West Moreton Hospital and Health Service BAC STAFF COMMUNIQUE 1

Barrett Adolescent Centre

Welcome to our first Barrett Adolescent Centre Staff Communiqué. I hope this communiqué helps keep you informed about what is happening and how it will impact on yourselves as staff at the BAC.

Barrett Adolescent Centre Building

To provide certainty to both our current consumers and our staff, we continue to work toward the end of January 2014 to cease services from the Barrett Adolescent Centre (BAC) building. This is a flexible date that will be responsive to the needs of our consumer group and as previously stated, will depend on the availability of ongoing care options for each and every young person currently at BAC. The closure of the building is not the end of services for young people. WMHHS will ensure that all young people have alternative options in place before the closure of the BAC building.

Clinical Care Transition Panels

Clinical Care Transition Panels have been planned for each individual young person at BAC, to review individual care needs and support transition to alternative service options when they are available. The Panels will be chaired by Dr Anne Brennan, and will consist of a core group of BAC clinicians and a BAC school representative. Other key stakeholders (HHS's, government departments and NGOs) will be invited to join the Panel as is appropriate to the particular needs of the individual consumer case that is being discussed at the time.

Admissions to BAC

WMHHS is committed to safe and smooth transitions of care for each young person currently attending BAC. These transitions will occur in a manner and time frame that is specifically tailored to the clinical care needs of each individual young person. In order to meet this goal, there will be no more admissions to BAC services from this date forward. For adolescents currently on the waiting list, we will work closely with their referring service to identify their options for care.

Statewide Adolescent Extended Treatment and Rehabilitation Implementation Strategy

The statewide project for the Adolescent Extended Treatment and Rehabilitation (SW AETR) Implementation Strategy has commenced under the governance of Children's Health Queensland, and the Steering Committee has met three times since 26 August 2013. As part of the statewide project, two Working Groups have been defined to deliver on various aspects of this initiative. Working Group one is the SW AETR Service Options Implementation Working Group, which will build on the work surrounding service models completed by the Expert Clinical Reference Group earlier this year. Working Group two will focus on the financial and staffing requirements of any future service options that are developed.

SW ATER Service Options Implementation Working Group

The SW AETR Service Options Implementation Working Group met for the first time on 1 October 2013 for a half-day Forum. This Forum was attended by a range of multi-disciplinary clinicians and service leaders from Child and Youth Mental Health Services (CYMHS) across Queensland, a BAC staff member (Vanessa Clayworth), a carer representative, and non government organisation (NGO) representation. Feedback suggests that the Forum was a very successful and productive day. A second Forum will be held within the next month to further progress the work on service models. Families and carers have also been invited to provide written submissions on the development of the new service options moving forward for the consideration of this working group.

Date: Thursday, 3 October 2013



Acting Nurse Unit Manager (NUM)

Mr Alex Bryce will be commencing as the Acting NUM at BAC from Monday 14 October 2013. Alex is a senior nurse with extensive experience in nursing management. This will allow Vanessa Clayworth to move into the Acting CNC role, and directly support the clinical needs of the young people at BAC and the progress of the Clinical Care Transition Panels.

HR

Discussions have commenced with HR regarding processes, options and issues for yourselves. HR and Senior clinical staff will soon commence work with each of you individually to identify your individual employment options.

Support available

The Employee Assistance Service (EAS) is available for you to access at any time. This service is completely confidential and self referral. For more information on EAS please visit: http://qheps.health.qld.gov.au/eap/html/WestMortHSD.htm. Please also be reminded that your line managers are available to discuss any concerns or queries you may have.

Communication to Families and Carers

Fast Facts 8 will soon be going out to all BAC families, carers and staff to ensure they receive the most update information on what is happening with BAC.

Communication with Department of Education, Training and Employment (DETE)

WMHHS continues to liaise directly with DETE on a regular basis, keeping them up-to-date with changes and plans regarding BAC. DETE is committed to responding to the educational needs of each young person at BAC, and will work with us on the Clinical Care Transition Panels.

Kind regards Sharon Kelly Executive Director Mental Health & Specialised Services West Moreton Hospital and Health Service

Public Service Commission

DIRECTIVE No. 06/13

Supersedes:06/12

Commission Chief Executive Directive: Employees requiring placement

1. Purpose:

To establish a framework for the management of employees who require placement as a result of workplace change, in a manner that supports government workforce management priorities.

2. Effective date: 1 July 2013

3. Legislative provisions:

Sections 25, 42, 46, 53, 55, 133, 134, 138 and 178 of the Public Service Act 2008 (PSA).

4. Application:

This directive applies to all chief executives and tenured public service employees as defined under the PSA.

In accordance with section 55 of the PSA, for the purposes of this directive, sections 133 and 134 of the PSA are applied to tenured general employees as though they were public service officers.

