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| NDIA Statewide Change Proposal |
| South Division Addendum |

## Contents

[South Division 1](#_Toc472340799)

[Staff 1](#_Toc472340800)

[Implementation of Change 5](#_Toc472340801)

# South Division

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

* Inner Gippsland
* Bayside Peninsula
* South Melbourne
* Outer Gippsland

## 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 |
| --- | --- | --- |
| Inner Gippsland | Disability Intake (COSI) Disability Individual Support Administration (COSI)Planning Response  | Case Management Outreach  |
| Bayside Peninsula | Response & Facilitation  | Case Management Outreach  |
| South Melbourne | Disability Intake (COSI) Disability Individual Support Administration (COSI)Disability Support Register (COSI) Response & Facilitation  | Case Management Outreach  |
| Outer Gippsland | Disability Individual Support Administration (COSI) | Case ManagementOutreach  |

**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) |
| Inner Gippsland | DCS – 28.25COSI – 8Total – 36.25 | 29 (25.05)8 (6.6)Total 37 (31.65) | 15.7 | Morwell\* (15.7) |
| Bayside Peninsula | DCS – 31.9COSI – 7.4Total – 39.3 | DCS – 35 (32.27)COSI – 9 (5.85)Total - 44 (38.12) | 52.5 | Cheltenham\* (33.3)Frankston\* (19.2) |
| South Melbourne | DCS – 16.83COSI Metro – 22.9Total – 39.7 | 13 (11.7)19 (18)Total 32 (29.7) | 60.5 | Dandenong\* (27.4)Narre Warren\* (33.1) |
| Outer Gippsland | DCS – 9.6COSI – 0.6Total – 10.2 | 10 (8.7)1 (1.0)Total 11 (9.7) | 9.8 | Bairnsdale\* (9.8) |

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

**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? |
| --- | --- | --- | --- | --- | --- |
| Inner Gippsland | COSI | VPS 5 | Team Leader | 1.0 | No |
| VPS 3 | Support Coordinator | 1.4 | No |
| VPS 4 | Senior Coordinator | 1.0 | No |
| AH2.1 | Intake Worker | 0.4 | No |
| AH 2.2/2.3 | Intake Worker | 1.0 | No |
| AH 2.2/2.3 | Advanced Intake Worker | 1.0 | No |
| AH 2.2/2.3 | Advanced Coordinator | 0.8 | No |
| DisabilityClientServices | AH 2.1 | Case Manager | 1.0 | Yes, pending government decision |
| DDSO 3AAH 2.2/2.3 | Advanced Case Manager | 9.0 | Yes, pending government decision |
| DDSO 3A | Advanced Case Manager/Planner | 2.8 | No |
| AH 3 | Senior Case Manager | 2.0 | Yes, pending government decision |
| AH 3 | Senior Case Manager/Planner | 1.0 | No |
| DDSO 2A | Outreach Worker  | 6.3 | Yes, pending government decision |
| DDSO 4 | Advanced Outreach Worker | 0.9 | Yes, pending government decision |
| VPS 5 | Team Leader | 2.0 | Yes, pending government decision |
| Bayside Peninsula | DisabilityClientServices | VPS 6 | Manager | 1.0 | Yes, pending government decision |
| VPS 5 | Team Leader | 3.0 | Yes, pending government decision |
| AH 2.1 | Case Manager | 1.0 | Yes, pending government decision |
| AH 2.2/2.3 | Advanced Case Manager | 18.9 | Yes, pending government decision |
| DDSO 4AH 3 | Senior Case Manager  | 7.3 | Yes, pending government decision |
| DDSO 2A | Outreach Worker | 1.0 | Yes, pending government decision |
| COSI | AH2.2/2.3 | Advanced Coordinator | 1.4 | No |
| AH 3 | Senior Intake Worker | 1.0 | No |
| AH 2.2/2.3 | Intake Worker | 3.5 | No |
| Southern Melbourne | COSI | VPS 6 | Manager | 2.0 | No |
| VPS 5 | Team Leader | 1.0 | No |
| VPS 3 | Support Coordinator | 1.0 | No |
| VPS 4 | Support Coordinator | 6.6 | No |
| VPS 5 | Senior Support Coordinator | 0.6 | No |
| DDSO 2A | Coordinator | 1.0 | No |
| DDSO 4AH 3 | Senior Coordinator | 1.8 | No |
| AH 2.2/2.3 | Advanced Coordinator | 4.0 | No |
| DisabilityClientServices | VPS 5 | Team Leader | 1.0 | Yes, pending government decision |
| AH 2.2/2.3 | Advanced Case Manager | 5.7 | Yes, pending government decision |
| DDSO 4AH 3 | Senior Case Manager | 5.0 | Yes, pending government decision |
| Outer Gippsland | COSI | VPS 3 | Support Coordinator | 1.0 | No |
| DisabilityClientServices | VPS 5 | Team Leader | 1.0 | Yes, pending government decision |
| AH2.1 | Case Manager | 2.0 | Yes, pending government decision |
| DDSO 3AAH2.2/2.3 | Advanced Case Manager | 1.8 | Yes, pending government decision |
| AH 3 | Senior Case Manager | 1.0 | Yes, pending government decision |
| DDSO 2A | Outreach Worker | 2.0  | Yes, pending government decision |
| DDSO 4 | Senior Outreach Worker | 0.9 | 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 | Office Location\* | Role |  | Total FTE |
| --- | --- | --- | --- | --- |
| APS4 Planner | APS5 Planner | APS6 Planner | APS6 Planner Team Leader | EL1 Assistant Director Service Delivery | EL2 Planner Director\*\* |
| Inner Gippsland | Morwell\* | 5.0 | 5.3 | 4.1 | 1.3 | 0 | 0 | 15.7 |
| Bayside Peninsula | Cheltenham\* | 10.8 | 11.3 | 8.4 | 1.8 | 1.0 | 0 | 33.3 |
| Frankston\* | 6.4 | 6.7 | 5.0 | 1.1 | 0 | 0 | 19.2 |
| South Melbourne | Dandenong\* | 8.4 | 8.9 | 6.7 | 1.4 | 1.0 | 1.0 | 27.4 |
| Narre Warren\* | 11.0 | 11.2 | 8.1 | 1.8 | 1.0 | 0 | 33.1 |
| Outer Gippsland | Bairnsdale\* | 3.2 | 3.3 | 2.5 | 0.8 | 0 | 0 | 9.8 |

