

From: Lorraine Dowell
To: Michelle Giles; Non-Secure BAC
Date: 29/10/2013 3:19 PM
Subject: AH meeting notes - 28/10/13
CC: [REDACTED]
Attachments: Full time-self-assessment-calculator.xls; Part time-self-assessment-voluntary-redundancy.xls; 2012-11-Early-Retirement-Redundancy-and-Retrenchment1.pdf; 2013-6-employees-requiring-placement-directive.pdf; 2013-11_Transfer_within_and_between_classification_levels_and_systems.pdf

Thank you to everyone for attending the meeting

In attendance: Kim Hoang, Megan Hayes, Angela Clarke, Danielle Corbett, Ashleigh Trinder, Carol Hughes, Michelle Giles, Lorraine Dowell
 Guest: Kathryn White

Documents

Thank you to Kathryn for the information pertaining to:

- > Early Retirement, Redundancy, Retrenchment
- > Employees Requiring Placement
- > Transfer within and between classification levels and systems

Process

- > Initially consideration will be given to absorption into the West Moreton workforce where possible

Voluntary Redundancy

- > available for permanent employees once a position becomes abolished.
- > the package will involve 12 weeks of payment in addition to 2 weeks for every full-time equivalent year of service plus leave entitlements
- > Letter of offer for a redundancy will be sent out once positions are abolished. This will include an exit date. They are hand delivered. Once an offer is rejected, it is not made available for a second time.
- > Employees will have 2 weeks during which to accept the letter of offer or not. If they do not accept or do not reply, they will automatically become an employee requiring placement
- > The employment relationship with the organisation ceases at the date of acceptance of a voluntary redundancy.
- > After receiving a voluntary redundancy --> if return to work in the severance payment period, then the employee will need to give money back for the period of time payment was made, but now working. No need to pay back the 12 week incentive payment though.
- > Mater Public counts towards Qld Government time, but not Mater Private.
- > If working in 2 part-time positions with the govt, it is possible to accept a voluntary redundancy or be retrenched from one position while retaining the other. During the severance payment period though, hours must not be increased in the unaffected position

Calculations

- > Kathryn will provide the calculation tools to assist personal deliberations
- > Payroll won't do calculations until a position is abolished and the person becomes an employee requiring placement.
- > Some components of the offer are tax free, but rec and LSL components will be taxed at the usual rate.

Employee Requiring Placement (ERP)

- > WM will try to match the employee at level and contracted hours. This part of the process will last for 4 months from the date of rejection of a voluntary redundancy.
- > Once registered as an ERP, the employee will need to have meaningful employment and will be involved in choosing potential work areas and options.

EXHIBIT 48

WMS.9000.0027.00121

Wabman TrainingMegan

44 Lawrence Dr (M) ✓

Kallanqua Old

4803

Wk Hrs ✓

Kimmy17 Aberdare St ☒ (M) ✓

Dorra

Old

4076

Wk Hrs ✓

Ashleigh1082 High St ☒

Forrest Lake

EXHIBIT 48

WMS 1011-0003.00098
WMS 9000.0027.00122

- > Qld Health has a placement team
- > Communication is via email or phone
- > Attempts will be made to match
- > Employees requiring placement v
- > They will be suitability matched a
- > meet 50% of the competencies and v
- > Employees have the right to refu
- > Employees can be expected to tra
- > ERPs are given priority to be mat

Retrenchment

- W/2 H/s
- > After 4 months a review will occur
 - > may be required, prior to retrenchment
 - > Retrenchment will include 2 week
 - > 12 weeks incentive payment. If emplo

(M) Advice to Centrelink

- > payroll provide us with a separation
- > Centrelink.

Transfer at Level

- W/2 H/s
- > Health Practitioner status only exists
 - > stream or be deployed to a lower level
 - > If selecting re-deployment (lower l
 - > months before decreasing to the pay l

When will this start?

- > When positions at BAC are declared
- > transition work.

Communication

- > Please make sure your mobile phone
- > you are going to be on leave.

Transition Panel

--> Meaningful employment may be within the discipline stream in the first instance, but may also involve other work options.

el soon.

nical areas of their choice..
a referee report.
an interview process. Must
maintaining competencies.
offer.

Workstream Training

come available

y why an extension of time
month.
leave entitlements. but not the
be paid out.

onsibility to provide it to

select to work in the PQ

level for a period of 12

ent numbers and progress with

ailable with the team leader if

ments.
ied.

reports to CIMHA, Phase 2 --
resources.
e is left and what needs to be
time.

LOD1033

We will meet again on Monday 4 November at 9:00 am at BAC.

Kind regards,

Lorraine

LOD1034

--> Meaningful employment may be within the discipline stream in the first instance, but may also involve other work options.