5. Previous references

Directives 12/09, 4/99, 4/02, 31/99, 3/99, 4/98, 20/97

Deployment and redeployment provisions PSM Standard No. 9

6. Related information:

Directive relating to early retirement, redundancy and retrenchment

Directive:

7. Principles

- 7.1. A flexible and mobile public service workforce enables departments to respond to government priorities and changing service delivery requirements.
- 7.2. Chief executives are responsible for managing their departmental workforce to deliver government priorities.
- 7.3. Following workplace change, departments and employees are responsible for working co-operatively to give effect to new arrangements.
- 7.4. Where workplace change impacts on an employee's substantive role, placement of the employee into an alternative role is the joint responsibility of the department and the employee.

8. Procedures for employees requiring placement

- 8.1. In the first instance, the department and the employee must proactively consider options to facilitate the immediate placement of the employee into a suitable alternative permanent role.
- 8.2. Where an employee is unable to be placed into an alternative permanent role following workplace



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change, the department must advise the employee in writing that the employee has been designated as an employee requiring placement **and** provide the employee with two calendar weeks to decide between two courses of action:

- (a) accept a voluntary redundancy (in accordance with the directive relating to early retirement, redundancy and retrenchment); or
- (b) pursue transfer (and/or re-deployment) opportunities.
- 8.3. Where an employee declines a voluntary redundancy under clause 8.2(a), no further voluntary redundancies will be offered.
- 8.4. Where the employee does not advise of their decision, in writing, within the two week period, the employee will be considered to have elected to pursue transfer (and/or re-deployment) opportunities.

9. Registration process

- 9.1. Departments must establish and maintain a register of employees who require placement and who have elected to pursue transfer (and/or re-deployment) opportunities.
 - (a) Employees requiring placement must advise whether they wish to be considered for placement in roles at level only and/or also for placements at levels below their current substantive classification level ('re-deployment'). Where an employee elects to be considered for re-deployment they must specify the lowest classification level to which they consent to being re-deployed.
- 9.2. A case manager must be assigned to an employee requiring placement to facilitate the placement process. The registration process must be jointly undertaken by the employee requiring placement and their case manager, as soon as practical after the employee declined the voluntary redundancy under clause 8.2.
- 9.3. When registering an employee must:
 - (a) nominate three role categories in which they have the most skill and experience;
 - (b) attach a copy of their current resume and a referee statement from a current or recent supervisor (along with the name and contact details of a second referee).
- 9.4. The referee statement must include information about the employee's work performance and conduct. Employees requiring placement must be provided with a copy of the referee statement and given an opportunity to respond to any adverse comments. The department must consider any response and determine whether a revised referee statement should be obtained. The referee checking provisions contained in the directive relating to recruitment and selection apply.
- 9.5. A declaration of satisfactory conduct and performance must be made by the department as part of the registration process.
 - (a) Where a referee statement for an employee requiring placement contains adverse information, the employee is not eligible for cross department placement under clause 11 (but may be placed into roles within their department).

10. Actions to support placement

- 10.1. Departments and employees requiring placement must work co-operatively to secure new placements.
 - (a) Employees must actively look for placements including applying for suitable advertised vacancies within and external to their department.
 - (b) Departments must consider employees requiring placement for temporary and permanent vacancies before proceeding to fill a vacancy by other means.
 - (c) Departments must provide employees requiring placement with meaningful duties whilst placement opportunities are being pursued.
 - (d) Departments should discuss opportunities for transfer (and/or redeployment) to all roles where the employee's skills and any necessary accreditations would require only reasonable re-training for them to be suitable.

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11. Service wide placement process

