff will be attributed an entitlement based on their recognised period of service.

### Superannuation

1. The NDIA will make compulsory employer contributions as required by the applicable legislation and fund requirements.
2. The current default superannuation fund in the NDIA is the Public Sector Superannuation Accumulation Plan (PSSap). The NDIA will provide employer superannuation to members of the PSSap at the rate applying in the PSSap Trust Deed, which is currently 15.4% of an employee’s fortnightly contribution salary.
3. Both parties support Victorian Government staff who are currently members of SERBS, Revised and New (now ESS Super) schemes applying to maintain membership of these funds, subject to Victorian Government approval. Contribution to defined benefits superannuation schemes will be at the rate determined by relevant Victorian legislation.
4. Any additional superannuation options will be dependent on the rules of the employee’s current scheme and any other legislative or fund requirements.

### Communications

1. The Parties agree to a collaborative and cooperative approach between the NDIA and Victorian Government departments consistent with the aims of this Agreement.
2. The NDIA will regularly consult with local Victorian Government state managers on recruitment activities and opportunities throughout the transition period with the objective of allowing Victorian Government disability services non senior executive employee opportunities for ongoing NDIA roles ahead of external recruitment processes.

### Union rights and responsibility in the workplace

1. Union rights and responsibilities in the workplace (including right of entry provisions and consultation on change) are recognised through the provisions of the *Fair Work Act.*

# NDIA Position Descriptions

# Position Description

# APS 4 Planner

|  |  |
| --- | --- |
| Classification: | APS 4 |
| Direct Reports: | Nil |
| Reports to: | APS 6 Planner Team Leader |

### Position Purpose

### *As an APS4 Planner, you will:*

### - gather information to make informed decisions within defined parameters.

### - work closely with participants to identify what current and future supports are required to make progress with a person’s goals and aspirations and enable better outcomes.

### - completing plans for NDIS participants.

### - participate as an integral part of the National Disability Insurance Agency’s (NDIA) internal quality assurance framework.

### You may handle sensitive conversations where many factors need to be balanced, to understand how disability impacts on daily living, assess support needs where necessary, and identify when the individual would benefit from early intervention.

### The National Disability Insurance Agency welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander people and people with diverse culture and linguistic backgrounds.

### Duties

### *As an APS 4 Planner you may be responsible for:*

### Conducting planning conversations and risk assessments and making reasonable and necessary decisions in accordance with the NDIS Act 2013;

### Providing participants and representatives with information and support to identify their goals and aspirations;

### Working with participants and their carers to identify options to achieve their plan outcomes drawing on informal, mainstream and community supports as well as reasonable and necessary supports to be funded by NDIS;

### Liaising and working cooperatively with stakeholders including providers to ensure successful implementation of the plan;

### Undertaking plan reviews;

### Participating in internal quality assurance processes and continuous improvement processes; and

### Ensuring high quality record keeping, including competency with IT systems.

### Skills and Personal Attributes

Contemporary attitude to disability

* Positive contemporary attitudes to people with disability.
* Understanding of disability and its impact on individuals.

Systems

* Competency, or ability to develop competency, in consistently applying assessment tools to identify support needs.
* Competency with IT systems.

Communication

* Good communication and interpersonal skills.
* Good stakeholder relationship skills.

Collaboration

* Ability to work within a team and adapt quickly to a changing environment.
* Ability to work closely with participants and their carers.

Service Orientation

* Commitment to achieving positive outcomes for NDIS participants and the Scheme.
* Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.
* Ability to manage confidential and sensitive information.
* Ability to analyse information and make decisions within defined parameters.
* Judgment and decision making within delegated limits in relation to accountability of funds and interactions with individuals and communities;

### Main Relationships

### Planner Team Leader

### Fellow team members

### NDIA Participants and their families/carers

### NDIA Internal Stakeholders

### Desirable

### It is highly desirable that applicants have an understanding of or lived experience in disability.

* Relevant qualifications in human services, allied health, disability is desirable but not essential.