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

\*\*EL2 Director for Vic East is likely to be based in Dandenong.

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

| Vic Gov Classifications | APS Level | Morwell FTE (NDIA) | Inner Gippsland FTE |
| --- | --- | --- | --- |
| VPS | AH | DDSO | DHHS | DET |
| VPS 3 | AH 2.1 | DDSO 2DDSO 2A | APS 4 | 5.0 | 10.1 | 0 |
|  | AH 2.2AH 2.3 | DDSO 3DDSO 3A | APS 5 | 5.3 | 13.6 | 1.0 |
| VPS 4VPS 5 | AH 3AH 4 | DDSO 4 | APS 6 Planner | 4.1 | 7.9 | 1.6 |
| APS 6 Team Leader | 1.3 |
|  |  |  | **Total:**  | **15.7** | **31.6** | **2.6** |

Table 6: Victorian Government (DHHS and DET) staff in scope at level for Bayside Peninsula

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vic Gov Classifications | APS Level | Cheltenham FTE (NDIA) | Frankston FTE (NDIA) | Bayside Peninsula FTE |
| VPS | AH | DDSO | DHHS | DET |
| VPS 3 | AH 2.1 | DDSO 2DDSO 2A | APS 4 | 10.8 | 6.4 | 2.0 | 0 |
|  | AH 2.2AH 2.3 | DDSO 3DDSO 3A | APS 5 | 11.3 | 6.7 | 23.8 | 0 |
| VPS 4VPS 5 | AH 3AH 4 | DDSO 4 | APS 6 Planner | 8.4 | 5.0 | 11.3 | 0 |
| APS 6 Team Leader | 1.8 | 1.1 |
| VPS 6.1 |  | DDSO 5 | EL1 | 1.0 | 0 | 0 | 0 |
| VPS 6.1 (max)VPS 6.2 |  |  | EL2\*\* | 0 | 0 | 1.0 | 0 |
|  |  |  | **Total:**  | **33.3** | **19.2** | **38.1** | **0** |

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

| Vic Gov Classifications | APS Level | Dandenong FTE (NDIA) | Narre Warren FTE (NDIA) | South Melbourne FTE |
| --- | --- | --- | --- | --- |
| VPS | AH | DDSO | DHHS | DET |
| VPS 3 | AH 2.1 | DDSO 2DDSO 2A | APS 4 | 8.4 | 11.0 | 2.0 | 0 |
|  | AH 2.2AH 2.3 | DDSO 3DDSO 3A | APS 5 | 8.9 | 11.2 | 9.7 | 4.0 |
| VPS 4VPS 5 | AH 3AH 4 | DDSO 4 | APS 6 Planner | 6.7 | 8.1 | 16.0 | 2.0 |
| APS 6 Team Leader | 1.4 | 1.8 |
| VPS 6.1 |  | DDSO 5 | EL1 | 1.0 | 1.0 | 1.0 | 1.0 |
| VPS 6.1 (max)VPS 6.2 |  |  | EL2\*\* | 1.0 | 0 | 1.0 | 1.0 |
|  |  |  | **Total:**  | **27.4** | **33.1** | **29.7** | **8.0** |

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Vic Gov Classifications | APS Level | Bairnsdale FTE (NDIA) | Outer Gippsland FTE |
| VPS | AH | DDSO | DHHS | DET |
| VPS 3 | AH 2.1 | DDSO 2DDSO 2A | APS 4 | 3.2 | 5.0 | 0 |
|  | AH 2.2AH 2.3 | DDSO 3DDSO 3A | APS 5 | 3.3 | 1.8 | 0 |
| VPS 4VPS 5 | AH 3AH 4 | DDSO 4 | APS 6 Planner | 2.5 | 2.9 | 0 |
| APS 6 Team Leader | 0.8 |
| VPS 6.1 |  | DDSO 5 | EL1 | 0 | 0 | 0 |
| VPS 6.1 (max)VPS 6.2 |  |  | EL2\*\* | 0 | 0 | 0 |
|  |  |  | **Total:**  | **9.8** | **9.7** | **0** |

## 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 |
| --- | --- | --- | --- | --- |
| Inner Gippsland | 20 March 2017 | May 2017 | April 2017 | From 1 Oct 2017 |
| Bayside Peninsula | 20 March 2017 | May 2017 | October 2017 | From 1 Apr 2018 |
| South Melbourne | 20 March 2017 | May 2017 | March 2018 | From 1 Sep 2018 |
| Outer Gippsland | 20 March 2017 | May 2017 | July 2018 | From 1 Jan 2019 |

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