- 11.1. To support employment security and permanent placement of employees, the Commission Chief Executive (CCE) may direct the referral of classes of vacancies for service wide placement.
- 11.2. Vacancies referred under clause 11.1 will be distributed to all departments for identification of possible matches with their employees requiring placement prior to filing by any other means.
- 11.3. Where a department identifies a possible match, they may refer an employee requiring placement by submitting a short statement outlining the reason for possible suitability to the receiving department. Departments have seven (7) calendar days to submit referral statements.
 - (a) Where no referral statements have been received within seven (7) calendar days, the receiving department may proceed to fill the vacancy by other means.
- 11.4. Where a referral is made under clause 11.3 a suitability assessment must be undertaken by the receiving department.
 - (a) For transfers, where the employee is assessed as suitable, a transfer direction is made in accordance with section 133 of the PSA. If the employee accepts the direction, a start date (usually no longer than two weeks) is to be agreed. Refusal of a transfer direction shall be managed in accordance with s134 of the PSA, provided an employee requiring placement shall be afforded one opportunity to decline a transfer without having to demonstrate grounds. An employee is to be provided with a minimum of five (5) working days in which to advise of their acceptance or refusal of the transfer direction.
 - (b) For re-deployments, where the employee is assessed as suitable, a re-deployment offer is made. If the employee accepts the offer, a start date (usually no longer than two (2) weeks) is to be agreed. If an employee declines the offer, they will remain registered for placement opportunities.
 - (c) A trial placement of up to three (3) months may be agreed where the employee's suitability cannot be reasonably determined through the initial suitability assessment process. The receiving department should consult the releasing department where a trial period is being considered. The receiving department is responsible for the employee's salary (excluding salary maintenance) during any trial period.
 - (d) Where the employee is assessed as unsuitable (either following an initial suitability assessment or trial placement), a suitability report must be completed and discussed between the heads of Human Resources (or suitably experienced delegate) of the releasing and receiving agencies. The purpose of this review is to ensure the minimum requirements of a suitability assessment and report have been met. Employees must be notified of the outcome of the suitability assessment and reasons in writing.
 - (e) Where more than one employee requiring placement is assessed as suitable, transfer directions shall be on the basis of relative merit between the employees.
 - (f) The suitability assessment process should take no more than seven (7) working days from referral of the possible match to advice of outcome, including advice of trial placement.
- 11.5. A refusal or failure by the employee requiring placement to participate in suitability assessment processes may give rise to discipline action.

12. Review

12.1. Where an employee has been an employee requiring placement for four (4) months¹, their department will conduct a review to determine whether continuing efforts to secure a permanent placement for the employee remains appropriate (including taking into account the employee's participation in the placement process). Where the review determines that reasonable placement efforts have been undertaken and it is not appropriate to continue these efforts, the department must provide the PSC with a copy of the review assessment. The PSC will consider the review and return it to the department with any relevant comments.

¹ Starting when the employee declines a voluntary redundancy offer under clause 8
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12.2. Where the review determines that reasonable placement efforts have been undertaken and it is not appropriate to continue these efforts, the retrenchment provisions of the directive relating to early retirement, retrenchment and redundancy apply.

- 12.3. A department may initiate a review at an earlier time if it considers reasonable placement efforts have been undertaken² and/or a transfer opportunity for the employee is unlikely to occur as a result of the employee's specialised skill set or location.
- 12.4. If a review under clause 12.1 or 12.3 results in a decision to continue to pursue placement opportunities, a further review date must be nominated; unless exceptional circumstances apply, the next review date must be no more than three (3) months later than the date on which the review was completed.

13. Salary maintenance for transfer and redeployment

- 13.1. An employee who is transferred at level to another department is to be paid their salary and any applicable allowances by the receiving department from the date of duty.
- 13.2. An employee who is re-deployed is to be paid by the receiving department at the top pay point of their new classification level plus any applicable allowances.
- 13.3. In addition to salary arrangements under clause 13.2 the employee is entitled, for a period of 12 months following redeployment, to be paid the salary and allowances applicable to the substantive role which they held prior to redeployment. The releasing department is to fund the difference between salary and allowances to be paid by the receiving department and the salary and allowances the employee would have been entitled to if they had remained in their substantive position. The employee will not receive any pay point increments during this period but will receive salary increases determined by the applicable industrial instrument in the receiving department.
- 13.4. For tenured senior executives and for senior officers who have been redeployed, the arrangements outlined in clause 13.3 are to include any applicable remuneration packaging arrangements specified in a current directive relating to senior executive employment conditions or senior officer employment conditions, as applicable.
- 13.5. Employees transferred into a permanent role across streams of a classification system will be paid in accordance with the current directive relating to transfer within and between classification levels and systems.
- 13.6. If an employee is transferred or accepts redeployment to a role which is subject to different conditions established by award or certified agreement then, apart from arrangements outlined in clause 13.3, the employee is to assume the employment conditions of the role.

14. Salary arrangements for secondments and temporary arrangements

- 14.1. Subject to clause 14.2 salary costs for an employee placed at level in a temporary vacancy in another department are to be met by the receiving department.
- 14.2. Where an employee accepts a temporary placement in another department at a salary level lower than their substantive level, the income difference will be paid by the releasing department. This provision includes differences in salary due to conditions established by award and certified agreement.
- 14.3. Salary maintenance paid during secondments or temporary engagements will count towards the salary maintenance period referenced in clause 13, unless otherwise determined by the chief executive(s).

15. Records and reporting

- 15.1. Departments must maintain appropriate records of activities undertaken to support the placement of employees under this directive, which the PSC may audit.
- 15.2. Chief executives must report on the implementation of this directive as required by the CCE.

