

"LMD-10"

From: Lorraine Dowell
Sent: 18 Oct 2013 08:08:45 +1000
To: Johnson, Laura
Subject: Re: Statewide Adolescent Extended Treatment and Rehabilitation
Financial and Workforce Planning Transition Working Group Tuesday 22 October 2013

Thank you Laura.

I'll see you at the meeting.

Kind regards,

Lorraine Dowell

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

>>> Laura Johnson 17/10/2013 4:18 pm >>>
Good afternoon,

The first meeting of the Statewide Adolescent Extended Treatment and Rehabilitation (SW AETR) Financial and Workforce Planning Transition Working Group will be held next **Tuesday 22 October 2013**. I understand that this is short notice for the meeting and this is due to the tight time frames associated with the statewide project. The purpose of the meeting is to ensure effective workforce planning and the distribution of adolescent mental health service operational funds and resources to the Children's Health Queensland Hospital and Health Service with regard to future SW AETR service options.

The meeting will be held at the **Conference Room 1.11, Administration Building, The Park from 1.30-2.30pm**. Teleconference will be available for the meeting and the details will be sent out with the agenda in the next day or so.

Could please advise me if you are not able to attend the meeting.

If you have any questions or would like any other information, please feel free to contact me.

Kind regards
Laura Johnson
Secretariat
SW AETR Financial and Workforce Planning Transition Working Group

Laura Johnson
Project Officer - Redevelopment
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

"LMD-11"

From: Ingrid Adamson
Sent: 21 Nov 2013 09:13:09 +1000
To: Jennifer Crimmins; Laura Johnson; Emma Foreman; Shelley Nowlan; Kristen Breed; Stuart Bowhay; Helen Ceron; Alan Fletcher; Louise Blatchford; Deborah Miller; Dianne Woolley; Alan Millward; Kathryn White; Michael Miller; Sharon Kelly; Leanne Geppert; Lorraine Dowell; Padraig McGrath
Subject: Financial and Workforce Planning Working Group - Adolescent Mental Health Initiative

Good Morning,

As agreed at the first meeting of the Working Group on 22nd October, issues regarding the purpose and Terms of Reference of the Working Group have been raised with the SW AETRS Steering Committee.

The Steering Committee agree that the purpose of this Working Group has shifted since the commencement of the initiative and, consequently, have decided to disband the formal Working Group structure.

It is understood that work in regard to workforce and financial requirements for the proposed SW AETR model of care will be undertaken on an as-needs-basis with the appropriate representatives identified, and progress on this work will be reported back to the Steering Committee by the project manager on a regular basis.

It was also agreed that CHQ HHS, WM HHS and MHAODB will continue to work together to identify current BAC operational funding, culminating with an amendment proposal for submission to the Service Agreement Management Unit at Qld Health.

On behalf of the project team and Steering Committee, I would like to thank you for your time to date, and I will be in touch with some of you individually to progress specific elements as required.

In the meantime, if you have any questions, please feel free to contact me.

Warm regards

Ingrid

Ingrid Adamson

Project Manager - SW AETR

Office of Strategy Management

**Children's Health Queensland
Hospital and Health Service**

Level 1, North Tower

Royal Children's Hospital

HERSTON QLD 4029

www.health.qld.gov.au/childrenshealth

"LMD-12"

From: Lorraine Dowell
Sent: 14 Oct 2013 11:34:57 +1000
To: Giles, Michelle
Subject: Notes from AH meeting 14/10/13

Thank you to everyone for attending and investing so well in the process.

Attendees: Danielle Corbett, Ashleigh Trinder, Angela Clarke, Megan Hayes, Carol Hughes, Lorraine Dowell (meeting facilitator).

Apology - Kim Hoang - unwell.

Transition Panel

- To start meeting this week. Includes Megan, Carol and Dr Brennan. New NUM starting today - Alex Bryce. 3 meetings per week, Tuesday AM, Wednesday PM and Thursday AM. A roster has been drawn up to assign adolescents to one of these panels. Approx 1 hour allocated for each adolescent. A checklist has been developed to identify what has been completed to support transition and what still needs to be done. Megan and Carol will email updates to allied health to keep them informed. Perhaps the checklist could be electronically saved to an accessible place and this will also provide quality communication around what needs to be undertaken and with whom and by when - a shared working document ?? There may be a teacher rep on the panel. Perhaps this will enable handover of relevant information to educational supports? Care Co-ordinators will be completing a Recovery Plan, a Crisis Plan and a Developmental Checklist. Each week the cc will be completing a Consumer Care Review Summary and Plan - capturing work undertaken to date.

