

DHHS STAFF NEWSLETTER

Transfer of Disability Services to Life Without Barriers



4 February 2019

Hi everyone,

In this edition of the Life Without Barriers (LWB) bulletin we have quite a few exciting updates we want to share with you about work that has been happening to prepare for the transfer of services;

- Day 1 Inductions have finished and day 2 are well underway, our first induction was held on the 14th of January and it was fantastic to spend time with transferring staff. The induction program that has just commenced is for those staff members from parcels 2 and 4. Find further information on the inductions below.
- FAQ's have been updated with your questions and can be found at lwbvictoria.org.au. In addition, any questions that are being raised by staff at the induction sessions will be collated, responded to and published via lwbvictoria.org.au
- The Residential Services Practice Manual will be updated and available before transfer in addition to the introduction of a 'Need to Know Pack', which will be provided to each group home. The Need to Know Pack will contain relevant information to support you with the transition across to LWB, and will include information about our processes, systems, structures and who to go to for what.

For more information about transferring to LWB contact us on 1800 955 229, asklwbvic@lwb.org.au, or visit lwbvictoria.org.au where you can subscribe for updates through our website.



Troy Davis

Life Without Barriers

HR Staff Transfer Manager, Victoria

**WE
LIFE WITHOUT BARRIERS
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Common Questions

We have answered your questions from the first day of induction, these will be available on our website shortly. Some common questions and answers are below.

Q. Will I retain my DHHS email address?

A. During the secondment period you will be provided with an LWB email address whilst retaining your DHHS email address. We will use your LWB email address as one key way to provide you with written information and keep you informed.

The DHHS email accounts for House Supervisors and Operations Managers will remain active for 12 months so the out-of-office agent can run. After 12 months, they will be off boarded and the mail file will be backed up and then deleted (standard process). All other employees (including DSSO's) will be off boarded and the mail files will be backed up and then deleted (standard process).

Q. Will my job title change after the secondment period?

A. Where job titles are linked to the Disability Services Enterprise Agreement (DSEA) 2018 - 2022, or its successor, they will remain unchanged.

Q. Will I keep my leave balances through secondment and when I am directly employed by LWB?

A. Yes, your leave balances will transfer with you.



Staff Inductions

In the previous Staff Bulletin, we announced that LWB will be inducting all transferring DHHS staff prior to the transfer. Inductions have now begun and we have been receiving great feedback. If you haven't been inducted yet don't worry, there are multiple induction sessions delivered across Parcel 2 and Parcel 4 in January and February 2019, while more induction sessions will be held across Parcel 13 in March and April 2019.

We will be running some further sessions for staff members in parcels 2 and 4 to ensure that all staff have the opportunity to attend. Communication in relation to additional sessions will be circulated shortly.

A further induction schedule will be released shortly in relation to parcel 13. Please note that the divisional DHHS Transfer Managers are coordinating induction registrations, therefore if you have any questions, please refer to your line manager to communicate with the divisional Transfer Manager.

What topics staff inductions will cover

The content of the days and who should attend is outlined below:

DAY 1

Getting Started at LWB: Part 1

Thank you for those who have already attended day 1.

We look forward to meeting more people at the upcoming sessions, see our previous bulletin to know what to expect.

DAY 2 from the 23rd

Getting Started at LWB: Part 2

Time: 10am-3pm

Attending: All DHHS employees to be transferred to LWB

Overview:

- Important LWB policies and practices you will need to know
- NDIS and how it impacts your work
- Safeguarding and incident management in LWB
- Working at LWB – keeping you safe, plus rostering and time sheeting practices
- Support and resources available to you

DAY 3

Managing at LWB

Time: 9am-4pm

Attending: House Supervisors and Operations Managers

Overview:

- Managing teams and individuals in LWB: rostering, leave, performance, learning and development
- Working in an NDIS environment – your role as manager
- Managing critical practices such as incident reporting and CIMS

What will you receive at inductions?

You will have received a LWB 'Welcome Pack' on the first day of your induction which will contain a range of materials about joining about Life Without Barriers.

When will you receive the Need To Know Folders?

The 'Need to Know' folder, which will include further information on navigating LWB, details on processes, important contacts, and general supports available to assist with Day 1 of your secondment. These will be available in the houses prior to April 2019.



Matthew Barker
Life Without Barriers
Learning and Development

How to contact us

For more information on joining Life Without Barriers, you can visit our website and subscribe to receive regular updates, email our team, or call us.



VISIT THE WEBSITE
www.lwbvictoria.org.au



CALL
1800 955 229
Monday - Friday 9am - 5pm



EMAIL
asklwbvic@lwb.org.au



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