Entry Level checks will be required for all successful candidates and dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

# Position Description

# APS 5 Planner

|  |  |
| --- | --- |
| Classification: | APS 5 |
| Direct Reports: | Nil |
| Reports to: | APS 6 Planner Team Leader |

### Position Purpose

### *As an APS 5 Planner, you will:*

### -work closely with participants to identify what current and future supports are required to make progress with a person’s goals and aspirations and enable better outcomes

### -spend a proportion of your workload dedicated to completing plans for NDIS participants

### -participate as an integral part of the National Disability Insurance Agency’s (NDIA) internal quality assurance framework

### You may handle sensitive conversations where many factors need to be balanced, to understand how disability impacts on daily living, assess support needs where necessary, and identify when the individual would benefit from early intervention.

### The National Disability Insurance Agency welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander people and people with diverse culture and linguistic backgrounds.

### Duties

### *As an APS 5 Planner you may be responsible for:*

### Conducting planning conversations and risk assessments and making reasonable and necessary decisions in accordance with the NDIS Act 2013;

### Providing participants and representatives with information and support to identify their goals and aspirations;

### Working with participants and their carers to identify options to achieve their plan outcomes drawing on informal, mainstream and community supports as well as reasonable and necessary supports to be funded by NDIS;

### Liaising and working cooperatively with stakeholders including providers to ensure successful implementation of the plan;

### Undertaking plan reviews;

### Representing the Agency and contributing to building inclusive communities through partnership and collaboration with individuals and families/carers, local organisations and the broader community;

### To the extent required by a participant, build capacity to maintain effective networks with individuals, families/carers and their communities to improve natural and community supports;

### Undertake quality reviews in relation to internal quality assurance and continuous improvement processes;

### Ensuring high quality record keeping, including competency with IT systems.

### Skills and Personal Attributes

Contemporary attitude to disability

* Positive contemporary attitudes to people with disability.
* Understanding and knowledge of disability and its impact on individuals.
* Experience with supporting people with a disability to maximise participation in community.

Systems

* Competency, or ability to develop competency, in consistently applying assessment tools to identify support needs.
* Competency with IT systems.

Communication

* Adaptable communication and interpersonal skills.
* Has experience in building relationships both with internal and external stakeholders.
* Able to engage in negotiation if dealing with external providers

Collaboration

* Ability to work within the team and adapt quickly to a changing environment;
* Ability to work closely with participant and their carers

Service Orientation

* Commitment to achieving positive outcomes for NDIS participants and the Scheme.
* Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy;
* Ability to manage confidential and sensitive information;
* Ability to synthesise and analyse information and make decisions;
* Judgment and decision making within delegated limits in relation to accountability of funds and interactions with individuals and communities;

### Main Relationships

* Planner Team Leader
* Fellow team members
* NDIA Participants and their families/carers
* NDIA Internal Stakeholders
* External Stakeholders

### Desirable

* It is highly desirable that applicants have an understanding of or lived experience in disability.
* Experience in human services, allied health, disability will be highly regarded
* Relevant qualifications in human services, allied health, disability is desirable

Entry Level checks will be required for all successful candidates and dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

# Position Description

# APS 6 Planner

|  |  |
| --- | --- |
| Classification: | APS 6 |
| Direct Reports: | nil |
| Reports to: | EL1 |

### Position Purpose

### As an APS 6 Planner, you will:

### -work closely with participants to identify what current and future supports are required to make progress with a person’s goals and aspirations and enable better outcomes.

### -completing complex (intensive and super intensive) plans for NDIS participants.

### -participate as an integral part of the National Disability Insurance Agency’s (NDIA) internal quality assurance framework.

### You may handle complex and sensitive conversations where many factors need to be balanced, to understand how disability impacts on daily living, assess support needs where necessary, and identify when the individual would benefit from early intervention.