- > Qld Health has a placement team which will be devolved to the HHS level soon.
- > Communication is via email or phone.
- > Attempts will be made to match people against positions in the geographical areas of their choice..
- > Employees requiring placement will need to update their CV and include a referee report.
- > They will be suitability matched against any positions which may involve an interview process. Must meet 50% of the competencies and within a short period of time meet the remaining competencies.
- (m) -> Employees have the right to refuse up to 3 offers, but must take the 4th offer.
- > Employees can be expected to travel up to 1 hour from where they live
- > ERPs are given priority to be matched against available positions that become available

Retrenchment

- Hs
- > After 4 months a review will occur. The employee will be asked to justify why an extension of time may be required, prior to retrenchment happening. This process may take a month.
 - > Retrenchment will include 2 weeks pay for every year of work plus other leave entitlements. but not the 12 weeks incentive payment. If employed for 7 years or more, then LSL can be paid out.

(m)

Advice to Centrelink

- > payroll provide us with a separation certificate. It is the employee's responsibility to provide it to Centrelink.

2 Hs

Transfer at Level

- > Health Practitioner status only exists with Qld Health but employees may select to work in the PQ stream or be deployed to a lower level position
- > If selecting re-deployment (lower level), wages are retained at the higher level for a period of 12 months before decreasing to the pay level of the new position.

When will this start?

- > When positions at BAC are declared surplus. It will likely depend on patient numbers and progress with transition work.

Communication

- > Please make sure your mobile phone number and email addresses are available with the team leader if you are going to be on leave.

Transition Panel

- Accommodation options are proving to be difficult
- Stakeholder meetings are happening to try to address the issues
- Attempting to move older adolescents into adult services without success.
- Consumers need to be 18 years of age to sign off on accommodation agreements.
- Approx 7 day patients and 7 inpatients still to have transition options identified.

Work Planning

- It may be useful to set personal targets pertaining to Phase 1 --> uploading reports to CIMHA, PHase 2 --> Summarising care and uploading to CIMHA and Phase 3 --> Relocation of resources.
- If taking leave or if contracts may be ending, please calculate how much time is left and what needs to be achieved week by week by each of us individually so it can all be achieved in time.

Kathryn subsequently sent out the calculation tools also attached.

We will meet again on Monday 4 November at 9:00 am at BAC.

Kind regards,

Lorraine

12 wks (-thurs).

4/11/13

- 13 weeks till 31/1/14.

- ① Thurs leave - Will there be any ch'n over
thurs? → No then - no need
to be here. (the minister)
- ② Contact Details → Collect from Carol. -
- ③ No of pts remaining. - 7 - 7 still
And you
- ④ Update re progress from all. - correct history for
- ⑤ Is everyone being paid correctly? calculate
Do the days worked on your payslip
line up to actual days worked?
- W1 = 1st week of pay period.
- ⑥ Correct addresses in the system ✓
- ⑦ Bores - spoke to Donna - will ring me
when they arrive + will chop off to RAC

Contact Details

- Megan	<input checked="" type="checkbox"/> Mobile	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> Wk hrs.
- Kimmy	<input checked="" type="checkbox"/> Mobile	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> Wk hrs
- Ashleigh	<input checked="" type="checkbox"/> Mobile	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> Wk hrs.
- Danielle	<input checked="" type="checkbox"/> Mobile	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> Wk hrs
- Carol	<input checked="" type="checkbox"/> Mobile	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> Wk hrs.
- Angela	<input checked="" type="checkbox"/> Mobile	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> Wk hrs.

Pay

Megan ☐
Danielle ☐

Kimmy ☐ Ashleigh ☐
Carol ☐ Angela ☐

Time left	Last day	Days left	- Less Leave =
- Megan	- 31/1/14	30	
- Kimmy	- 31/1/14	-	
- Ashleigh	- 31/12/13	30	
- Danielle	- 31/1/14	24 approx	
- Carol	- 31/12/13		
- Angela	- 31/1/14		

LOD1035

Lorraine Dowell - Notes from BAC AH meeting 4/11/13

From: Lorraine Dowell
To: Non-Secure BAC
Subject: Notes from BAC AH meeting 4/11/13
CC: Michelle Giles; Paul Clare; Scott Natho

Present: Ashleigh Trinder, Carol Hughes, Megan Hayes, Angela Clarke, Scott Natho, Lorraine Dowell.
Apologies : Danielle Corbett, Kimmy Hoang

Xmas Leave

It is preferable that staff take leave between Xmas and New year as there is likely to be no adolescents at the Centre during this time. It was noted that there may be 4 adolescents here - more difficult cases to transition. It was noted that a significant self-harm attempt was undertaken by one of the adolescents this time last year. It was noted that Megan is now needing to undertake transition summaries of some sort with all the consumers as well as other duties. Reviewing resources will be a challenge

Action:

Seek approval from Michelle for Ashleigh to work on 27/12/13 and 30/12/13 to provide specialist support for the 4 high risk consumers.