² Including taking into account the employee's participation in placement efforts

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16. Transitional Provisions

16.1. Where, on or prior to 30 June 2013, a (un)suitability report has been referred to the PSC for review under clause 6.5(f)(iv) or a review has been commenced under clause 6.6 of Directive 6/12: *Employees requiring placement*, the reviews will be conducted in accordance with the superseded directive.

17. Definitions

Unless otherwise provided, the terms in this directive have the meaning prescribed in the PSA.

Categories means the job category groups used on Smart Jobs and Careers for advertising

Employee requiring placement means an employee who has been unable to be substantively allocated to a role following workplace change (a surplus employee) and includes a person who is surplus as a result of being unattached from their role (relinquishment). It does not include persons who need or are seeking alternative placements as a result of decisions under sections 178 (mental or physical incapacity) or 188 (discipline action) of the PSA or following a transfer request.

Department has the meaning prescribed under the PSA and includes public service offices and relevant declared public services offices.

Receiving department means a department which has referred a vacancy and/or to which an employee requiring placement is placed on a permanent or temporary basis and may be the same as the releasing department.

Re-deploy means the transfer of an employee to a lower classification level, with their consent.

Referred vacancy means a vacancy that is unable to be filled by a department's own employees requiring placement (ERP) and has been referred for whole of service placement.

Releasing department is the department in which an employee requiring placement holds tenure.

Suitability assessment must include a review of the employee's resume and referee report and a conversation with the employee. The receiving department is responsible for determining whether additional assessment strategies need to occur to enable a determination of the employee's suitability for the role.

Suitable/suitability – an employee is considered suitable for a role if they have the skills and abilities necessary to meet the requirements of the role to a satisfactory level, given a reasonable period of training and on-the-job experience, and are fit to undertake the role with reasonable adjustment, if required.

Suitability report is a statement outlining the department's assessment of the employee's suitability against the key attributes for the role. Where an employee is assessed as unsuitable, the suitability report <u>must</u> address why reasonable training, induction and on-the-job experience would not enable the employee to satisfactorily undertake the role.

Workplace change includes decisions that affect the services and programs a department delivers, its workforce structures or establishment.

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MINISTER ASSISTING THE PREMIER

In accordance with section 52(3) of the *Public Service Act 2008* and section 687(3) of the *Industrial Relations Act 1999*, this directive prevails over an industrial instrument and other directives to the extent of any inconsistency. Industrial instrument means an award, industrial agreement, certified agreement or decision of the Queensland Industrial Relations Commission.

1. TITLE:

Early retirement, redundancy and retrenchment

2. PURPOSE:

To specify the action to be taken and the conditions and entitlements applying to public service employees in relation to an early retirement package, redundancy package or retrenchment package.

3. LEGISLATIVE PROVISION:

Section 54(1) of the Public Service Act 2008.

4. APPLICATION:

This Directive applies to all public service employees except -

- employees engaged on a temporary basis under sections 147 or 148 of the Public Service Act 2008; or
- employees engaged on a casual basis under sections 147 or 148 of the Public Service Act 2008; or
- employees on contracts under the Public Service Act 2008*; or
- employees whose employment is terminated in accordance with disciplinary action, or retirement because of mental or physical incapacity.

*NOTE - Officers under section 122 contracts who revert to tenured public service employment will regain their eligibility under this directive on reversion.

5. STANDARD:

The entitlements and requirements prescribed in Schedules A and B apply.

6. EFFECTIVE DATE:

This directive is to operate from 10 September 2012.

7. VARIATION:

This Directive can be varied by –

- · The Minister responsible for industrial relations; or
- Legislation.

8. INCONSISTENCY:

Sections 51 and 52 of the *Public Service Act 2008* and sections 686 and 687 of the *Industrial Relations Act 1999* apply when there is an inconsistency between an act, regulation or industrial instrument.

9. SUPERSEDES:

Directive 04/12 "Early Retirement, redundancy and retrenchment"

10. PREVIOUS REFERENCES:

Directive 17/09 "Early Retirement, redundancy and retrenchment" Directive 10/05 "Retrenchment" and Directive 11/05 "Voluntary Early

Retirement (VER)"

Directive 10/04 "Voluntary Early Retirement (VER)" Directive 9/04 "Retrenchment"

Directive 27/99 "Voluntary Early Retirement (VER)"

Directive 26/99 "Retrenchment" Directive 2/98 "Retrenchment"

Directive 1/98 "Voluntary Early Retirement (VER)"

Directive 22/97 "Retrenchment"

Directive 21/97 "Voluntary Early Retirement"
Directive 7/97 "Retrenchment"
Directive 6/97 "Voluntary Early Retirement"

Directive 7/96 "Action Because of Surplus Employees"

Public Sector Management Standard for Staffing Options to Manage

Organisational Change in the Queensland Public Sector

11. SEE ALSO:

Government policy is to deploy employees where possible. This directive needs to be read in conjunction with:

