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| NDIA Statewide Change Proposal |
| East Division Addendum |

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# East Division

The East Division Addendum to the Statewide Change Proposal provides detail for how the transition to the NDIA will proceed for all areas, including:

* Ovens Murray
* Inner Eastern Melbourne
* Outer Eastern Melbourne
* Goulburn

## Staff

The groups of **ongoing** staff who are eligible to apply for positions with the NDIA are listed in **Table 1**.

Table 1: Ongoing staff who are eligible to apply for positions with the NDIA

| DHHS Area | Those who occupy roles that are ceasing in the department | Those who occupy roles that continue, subject to the Government’s decision regarding the organisations best placed to deliver disability services |
| --- | --- | --- |
| Ovens Murray | Disability Information and Triage (COSI)  Disability Support Register (COSI) | Case Management |
| Inner Eastern Melbourne | Disability Information and Triage  (COSI)  Disability Support Register (COSI)  Disability individual Support Administration (COSI)  Planning | Case Management |
| Outer Eastern Melbourne | Planning | Case Management  Outreach |
| Goulburn |  | Case Management |

**Table 2** provides the number of departmental positions that are affected by the transition of functions to the NDIA (that is, roles that will be ceasing in the department) as well as the staff substantively occupying those positions. The difference between the number of in-scope positions and the number of in-scope staff is due to some positions being substantively vacant.

In addition, **Table 2** provides an indication of the roles available with the NDIA and where the offices will be located.

Table 2: In-Scope Positions and NDIA Roles Available.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DHHS Area | In-scope Positions FTE | Staff Occupying In-scope Positions - Headcount (FTE) | NDIA Roles Available FTE | NDIA Roles Available by Office Location (FTE)\* |
| Ovens Murray | 17.8 | 16 (15.6) | 14.6 | Albury\* (14.6) |
| Inner Eastern Melbourne | DCS 30.0  COSI 16.0  Total 46.0 | 28 (26.3)  15 (13.3)  43 (39.6) | 36.8 | Box Hill\* (36.8) |
| Outer Eastern Melbourne | 31.6 | 26 (25.0) | 18.1 | Ferntree Gully\* (18.1) |
| Goulburn | 12.2 | 11 (10.4) | 11.0 | Shepparton\* (11.0) |

\*Please note : locations are an indication only and may change closer to transition date.

**Table 3** provides a breakdown of In Scope Staff that can apply for employment with the NDIA (subject to eligibility) by area, function, classification and position title and specifies whether the function will remain following client transition to the NDIS.

#### Table 3: In Scope Staff that can apply for employment with the NDIA (subject to NDIA eligibility)

| Area | Unit | Classification | Position Title | FTE | Function Remaining? |
| --- | --- | --- | --- | --- | --- |
| Ovens Murray | Disability  Client  Services | DDSO4  VPS 5 | Team Leader | 4.0 | Yes, pending Government decision |
| DDSO 3A | Advanced Case Manager | 8.6 | Yes, pending Government decision |
| COSI | VPS 3 | Coordinator | 1.0 | No |
| DDSO 3A | Advanced Intake Worker | 2.0 | No |
| Inner Eastern | COSI | DDSO4  VPS 5 | Team Leader | 2.7 | No |
| VPS 3 | Support Coordinator | 1.0 | No |
| VPS 4 | Support Coordinator | 1.0 | No |
| VPS 5 | Senior Support Coordinator | 1.8 | No |
| DDSO 3A  AH2.2/2.3 | Advanced Intake Worker | 3.6 | No |
| AH3 | Senior intake Worker | 0.8 | No |
| AH3 | FFYA Coordinator | 0.8 | No |
|  |  | DDSO4 | DFVCI Liaison Officer | 1.0 | Function to remain |
| DDSO 3A | Advanced Coordinator | 0.6 | No |
| Disability  Client  Services | VPS 6 | Manager | 0.7 | Yes, pending Government decision |
| DDSO4  AH3 | Supervisor | 5.0 | Yes, pending Government decision |
| VPS 5 | Team Leader | 3.0 | Yes, pending Government decision |
| DDSO2 / 2A  AH2.1 | Case Manager | 2.4 | Yes, pending Government decision |
| DDSO3A  AH 2.2/2.3 | Advanced Case Manager | 9.0 | Yes, pending Government decision |
| DDSO3A  AH2.2/2.3 | Advanced Response Worker | 5.0 | Yes, pending Government decision |
| AH3 | Senior Response Worker | 1.2 | Yes, pending Government decision |
| Outer East | Disability  Client  Services | VPS 6 | Manager | 1.0 | Yes, pending Government decision |
| VPS 5 | Team Leader | 2.0 | Yes, pending Government decision |
| DDSO4 | Supervisor | 3.6 | Yes, pending Government decision |
| DDSO 2A | Outreach Worker | 2.8 | Yes, pending Government decision |
| AH2.1 | Response Worker | 1.0 | Yes, pending Government decision |
| DDSO 3A  AH2.2/2.3 | Advanced Response Worker | 6.0 | Yes, pending Government decision |
| DDSO2A  AH2.1 | Case Manager | 2.0 | Yes, pending Government decision |
| DDSO 3A  AH2.2/2.3 | Advanced Case Manager | 6.6 | Yes, pending Government decision |
| Goulburn | DCS | VPS 5 | Team Leader | 1.0 | Yes, pending Government decision |
| DDSO 2A | Case Manager | 1.8 | Yes, pending Government decision |
| DDSO 3A  AH2.3 | Advanced Case Manager | 4.6 | Yes, pending Government decision |
| DDSO4 | Senior Case Manager | 3.0 | Yes, pending Government decision |