Seek approval for Megan to work on 30/12/13 to focus in on office clean up.

Contact Details

Thank you to everyone for reviewing your contact details. Details presented on workbrain are correct except for a minor change needed for Carol. Paperwork received and processed. Note, private email addresses are not available on workbrain.

Action required

Provide contact details to Kathryn White if required and requested to enable negotiations

Transition Tracking

13 weeks till the end of January 2014. No more transitions since last week. 7 inpatients and 7 day patients still. Mid November will be the next move. Adolescents involved with the school will most likely transition around the end of the school year.

Please include leave planning in calculations for number of days left to complete required tasks. Many are at risk of homelessness if alternate options cannot be located.

Action required

Continue to monitor

Pay Details

Please check your pay details and make sure you are being paid correctly and for the actual days you are working. Any errors may impact on calculations pertaining to entitlements. With the change in pay days, loan arrangements were made in many cases. Check your loan arrangements and consider repayment options that may need to be considered.

Action Required

Confirm that pay details are correct and pay is received for days worked

Register for electronic pay slips and review any repayment options.

Lorraine to email Kathryn re repayment options should separation packages be accepted

Boxes

EXHIBIT 48

Hotel services has been advised of the need for some boxes over the next few weeks to assist with packing up offices. They will drop some over when they become available

Action Required

Start collecting boxes for when office clean up can start.

Conflict of Interest

Scott reminded all to consider multiple relationships with consumers and if providing services via private practice in the community might present a conflict of interest. This issue is of relevance to psychology staff only amongst the allied health staff at BAC.

Action required

Discuss with the discipline senior if relevant.

Closure

BAC allied health were congratulated for their contribution to the knowledge and skills developed with special need consumers over many years. With the closure of BAC, this knowledge will go with clinicians and be used to inform quality care practices for future care needs. The last day for the allied health to be together as a team may be just prior to Danielle's leave. Closure of BAC may be blurred with Xmas celebrations.

Action Required

Consider an opportunity to quietly celebrate the achievement of BAC allied health prior to Danielle's leave starting.

Thank you everyone for your great efforts to date.

Kind regards,

Lorraine

*Copy emailed to
Lorraine*

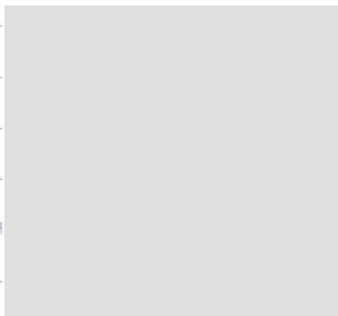
Agenda 11/11/13

① Xmas leave - outcome

② Negotiating debts - feedback from Kathryn ✓

③ Transition

7 with budget



*12/12/13
Lorraine*

Lorraine Dowell - Notes from BAC AH Meeting 11/11/13

From: Lorraine Dowell
To: Non-Secure BAC
Subject: Notes from BAC AH Meeting 11/11/13
CC: Michelle Giles

Present: Ashleigh Trinder, Carol Hughes, Megan Hayes, Angela Clarke, Danielle Corbett, Angela Clarke, Michelle Giles, Lorraine Dowell

Apologies: Kimmy Hoang

Xmas Leave:

Ashleigh and Megan may be working for one or two days over Xmas period to finalise some essential pieces of work .

Action required:

Reflect this information in leave application form

Temp Contracts:

Carol and Ashleigh - contracts end as at 31/12/13.

Action required:

Lorraine to provide Ashleigh with separation paperwork
 Movement form to be completed for Carol.

HR Contact Person:

Kathryn White will be on leave for 2 months. Notifications pertaining to positions becoming abolished, surplus status and subsequent options will be managed by Kerrie Parkin - Director HR Services Team.

Action Required:

Lorraine to email list of updated contact details and preferred contact details when on leave to Kerrie to facilitate ease of contact.

Closure celebrations

Staff numbers will start to be effected from 4/12/13 when Danielle starts leave - last day of leave on 8/1/14.
 Angela will be away to recover from eye surgery from 16/12/13 (Good luck Angela) Last day of leave will be 9/1/14

Carol starts rec leave on 23/12/13 with end of contract effective 31/12/13

Ashleigh will be working up till 31/12/13

Megan will be working through till the closure of BAC

Kimmy is currently on sick leave up to 6/12/13

It was agreed that it might be best to consider an informal gathering after the closure of BAC as there are too many issues requiring attention at present.