- directive concerning employees requiring placement
- relevant Australian Taxation Office legislation and Taxation

SCHEDULE A GENERAL REQUIREMENTS

1. Definitions

- 1.1. "Early retirement" is where an employee accepts an early retirement package in exchange for voluntarily terminating their employment with an agency.
- 1.2. **"Redundancy"** is the situation where a position or function becomes redundant as a result of workplace change and this leads to a decision by the chief executive to terminate the employee's employment.
- 1.3. "Retrenchment" is the termination of employment of an employee whose position is redundant and for whom it has been determined that continued actions to secure a permanent placement are no longer appropriate.
- 1.4. "Severance payment period" is the period of time which equates to the payment of the severance payment expressed in weeks (note this period of time does not include recreation leave, long service leave, the notice period or if applicable the incentive payment).
- 1.5. "Week's pay" means the ordinary time rate of pay for the employee concerned. The following amounts are excluded from the calculation of the ordinary time rate of pay: overtime, penalty rates, disability allowances, shift allowances, fares and travelling time allowances and any other ancillary payments.

2. Early retirement

- 2.1. The chief executive may offer early retirement to employees where the scheme is approved by the Commissioner of Taxation.
 - (a) The scheme must satisfy the legislative requirement that all employees who comprise such a class of employees as the Commissioner of Taxation approves may participate in the scheme; and
 - (b) The scheme must be implemented with a view to rationalising or reorganising the agency's business operations 1; and
 - (c) Before the early retirement scheme is implemented the Commissioner of Taxation must have issued written approval of the early retirement scheme.
- 2.2. Allegations or findings of unsatisfactory performance or conduct due to any cause are not grounds for offering an employee an early retirement package.
- 2.3. The chief executive must establish the bona fides of each early retirement scheme and ensure that the relevant income tax provisions are complied with.
- 2.4. If applicable, the chief executive must ensure that the provisions of the directive relating to employees requiring placement are met and notification is provided to the relevant Australian Government department whose primary function is helping unemployed people find work.

3. Redundancy

- 3.1. When workplace change results in redundant positions or functions and an employee has been declared as surplus ('an employee requiring placement'), an agency may immediately offer the employee requiring placement a voluntary redundancy package.
- 3.2. An employee is considered to be genuinely surplus if:
 - (a) the chief executive has made a definite decision that the job the employee has been doing is no longer required to be done by an employee;
 - (b) that decision is not due to the ordinary and customary turnover of labour;
 - (c) the decision led to the proposal to terminate the employee's employment; and
 - (d) the proposed termination of employment is not on account of any personal act or default of the employee, for example unsatisfactory performance or behaviour.
- 3.3. Prior to making an offer of a voluntary redundancy, the chief executive must establish the bona fides of each redundancy event and ensure that the relevant income tax provisions are complied with to ensure any redundancy payment qualifies as a genuine redundancy payment for taxation purposes.

¹ As part of this process, agencies should consider government policy on organisational restructure.

3.4. The chief executive must provide a statement of advice to the employee before deciding to make an employee redundant that confirms the requirements of this section have been met. This statement of advice must be provided to the affected employee before their separation date.

- 3.5. The chief executive must ensure that the provisions of the directive relating to employment arrangements following workplace change are met and notification is provided to the relevant Australian Government department whose primary function is helping unemployed people find work.
- 3.6. An employee must be less than 65 years old at the time of termination for a redundancy payment to qualify as a genuine redundancy payment under the relevant legislative provisions of income tax law and any Taxation Ruling issued by the Commissioner of Taxation.

4. Retrenchment

- 4.1. The chief executive may approve the retrenchment of public service employees in circumstances where it has been determined, in accordance with the directive relating to employees requiring placement, that it is not appropriate to continue actions to secure a permanent placement for the employee whose position has become redundant.
- 4.2. In considering the case for retrenchment the chief executive must provide to the employee whose position is redundant the circumstances on which the proposal to retrench are based and an opportunity for the employee to establish that retrenchment is unreasonable in the circumstances. The employee must be given a minimum of 10 working days to respond. If the employee does not establish to the chief executive's satisfaction that retrenchment is unreasonable, the chief executive may proceed with action to retrench the employee. The chief executive's reasons for proposing retrenchment, the employee's response and the final decision must be in writing.
- 4.3. The chief executive must ensure that the relevant income tax provisions are complied with when issuing a severance payment to an employee to ensure the payment qualifies as a genuine redundancy payment for taxation purposes.
- 4.4. The chief executive must provide a statement of advice to the employee before deciding to make a position redundant that confirms the requirements of this section have been met. This statement of advice must be provided to the affected employee before their separation date.
- 4.5. If applicable, the chief executive must ensure notification is provided to the relevant Australian Government department whose primary function is helping unemployed people find work.

