



Date: 09/10/2019

DHHS Transfer Update

October

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

This coming Sunday (13th October 2019), parcels 8 and 14 will commence secondment to Scope. In total, 37 houses will begin secondment to Scope over this coming weekend. These are the final houses to begin secondment.

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 8 and 14.

Further information regarding issues impacting all members can be found on subsequent pages.

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 8 & 14

The following information relates specifically to members who have been allocated to parcels 8 and 14, 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 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 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
<u>9th October 2019</u> (Please note, money is deposited on your account on either the 9 th or 10 th depending on your bank)	DHHS	<ul style="list-style-type: none">• Full pay – part arrears and part advance.
<u>23rd October 2019</u> (Please note, money is deposited on your account on either the 23 rd or 24 th depending on your bank)	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>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</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>
<u>30th October 2019</u> (Please note, money is deposited on your account on either the 30 th or 31 st depending on your bank)	Scope	<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>From this pay onwards, you will continue to be paid every two weeks by your new provider.</p>



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.

Secondment Information and Contact Details

Recently members in Parcels 8 and 14 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:

- Scope - 1800 072 673
- DHHS Payroll Assist – 1300 344 727
- HACSU – 1300 651 931

Information for Members Seconding Later in 2019

Secondment Dates

There are two parcels remaining to transfer in October 2019. 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.

Voluntary Departure Package (VDPs)

Voluntary Departure Packages were announced on 13 September 2019. Your EBA, which members fought hard to win, contains a commitment from the Department that VDPs will be offered to a limited number, 15% of employees who are being transferred from Government services to one of the five providers and who are eligible to receive a VDP. This commitment is outlined in clause 11 of your EBA. This is about 570 staff and if necessary, will be prioritised based on length of service. No other conditions will be applied in determining the offers.



This was a fantastic win by HACSU members and ensured that transferring employees of the Department were given the opportunity to depart, if they wished to, on their terms.

For more information please see the HACSU website.

Frequently Asked Questions

What are my rights regarding the HACSU noticeboard at my worksite?

According to Clauses 14.8 (e) & 43.4 (c) in the Disability Services Employees Agreement Victoria 2018-2022 (DSEAV), all worksites are required to provide a union notice board for members to receive and share news, occupational health and safety information and other notices.

If OH&S information has been removed from the notice board, members should contact your direct manager in the first instance.

If HACSU information has been removed from the notice board, please contact your HACSU Delegate or Transfer Organiser and we will send you another copy.

I've lost access to my email or L: Drive

If you are a Supervisor or 2A who does not have access to your DHHS email or the L: Drive, please report this to your direct manager in the first instance.

If this cannot be resolved the new provider should contact The Department for a resolution. The Department are aware there are some IT issues and are working with new providers to resolve these issues.

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.

On 7 August 2019, the Australia Taxation Office (ATO) issued a decision about the second Transfer Incentive Payments (TIP).

The TIP was hard fought and won by HACSU members as part of the transfer of disability services from the DHHS to the non-government providers.

The decision dictates that the second TIP will receive favourable tax treatment and be taxed at a reduced rate.

Just to remind you: this payment will be received at the point you formally transfer to the new providers on 1 January 2021.



For those of you yet to begin secondment, you will not yet have received your initial TIP. As a reminder, the ATO decided that it is classified as income and will be taxed at your marginal rate of tax.

If you'd like to read the ATO decision, you can [click here](#) or go to: <https://bit.ly/33ChtEU>

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 middle 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).