Action Required

--> Megan and Carol to identify a process of communicating transition information to and from colleagues to inform the process and assist with tracking.

Scope of transition planning

- It was noted that locating suitable services for handover would be a challenge. Discussion identified that the clinical transition process may involve capturing identified need in the clinical handover process, with responsibility for establishing linkages resting with the receiving service rather than being part of the transition process.

Action Required:

--> Megan and Carol to clarify at the Transition Meetings if establishing linkages with other support services will be part of the clinical handover / transition process.

Clinical Handover

Phase 1 --> Upload relevant reports for current consumers to CIMHA

Phase 2 --> Summarise work undertaken to date by each allied health person and upload to CIMHA - note on transition planning checklist

Phase 3 --> Review working notes or documents, destroy if not significant and information has already been captured in summaries or place in a sealed envelope for filing in the clinical file. Leave with the admin officer. Incomplete filing will need to be sent to Health Information Management for filing at the time of closure.

It was noted that notes from past inpatients were sent to the Discipline Senior - Psychology for storage some time back - left in the cabinets from previous staff. This may also need to be managed in keeping with policy and sent to file. The goal is to not have any adolescent clinical notes located anywhere but in the clinical file by the closure date.

It was noted that some staff will be taking leave over Xmas further reducing time available to complete this work. Consumer count: [REDACTED]
Physio and Dietetics have also been asked to upload relevant information to CIMHA.

Action Required:

--> Lorraine to follow up with Scott and Michelle re previous adolescent clinical notes
--> Each clinician is to scope what work they need to undertake in the time available to them individually accommodating work hours and leave planning - to provide ongoing updates to this meeting.

Staff Support

Peer support is being sought by work colleagues at present. This is similar to what occurred in other parts of the Park when time frames were identified. It is difficult to manage in addition to meeting clinical handover targets.

Action Required

- Support staff where possible but pay close attention to clinical handover deadlines and the need to secure the best possible outcome for the adolescents by completing this well. They are depending on us.

Preservation of Intellectual property

Consider:

--> Individually retaining copies of valuable clinical resources (non-patient identifying only) - consider Dropbox www.dropbox.com - free internet space or USB. for future clinical use.
--> Handover of clinical reasoning frameworks, program information, proformas etc along with assessment tools/ kits and other resources to CYMHS.

Action Required:

--> Lorraine to liaise with Catherine Lynch and Discipline Seniors to identify a preferred option.

Corporate History

It was noted that there are many electronic documents that outline the history of BAC. Has a process been identified to preserve these resources for medico-legal and historical reasons?

Action Required

--> Lorraine to ask Michelle to clarify during meetings with Executive.

HR Processes

- As patient numbers decrease will staff numbers also decrease?
- Will all allied health positions be retained till the end of January?
- What is the formula used to calculate Voluntary Redundancy entitlements?
- What are the terms and conditions associated with a VR?
- What is involved in the Employee Requiring Placement (ERP) Process?
- It was noted that each individual would need to determine which option may be best for themselves
- Transfer at Level - process outlined and clinicians encouraged to consider.

Action Required:

--> Lorraine to invite Kathryn White to the next Monday meeting for advice.
--> Lorraine to secure information re ERP and VR for staff information and copies of relevant policy documents.
--> Lorraine to ask Michelle to clarify if staff numbers will decrease with patient numbers prior to the end of January?
--> Everyone to contact Lorraine if needing additional advice or information.

See you again on Monday 21 October - 15 weeks till the end of January 2014.

Thank you everyone for your exceptional professionalism during a difficult time.

Kind regards,

Lorraine

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



"LMD-13"

From: Kathryn White
Sent: 28 Oct 2013 11:55:02 +1000
To: Angela Clarke;Ashleigh Trinder;Carol Hughes;Danielle Corbett;Kim Hoang;Lorraine Dowell;Megan Hayes
Cc: Michelle Giles
Subject: Re: Invitation from BAC Allied Health
Attachments: Part time-self-assessment-voluntary-redundancy.xls, Full time-self-assessment-calculator.xls

Hi all

Please see attached both the full time and part time calculators. Any problems, just contact me.