5. Reporting

- 5.1. Each agency must state in its annual report the number of packages paid to employees with respect to early retirement schemes, redundancies and retrenchments in the previous financial year and the total monetary value of these packages, including incentive payments.
- 5.2. Each agency will establish a register identifying the following information about each employee who accepts an early retirement package, redundancy package or retrenchment package: surname, given names, date of birth, employment status (full-time, part-time), severance date, amount of severance payment received (expressed in weeks), the amount of any incentive payment and the weekly rate of pay.
- 5.3. Agencies will provide this information to the chief-executive of the department responsible for industrial relations on an annual basis.

6. Re-engagement

6.1. A person who has received an early retirement package, redundancy package or retrenchment package and who is subsequently engaged in one Queensland Government entity² or more as a consultant, contractor, or employee for a total cumulative period of more than twenty full-time equivalent (20) working days in the severance payment period is required to refund to the Crown a portion of their severance payment. The person will be entitled to retain only that portion of the severance payment which covers the period of time for which they were not engaged in a Queensland Government entity or a minimum of twenty days' salary, whichever is the greater.

² As defined in section 24 of the Public Service Act 2008

6.2. For example, a person who receives a severance payment of 30 weeks' pay may work only for a total cumulative period of 20 days in the 30 week period after the date on which the retirement, redundancy or retrenchment becomes effective without having to refund a portion of the severance payment.

- 6.3. Continuing this example, once the same person works in excess of 20 days within the 30 week severance payment period, the person is entitled to retain that portion of the severance payment applicable to the period of time for which they were not engaged in a Queensland Government entity. The person would be required to refund to the Crown the remainder of the severance payment, provided that the person would be entitled to retain a minimum of 20 days' salary.
- 6.4. A part-time employee who receives a severance payment for the loss of one part-time job and who retains another part-time job in the Queensland public service, will be required to refund the portion of severance payment to which they are not entitled should they subsequently increase their part-time hours during the severance payment period.
- 6.5. The chief executive of the re-engaging department is responsible for implementing procedures to collect the refund.

7. Transitional Provision

- 7.1. Subject to section 7.2, any processes commenced under a previous directive may be finished in accordance with that directive.
- 7.2. A chief executive may apply the incentive payment under this directive to an employee who has accepted an early retirement or redundancy under a previous directive, provided the employee separates on or after the effective date of this directive.

SCHEDULE B

ENTITLEMENTS

1. Entitlement

1.1. Packages provided by this directive are compensation for loss of job tenure.

Early Retirement

- 1.2. An early retirement package will comprise the following:
 - (a) Accrued recreation leave³;
 - (b) Accrued long service leave for employees who have worked for at least one year, on the basis of 1.3 weeks for each year of continuous service and a proportionate amount for an incomplete year of service³;
 - (c) A severance payment of two weeks' full-time pay per full-time equivalent year of service and a proportionate amount for an incomplete year of service paid at the employee's substantive appointed level. The minimum payment is four weeks' pay, and the maximum is 52 weeks, provided that no employee will receive less than the severance payment under the Termination, Change and Redundancy Statement of Policy issued by the Queensland Industrial Relations Commission.
- 1.3. An early retirement package may comprise an incentive payment (refer to section 3 below for further information on incentive payments).

Redundancy

- 1.4. A redundancy package will comprise the following:
 - (a) Accrued recreation leave³;
 - (b) Accrued long service leave for employees who have worked for at least one year, on the basis of 1.3 weeks for each year of continuous service and a proportionate amount for an incomplete year of service³;
 - (c) A severance payment of two weeks' full-time pay per full-time equivalent year of service and a proportionate amount for an incomplete year of service paid at the employee's substantive appointed level. The minimum payment is four weeks' pay, and the maximum is 52 weeks, provided that no employee will receive less than the severance payment under the Termination, Change and Redundancy Statement of Policy issued by the Queensland Industrial Relations Commission.
- 1.5. A redundancy package may comprise an incentive payment (refer to section 3 below for further information on incentive payments).

Retrenchment

- 1.6. A retrenchment package will comprise the following:
 - (a) Accrued recreation leave³;
 - (b) Accrued long service leave for employees who have worked for at least one year, on the basis of 1.3 weeks for each year of continuous service and a proportionate amount for an incomplete year of service³;
 - (c) A severance payment of two weeks' full-time pay per full-time equivalent year of service and a proportionate amount for an incomplete year of service paid at the employee's substantive appointed level. The minimum payment is four weeks' pay, and the maximum is 52 weeks, provided that no employee will receive less than the severance payment under the Termination, Change and Redundancy Statement of Policy issued by the Queensland Industrial Relations Commission.

