

HACSU NEWS

THE DISABILITY WORKERS UNION



CALL 1300 651 931 FAX 03 9650 8122 EMAIL hacsu@hacsu.asn.au MAIL PO Box 206 Carlton VIC 3053

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AUTHORISED BY LLOYD WILLIAMS, STATE SECRETARY

16th August 2019

Knowledge is power. Keep your colleagues informed by printing this newsletter to put up on your workplace noticeboard.

DHHS TRANSFER UPDATE

AUGUST UPDATE

This coming Sunday (18 August 2019), parcel 5 (Melba) and parcels 11 and 15 (Aruma – previously known as House With No Steps) will commence secondment. In total, 69 houses will begin secondment over this coming weekend.

Your HACSU Officials have prepared a transfer update addressing some of the most raised issues. This update is structured so there is specific information for those of you who are being seconded within parcels 5, 11 & 15.

If you have any questions about any of the material in this Transfer Update, please contact our **Transfer Organisers** to discuss further – 1300 651 931 (option 1). Transfer Organisers are available for House visits (Team Meetings) and provide phone advice during HACSU business hours 9AM – 5PM, Monday to Friday.

If you have any concerns or unexpected issues arise, please get in contact with us as soon as you can; don't delay!

INFORMATION FOR MEMBERS IN PARCELS 5, 11 & 15

The following information relates specifically to members who have been allocated to parcels 5, 11 & 15, which contain houses across divisions. Other DHHS members may find the information useful, but please be aware none of the dates apply unless you are allocated to these specific parcels.

Payroll Realignment, Transfer Incentive Payment, Payroll Changeover Payment

As members would know, upon secondment eligible members will receive the first of two transfer incentive payments (up to \$7,500 per payment).

If you have any questions about your transfer incentive payment, you should contact payroll assist in the first instance on 1300 344 727 or via [email](mailto:payrollassist@dhhs.vic.gov.au) (payrollassist@dhhs.vic.gov.au) for support. If you

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still have concerns about your transfer incentive payment after contacting payroll assist you can lodge an 'Application seeking consideration of exceptional circumstances'. In this application you should describe your concerns about the transfer incentive payment and attach any relevant information to the application which will then be assessed. [You can click here for a copy of the application form.](#)

At the same time, Melba and Aruma will be changing your pay so it is paid fully in arrears. The pay weeks will also change from Weeks 2 and 4 of the roster cycle to Weeks 1 and 3 of the roster cycle. Below is a table showing what you can expect to receive over the next period, who it is paid by and what the pay includes:

DATE	PAID BY	INCLUDES
<p>14th August 2019 <i>(Please note, money is deposited on your account on either the 14th or 15th depending on your bank)</i></p>	DHHS	<ul style="list-style-type: none"> • Full pay – part arrears and part advance.
<p>28th August 2019 <i>(Please note, money is deposited on your account on either the 28th or 29th depending on your bank)</i></p>	DHHS	<ul style="list-style-type: none"> • For full-time and part-time employees a small pay or no pay (depending on work patterns) – this pay will only include irregular allowances (e.g. sleepover), overtime, additional hours and penalties worked in the previous fortnight. Casuals are unaffected and will receive a full-pay as they are already paid in arrears. • For eligible employees, a Transfer Incentive Payment (up to \$7,500) • For eligible employees, a Payroll Changeover Payment (up to \$500) <p><i>If you applied for a hardship payment from the Department due to the impact of the payroll realignment, it will also be paid at this time. Click here for Hardship Payment Application and Deduction Authorisation Form</i></p> <p>Please note that the first transfer incentive payment and any pay you may receive from the DHHS will be deposited separately (i.e. not in a lump sum) and you will receive a separate pay slip for the transfer incentive payment at a later date.</p>

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4th September 2019 <i>(Please note, money is deposited on your account on either the 4th or 5th depending on your bank)</i>	Melba Or Aruma	<ul style="list-style-type: none">• Full-pay, covering all hours, allowances and overtime worked in the previous fortnight. This will look like a normal pay. <p><i>From this pay onwards, you will continue to be paid every two weeks by your new provider.</i></p>
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Within four weeks of the beginning of secondment, you will receive your final employment certificate from DHHS which outlines all of your entitlements that have transferred across to Melba and Aruma.

Secondment Information and Contact Details

Recently members in Parcels 5, 11 & 15 would have received transfer bulletin from the Department advising you about a number of matters like what happens to your DHHS email, client records and other changes to systems and processes upon secondment.

As well as your line manager, important contact details for during this period are:

- Aruma – 1300 266 320
- Melba – 1300 636 3522
- DHHS Payroll Assist – 1300 344 727
- HACSU – 1300 651 931

INFORMATION FOR MEMBERS SECONDING LATER IN 2019

Secondment Dates

We will continue to keep members updated throughout the process. Although you may have a prospective date for your house beginning secondment, please note that this date may change depending on whether the new provider is ready and equipped for the process to take place.

Please be aware that until you receive a formal letter from the Department which advises your actual secondment all other information should be treated as speculation. This is because no parcel will transfer until the providers have met a range of contracted milestones to show they are ready to start managing secondment DHHS staff.

This letter will be posted to your mailing address on file with the Department and will also contain an estimate of your Transfer Incentive Payment and some other important information.

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Voluntary Departure Package (VDPs)

Currently, a decision regarding VDPs is sitting with the Australian Taxation Office (ATO). We are awaiting a reply from the ATO about the Department's VDP application. Rest assured, VDPs equivalent to 15% of the eligible transferring workforce will be available (approx. 525), but until we hear back from the ATO we have nothing to report. We are expecting a response very soon and will advise members as soon as we know more.

FREQUENTLY ASKED QUESTIONS

How is the Transfer Incentive Payment (TIP) taxed?

Your first TIP is classified as income and will be taxed at your marginal rate of tax

Does the TIP attract the 9.5% superannuation guarantee?

The first TIP being paid to you when you second will attract the 9.5% superannuation guarantee.

How can I get more information and support from HACSU in relation to the transfer?

HACSU's Transfer Organisers are here to help assist with a smooth transfer process by ensuring that all staff are well informed and receive all they are deserving of. Our Transfer Organisers are Deb, Cathy, Lisa C and Gerrard. The exciting news: these lovely, knowledgeable Organisers will be with us in this role until Final Transfer on 1st January 2021.

You will have received a visit from one of these Organisers at least once, if not twice since the start of 2018 and you should expect to see them again soon!

Transfer Organisers are available for House visits (Team Meetings) and they also provide phone advice whenever in the office (1300 651 931, press 1).