

# Protected Industrial Action

## Frequently Asked Questions



Together members in Child Safety and Youth Justice have already taken Stage One and Stage Two protected action. The department has not moved far enough on members' claims. Stage Three has been enacted to keep the pressure on and show members are serious about winning a fair agreement.

This fact sheet explains what each Stage Three action means in practice, and how you take it in your day-to-day work. It is for information and preparation.

### Children and Young People's Safety comes first.

No action applies where a child or young person is in immediate danger, or the situation is emergent as defined by you, the member.

### Managing impacts from bans is the department's job.

Members are taking this action to apply pressure — that's the point. It is not union members' responsibility to work out how the department covers the gaps these bans create. **That's a resourcing and planning problem for management.** If a manager pushes back on a ban by pointing to workload, short-staffing, or operational impact, that's not a reason to drop the action — it's the department feeling the pressure the action is designed to apply.

## STAGE 3 PROTECTED ACTIONS

Commenced 8th of Sep  
2026

### HOURS AND ENTITLEMENTS

Under the industrial instruments, a standard day is 7.25 hours. The ordinary spread of hours for full-time and part-time employees is 6:00 am to 6:00 pm. The bans below are about not going beyond your standard day or rostered shift.

| The action                                                                        | What it means                                                                                                                                                                                    | How you take it                                                                                                                                                           |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A ban on working additional hours above the standard day or rostered shift</b> | A standard day is 7.25 hours. Members work their standard / rostered hours only, within the agreed spread of 6.00am–6.00pm. Do not start early, stay back late, or take work home to "catch up". | Arrive at your start time and finish at your end time. Log off, pack up and leave. If a task isn't finished, it waits until your next day, or is raised to management.    |
| <b>A ban on working overtime, and accruing TOIL or ATL</b>                        | Members do not work overtime or accrue TOIL, and do not accrue additional hours as ATL during this action.                                                                                       | Decline requests to work overtime. If a manager pressures you to "just this once", say you're taking part in protected industrial action and refer them to your delegate. |
| <b>Line supervisors approve, not reject, leave/ATL/TOIL requests</b>              | This one is for members who supervise others. Supervisors taking part do not refuse leave, ATL or TOIL applications from their staff.                                                            | Approve applications from your team as they come in, in line with normal entitlements. Don't hold requests up or knock them back during this stage.                       |

## HOURS AND ENTITLEMENTS (Continued)

| The action                           | What it means                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | How you take it                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Take all your entitled breaks</b> | <p>Members take every meal and rest break they are entitled to, in full. As per the award this means</p> <ul style="list-style-type: none"> <li>All day workers who work in excess of 5 hours on any day shall be allowed not less than 30 minutes for an unpaid meal break between the third and sixth hours of duty.</li> <li>All employees are entitled to a paid rest pause of 10 minutes duration in the employer's time in the first and second half of the working day.</li> </ul> | <p>Actually step away from your desk or duties for your full break. Don't skip breaks to get through the workload, and don't let breaks be interrupted by non-emergent work.</p> <p>If you are out visiting clients, your break starts when you get to your lunch location, breaks don't start when you leave the client location.</p> |

## AFFIDAVITS AND COURT DOCUMENTS

| The action                                                                                                            | What it means                                                                                                                                                                                                      | How you take it                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <p><b>Not completing or writing affidavits unless a court directs it</b></p> <p><b>Suspended in Youth Justice</b></p> | <p>Members do not prepare or complete affidavits as part of normal casework.</p> <p><b>Important</b> - This only changes if a court has directly ordered you, by name or role title, to complete an affidavit.</p> | <p><b>Child Safety Members (non-lawyers) - Members will:</b></p> <ul style="list-style-type: none"> <li>Not complete or write affidavits unless a court directs them by name and role to complete this.</li> <li>Provide OCFOS/DCPL with all relevant attachments and documents they need</li> <li>Members will upload child protection assessments into a case note instead of the affidavit and place it on UNIFY.</li> <li>Members will provide this along with all the other documents.</li> <li>Members will continue to respond to all follow-ups for missing documents and requests for further clarifying information.</li> <li>This does not apply to serving affidavits and completing Affidavit of Service.</li> <li>This action does not apply to Court Services.</li> <li>It does not apply to CAO, TAO and TCO applications</li> </ul> <p><b>Child Safety Members (OCFOS) - Members will:</b></p> <ul style="list-style-type: none"> <li>Not complete or write affidavits unless a court directs them by name and role to complete this.</li> <li>Members will refer the exhibit bundle to the DCPL without the usual affidavit attachment.</li> <li>Members will ensure that the Form A includes the department's justification for the recommended order.</li> </ul> <p><b>Youth Justice Members: This means not completing:</b></p> <ul style="list-style-type: none"> <li>formal warning letter</li> <li>complaints (summons and warrants)</li> <li>Variations</li> <li>discharges and re-sentences in the interest of justice</li> <li>Compliance summaries</li> </ul> |