Action Required:

Defer celebrations until the new year

Email weekly updates to everyone via their preferred contact.

QHealth Debts

Debts were incurred with the change of pay date. Some staff have repaid the debt, some may still carry it. Repayment may be required at the point of separation from Qld Health and may impact on separation package funds.

Action Required:

Please register with the pay self- service centre and be aware of your circumstances and possible implications.

EXHIBIT 48 Planning

WMS.9000.0027.00129

Planning to identify all possible options is continuing. Senior stakeholders from a range of services area contributing to the process.

7 inpatients and 6 day patients still with more transitions planned throughout November.
Of the 7 inpatients - 4 are proving to be difficult to place

Action Required:

Continue to upload reports to CIMHA and continue to compile summary of care reports for upload to CIMHA.
Continue to contribute to clinical decision making processes. Patient details to be collated and provided to Elaine for filing when possible or transferred on to Health Information Management for filing. Continue to progress work area clean up.

Boxes

Elaine has secured a number of document boxes to assist with packing.

Action required

Give Elaine plenty of advance notice if needing extra boxes.

Thank you everyone for your dedicated care and concern for the consumers at BAC and professionalism during this time.

See you next Monday.

Lorraine

Agenda 18/11/13

- Progress - Phase 1, 2 + 3
- Check in - all - how much time left
- Boxes - let Elaine know - when
- Separation Paperwork - Ashleigh.
- Contact details sent to Elaine - receipt of first

LOD1039

Allied Health Staff – Barrett Adolescent Centre – The Park Centre for Mental Health
Availability and Contact Details - As at 11/11/2013
Line Manager: Lorraine Dowell – Team Leader Non Secure Services

Position Number and Title	Name & status	Org Unit Name and Number and Cost Centre	Usual work hours	Leave Scheduled
30469630 Psychologist	Danielle Corbett 00120578 Perm Part-time 0.5 FTE x HP4	70071605 Psychology MH The Park 996240	<u>Wk 1</u> Mon / Wed/ Fri 9:00 – 17:06 → 22.8 hours <u>Wk 2</u> Mon/Fri 9:00 – 17:06 → 15.2 hours TOTAL – 38 hrs per fn	4/12/13 till 8/1/14 inclusive
30469630 Psychologist	Ashleigh Trinder 00202417 Temp Part-time 0.5 FTE x HP4	70071605 Psychology MH The Park 996240	<u>Wk1</u> Mon/Wed/Fri 8:30 – 16:36 → 22.8 hours <u>Wk 2</u> Mon/Wed 8:30 – 16:36 → 15.2 hours TOTAL – 38 hrs per fn	No leave scheduled till then
30469618 Speech Pathologist	Angela Clarke 00052287 Perm Part-time 0.5FTE x HP6	70071583 Clinical Svs AH MH The Park 996240	<u>Wk 1 & 2</u> Mon: 8:45 – 16:15 Tues 8:45 – 15:15 Thur 8:45 – 15:15 TOTAL – 38 hrs per fn	16/12/13 till 9/1/14 Additional adhoc LSL
30469671 Social Worker	Carol Hughes 00145936 Temp Full-time 1 FTE x HP5	70071584 Social Work MH The Park 996240	<u>Wk 1 & 2</u> Mon/Tues/Wed/Thur/Fri 8:00 – 16:30 → 76 hrs per fn	23/12/13 till 31/12/13
30469617 Occupational Therapist	Kim Hoang 00166117 Perm Full-time 1FTE x HP3	70071566 Occupational Therapy MH The Park 996240	<u>Wk 1 & 2</u> Mon/Tues/Wed/Thur/Fri 8:00 – 16:30 → 76 hrs per fn	QSuper supported S/L till 6/12/13
30469632 Occupational Therapist	Megan Hayes 00171833 Perm Full-time 1FTE x HP3 Parental part-time work agreement	70071566 Occupational Therapy MH The Park 996240	<u>Wk 1</u> Mon/Tues/Wed 8:00- 16:00 → 22.5 hrs <u>Wk 2</u> Mon/Wed 8:00 – 16:00 → 15 hours Total 37.5 hrs per fn	No leave scheduled over Xmas period.