### *The National Disability Insurance Agency welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander people and people with diverse culture and linguistic backgrounds.*

### Duties

### As an APS 6 Planner you may be responsible for:

* Conducting planning conversations and risk assessments, which may be complex in nature, and making reasonable and necessary decisions in accordance with the NDIS Act 2013;
* Providing participants and representatives with information and support to identify their goals and aspirations;
* Working with participants and their carers to identify options to achieve their plan outcomes drawing on informal, mainstream and community supports as well as reasonable and necessary supports to be funded by NDIS;
* Liaising and working cooperatively with stakeholders including providers to ensure successful implementation of the plan;
* Undertaking plan reviews;
* Representing the Agency and contributing to building inclusive communities through partnership and collaboration with individuals and families/carers, local organisations and the broader community;
* To the extent required by a participant, build capacity to maintain effective networks with individuals, families/carers and their communities to improve natural and community supports;
* Undertake quality reviews in relation to internal quality assurance and continuous improvement processes;
* Providing guidance and advice to fellow team members; and
* Ensuring high quality record keeping, including competency with IT systems;

### Skills and Personal Attributes

Contemporary attitude to disability

* Positive contemporary attitudes to people with disability.
* Understanding and knowledge of disability and its impact on individuals.
* Experience with supporting people with a disability to maximise participation in community.

Systems

* Competency, or ability to develop competency, in consistently applying assessment tools to identify support needs.
* Competency with IT systems.

Communication

* Strong and adaptable communication and interpersonal skills.
* Has experience in building relationships both with internal and external stakeholders.
* Able to engage in negotiation if dealing with external providers.
* Collaboration
* Ability to work within and across teams and adapt quickly to a changing environment.
* Ability to work closely with participant and their carers.

Service Orientation

* Commitment to achieving positive outcomes for NDIS participants and the Scheme.
* Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.
* Ability to manage confidential and sensitive information.
* Ability to synthesise and analyse information and make decisions.
* Judgment and decision making within delegated limits in relation to accountability of funds and interactions with individuals and communities.

Leadership

* Ability to provide a mentor role within the team.

### Main Relationships

* Assistant Director – Service Delivery
* Fellow team members and peers
* NDIA Participants and their families/carers
* NDIA Internal Stakeholders
* Key community groups, local providers and other external stakeholders

### Desirable

* It is highly desirable that applicants have an understanding of or lived experience in disability.
* Experience in human services, allied health, disability will be highly regarded.
* Relevant qualifications in human services, allied health, disability is desirable.

Entry Level checks will be required for all successful candidates and dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

# Position Description

# Planner Team Leader

|  |  |
| --- | --- |
| Classification: | APS 6 |
| Direct Reports: | APS 4 & APS 5 (Multiple) |
| Reports to: | EL1 – Service Delivery |

### Position Purpose

### As an APS 6 Planner Team Leader, you will:

### -supervise a team of APS4/5 Planners and Business Support Officers, in an environment driven and measured by performance targets

### -work closely with participants to identify what current and future supports are required to make progress with a person’s goals and aspirations and enable better outcomes

### -completing plans for NDIS participants

### -participate as an integral part of the National Disability Insurance Agency’s (NDIA) internal quality assurance framework

### As an APS 6 you may lead, coach and share your expertise and technical knowledge with your peers and the broader site team and across the agency. At this level you will think laterally, be innovative and contribute to business improvement strategies, seeking to identify world leading practices in the area of disability support. In smaller sites, you may be the senior on-site officer on a day to day basis for a site, in conjunction with the broader site leadership team

### You may handle complex and sensitive conversations where many factors need to be balanced, to understand how disability impacts on daily living, assess support needs where necessary, and identify when the individual would benefit from early intervention.

### The National Disability Insurance Agency welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander people and people with diverse culture and linguistic backgrounds.