## UNIFY SYSTEM ACTIONS (CHILD SAFETY)

| The action                                                      | What it means                                                         | How you take it                                                                                               |
|-----------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Not completing the Information Provision to Parents form</b> | Members do not fill out or submit the Advice to Parent form in Unify. | Leave this form incomplete. If a TL or manager asks why, tell them it's part of Stage Three protected action. |

## OTHER OPERATIONAL TASKS

| The action                                                                                                                                                                                                           | What it means                                                                                                                                                                                                                                                                                                                                                                                                                                     | How you take it                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>A ban on completing client transports</b>                                                                                                                                                                         | Members do not undertake transport of clients as part of this action. This does not apply to removals, transports to health appointments, or where there is a safety risk for a young person, as defined by the member taking action.                                                                                                                                                                                                             | Decline transport tasks and refer them back to your manager. Remember the safety carve-out: if a young person is in immediate danger and transport is the safe option, that's your call to make.<br><br><b>Youth Justice:</b> if you are the only way a young person can get to court, then continue transports, we don't want to disadvantage young people further, if there is a other service that can do this, then apply the ban. |
| <b>A ban on collecting or providing statistics or data, submitting or completing forms, workforce reporting and monitoring and responding to requests for data and insights</b><br><b>Suspended in Youth Justice</b> | Members stop supplying statistics or data used for departmental purposes, including for: <ul style="list-style-type: none"> <li>Building or preparing budgets, including financial factoring activities or using SAS/SAP or variance reports.</li> <li>Missing Children and Young People Report.</li> <li>Not adding data or statistics into AIMS.</li> <li>End of month reporting via spreadsheets that should be available in Unify.</li> </ul> | Don't compile, format or send statistical or data reports when asked. If pushed, refer the request to your delegate.<br><br>For AIMS - this includes, step parent applications, EOI General adoptions and Suitable people in the adoptions register.                                                                                                                                                                                   |
| <b>Not collecting or providing statistics or data and not submitting or completing forms in AIMS (Child Safety Only in APCS)</b>                                                                                     | <ul style="list-style-type: none"> <li>Not completing Intake Enquiry forms. This means, continuing to do the intakes and follow up, it means not recording the Intake on AIMS.</li> <li>Not putting end dates or recording activity records as complete. Still enter information in to the activity records but do not add the end date or complete the activity record</li> </ul>                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                        |

# STAGE 2 PROTECTED ACTIONS

In accordance with s236 of the *Industrial Relations Act 2016*, your union has given the Department formal notice that the following Protected Industrial Action for **Stage Two commenced on Monday 17 August 2026**.