LOD1040

WMS.1011.0003.00106

West Moreton Hospital and Health Service
Working Group Minutes

BAC AH Operational Meeting
18/11/13

Record of Meeting

1. Meeting Details

Day and Date Monday 18/11/13
Venue OT Office, Barrett Adolescent Centre
Chairperson Lorraine Dowell
Scribe Lorraine Dowell

2. Attendees

- Danielle Corbett
- Megan Hayes
- Angela Clarke
- Ashleigh Trinder
- Carol Hughes

3. Apologies

- Kim Hoang

4. Discussion Points

	Topic	Action	By Whom	By When
1	Transition Planning	<ul style="list-style-type: none"> ▪ Phase 1 – uploading reports ▪ Phase 2 – Summary of Care ▪ Phase 3 – sort out of resources ▪ All phases continuing to be progressed. ▪ It was noted that there is limited admin support available at Health Information Management. The BAC AO is doing her best to file as much of the hard copy material as she can 	All	Ongoing
2	Count down	<ul style="list-style-type: none"> ▪ Not much time left till the end of January, including reduced staff availability due to Xmas closure. ▪ Please adjust planning accordingly. 	All	Ongoing
3	Boxes	<ul style="list-style-type: none"> ▪ The AO Officer can secure document boxes to assist with packing. Perhaps anticipate need ahead of time, if possible, to make sure there will be enough as many services shut down over Xmas. 	All	Ongoing
4	Separations	<ul style="list-style-type: none"> ▪ Carol and Ashleigh's temp contracts end on 31/12/13. Relevant processes will need to be undertaken to facilitate exit with all entitlements or return to substantive positions 	Lorraine	31/12/13
5	Transition Planning	<ul style="list-style-type: none"> ▪ Patient numbers remaining steady at 7 inpatients and 6 day patients. School closure may result in a number of moves. There continues to be a small cohort of consumers with complex care needs and without transition plans in place yet. 		
6	Contact Details	<ul style="list-style-type: none"> ▪ Contact details for everyone have been forwarded to Kerrie Parkin, Director of HR Services Team. This included preferred contacts when on leave. ▪ Receipt of details confirmed by Kerrie ▪ No word yet about positions being declared surplus. 		

Next meeting: Mon 25/11/13 – Office area - BAC

LOD1041

West Moreton Hospital and Health Service

Working Group Minutes**BAC AH Operational Meeting
2511/13****Record of Meeting****1. Meeting Details**

Day and Date	Monday 25/11/13
Venue	OT Office, Barrett Adolescent Centre
Chairperson	Lorraine Dowell
Scribe	Lorraine Dowell

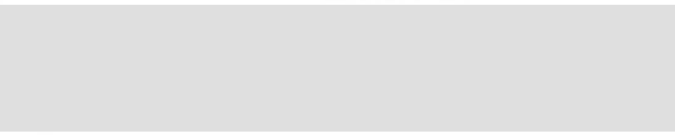
2. Attendees

- | | | |
|--------------------|----------------|------------------|
| ▪ Danielle Corbett | ▪ Megan Hayes | ▪ Angela Clarke |
| ▪ Angela Clarke | ▪ Carol Hughes | ▪ Michelle Giles |

3. Apologies

- Kim Hoang
- Ashleigh Trinder

4. Discussion Points

	Topic	Action	By Whom	By When
1	Transition Planning	<ul style="list-style-type: none"> ▪ Phase 1 – uploading reports ▪ Phase 2 – Summary of Care ▪ Phase 3 – sort out of resources ▪ All phases continuing to be progressed. ▪ Sand play resources to be followed up with Rachel 	All	Ongoing
2	Count down	<ul style="list-style-type: none"> ▪ Not much time left till the end of January, including reduced staff availability due to Xmas closure. ▪ Please adjust planning accordingly. 	All	Ongoing
3	School closure	<ul style="list-style-type: none"> ▪ Scheduled to close on 14/12/13. ▪ To be relocated to a special unit at Yeronga High – Positive Learning Centre. Next to the train station and good bus access. Taxi support can be provided through the Ed Dept. ▪ Morale much improved for school staff which is having a positive impact on the working environment 	-	-
5	Transition Planning	<ul style="list-style-type: none"> ▪  ▪ Placement options still being negotiated for all adolescents. ▪ Meetings with stakeholders continue to be held to negotiate packages and options. ▪ At some point direction may be required to facilitate placement as the deadline is rapidly approaching ▪ Parent consent needs to be secured as part of the process and is complex in some cases. ▪ Thank you everyone for your huge efforts with the difficult task at hand. 	-	-

LOD1042

West Moreton Hospital and Health Service

Working Group Minutes

6.	Communique	<ul style="list-style-type: none">▪ Extended Day Program. Once the school closes, it may involve an NGO providing diversional programs.▪ NGOs don't have access to CIMHA. Clinical Oversight not determined yet.		
6	HR Issues	<ul style="list-style-type: none">▪ No advice yet re positions being declared surplus.▪ Kimmy will be away till 10/01/2014 at this stage		

Next meeting: Mon 2/12/13 – Office area - BAC

LOD1043

West Moreton Hospital and Health Service
Working Group Minutes

BAC AH Operational Meeting
2/12/2013

Record of Meeting

1. Meeting Details

Day and Date Monday 2/12/13
Venue OT Office, Barrett Adolescent Centre
Chairperson Lorraine Dowell
Scribe Lorraine Dowell