### Duties

### As an APS 6 Planner Team Leader you may be responsible for:

### providing supervision and leadership as a team leader to achieve outcomes for Scheme participants in line operational requirements;

### promoting a supportive and positive working environment;

### promoting workplace practices consistent with agency policy and in accordance with Australian Public Service values and leadership behaviours;

### conducting planning conversations and risk assessments and making reasonable and necessary decisions in accordance with the NDIS Act 2013;

### providing participants and representatives with information and support to identify their goals and aspirations;

### working with participants and their carers to identify options to achieve their plan outcomes drawing on informal, mainstream and community supports as well as reasonable and necessary supports to be funded by NDIS;

### liaising and working cooperatively with stakeholders including providers to ensure successful implementation of the plan;

### undertaking plan reviews;

### representing the Agency and contributing to building inclusive communities through partnership and collaboration with individuals and families/carers, local organisations and the broader community;

### undertake quality reviews in relation to internal quality assurance and continuous improvement processes; and

### ensuring high quality record keeping, including competency with IT systems.

### Skills and Personal Attributes

Contemporary attitude to disability

* Positive contemporary attitudes to people with disability.
* Understanding and knowledge of disability and its impact on individuals.
* Experience with supporting people with a disability to maximise participation in community.

Systems

* Competency, or ability to develop competency, in consistently applying assessment tools to identify support needs.
* Competency with IT systems.

Communication

* Strong and adaptable communication and interpersonal skills.
* Has experience in building relationships both with internal and external stakeholders.
* Able to engage in negotiation if dealing with external providers.
* Collaboration
* Ability to work within and across teams and adapt quickly to a changing environment.
* Ability to work closely with participant and their carers.

Service Orientation

* Commitment to achieving positive outcomes for NDIS participants and the Scheme.
* Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.
* Ability to manage confidential and sensitive information.
* Ability to synthesise and analyse information and make decisions.
* Judgment and decision making within delegated limits in relation to accountability of funds and interactions with individuals and communities.

Leadership

* Ability to lead and motivate a team.

### Main Relationships

### Director, Service Delivery/Assistant Director, Service Delivery

### Team members

### NDIA Participants and their families/carers

### NDIA Internal Stakeholders

### Key community groups, local providers and other external stakeholders

### Desirable

* It is highly desirable that applicants have an understanding of or lived experience in disability
* Relevant qualifications in human services, allied health, disability is desirable

Entry Level checks will be required for all successful candidates and dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

# Position Description

# EL1 Assistant Director – Service Delivery

|  |  |
| --- | --- |
| Classification: | EL 1 |
| Direct Reports: | Multiple |
| Reports to: | EL 2 – Director Service Delivery |

### Position Purpose

### The role of Assistant Director of Service Delivery will lead numerous teams of Planners, which may include business support staff, to ensure positive scheme outcomes for participants, families and carers. The planning function will support participants to identify what reasonable and necessary supports are required to realise goals and aspirations and enable a good life.

### The Assistant Director needs to be a leader, handle complex and sensitive conversations where many issues need to be balanced, to have deep knowledge and experience of disability impacts on daily living and where early intervention may reduce impacts and/or improve outcomes for the individual and/or Scheme. This includes being able to exercise higher level delegations in respect to access, reasonable and necessary supports taking into account factors including scheme sustainability. As part of performing their position, they may be required to travel within their region

### The role will be also be initially responsible in assisting with the establishment of the new sites/region.

### The National Disability Insurance Agency welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander people and people with diverse culture and linguistic backgrounds.

### Duties

As Assistant Director of Service Delivery you will support the Director, Service Delivery to deliver Scheme supports across a Region, and be responsible for:

* Provide professional leadership, mentoring and guidance to the Agency goal based planning, assessment and support function at the local area level to ensure high quality and consistent service delivery processes and professional practices;
* Implement national internal quality assurance processes to ensure the values, objectives and principles articulated in the NDIS Bill 2012 and NDIS Rules are achieved;
* Enable processes including peer reviews to ensure commitment to values, innovative approaches to support good outcomes for participants, knowledge sharing, individual responsibility, positive team behaviour, a learning environment and quality decision making;
* Ensure all activities of the Planning Team comply with legislation, Agency policies and guidelines, including workplace policies, ethical practice and the Agency Code of Conduct;

### Skills and Personal Attributes

Leadership

* Supervision/coaching experience.
* Leadership skills consistent with values contained in the NDIS Bill 2012, NDIS Rules and the NDIA Values, Capabilities and Behaviours.
* Ability to lead a multi-disciplinary team, including developing staff and managing performance, and adapt quickly to a changing environment.