| The action                                                                                                                         | What it means                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A work ban on logbook and fuel reconciliation; <b>Suspended in Youth Justice</b>                                                   | <i>For clarity, this is a ban on completing logbooks; it is also a ban on completing fuel reconciliation. Staff still need to use LBM and UMS.</i>                                                                                                                                                                                                                                                             |
| A work ban on completing Additional Child Care Subsidy Letters.                                                                    | <ul style="list-style-type: none"> <li>• <b>Keep sending ACCS letters for IPA and in-home cases</b> — daycare is a genuine safety-building measure and should be supported</li> <li>• <b>ACCS guide</b> — once a placement is supported, carers shouldn't wear costs from processing delays outside their control.</li> </ul>                                                                                  |
| A work ban on monitoring monthly financial records, including VAT reporting; <b>Suspended in Youth Justice</b>                     | Journals, Accruals, FTE Forecast, ProMaster Report, ExpenseMe Pro, CarePay User Report, VAT, Costing Report, Salary Report, TAT, EOM Checklist, HR Workforce Reports, TOIL Report, Timekeeper Report, and Monthly Workforce.                                                                                                                                                                                   |
| A work ban on responding to Ministerial requests, including complaints via MINCOR;                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                |
| A work ban on writing or providing input to briefing notes;                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                |
| A work ban on responding to requests for data and insights;                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                |
| A work ban on closing or accepting closure of incidents in Service Now;                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                |
| A work ban on completing or reviewing Service Response Plans, CHART or ERIC; <b>Suspended in Youth Justice</b>                     | This action means you dont do any Case Reviews, as these are reviewing the SRP, further members can still meet dosage, by using other activites that are not CHART or ERIC                                                                                                                                                                                                                                     |
| A work ban on submitting or completing Child Permanency Review (CPR) forms.                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Youth Justice:</b> A work ban on attending internal meetings, events and briefings, in person, video or phone conference;       |                                                                                                                                                                                                                                                                                                                                                                                                                |
| Child Safety Specific                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>A work ban on attending internal meetings, events and briefings in person, via video or by phone conference; this includes:</b> | <p>For clarity, the meetings ban for DFSDSCS is confined to non-client, administrative meetings. It applies to:</p> <ol style="list-style-type: none"> <li>1. Team meetings;</li> <li>2. all-of-office meetings; and</li> <li>3. Regional Director and Regional Executive Director briefings.</li> </ol> <p>The meetings ban does not apply to any client-related consultation or decision-making process.</p> |
| <b>A work ban on completing Unify forms for Case Plans, PSNAs or CSNAs</b>                                                         | <i>For clarity on this action, Case Plans, PSNAs and CSNAs are still conducted, but would be uploaded to case notes on Unify, not by using the relevant Unify Forms.</i>                                                                                                                                                                                                                                       |

# STAGE 1 PROTECTED ACTIONS

In accordance with s236 of the *Industrial Relations Act 2016*, your union has given the Department formal notice that the following Protected Industrial Action for **stage one commenced on 3 August 2026**.

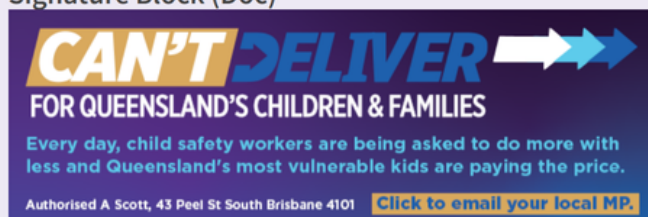
| The action                                                                                                   | What it means                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Activating "out of office" replies (internal and/or external) with union campaign messages                   | Turn on your out of office message with a union message until protected action ceases.                                                                                                                      |
| Updating email signatures with union messages and images                                                     | Update your signature block with union materials until protected action ceases.                                                                                                                             |
| Displaying signage — internal and external — with union materials and Wearing campaign clothing and stickers | Putting Posters on building and not removing them.                                                                                                                                                          |
| A work ban on reporting on protected action being undertaken                                                 | This is for managers and leaders, not reporting to departmental executive on who is taking action and when. IE if asked to compile a list of staff who are not attending meetings, you can refuse to do so. |
| A work ban on performing duties not being done due to protected action                                       | This means If you are asked to do work that is not being done by others from PIA, you dont need to do the action.                                                                                           |

## See more on the protected action portal here

The Protected Action Portal contains detailed information about all approved actions, campaign resources, FAQs, email signatures, out-of-office templates, posters, and guidance on participating safely and legally in protected action.

### Child Safety

Signature Block (Doc)



Poster (PDF)

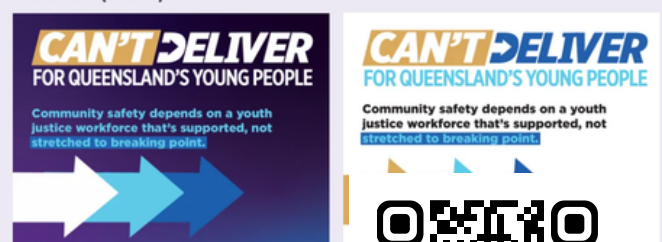


### Youth Justice

Signature Block (Doc)



Poster (PDF)



Scan the QR Code to access the resources >>>