**Table 4** provides a breakdown of the roles available at the NDIA by FTE at level.

#### Table 4: NDIA FTE by Area and Level

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DHHS Area | Proposed Office Location\* | Role | | | | | Total FTE |
| APS4 Planner | APS5 Planner | APS6 Planner | APS6 Planner Team Leader | EL1 Assistant Director Service Delivery |
| Ovens Murray | Albury\* | 4.8 | 4.9 | 3.7 | 1.2 | 0 | 14.6 |
| Inner Eastern Melbourne | Box Hill\* | 12.1 | 12.4 | 9.3 | 2.0 | 1.0 | 36.8 |
| Outer Eastern Melbourne | Ferntree Gully\* | 5.9 | 6.1 | 4.7 | 1.4 | 0 | 18.1 |
| Goulburn | Shepparton\* | 3.8 | 3.7 | 2.6 | 0.9 | 0 | 11.0 |

\*Please note: locations are an indication only and may change closer to transition date.

\*\*One EL2 Director for NDIA Vic East will be based in Dandenong.

Table 5: Victorian Government (DHHS and DET) staff in scope at level for Ovens Murray

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Vic Gov Classifications | | | APS Level | Albury FTE (NDIA) | Ovens Murray FTE | |
| VPS | AH | DDSO | DHHS | DET |
| VPS 3 | AH 2.1 | DDSO 2  DDSO 2A | APS 4 | 4.8 | 1.0 | 0 |
|  | AH 2.2  AH 2.3 | DDSO 3  DDSO 3A | APS 5 | 4.9 | 10.6 | 0 |
| VPS 4  VPS 5 | AH 3  AH 4 | DDSO 4 | APS 6 Planner | 3.7 | 4.0 | 0 |
| APS 6 Team Leader | 1.2 |
|  |  |  | **Total:** | **14.6** | **15.6** | **0** |

Table 6: Victorian Government (DHHS and DET) staff in scope at level for Inner Eastern Melbourne

| Vic Gov Classifications | | | APS Level | Box Hill FTE (NDIA) | Inner Eastern Melbourne FTE | |
| --- | --- | --- | --- | --- | --- | --- |
| VPS | AH | DDSO | DHHS | DET |
| VPS 3 | AH 2.1 | DDSO 2  DDSO 2A | APS 4 | 12.1 | 3.4 | 0 |
|  | AH 2.2  AH 2.3 | DDSO 3  DDSO 3A | APS 5 | 12.4 | 18.2 | 1.0 |
| VPS 4  VPS 5 | AH 3  AH 4 | DDSO 4 | APS 6 Planner | 9.3 | 17.3 | 1.3 |
| APS 6 Team Leader | 2.0 |
| VPS 6.1 |  | DDSO 5 | EL1 | 1.0 | 0.7 | 0 |
|  |  |  | **Total:** | **36.8** | **39.6** | **2.3** |

\*\*One EL2 Director role will be available for Vic East and will be based in Dandenong

Table 7: Victorian Government (DHHS and DET) staff in scope at level for Outer Eastern Melbourne

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Vic Gov Classifications | | | APS Level | Ferntree Gully FTE (NDIA) | Outer Eastern Melbourne FTE | |
| VPS | AH | DDSO | DHHS | DET |
| VPS 3 | AH 2.1 | DDSO 2  DDSO 2A | APS 4 | 5.9 | 5.8 | 0 |
|  | AH 2.2  AH 2.3 | DDSO 3  DDSO 3A | APS 5 | 6.1 | 12.6 | 1.0 |
| VPS 4  VPS 5 | AH 3  AH 4 | DDSO 4 | APS 6 Planner | 4.7 | 5.6 | 1.3 |
| APS 6 Team Leader | 1.4 |
| VPS 6.1 |  | DDSO 5 | EL1 | 0 | 1.0 | 0 |
|  |  |  | **Total:** | **18.1** | **25.0** | **2.3** |

Table 8: Victorian Government (DHHS and DET) staff in scope at level for Goulburn

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Vic Gov Classifications | | | APS Level | Shepparton FTE (NDIA) | Goulburn FTE | |
| VPS | AH | DDSO | DHHS | DET |
| VPS 3 | AH 2.1 | DDSO 2  DDSO 2A | APS 4 | 3.8 | 1.8 | 0 |
|  | AH 2.2  AH 2.3 | DDSO 3  DDSO 3A | APS 5 | 3.7 | 4.6 | 0 |
| VPS 4  VPS 5 | AH 3  AH 4 | DDSO 4 | APS 6 Planner | 2.6 | 4.0 | 0.8 |
| APS 6 Team Leader | 0.9 |
|  |  |  | **Total:** | **11.0** | **10.4** | **0.8** |

## Implementation of Change

The timetable for First Offer Recruitment and the implementation of transition to the NDIA will occur according to **Table 9**.

**Table 9: Implementation of Change**

| DHHS Area | Recruitment First Offer Portal opening date | Anticipated offer date | Anticipated commencement date | NDIS participant transition date |
| --- | --- | --- | --- | --- |
| Ovens Murray | 20 March 2017 | May 2017 | July 2017 | From 1 Oct 2017 |
| Inner Eastern Melbourne | 20 March 2017 | May 2017 | May 2017 | From 1 Nov 2017 |
| Outer Eastern Melbourne | 20 March 2017 | May 2017 | May 2017 | From 1 Nov 2017 |
| Goulburn | 20 March 2017 | May 2017 | October 2018 | From 1 Jan 2019 |

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