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| NDIA Statewide Change Proposal |
| West Division Addendum |

## Contents

[West Division 1](#_Toc472341044)

[Staff 1](#_Toc472341045)

[Implementation of Change 4](#_Toc472341046)

# West Division

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

* Central Highlands (Ararat office only)
* Wimmera South West – noting that staff in Stawell office may apply for the Ararat office (Central Highlands) as their first preference
* Western Melbourne
* Brimbank Melton

## 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 (including those subject to the Government’s decision regarding the organisations best placed to deliver disability services) |
| --- | --- | --- |
| Central Highlands (Ararat only) | Facilitation (Ararat) | Case Management (Ararat)  Outreach (Ararat) |
| Wimmera South West | Disability Intake (COSI) | Case Management  Outreach |
| Western Melbourne | Disability Individual Support Administration (COSI)  Disability Intake (COSI)  Disability Support Register (COSI) | Case Management  Outreach  Disability Justice Case Management (standalone team) |
| Brimbank Melton |  | 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) |
| Central Highlands (Ararat only) | 5.6 | 6 (5.6) | 3.0 | Ararat\* (3.0) |
| Wimmera South West | 25.2 | 24 (20.0) | 11.7 | Horsham\* (4.8)  Warrnambool\* (6.9) |
| Western Melbourne\*\* | DCS & Disability Justice – 32.20  COSI Metro – 16.60  Total - 48.8 | 30 (29.3)  12 (12)  Total - 42 (41.3) | 58.1 | Footscray\* (33.6)  Moonee Ponds\* (13.3)  Werribee\* (11.5) |
| Brimbank Melton\*\* | 10.8 | 8 (8.0) | 11.9 | Melton\* (11.9) |

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

\*\*Staff in Western Melbourne Area and Brimbank Melton Area are eligible to apply for any of the Footscray, Moonee Ponds, Werribee or Melton offices as their first preference.

**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? |
| --- | --- | --- | --- | --- | --- |
| Ararat | Disability  Client  Services | DDSO 3A  AH 2.3 | Advanced Case Manager | 2.0 | Yes, pending Government decision |
| AH 2.2/ 2.3 | Facilitator | 1.0 | No |
| DDSO 2/ 2A  AH 2.1 | Outreach Worker | 1.6 | Yes, pending Government decision |
| DDSO 4 | Senior Case Manager | 1.0 | Yes, pending Government decision |
| Wimmera South West | COSI | DDSO 3A | Advanced Intake Worker | 1.0 | No |
| DDSO 2A | Intake Worker | 1.0 | No |
| Disability  Client  Services | AH 2.2/2.3  DDSO 3A | Advanced Case Manager | 5.7 | Yes, pending Government decision |
| DDSO 3A | Advanced Outreach Worker | 0.5 | Yes, pending Government decision |
| AH 2.1  DDSO 2  DDSO 2A | Case Manager | 6.3 | Yes, pending Government decision |
| AH 2.1  DDSO 2/ 2A | Outreach Worker | 3.0 | Yes, pending Government decision |
| DDSO 4 | Senior Outreach Worker | 0.5 | Yes, pending Government decision |
| DDSO 5  VPS 5 | Team Leader | 2.0 | Yes, pending Government decision |
| Western Melbourne | COSI | DDSO 3A | Advanced Intake Worker | 2.0 | No |
| AH 2.2/ 2.3  DDSO 3A | Advanced Coordinator | 3.0 | No |
| DDSO 4 | Senior Coordinator | 1.0 | No |
| VPS 5 | Senior Support Coordinator | 2.0 | No |
| DDSO 4 | Strategic Liaison Coordinator | 1.0 | No |
| VPS 5 | Team Leader | 3.0 | No |
| Disability  Client  Services | AH 2.2/ 2.3  DDSO 3A | Advanced Case Manager | 5.0 | Yes, pending Government decision |
| AH 2.2/ 2.3  DDSO 3A | Advanced Response Worker | 3.0 | Yes, pending Government decision |
| AH 2.1 | Case Manager | 2.0 | Yes, pending Government decision |
| DDSO 2/ 2A | Outreach Worker | 2.4 | Yes, pending Government decision |
| VPS 6 | Manager | 1.0 | Yes, pending Government decision |
| AH 3 | Senior Response Worker | 1.0 | Yes, pending Government decision |
| AH 3  DDSO 4  VPS 5 | Team Leader | 3.9 | Yes, pending Government decision |
| Disability  Justice (standalone team) | AH 2.2/ 2.3  DDSO 3A | Advanced Case Manager | 7.0 | Yes |
| AH 2.1 | Advanced Case Manager | 1.0 | Yes |
| AH 3  VPS 5 | Team Leader | 3.0 | Yes |
| Brimbank Melton | Disability  Client  Services | AH 2.2/ 2.3  DDSO 3A | Advanced Case Manager | 4.0 | Yes, pending Government decision |
| AH 2.1 | Case Manager | 1.0 | Yes, pending Government decision |
| AH 3 | Senior Case Manager | 1.0 | Yes, pending Government decision |
| DDSO 4  VPS 5 | Team Leader | 2.0 | 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 |
| Central Highlands | Ararat\* | 1.0 | 2.0 | 0 | 0 | 0 | 3.0 |
| Wimmera South West | Horsham\* | 1.9 | 1.0 | 1.4 | 0.5 | 0 | 4.8 |
| Warrnambool\* | 2.4 | 2.3 | 1.6 | 0.6 | 0 | 6.9 |
| Western Melbourne | Footscray\* | 11.4 | 11.4 | 8.0 | 1.8 | 1.0 | 33.6 |
| Moonee Ponds\* | 4.4 | 4.5 | 3.4 | 1.0 | 0 | 13.3 |
| Werribee\* | 4.0 | 3.9 | 2.6 | 1.0 | 0 | 11.5 |
| Brimbank Melton | Melton\* | 4.2 | 4.0 | 2.7 | 1.0 | 0 | 11.9 |

