

# DHHS STAFF NEWSLETTER

## Transfer of Disability Services to Life Without Barriers



27 March 2019

Hi everyone,

We are now in our final week before the transfer takes place on the last weekend of March. As we continue to make the final preparations, there are a number of things happening for transferring staff.

During March a 'soft transfer' of the transferring Operations Managers for North Eastern Melbourne and South and South Eastern Melbourne was completed in order to:

- Settle Operations Managers into their new office environment;
- Build relationships with their new supervisors, leadership team and business partners;
- Supporting them with the change and equip them for readiness

There were lots of activities that were included in the soft transfer including; talking about leadership and communication expectations, reviewing documentation including the revised Residential Services Practice Manual and the Need to Know Pack, understanding client funds management and how to approach people management and finances at Life Without Barriers.

Over two days there was a lot of energy and enthusiasm with some discussion and introduction to the new leadership team members including Helen Douglas, Director, Transferring Services, Van Ta Placidi, Regional Manager (South East), Narelle Demeris, Regional Manager (North East) and Liz Ely, Regional Manager (East).

I look forward to working with you soon.



**Troy Davis**

Life Without Barriers

HR Staff Transfer Manager, Victoria

# Common Questions

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

**Q. Will I be able to work as a casual at multiple providers?**

**A.** DHHS has developed a number of processes to support casual employees to maintain access to the casual shifts with their allocated provider. Casuals are encouraged to contact their staff replacement / casual coordinator to discuss their situation and identify houses allocated to their new provider.

As a casual employee, you have been assigned to a particular provider based on work patterns between January and June 2018 (six month period).

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**Q. Do we still have night-shift supervisors under LWB?**

**A.** At the time of the transfer, current arrangements regarding night-shift supervision will continue to apply.

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**Q. House Supervisors usually approve timesheet exceptions. Will this be the same or will the Rostering Hub do this?**

**A.** Workforce Connect (previously the roster hub) will review timesheet exceptions on a daily basis. The resolution of exceptions will occur in conjunction with House Supervisors.

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# Life Without Barriers Uniform

It is not compulsory to wear a Life Without Barriers uniform however, for the people who would like to, Life Without Barriers has polo shirts you can order.

Life Without Barriers branded shirts are available in a range of colours and sizes. In ladies, they are available from sizes 8 to 22 and in mens sizes S - XXXXXL.

There are four colours to choose from – Fuchsia (Pink), Cyan (Blue), Green & Black (size varies per colour) and the unit price \$18.28 excluding GST per shirt. Freight is \$25 excluding GST per order (not per shirt) so it is a good idea to order a few with your colleagues if you want to.

You can order them through our online portal once you have received your Life Without Barriers email address as you will be required to create an account using these details:

1. Please go to <https://finsbury.sourceithq.com>
2. Click the "SIGN UP FOR A NEW ACCOUNT" link at the bottom of the page.
3. An email with login instructions will be sent to you.
4. Select 'Catalogue' from the menu bar.
5. Click 'Browse Catalogue' from the drop down and choose your colour and size.



## 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](http://www.lwbvictoria.org.au)



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



**EMAIL**  
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