2. Attendees

- Danielle Corbett
- Angela Clarke
- Megan Hayes
- Carol Hughes

3. Apologies

- Kim Hoang
- Ashleigh Trinder

4. Discussion Points

	Topic	Action	By Whom	By When
1.	BAC Folders	<ul style="list-style-type: none"> ▪ Access to essential BAC folders is disrupted. IT have been advised and have been asked to reset the system as it was at 29/11/13. Finalising reports is difficult when they cannot be accessed. ▪ Continue to liaise with IT 	All	Ongoing
2	Complaints	<ul style="list-style-type: none"> ▪ Some parents are becoming more anxious as the closure date approaches. Significant investments of time are being made to provide assurances to some parents and accommodate their concerns, only to result in a list of issues or concerns. ▪ It is considered that there may be more complaints or issues raised as the closure date approaches. ▪ It was decided that communication with family may be best undertaken by Dr Brennan to avoid any potential confusion or inconsistency. Check in with Dr Brennan before speaking to any family members. 	All	Ongoing
3.	Transition Planning	<ul style="list-style-type: none"> ▪ [REDACTED] ▪ A range of options have been identified as appropriate for some adolescents but acceptance of referrals has not been forthcoming ▪ Phase 1 & 2 – Speech Pathology – completed. Psychology – Admin officer has agreed to upload as it involves work of other clinicians. Completion not yet confirmed by the AO. Social Work – progressive recording of notes in CIMHA. OT – 8 more to upload as transition occurs. ▪ Some incomplete pieces of work have been located. There is insufficient time to re-do this work. ▪ Advice provided by CIMHA for uploading work undertaken by another clinician and the electronic signature → First signature needs to capture the name of the author of the document. Second signature needs to be listed as BAC – The Park. 		
4.	HR Issues	<ul style="list-style-type: none"> ▪ No one has received letters from HR yet ▪ Danielle's last day today – returning on 13/01/14 		

LOD1044

EXHIBIT 48

WMS.9000.0027.00135

West Moreton Hospital and Health Service

Working Group Minutes

		<ul style="list-style-type: none"> Angela's last day will be 12 Dec returning on 20/1/14 Kimmy - Sick leave till 10/1/14 <p>Note: Mater has already moved across to outlook. Email address will be changed accordingly to a dot instead of an underscore.</p>		
5.	Snake	<ul style="list-style-type: none"> A snake has been found in the female toilet. Successfully removed. Keep a vigilant eye open 	All	Ongoing
6.	School	<ul style="list-style-type: none"> Visited new site at Yeronga last week. Work has started with identifying the number of computer outlets required etc to facilitate translation of the service to the new setting. 		
7.	Feedback	<ul style="list-style-type: none"> In reflection, it might be helpful to inform future changes impacting on BAC to capture the impact of organisational change on the workplace, clinical concerns, culture and morale etc. Everyone is invited to reflect and list their experience of the process in an email to Lorraine. It will be de-identified, collated and summarised then sent to all for approval prior to the summary being sent to Michelle Giles for her personal information as Director of AH. It is hoped that this information will support future organisational change planning and impact on other allied health in the district. 		

Next meeting: Mon 9/12/13 - Office area - BAC

Agenda 9/12/13

- ① multisensory items → Megan + Arno-maru?
- ② BAC folders
- ③ Transition Planning
- ④ HR - letters yet
- ⑤ Feedback.
- ⑥ SW coverage - Barbara
- ⑦

Meeting with
Lorraine Parker

LOD1045

Exhibit 18 Lorraine Dowell - Meeting with Kerrie Parkin

WMS.9000.0027.00136

From: Lorraine Dowell**To:**

Non-Secure BAC

Subject: Meeting with Kerrie Parkin**CC:** Michelle Giles

Hi,

Can we put back our meeting time on Monday 9 Dec till 11:30 am please?

Sorry, I know this is not much notice. Kerrie wishes to touch base with everyone and then be available to discuss individual circumstances.

Will you be available at 11:30 on Monday instead of 9:00?

Danielle, Kerrie will communicate with you via email if this is OK with you.

Kimmy, would you like to make a time to meet with Kerrie, or be happy to receive a phone call?

