

**1. REFUSE TO PARTICIPATE IN COMPLETION OF VEHICLE LOGBOOKS.** Members, you can still use DHHS Vehicles, the ban is on filling in the log books of DHHS vehicles. So DO NOT fill in the log books when you use any DHHS vehicle.

**2. REFUSE TO USE PRIVATE VEHICLES FOR WORK PURPOSES.** Do not use your own vehicle for any tasks relating to your work for any reason.

If you need to use a vehicle you can either: use a DHHS vehicle [but don't fill in the log books – see ban 1 above or you can use a taxi with cab vouchers [you will have to request them from management].  
For example: do not use your own vehicle to pick up or drop off any DHHS vehicle from your local DHHS office. Request that management provide you with a cab voucher or that management deliver the vehicle to you. Any refusal by management to provide a vehicle should be referred to HACSU.

**3. REFUSE TO DRIVE DHHS VEHICLES OTHER THAN FOR RESIDENT RELATED PURPOSES AND REFUSE TO CLEAN THOSE VEHICLES.** Members should only use DHHS vehicles for work that relates directly to resident support, you should refuse to drive DHHS vehicles for any other purposes. For example, you can use a DHHS vehicle to take a resident to the doctors or do the shopping, but you will not use a DHHS vehicle to run errands that are not for residents. If you do use a DHHS vehicle for resident related purposes, you do not clean them [or fill in the log books – see ban 1 above].

**4. REFUSE TO UNDERTAKE ANY COURIER WORK.** Do NOT transfer any mail or documents/parcels from your workplace to DHHS offices or other workplaces. This ban DOES NOT include tasks such as taking medication / blister packs to the pharmacist or picking up medications.

**5. REFUSE TO UNDERTAKE ANY GENERAL MAINTENANCE OF A GROUP HOME (E.G. LAWN MOWING, FIXING CABINETS ETC.)** You will not undertake any gardening or mow the lawns and you will not do any maintenance tasks in a group home / unit. Any maintenance around the group home / unit that is needed should be reported to maintenance. This does not include imminent OH&S risks, e.g. a hanging cabinet door.

**6. REFUSE TO SUBMIT CERS TRANSITIONAL SUMMARY SHEETS.** Direct Care Staff members will continue to undertake all CERS tasks that you normally do – so [for example] you will continue to count and record all monies at the beginning and the end of each shift and you will continue to complete CERS paperwork for all financial transactions, as you would normally do. The ban is on submitting the monthly CERS summary sheets, so staff who normally undertake this task WILL NOT submit the monthly CERS summary sheets.

**7. REFUSE TO PROVIDE MINISTERIAL REPORTS.** Any member that is required to provide ministerial report/s as a requirement of their role [e.g. Operations Managers] will not provide Ministerial reports during the period of the bans

**8. REFUSE TO COMPLETE EMAIL ALERTS IN RELATION TO CATEGORY 1 INCIDENTS (THIS BAN DOES NOT INCLUDE THE COMPLETION OF CATEGORY 1 INCIDENT REPORTS).** All members who work directly with DHHS residents/clients in: group homes/respice/congregate care facilities/PRS/DFATs or any other workplace, AND, all members who work directly with DHHS residents/clients in Outreach/Behaviour Support Services/Client Services or any other DHHS service MUST continue to complete Incident Reports [irrespective of their category] for any incident that arises at your workplace, as you would normally do. If your role requires you to complete email alerts in relation to category 1 incident reports [for example Operations Managers] you will not complete any email alerts for category 1 Incident Reports.

**9. REFUSE TO COMPLETE EMAIL ALERTS AND UPDATES IN RELATION TO CATEGORY 1 INCIDENTS AND UPDATES IN RELATION TO BEHAVIOUR SUPPORT PLANS (BSPS) AND THE MONTHLY DATA ENTRY OF ENDORSEMENT OF RESTRICTIVE INTERVENTION DATA SYSTEMS (RIDS).** REFUSE TO COMPLETE EMAIL ALERTS AND UPDATES IN RELATION TO CATEGORY 1 INCIDENTS  
All members who work directly with DHHS residents / clients in: group homes/respice/congregate care facilities/PRS/DFATs or any other workplace, and, all members who work directly with DHHS residents / clients in Outreach/Behaviour Support Services/Client Services or any other DHHS service MUST continue to complete Incident Reports [irrespective of their category] for any incident that arises at your workplace, as you would normally do. If your role requires you to complete email alerts in relation to category 1 incident reports [for example Operations Managers] you will not complete any email alerts for any category 1 Incident Reports.