Regards
Kathryn

Kathryn White
A/Director Workplace Relations

West Moreton Hospital and Health Service

Chelmsford Avenue, Ipswich, QLD
PO Box 73, IPSWICH, QLD 4305
www.health.qld.gov.au

>>> Lorraine Dowell Wednesday, 16 October 2013 11:08 am >>>
Thank you so much Kathryn.

This would be great.

We meet at BAC. See you at 9:00 on 28/10/13

Many thanks,

Lorraine Dowell

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

>>> Kathryn White 15/10/2013 1:12 pm >>>
Hi all

I would be more than happy to attend a Monday meeting with the team to discuss these queries. Regrettably, I'm not available next Monday due to the pupil free day. I am available Monday 28 Oct at 9am though. Please advise if that date would suit everyone.

I have attached the Public Service Directives which relate to ERP, VR and TAL.

If there are any further questions, please feel free to send them through and I will bring answers on the day.

I will tentatively book 9-10am on 28.10.13 in my diary - please advise if I should make this a set meeting.

Regards
Kathryn

Kathryn White
A/Director Workplace Relations

West Moreton Hospital and Health Service

Chelmsford Avenue, Ipswich, QLD
PO Box 73, IPSWICH, QLD 4305
www.health.qld.gov.au

>>> Lorraine Dowell Monday, 14 October 2013 1:48 pm >>>
Hi Kathryn,

The allied health at BAC have a number of queries and were hoping that you might be able to join us at one of our Monday meetings at 9:00 am at BAC. This is the best time when we are all available as many clinicians work part-time.

Some queries identified so far:

--> As patient numbers decrease will staff numbers also decrease for allied health?

--> What is the formula used to calculate Voluntary Redundancy entitlements? Are only permanent staff entitled to a VR offer?

--> What are the terms and conditions associated with a Voluntary Redundancy?

--> What is involved in the Employee Requiring Placement (ERP) Process?

--> Transfer at Level has been presented as an option. Should these queries go via yourself Kathryn or someone else?

Kathryn are there any policy documents that outline these options and processes? It helps to have a printed copy to avoid confusion at times.

Thank you so much for your support of BAC clinicians during this difficult time.

Kind regards,

Lorraine

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



Voluntary redundancy estimate self-assessment calculator

Disclaimer

The estimate generated through this calculator is based on the information you input, and is to be regarded as a guide only to any payment paid as a voluntary redundancy package. This estimate is based on service dates shown below, and on leave entitlements and salary rates at the time of preparation. Outstanding leave arrangements, increments or other factors may affect this figure.

The tax applied in the calculator may not represent your individual circumstances – consult your financial adviser for further advice.

Leave without pay and breaks in service are taken into consideration when calculating severance payments, and may not be fully reflected in this estimate.

Cash equivalent of leave loading is payable on termination and has not been included in this calculator.

Changes to part-time hours throughout your employment history can impact the length of service and severance payment.

Important information

Any questions regarding this calculator, or about a voluntary redundancy should be directed to your agency human resources area.

This estimate for severance and incentive payments is based on your current working hours. If you have been employed under a casual and/or part-time working hours arrangements, seek advice from your agency HR.

The recognised service period is the time you have worked for the Queensland Government, plus any approved period of recognised service:

Directive 10/10 - Recognition of Previous Service and Employment

Your leave balances will be subject to a full reconciliation prior to any final payment.

Incentive payment is assumed to be the maximum of 12 weeks.

Redundancy payment = incentive payment plus severance payment.

Redundancy payment is tax free, up to a ceiling amount see ATO website:

ATO ceiling amounts

The preservation age varies from person to person. This calculator uses a preservation age of 55. The amount above the ceiling amount is taxed at:

- < 55 years of age – 31.5%
- > 55 years of age – 16.5%

Long service leave is taxed at 31.5%. If your long service leave entitlement is prior to 1978, a lower tax applies. The balances are not finalised until the separation is processed.

ATO ETP unused leave payments on termination

Public holiday payments are not included in this estimate.

Higher duties is not applicable on the redundancy payment and has not been considered in this estimate. Higher duties may affect payments on recreation leave and long service leave, depending on the circumstances.

Directive 4/11 - Higher duties

Other allowances are not applicable on the redundancy payment and are not considered in this estimate.