2. Tenured part-time employees

- 2.1. Tenured part-time employees affected by redundancy and retrenchment situations or who are eligible for an early retirement package will be entitled to a severance payment. The payment is calculated on two weeks' full-time pay per year of full-time equivalent service and a proportionate amount for an incomplete year of service (minimum four weeks, maximum 52 weeks).
- 2.2. Employees who hold two or more tenured part-time jobs will be entitled to a severance payment calculated only on the proportion of full-time equivalent years of service applicable to the part-time position which becomes redundant.

³ If the officer is performing higher duties at the date of termination, the calculation must be consistent with the requirements of the Ministerial Directive on higher duties.

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3. Incentive payment

- 3.1. In addition to the severance payment, an incentive payment may be offered once only to encourage employees to exit the department on or by a specified date. The payment will be \$6,500 or 12 weeks' pay at the employee's substantive level, whichever is the greater.
- 3.2. The incentive payment reduces by the equivalent of one week's pay for each week the employee delays leaving the department after the specified date.
- 3.3. Tenured part-time employees who are offered an incentive payment will be entitled to a portion of the incentive payment, which will be adjusted to reflect the proportion of full-time hours worked by the employee. For example, if .5 is the proportion of full-time hours worked by an employee for the position, the incentive payment applicable would be \$3,250 or 12 weeks' salary, calculated at the employee's usual part-time rate (i.e. in this example .5), whichever is the greater.
- 3.4. Incentive payments may apply to early retirements and redundancies, but do not apply to retrenchments.
- 3.5. The incentive payment includes payment in lieu of notice.

4. Recognition of previous employment

4.1. Employees whose previous employment is recognised for the purpose of calculating long service leave entitlement are entitled to a severance payment. This payment is based on their period of previous recognised employment and current period of employment. The total severance payment will not exceed 52 weeks' pay.

Note

Previous recognised employment includes all recognised employment (including temporary employment) in the categories specified in the directive relating to recognition of previous service and employment.

4.2. Employees whose previous employment is recognised for the purpose of calculating long service leave entitlement and who have received a severance payment from their previous employer will be entitled to a severance payment calculated only on their current period of employment.

5. Relocation expenses

5.1. Public service officers who accept an early retirement package, redundancy package or retrenchment package will be entitled to relocation expenses consistent with the Ministerial Directive on relocation expenses for officers retiring from the service.

EXHIBIT 48

WMS.9000.0027.00058

Public Service Commission

DIRECTIVE No. 11/13

Supersedes:07/10

Minister Assisting the Premier Directive: Transfer within and between classification levels and systems

1 Purpose:

To detail the conditions applying to the transfer of public service officers from one stream to another within a classification system or from one classification system to another.

2 Effective date: 30 August 2013

3 Legislative provisions:

Sections 54(1), 133(1) and (2) of the Public Service Act 2008.

4 Application:

This directive applies to public service officers under the *Public Service Act 2008* whose salaries are determined by classification and remuneration systems in awards and agreements.

5 Previous references:

Directives 25/97 and 24/99

Directive:

6 Movements covered by directive

- This directive applies where an officer is transferred (including following a selection process) and the transfer involves movement:
 - (a) from one stream to another within a classification and remuneration system, or
 - (b) between one classification and remuneration system and another.
- This directive also applies where an officer applies for appointment to a lower classification level (re-deployment).

7 Mandatory requirements

7.1 Where applicable, at the time of transfer or re-deployment, an officer must meet mandatory requirements attached to the classification stream or system to which the officer is to be transferred

8 Pay level

Where parity of pay level exists within or between systems, movement shall be to an equal pay level. Where applicable, further incremental pay increases shall occur after twelve (12) months or on the due date of the transferred officer's next increment, whichever occurs sooner.



- Where no equivalent pay level exists, the transferred officer is to be moved to the next highest pay-point at their existing classification level in the classification stream or system to which he or she has been transferred.
- 8.3 An officer may maintain the increment date of their previous position if they would otherwise be financially disadvantaged by the transfer.
- 8.4 Where an officer *applies* for a role at a lower classification within or across departments, they are to be paid at that lower classification level and the pay-point is to be negotiated between the officer and the employer.

9 Movement between certified agreements

- 9.1 Where an officer applies for and is appointed to a vacancy or requests a transfer then the officer immediately becomes subject to the terms and conditions of the certified agreement relating to the new position.
- 9.2 Where an officer is directed to transfer the officer shall not be disadvantaged if they come under the provisions of a different certified agreement which has a remuneration level lower than the remuneration level attached to their former role.
- 9.3 The remuneration of officers under clause 9.2 will be that which applied to their substantive position prior to transfer; and
 - (c) does not include any increases under their previous agreement which occur after the date of transfer;
 - (d) does include any applicable salary increases under the certified agreement covering their new role that occur from the date of transfer;
 - (e) will continue until a new agreement exists for the role the officer was transferred to that provides for a salary equal to or greater than that of the role the officer transferred from (i.e. to the maintained level).
- 9.4 Where applicable, officers under clause 9.2 are to continue progressing incrementally under the classification stream or system to which they have been transferred.