**REFUSE TO COMPLETE UPDATES IN RELATION TO BEHAVIOUR SUPPORT PLANS**  
All members MUST continue to participate in the development and implementation of all resident/s Behaviour Support Plans [BSPs] as they would normally do. This ban only applies to members whose role requires them to provide updates in relation to BSPs.

**MONTHLY DATA ENTRY OF ENDORSEMENT OF RESTRICTIVE INTERVENTION DATA SYSTEMS [RIDS].** All members MUST continue to record all use of restrictive intervention [for example in the client's notes and in recording charts]. The ban applies to any member whose role requires them to enter the use of restrictive intervention data on RIDS every month, these members will not enter data on RIDS relating to the endorsement of restrictive intervention.

**10. REFUSE TO PARTICIPATE IN EMPLOYER INITIATED WORKPLACE CHANGE INCLUDING CHANGES IN WORK LOCATIONS (INCLUDING LOCATION ON A SINGLE SITE) AND SERVICE CHANGES INCLUDING IMPLEMENTATION OF ROSTER REVIEWS AND IT SYSTEMS.** This ban only applies to EMPLOYER INITIATED CHANGE. Members can still participate in change initiated by members. This ban does not apply to casual staff who work shifts in different workplaces because this is the nature of their work. Note that this ban includes employer initiated roster reviews.

**11. REFUSE TO ATTEND QUALITY ASSURANCE MEETINGS AND TO COMPLETE QUALITY ASSURANCE DOCUMENTATION.** All members who attend Quality Assurance Meetings or are required to complete Quality Assurance Documentation, by whatever name, as part of their role will not undertake these tasks.

**12. REFUSE TO COMPLETE HOUSE SUPERVISOR AND KEYWORKER REPORTS.** Members who are House Supervisors and Keyworkers will not complete any reports. If you have a query please contact HACSU.

**13. REFUSE TO COMMUNICATE WITH DHHS AREA, DIVISION OR CENTRAL OFFICES, EXCLUDING PAYROLL.** This does not include contact in relation to client need or safety issues, or requirements for client related approvals. This does include having divisional or central staff attending team meetings for non-client related purposes that are not staff initiated.

**14. INCLUDE AN EBA CAMPAIGN MESSAGE IN YOUR SIGNATURE WHEN SENDING EMAILS.** Include in your email signature the words "WE NEED CERTAINTY FOR DISABILITY!" The campaign logo can be downloaded from [www.hacsu.asn.au](http://www.hacsu.asn.au)

**15. WEARING CAMPAIGN T SHIRTS, COLOURS AND ASSOCIATED BRANDING AT WORK.** All members can wear their HACSU campaign t-shirt whilst on shift. T-shirts are provided to members at rallies and member meetings. Consider designating days that all members will wear them for maximum impact. Make sure to send a picture to HACSU and go in the competition to win big

**16. DISPLAYING CAMPAIGN POSTERS, BALLOONS, COLOURS, SLOGANS, ADVERTISING MATERIAL AND INFORMATION IN, AND AROUND, GROUP HOMES/ RESIDENTIAL UNITS.** Members can display campaign posters and materials in all offices, including in group home offices. You can display such material in other parts of the group home if the resident/s agree to posters being displayed.

**17. PROVIDING INFORMATION TO VISITORS AND RESIDENTS, FAMILIES/GUARDIANS ADVISING OF YOUR ENTERPRISE AGREEMENT CLAIMS AND ACTIVITIES.** HACSU has developed some flyers with information, specifically for residents, their families and other visitors about why we are taking protected action. You can download this information from [www.hacsu.asn.au](http://www.hacsu.asn.au) inside the members' portal, or contact HACSU.

**18. PARTICIPATE IN STOP WORK BANS FOR A PERIOD FROM 1 HOUR UP TO 24 HOURS.** HACSU will notify all members when the stop work bans will occur as they are planned.

**19. REFUSE TO ACCEPT TIME IN LIEU INSTEAD OF OVERTIME.** Ensure you get paid for every hour your work, with the overtime penalties that you deserve. In order for you to accrue TIL instead of overtime Clause 30.7.1(a) of your EBA requires you apply to receive TIL instead of Overtime: so don't apply for TIL. You should also refuse TIL if management say you have to accrue it instead of being paid overtime as this is contrary to the EBA and the bans

**20. REFUSE TO UNDERTAKE SELECTED ON-CALL AND RE-CALL DUTY.** This ban will only apply at selected times (not all of the time) HACSU will notify members accordingly.