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

Table 5: Victorian Government (DHHS and DET) staff in scope at level for Central Highlands (Ararat)

| Vic Gov Classifications | | | APS Level | Ararat FTE (NDIA) | Stawell FTE (DHHS)\* | Ararat FTE | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| VPS | AH | DDSO | DHHS | DET |
| VPS 3 | AH 2.1 | DDSO 2  DDSO 2A | APS 4 | 1.0 | 4.2 | 1.6 | 0 |
|  | AH 2.2  AH 2.3 | DDSO 3  DDSO 3A | APS 5 | 2.0 | 1.0 | 3.0 | 0 |
| VPS 4  VPS 5 | AH 3  AH 4 | DDSO 4 | APS 6 Planner | 0 | 0.5 | 1.0 | 0 |
| APS 6 Team Leader | 0 |
| VPS 6.1 |  | DDSO 5 | EL1 | 0 | 1.0 | 0 | 0 |
|  |  |  | **Total:** | **3.0** | **6.7** | **5.6** | **0** |

\*Staff in Stawell are eligible to apply for roles in the Ararat office (Central Highlands Area) as well in the Horsham office (Wimmera South West Area) as their first preference.

Table 6: Victorian Government (DHHS and DET) staff in scope at level for Wimmera South West

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vic Gov Classifications | | | APS Level | | Horsham FTE (NDIA) | Warnam-bool FTE (NDIA) | Wimmera South West FTE | | | |
| VPS | AH | DDSO | Horsham | Warnam-bool | Stawell\* | DET |
| VPS 3 | AH 2.1 | DDSO 2  DDSO 2A | APS 4 | | 1.9 | 2.4 | 0.5 | 5.6 | 4.2 | 0 |
|  | AH 2.2  AH 2.3 | DDSO 3  DDSO 3A | APS 5 | | 1.0 | 2.3 | 3.2 | 3.0 | 1.0 | 0.7 |
| VPS 4  VPS 5 | AH 3  AH 4 | DDSO 4 | APS 6 Planner | | 1.4 | 1.6 | 0 | 1.0 | 0.5 | 0 |
| APS 6 Team Leader | | 0.5 | 0.6 |
| VPS 6.1 |  | DDSO 5 | EL1 | | 0 | 0 | 0 | 0 | 1.0 | 0 |
|  |  |  | | **Total:** | **4.8** | **6.9** | **3.7** | **9.6** | **6.7** | **0.7** |

\*Staff in Stawell are eligible to apply for roles in the Ararat office (Central Highlands Area) as well in the Horsham office (Wimmera South West Area) as their first preference.

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

| Vic Gov Classifications | | | APS Level | Footscray FTE (NDIA) | Moonee Ponds FTE (NDIA) | Werribee FTE (NDIA) | Western Melbourne FTE | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| VPS | AH | DDSO | DHHS | DET |
| VPS 3 | AH 2.1 | DDSO 2  DDSO 2A | APS 4 | 11.4 | 4.4 | 4.0 | 5.4 | 0.8 |
|  | AH 2.2  AH 2.3 | DDSO 3  DDSO 3A | APS 5 | 11.4 | 4.5 | 3.9 | 20.0 | 2.1 |
| VPS 4  VPS 5 | AH 3  AH 4 | DDSO 4 | APS 6 Planner | 8.0 | 3.4 | 2.6 | 14.9 | 1.6 |
| APS 6 Team Leader | 1.8 | 1.0 | 1.0 |
| VPS 6.1 |  | DDSO 5 | EL1 | 1.0 | 0 | 0 | 1.0 | 0 |
|  |  |  | **Total:** | **33.6** | **13.3** | **11.5** | **41.3** | **4.5** |

\*\*Staff in Western Melbourne Area and Brimbank Melton Area are eligible to apply for any of the Footscray, Moonee Ponds, Werribee or Melton offices as their first preference.

Table 8: Victorian Government (DHHS and DET) staff in scope at level for Brimbank Melton\*\*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Vic Gov Classifications | | | APS Level | Melton FTE (NDIA) | Brimbank Melton FTE | |
| VPS | AH | DDSO | DHHS | DET |
| VPS 3 | AH 2.1 | DDSO 2  DDSO 2A | APS 4 | 4.2 | 1.0 | 0 |
|  | AH 2.2  AH 2.3 | DDSO 3  DDSO 3A | APS 5 | 4.0 | 4.0 | 0 |
| VPS 4  VPS 5 | AH 3  AH 4 | DDSO 4 | APS 6 Planner | 2.7 | 3.0 | 0 |
| APS 6 Team Leader | 1.0 |
|  |  |  | **Total:** | **11.9** | **8.0** | **0** |

\*\*Staff in Western Melbourne Area and Brimbank Melton Area are eligible to apply for any of the Footscray, Moonee Ponds, Werribee or Melton offices as their first preference.

## 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 |
| --- | --- | --- | --- | --- |
| Central Highlands (Ararat only) | 20 March 2017 | May 2017 | April 2017 | Already transitioned |
| Wimmera South West | 20 March 2017 | May 2017 | July 2017 | From 1 Oct 2017 |
| Western Melbourne | 20 March 2017 | May 2017 | July 2018 | From 1 Oct 2018 |
| Brimbank Melton | 20 March 2017 | May 2017 | July 2018 | From 1 Oct 2018 |

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