Many thanks,

Lorraine

Agenda 16/12/13

- Positions redundant at 2/2/13
- First letter today
- Second letter 13/1/14 for those without alternate roles
- Acute unit for remaining adolescents
- Phase 1, 2 & 3 update

Jul → no letters → will have to leave

Also → Kerrie here today. Touch base & Kerrie

Tables - see p. 66

DSA Case Manager

Carol - Will - summary. can - present

*→
Miley:*

Steve - just sign

Keep letters there

Let Carol to, say lot → Paul to collect

Carol see Paul tomorrow

• 4 empty •

LOD1046

Working Group Minutes**BAC AH Operational Meeting**

16/12/13

Record of Meeting**1. Meeting Details****Day and Date**

Monday 16/12/13

Venue

Barrett Adolescent Centre

Chairperson

Lorraine Dowell

Scribe

Lorraine Dowell

2. Attendees

- Angela Clarke
- Megan Hayes
- Ashleigh Trinder
- Carol Hughes

3. Apologies

- Kim Hoang
- Danielle Corbett

4. Discussion Points

	Topic	Action	By Whom	By When
1.	Official Letter	<ul style="list-style-type: none"> ▪ All staff working in BAC will be advised today that all positions in the BAC organisational structure will be abolished at the time the service closes on 2 February 2014. ▪ Kerrie will be available to support location of suitable alternative positions for permanent staff. ▪ Staff not placed by 10 Jan will need to decide between 2 courses of action. ▪ Letter will be emailed to Kimmy and Danielle via the contact details they have provided. ▪ Letter provided in person to Megan, Carol, Ashleigh and Angela. 		Ongoing
2	After care - NGO	<ul style="list-style-type: none"> ▪ Started today to provide a holiday program between 10:00 and 2:00 Mon to Thurs to cover the holiday period. Program available to inpatients and outpatients 		
3.	Transition Planning	<ul style="list-style-type: none"> ▪ [REDACTED] ▪ [REDACTED] ▪ Transition locations not finalised yet for other adolescents. ▪ If acutely unwell, they may need to consider acute units as options 		Ongoing
4	Resources	<ul style="list-style-type: none"> ▪ Social Work – no resources present when Carol started. Mostly her own personal resources which should not be a problem to pack and remove. ▪ Psychology – Danielle returns mid-Jan and this will be finalised then ▪ OT – some resources relocated to Gunnii House already. ▪ Speech Pathology – under control 	All	Ongoing
5	Complex cases	<ul style="list-style-type: none"> ▪ Feedback has been received that some of the adolescents already transitioned are not managing well. Intensive service requirements may be difficult for community based services to provide. 	All	Ongoing

West Moreton Hospital and Health Service

Working Group Minutes

6	School closure	▪ School staff have now left. Rooms are empty and resources removed.	-	-
7	Thank you	Huge thank you to Carol for helping out. Raelene from ET&R may be able to assist if required. Huge thank you to Ashleigh for an extended period of quality care to adolescents with complex care needs.	-	-

Next Meeting: 13/01/2014 in one of the AH offices in BAC.

Lorraine Dowell - Meeting notes 16/12/13

From: Lorraine Dowell
To: Non-Secure BAC
Date: 16/12/2013 1:50 PM
Subject: Meeting notes 16/12/13
CC: Michelle Giles
Attachments: 16.12.13.doc

May I take this opportunity to wish you all a very safe, happy and Holy Xmas.

Thank you so much for the privilege of being able to travel alongside you on this rough and sometimes confusing journey. It has had a few difficult moments, but your remarkable support of each other has been commendable.

I will probably not see Carol or Ashleigh now as your contracts will end this month.

Thank you so much for your huge investment into the special needs of many fragile young people.

Their continued journey of recovery will be testimony to your hard work and dedication.

Wishing you all the very best for the festive season. Stay safe and be happy.

Kind regards,

Lorraine

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

EXHIBIT 48

WMS.9000.0027.00139

Lorraine Dowell - Daily 30 min mtgs to review BAC issues

From: Leanne Geppert
To: Jill Vonharten
Date: 16/12/2013 1:50 PM
Subject: Daily 30 min mtgs to review BAC issues
CC: Alexander Bryce; Elisabeth Hoehn; Kerrie Parkin; Laura Johnson; Lorraine Dowell; Michelle Giles; Padraig McGrath; Terry Stedman; William Brennan

Hi Jill

Can you pls put in everyone's diaries (as listed here) a daily 30 min catchup at 1pm (pls organise t/conf option in case it is needed) re BAC issues. I am hoping to keep it less than 30 mins, but will set aside the time as a backup.

I would like AH and Nursing to have at least 1 person representing their discipline group each day at the catchup, and that person will be responsible for communicating information to their colleagues.

As everyone is aware, there is significant change occurring across a range of levels with BAC currently, and this is a short-term strategy for this week to ensure we are all updated regularly and on the same page with what is happening or what requires actioning.