Contemporary attitude to Disability

* Positive contemporary attitudes to people with disability.
* High level understanding and knowledge of disability, and its impact on individuals.
* Experience with supporting people with a disability to maximise participation in the community.

Systems

* High level of competency in consistently applying assessment tools to identify support needs.
* Competency with IT systems.

Collaboration

* Work closely across teams (within the region or nationally) to manage service delivery performance.
* Work closely with peers and teams to provide expertise and assistance on complex matters.

Communication

* Outstanding communication and interpersonal skills to develop and maintain networks.
* Able to negotiate effectively by listening differing ideas and views to develop a clear understanding of the issues, and to present persuasive counter-arguments.

Service Orientation

* Ability to manage service delivery performance.
* Ability to manage confidential and sensitive information.
* Highly developed ability to synthesise and analyse complex information and make decisions.
* Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.

### Desirable

* It is highly desirable that applicants have an understanding of or lived experience in disability.
* Experience in the delivery of human services, disability management and/or relevant post-secondary qualifications.

Entry Level checks will be required for all successful candidates and dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

# Position Description

# EL2 Director – Service Delivery

|  |  |  |
| --- | --- | --- |
| Classification: | | EL 2 |
| Direct Reports: | Multiple | |
| Reports to: | EL 2 – Director Service Delivery | |

### Position Purpose

As the Director of Service Delivery you will have demonstrated exemplary leadership and management skills with service delivery teams in a dynamic environment. You will be responsible for working collaboratively with others to deliver improved outcomes for people with a disability consistent with the objects and principles of the NDIS Act 2013.

Your role will be to inspire and motivate your team to provide timely, quality and innovative services consistent with performance expectations in an ever changing environment. You will have evidenced experience in working with people with a disability using a strength based, person centred approach to support increased participation in the community and work, and ensuring participants are supported to exercise choice in control. You will participate in initiatives to identify and build better practice in service delivery.

As a senior manager you will be accountable for:

* The day to day leadership and management of local service delivery operational staff, including the recruitment, training, mentoring and retention of the workforce;
* Building strong integrated teams involved in plan development, local area coordination and plan implementation to ensure seamless and effective support for participants;
* Ensuring performance requirements are met within timeframes and quality expectations; and
* Ensuring quality outcomes with participants including choice and control over the supports and services they use / purchase.

The role will be also be initially responsible in assisting with the establishment of the new sites/region.

The National Disability Insurance Agency welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander people and people with diverse culture and linguistic backgrounds.

Duties

As the Director of Service Delivery you will support the Regional Director to deliver Scheme supports across a Region, and be responsible for:

* Ensuring high quality services are provided consistent with the objects and principles of the NDIS Act 2013.
* Overseeing, implementing and contributing to policy changes within the national framework;
* Ensuring local staffing requirements are aligned with demand
* Representing the Agency and contribute to national Agency policy outcomes through leadership and participation at local forums and with stakeholders.
* Managing effective and efficient service delivery through teams including;
* Team based strategies to motivate, coach and inspire innovative and consistently high performance;
* Drawing on feedback and performance information to continuously improve Scheme outcomes and share these insights across the network;
* Providing regular reporting on conformance with Scheme management controls and on client related trend analysis with a particular emphasis on improving service delivery at the local level and, where relevant, to improved Agency performance and systems at a national level;
* Exercising delegations on more complex plan approval
* Actively manage performance and provide feedback to team members;
* Developing, implementing and sharing best practice processes, including through participation in or leading of relevant internal communities of practice.
* Undertaking reviews of decisions, guiding Agency staff in the management and response to complaints and handling more complex complaints.

