

26 July 2017 N17025

## **NDIS PREPARATION CAUSES WORKLOAD PRESSURES FOR GROUP HOME STAFF**

HACSU has been advised DAS staff, especially House Supervisors, are experiencing increased workloads due to additional administrative tasks associated with clients transitioning to the NDIS and the preparation for their plans, such as ensuring all client assessments are current and photocopying all relevant documents. HACSU members should remember:

- the DHHS is obliged to provide a safe system of work in line with the OHS Act 2004, and
- clause 27.1.4 of the Enterprise Agreement states:

*'Where an individual or group of individuals believe that there is an unreasonable allocation of work leading to Employees being overloaded with work, the individual or group of individuals concerned can seek to have the allocation reviewed by the Employer to address the Employees' concerns.'*

If you are experiencing an increase in workload you should:

- Request management provide you with sufficient additional hours to safely complete any tasks
- Seek support from your HSR
- Contact your local HACSU delegate for advice.

If management fail to address your concerns contact HACSU Assist on 9340 4100 or [ASSIST@hacsu.asn.au](mailto:ASSIST@hacsu.asn.au) for further advice.

## **TRANSFER OF DHHS PLANNING AND INTAKE FUNCTIONS TO THE NDIA**

The DHHS has confirmed that:

- its 'case management function will continue after Wimmera South West transitions to the NDIS' after which time case managers will be renamed Support Coordinators, 'there is no intention to reduce overall numbers of Case Managers in Stawell and Horsham'
- Disability Justice workers 'will continue in the department' and the DHHS is currently developing Disability Justice Interim Operating Model which will be subject to consultation with the Union.

## **DHHS CLARIFIES DAS STAFF ROLE IN CLIENTS' NDIS SERVICE AGREEMENTS.**

HACSU has been made aware of an instance where an NGO Support Coordinator requested DHHS staff assist clients to sign their Service Agreements, even though the staff knew the clients would not fully understand what they were signing.

HACSU raised this concern with the DHHS and management has confirmed there is no requirement by the NDIS that NDIS participants [i.e. DHHS clients who are transitioning to the NDIS] must sign their Service

Agreement. If the client understands the contents of the Agreement and wants to sign the Agreement then they can do so, BUT they cannot be coerced to do so.

If DHHS staff believe the clients they work with don't understand their Service Agreement details they shouldn't support the clients to sign any documents and should contact the divisional NDIS Transition Managers for advice, details below.

#### EAST DIVISION

Megan Kearney

Email: [megan.kearney@dhhs.vic.gov.au](mailto:megan.kearney@dhhs.vic.gov.au)

Phone: 9843 6786

Donna Hayes

Email: [donna.hayes@dhhs.vic.gov.au](mailto:donna.hayes@dhhs.vic.gov.au)

Phone: 9843 6780

#### SOUTH DIVISION

Cameron Murdoch

Email: [Cameron.murdoch@dhhs.vic.gov.au](mailto:Cameron.murdoch@dhhs.vic.gov.au)

Phone: 0438 368 675

#### WEST DIVISION

Donna Cousins

Email: [donna.cousins@dhhs.vic.gov.au](mailto:donna.cousins@dhhs.vic.gov.au)

Phone: 0488 602154

#### NORTH DIVISION

Caley Northcott

Email: [carley.northcott@dhhs.vic.gov.au](mailto:carley.northcott@dhhs.vic.gov.au)

Phone: 9412 2689

## **HACSU MEMBERS SHOULD NOT PARTICIPATE IN E-DINMA TRIAL**

HACSU understands the DHHS is currently running an eDINMA trial in areas of the state despite failing to hold formal consultation with HACSU. HACSU members are reminded that under our current protected action bans 10 and 13 apply:

*Ban 10 – refuse to participate in Employer initiated workplace change including changes in work locations (including location on a single site) and service changes including implantation or roster reviews and IT systems.*

*Ban 13 - refuse to communicate with DHHS area, division, or central offices, excluding payroll.*

So HACSU members should continue to complete paper based DINMAs, refuse to participate in the trial and refuse to discuss the trial with management.