There are three steps:

Step 1: Service history calculator

Step 2: Leave without pay calculator (if applicable – see Directive 07/08 for information regarding exclusion periods)

Step 3: Voluntary redundancy estimate

After the completion of each step, scroll down. Information is to be entered into the blue fields only – all other fields will auto-populate.

Step 1: Service history calculator

Instructions:

You should enter your service history/placement history/job details into the calculator. Refer to ESS where available. If you have service history records with another agency which are not on your current agency's ESS, contact your current agency's human resource area to obtain your records.

Dates are to be entered in dd/mm/yyyy format. If you have breaks in service, enter '0' into the hours per fortnight field and enter the full-time equivalent hours for your award, e.g. 72.5 or 76 in the full-time equivalent hours per fortnight field.

Hours are to be entered in decimal format, e.g. 7:15 = 7.25.

Start date	End date	Hours per fortnight	Full time equiv hours per fortnight	Full time equiv service years
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Instructions:

Dates are to be entered in dd/mm/yyyy format.

Start date End date Hours per fortnight Full time equiv hours per fortnight Calendar days

Step 3: Voluntary redundancy estimate

Instructions:

Information is to be entered into the blue fields only – all other fields will auto-populate.

Dates to be entered in dd/mm/yyyy format.

Leave balances are to be entered as hours.

Hours to be entered in the decimal format, e.g. 7:14 = 7.25 hours.

Date of birth (for taxation purpose)

Eligible service start date

Separation date

Total years of service calculated

Leave without pay exclusion period

Total years of service minus leave without pay exclusion period

Substantive hourly rate

Long service leave balance

Rec leave balance

Summary of estimate

Long service leave gross

Tax on long service leave

Recreation leave gross

Tax on recreation leave

Incentive payment

Severance payment

Tax on incentive and severance payment

Total gross

Total tax owing

Total net due

\$

\$

\$

\$

-

-

-

-


Estimate Only

If you want to ask a question or need more information ask your agency HR

Voluntary redundancy estimate
self-assessment calculator

Print Date - 26/11/2015 1:05 PM

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Voluntary redundancy estimate

self-assessment calculator

Disclaimer

The estimate generated through this calculator is based on the information you input, and is to be regarded as a guide only to any payment paid as a voluntary redundancy package. This estimate is based on service dates shown below, and on leave entitlements and salary rates at the time of preparation. Outstanding leave arrangements, increments or other factors may affect this figure.

The tax applied in the calculator may not represent your individual circumstances – consult your financial adviser for further advice.

Leave without pay and breaks in service are taken into consideration when calculating severance payments, and may not be fully reflected in this estimate.

Cash equivalent of leave loading is payable on termination and has not been included in this calculator.

Changes in part-time hours should be calculated using the other sheet provided on the website.

Important information

Any questions regarding this calculator, or about a voluntary redundancy should be directed to your agency human resources area.

This estimate for severance and incentive payments is based on your current working hours. If you have been employed under a casual and/or part-time working hours arrangements, use the other sheet provided on the website.

The recognised service period is the time you have worked for the Queensland Government, plus any approved period of recognised service:

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Public holiday payments are not included in this estimate.

Higher duties is not applicable on the redundancy payment and has not been considered in this estimate. Higher duties may affect payments on recreation leave and long service leave, depending on the circumstances.

Directive 4/11 - Higher duties

Other allowances are not applicable on the redundancy payment and are not considered in this estimate.

Employment details

Information is to be entered into the blue fields only

Date of birth (for taxation purpose) - dd/mm/yyyy

Eligible service start date - dd/mm/yyyy

Separation date - dd/mm/yyyy

Leave without pay/exclusion period in calendar days as per Directive 07/08

Total years of service minus exclusion days

Substantive hourly rate

Hours worked per fortnight (in decimal e.g 72:30 = 72.50)

Long service leave balance (in decimal e.g 7:15 = 7.25)

Rec leave balance (in decimal e.g 7:15 = 7.25)

Summary

Long service leave gross

Tax on long service leave

Recreation leave gross

Tax on recreation leave

Incentive payment

Severance payment

Tax on incentive and severance payment

Total gross

Total tax owing

Total net due

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

Estimate Only

If you want to ask a question or need more information ask your agency HR

Voluntary redundancy estimation
self-assessment calculator

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