Skills and Personal Attributes

Leadership

* Proven experience leading allied health and service delivery teams within a legislated environment where decisions involve judgement based on the assembly, analysis and application of all available evidence.
* Proven ability to mentor and guide teams drawn from diverse backgrounds in a collaborative and transparent manner.

Contemporary attitude to Disability

* Positive contemporary attitudes to people with disability.
* Extensive understanding and knowledge of the impact of disability on daily life and how reasonable and necessary supports can impact on a person’s ability to participate in community and economic life.

Systems

* Experience in a legislated and regulatory environment
* Competent with IT Systems

Collaboration

* Work closely with peers nationally to manage service delivery performance.
* Develop extensive relationships with both senior internal and external stakeholders.

Communication

* Have outstanding communication skills and the ability to develop and maintain networks within the Agency and with external parties.
* Communicate the strategic direction and vision of the agency to stakeholders.
* Develop and manage key strategic relationships with a broad range of stakeholders, promoting the agency’s business objectives.

Service Orientation

* Ability to manage service delivery performance.
* Provide strategic advice, problem solving and issues management for internal and external stakeholders in relation to complex and potentially controversial matters.
* Analytical skills to draw on research, evidence and performance reports to influence improved service delivery.
* Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.
* Provide strategic direction to work area, including developing strategies and priorities and monitor work flow and performance.

Desirable

* It is highly desirable that applicants have an understanding of or lived experience in disability.
* Experience in the delivery of human services, disability management and/or relevant post-secondary qualifications. Qualifications in Management would be advantageous.

Entry Level checks will be required for all successful candidates and dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

# Australian Public Services Classification Structure for NDIA roles

|  |  |  |  |
| --- | --- | --- | --- |
| Role Type | Classification | Current FaHCSIA Salary Range | |
| Low | High |
| Planner | **APS4** | $63,127 | $70,068 |
| Planner | **APS5** | $71,261 | $76,715 |
| Planner | **APS6** | $79,580 | $87,981 |
| Planner Team Leader | **APS6** | $79,580 | $87,981 |
| Assistant Director Service Delivery | **EL1** | $99,154 | $108,523 |
| Director Service Delivery | **EL2** | $116,868 | $132,684 |

\*Please note: these salary rates are based on the National Disability Insurance Agency Enterprise Agreement 2016 – 2019, effective 28 February 2017 (the successor to the FaHCSIA Agreement 2012-14).