10 Dictionary

Unless otherwise defined, terms in this directive have the meaning prescribed in the *Public Service Act 2008*

classification Level shall comprise a number of pay-points through which officers will be eligible to progress.

classification Stream means the stream within the classification system e.g. Administrative, Professional, Technical or Operational Stream.

increment shall mean for all officers (where applicable) an increase in salary from one pay-point to the next highest pay-point.

pay-point shall mean the specific rate of remuneration payable to officers within a Classification Level.

Directive 11/13 Page 2 of 2

Lorraine Dowell - Re: BAC resources

From:

Lorraine Dowell

To:

Catherine Lynch; Michelle Giles; Paul Clare; Scott Natho

Subject: Re: BAC resources

CC:

Rachel Phillips

Hi Everyone,

At this stage, we are just sorting out how to proceed ahead of time. Our end date looks like being the end of January 2014 at this stage.

Hard copy resources

It sounds as though hard copy resources would be best sent to the discipline seniors at The Park. Assessment tools could then be 'retired' in an appropriate way in collaboration with Directors to reduce the volume. Remaining materials could be forwarded on to CYMHS. This will probably occur shortly after the final consumer has departed the service.

Electronic resources

Would it be best to email through relevant electronic resources in a series of emails prior to closure? Who would be the best person to decide if they were of use to CYMHS or not? Electronic resources might include local screening tools, resources developed from student projects etc. Our discipline counterparts perhaps or someone else with more of a service overview?

Supervision and other HR documents

I hadn't given this a thought. Supervision documents and toil tracking documents need to be kept for 7 years. I'll liaise with Kathryn White to find out if any other HR docs need to be retained.

Thank you for support us with this deconstruction process. It's every bit as complicated as construction I think!

Kind regards,

Lorraine

>>> Catherine Lynch 14/10/2013 3:14 pm >>>

I think it would be excellent to have them boxed up and sent over.

If there are out of date psychometric assessments ie WISC-III's etc, perhaps we could liaise with Rachel to have them suitably retired?

Lorraine if you would like to nominate a 'go to person' re this in BAC, we can liaise ere details.

Thanks for the offer and you are right re the need to protect information gained through years of hard work!

Catherine Lynch MPsych, Grad. Dip. Ed., BA (hons) Team Leader - Evolve Therapeutic Services & CYMHS - Ipswich West Moreton Health and Hospital Service Ipswich Health Plaza, Bell Street Ipswich QLD 4305 Australia

EXHIBIT 48

WMS.9000.0027e000622

>>> Lorraine Dowell 10/14/2013 2:00 pm >>> Hi everyone,

As part of the planning towards the BAC footprint disappearing, decisions will need to be made about precious allied health resources - hard and electronic.

We have a CYMHS within the district, so informally we have decided to relocate assessment tools, kits generally to CYMHS. Is this OK with you Catherine? It is best that precious resources are located where they can have a positive impact on care.

Other resources pertaining to programs, proformas, student project resources and more general resources have been underpinning practice with this very challenging consumer group for many years. It would be a shame to have this intellectual property lost.

We are open to any suggestions for how these resources should best be managed.

Thank you for your support and guidance.

Kind regards,

Lorraine Dowell

Team Leader Non Secure Services
Discipline Senior - Occupational Therapy
The Park Centre for Mental Health

Lorraine Dowell - Re: BAC resources

From:

Rachel Phillips

To:

Catherine Lynch; Lorraine Dowell; Michelle Giles; Paul Clare; Scott Natho

Date:

14/10/2013 3:20 PM

Subject: Re: BAC resources

Thanks Catherine,

Old tests will be required to go back to the publisher as the QH process for destroying materials does not meet the APS code of ethics. Scott, can you advise what is current and should be sent to cymhs and the volume that is out of date?

We also need to ensure all supervision notes within the last 7 years are kept and sent to me as Director.

Thanks.

Rachel

Rachel Phillips MAPS Director of Psychology

West Moreton Hospital and Health Service

Psychology Department Ipswich Hospital Ipswich, QLD 4305 PO Box 73, Ipswich, QLD 4305 www.health.qld.gov.au

>>> Catherine Lynch 10/14/2013 3:14 pm >>>

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EXHIBIT 48

WMS.9000 0027000642

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Thank you for your support and guidance.

Kind regards,

Lorraine Dowell

Team Leader Non Secure Services Discipline Senior - Occupational Therapy The Park Centre for Mental Health