I will ask Laura to take notes, and we will be structured in our approach. We will not go over the time allotted.

thanks Leanne

Dr Leanne Geppert
Acting Director of Strategy
Mental Health & Specialised Services

West Moreton Hospital and Health Service

The Park - Centre for Mental Health
 Administration Building, Cnr Ellerton Drive and Wolston Park Rd, Wacol, QLD 4076
 Locked Bag 500, Sumner Park BC, QLD 4074
www.health.qld.gov.au

16/12/13

Megan
 Carol
 Angela
 Ashleigh } given hard copies of letter

Kerrie
 Danielle } Emailed copies with hard copies sent to their home

LOD1049

17/12/13 - Daily check in E. Loane

↓ chronically driven discharge

Grosses House - provider of 1/15 B.H.

will provide:

Chm provide:

Pay level + award difference

Management respect and deployment

Residential supported accommodation

→ still stopping people + model

→ after care

→ Reside but - not interested in life people

→ Political issues - Loane & up to

WM + Chm

at this stage → manual for us to provide staff

developing model as we go

by 2014 → not much to discuss

if placement not in place

contingency
Residential
Planning

Kerr → Advice Job Banking

Source written advice from HR

Visit Manager → Metro North

- Daniel

- Angela

- Mary

Elaine from Uricai who have
said that the
closed at 10:30 today

Angela -

LOD1050

Lorraine Dowell - BAC - Daily check in meeting update

From: Lorraine Dowell
To: Michelle Giles
Subject: BAC - Daily check in meeting update

Hi Michelle,

Will you be attending the regular Wednesday 11:30 - 12:30 meeting tomorrow with Leanne, Dr Brennan, Will and others?

Some important issues will be raised for discussion at this meeting - not fully divulged at the check in meeting today facilitated by Leanne.

Notes:

- Discharge planning continues to be strongly clinically driven
- Will enquired about roster planning beyond the end of Jan and if there might be a need to roster on some staff if all adolescents have not relocated to other settings
- There was an incident today where someone from Together Union contacted Elaine the admin officer, asking if they needed support. They claimed that someone from HR rang them and suggested that BAC would be closed by the end of the week. Mystery. Upset a few people.
- Greenslopes house - residential supported accommodation model - a different staffing profile and model to current - residential and not intensive nursing staff support - Aftercare will be providing the services - under CHQ governance and not WM governance - who will provide nursing staff CHQ or WM? Will noted that the pay levels are different and the award is different to that for current BAC nursing staff. Needs to be discussed at the Wed meeting tomorrow. Will asked if BAC nursing staff working in the unit would be disadvantaged with any separation plans if they take up work at the Greenslopes house. Leanne describes the model as multilayered and each layer is being worked out along the way and as is required.
- Recruitment strategies - vitally important to email all HR queries to Kerrie and receive email confirmation back re how to proceed
- Closure target is the end of January. It is a risk that this may not be achieved so contingency planning will need to be considered now.
- [redacted] went to Logan today
- [redacted] Political, strategic and clinical factors to be considered. Someone rang the parents suggesting BAC was closing this week. Caused some problems.
- Leanne indicated that as long as you can cover the Wed meetings, I won't need to be there. I will keep you informed with the events tabled at the daily check in meetings.
- It is anticipated that daily check ins will be needed for a while as things are becoming sensitive there at present.

Kind regards,

Lorraine

2/11/13 → Text to Michelle to read email before tomorrow

Daily check in - 19/12/13

- letters - sent to all
- 6 or 5 N/S on the reject job offer
→ impact on roster

Lorraine Dowell - Re: Patient list

From: Megan Hayes
To: Lorraine Dowell
Date: 21/01/2014 8:00 AM
Subject: Re: Patient list

Hi Lorraine

We currently only have the following inpatients that we are working to transition:

Previous patients we discussed in transition panel included:

Hope that helps?
Thanks

Megan Hayes
Occupational Therapist
Barrett Adolescent Centre
The Park Centre for Mental Health

Tues, Thurs, Fri (alt)

>>> Lorraine Dowell 1/17/2014 9:30 am >>>
Hi Megan,

Do you have a list of all the names of adolescents being managed during this transition period?

I have a patient list from Elaine, but I need to make sure it is the same as the one that the transition planning group has been working to.

Many thanks,

Lorraine

LOD1053

In district at height of an adult unit.
 Transition to Pine River main not
 app → other pts there. Megan arrived with
 through to Pine River.
 Transfer to cell & stamps for 24 hrs care?
 6/1/14 - as they need to over
 stay - not tell until all fixed.

3 on the ward till 6/1/14
 Duty Dr to review Tahira every day

6/1/14

Danielli → LSC up till 8/1/14
 Megan → change at work day
 Idina → Away till mid Jan.
 Angela → >
 Carol → finished
 Ashleigh → finished.