# Alignment of Victorian Government and Australian Public Service classifications:

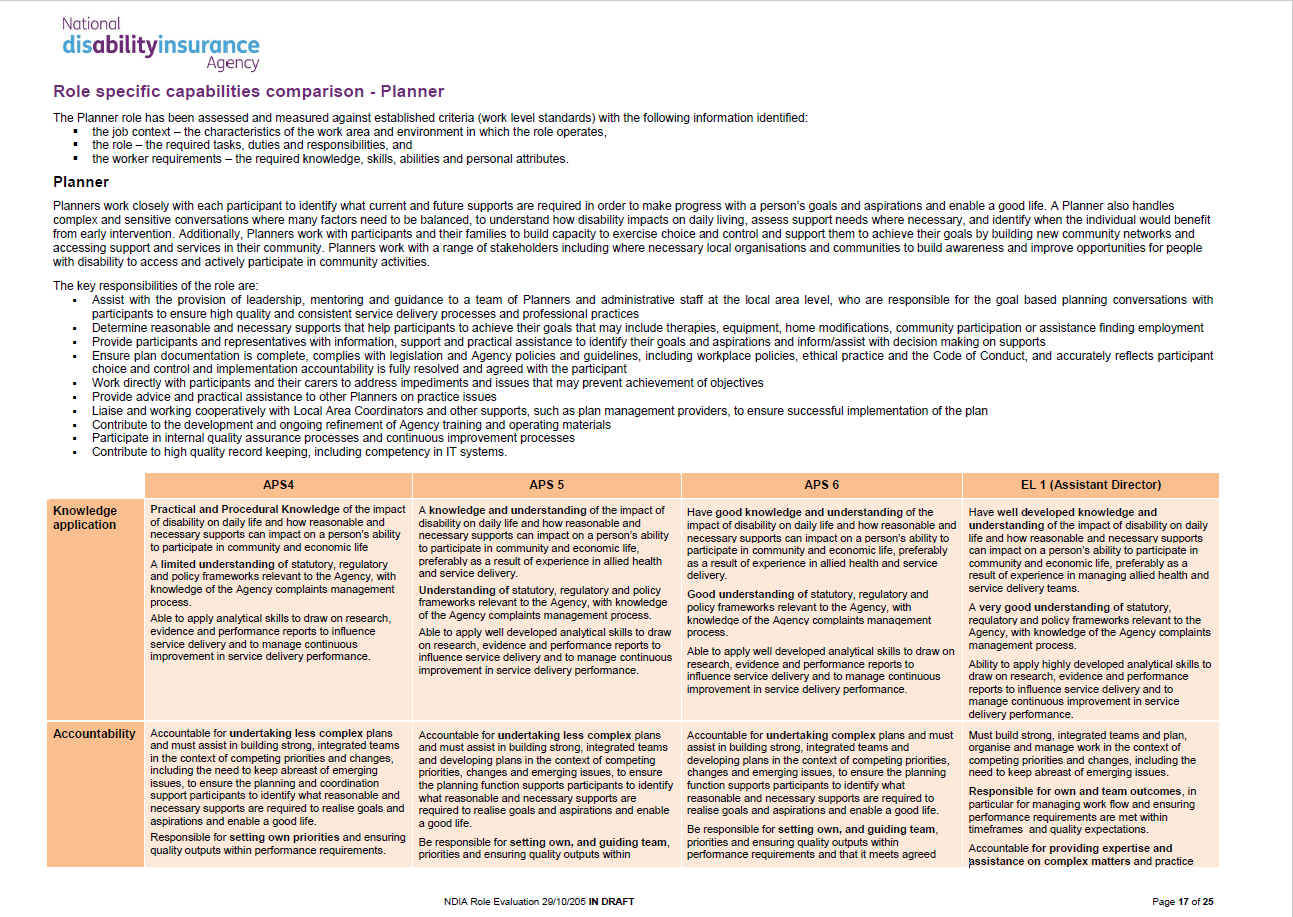
The Victorian Government has worked with the NDIA to conduct role evaluations to identify appropriate alignment of Australian Public Service classifications at the NDIA and Victorian Government classification levels.

The following table shows how the Victorian Government classifications align to the NDIA Work Level Standards and Competency Levels and confirms who will be considered a transferring employee:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Victorian Government classifications | | | Aligns to: | NDIA classifications |
| VPS 3 | AH 2.1 | DDSO 2A  DDSO2 | Aligns to: | APS 4 |
|  | AH 2.2  AH 2.3 | DDSO 3A | Aligns to: | APS 5 |
| VPS 4  VPS 5 | AH 3  AH 4 | DDSO 4 | Aligns to: | APS 6 |
| VPS 6.1 |  | DDSO 5 | Aligns to: | EL1 |
| VPS 6.1 (max)  VPS 6.2 |  |  | Aligns to: | EL2 |

The above table confirms which classification staff will align to and who will be considered a transferring employee. For example, based on the above table, a VPS4, VPS5, AH3, AH4 or DDSO4 can apply for an APS6 role at the NDIA. If successful, they will be a transferring employee.

The difference between an employee assessed as **transferring** and **non-transferring** under the Fair Work Act for this process is that a transferring employee will take with them their existing Enterprise Agreement.



# APS role specific capabilities