**21. WRITING OF REMOVABLE MESSAGES ON DHHS VEHICLES IN RELATION TO EBA CAMPAIGN.** This action is similar to the action paramedics took during their EBA campaign when they wrote in removable ink on the back of ambulances. It is not illegal to write on vehicles if you use a marker which can be removed with a dry cloth. Do not use permanent markers! For the safety and privacy of clients YOU MUST ONLY write HACSU approved slogans in 'chalk markers' [which you can buy at Office Works] see additional factsheet for list of slogans.

**22. REFUSE TO ENTER DATA AND/OR COMPLETE DAS SURVEYS, OR HOWEVER SO NAMED.** All data entry tasks are banned for all members, not just DAS staff. The completion of DAS surveys, however they are named, is also banned.

**23. REFUSE TO PARTICIPATE IN QUALITY OF SUPPORT REVIEWS OR HOWEVER SO NAMED.**

**24. REFUSE TO SIGN AND VERIFY AGENCY ACCOUNTS.** This applies to members who are Operations Managers, you will no longer sign and verify agency accounts.

**25. SPEAKING TO, AND MAKING STATEMENTS TO THE MEDIA REGARDING SERVICES AND THE CAMPAIGN**

**INCLUDING DURING WORKING HOURS.** As part of HACSU's EBA campaign, you are protected to speak to the media (as a DHHS employee) about the EBA campaign, about what the campaign means for you and what it means for ensuring quality service provision to people with a disability. There will be no repercussions for you if you do this. Please don't hesitate to contact the Elizabeth Doidge or Joe Taylor at the HACSU office if you want support or advice on how to implement this ban.

**26. REFUSE TO SIGN HOUSEHOLD UTILITY ACCOUNTS, REQUISITION FOR STORES AND GENERAL PURPOSE CLAIM FORMS.**

This ban is for members who are required to sign household utility accounts, requisition for stores and general purpose claim forms as part of their role.

**27. REFUSE TO DROP MAIL OFF AND PICK MAIL UP FROM ADMINISTRATION OFFICES.** It is the responsibility of the dept to make arrangements.

## BANS SPECIFIC TO COLANDA

**28. REFUSE TO PARTICIPATE IN ASSISTING WITH THE MOVEMENT OF COLANDA RESIDENT'S FURNITURE AND BELONGINGS BETWEEN UNITS / TO OTHER LOCATIONS.**

**29. REFUSE TO COLLECT RUBBISH FROM ALL AREAS OF COLANDA.**

It is the responsibility of The Department to complete these tasks. If you receive any push back from management, please make note of what you were told, by who and when. You can then contact HACSU with this information.

**ALL ACTIONS HAVE BEEN CONSIDERED CAREFULLY AND WILL NOT IMPACT ON THE SAFETY AND WELL BEING OF RESIDENTS. INSTEAD BANS WILL PUT PRESSURE ON SENIOR MANAGEMENT TO AGREE TO A FAIR DEAL AND CERTAINTY FOR HARD WORKING SUPPORT WORKERS.**

**If you have any questions or concerns please contact HACSU Assist**  
Phone 1300 651 931 | 9340 4100  
Email [assist@hacsu.asn.au](mailto:assist@hacsu.asn.au)

## STAY UP TO DATE WITH THE CAMPAIGN!

**Make sure you 'like' HACSU on facebook and make sure to visit the HACSU online members' portal at [www.hacsu.asn.au](http://www.hacsu.asn.au) to find campaign, resources, newsletters and other information. This page is always up to date with the latest information. This information is exclusively for HACSU members, please contact HACSU if you need assistance.**

**THE MOST IMPORTANT THING ANY UNION MEMBER CAN DO TO MAKE A DIFFERENCE IS TO BUILD UNION STRENGTH**  
**RECRUIT YOUR COLLEAGUES TO JOIN HACSU**  
**SIGN UP 5 NEW HACSU MEMBERS AND RECEIVE A \$100 COLES MYER GIFT CARD!**

This offer is only available after September 2016. Make sure you are nominated as the sponsor on the new member's membership form for it to count! Please check with the HACSU office for full terms and conditions. This offer will expire March 31st 2017 subject to extension by HACSU. HACSU can withdraw this offer at any time. This information is correct at the time of printing on January 18 2017.

 **FOR ALL THE LATEST UPDATES**  
[WWW.FACEBOOK.COM/HACSU](http://WWW.FACEBOOK.COM/HACSU)