

Employee Movement - Temporary (Higher Duties/Acting at Level)

Employee Details				P		
Person ID		Personnel assignme	ent number (PAN)	pl.	ease indicate (√) here i	Fyou work
					ore than one position in	
Family name		First name/s				
PAGE		BRENTON		***************************************		·····
Visa Notification (if applicab	ole)					
If the employee to whom this mov (DIAC) must be notified within 10 c Email address: QLD.Sponsor.Monit Note: The sponsorship obligations	working days of the tra toring@imml.gov.au	insfer to a new location	n or position.		nt of Immigration and (Citizenship
Proposed Change Type		<u>.</u>				
-	ng at level 🔽					
Indicate below if this form relates to New Exte	elther a new appointme insion	nt, an extension to an ex Modification	kisting appointment or a	modification of a prev	viously documented app	ointment
Proposed Position Details	ingen [A]	Modification	- III			
Frontline position	OR	Non_Frontline po	esition:	Recurs	st to Fill a Vacancy Forn	n attached
Position ID	OK	Position title		neques	Classificat	
		REGISTER	ED NURSE		GRAI	DE 5
Start date 1	End date				Percentag	e of allow
01-10-2012	11-11-2012		age of higher duties allo ses under the provisions			
Organisational unit number		Organisational unit			***************************************	
70071571 Facility address		BARRETT	ADOLESCENT		vertisement reference (if annlieah
THE PARK CENTRE	EOR MENTA	U HEALTH		305 80	ver tiaement reverence (пиррисоф
Current occupant (if applicable)	. I OIL WILLIAM		nigher duties / acting at	level		
Concurrent / Aggregate: Please Ind	licate (✓) here if the en	nployee will continue t	o hold their existing po	sition in conjunction	n with the proposed po	sition
čmployment basis						
Full-time	Part-time v	No. of p	part-time hours / fortnig	ht: 64		
	Dishila Haalth (Sector) Award	2004 - Section	3 - Psychiatr	ic Hospitals et	C
Award/EBA name Nurses (Queensland I	rubiic neaiui s				rent and the contract of the c	
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Staff Movement Details Reason for vacancy	rubiic neatur					
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ziiipioyee	Reference			***************************************							
Work Sched	dule				****		,				
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Please comple Week one	ete the table	below using	24 hour time	e format (eg.	07:00 - 15:30) t	o advise the emp Week two	oloyee's roste	er for their ini	tial two week	period of emp	oloyment
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Day	Start time	End time (hh:mm)	Start time	End time (hh:mm)	Total daily hours	Day	Start time (hbmm)	End time	Start time	End time	Total o
Monday	as	per	BAU	roster	Property and a second	Monday	as	per	BAU	roster	
Tuesday	***************************************					Tuesday					
Wednesday						Wednesday					
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			Total w	eekly hours					Total	weekly hours	
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credentials) ui	nder Queens	land Health	policy.			vill entitle them t	to additional	payment (e.e	g. relevant AQ	F qualification	is or nurs
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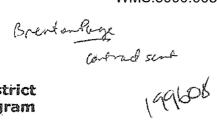
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Queensland				
Government	Employee Mo	vement - Tempo	rary <b>-</b> (Higher Du	ties/Acting at Level)
Employee Reference	Person ID		Personnel assignment numb	er (PAN)
, ,				
Delegate Approval (mandator	/Bodhanis and tole and a	artenna de como		
If the employee's entitlement to recu		complete and forward the r	elevant form/s.	<u>'</u>
HES / SES Higher Duties only:	*			er Yes No N
Will the employee be allocated a gov Delegate's signature	emment owned motor venicle:	or private use or nome gara  Date		te's Contact number
		04-09-2012	(07)	
Delegate's full name (please print)			Delegate's position title	L
<u>t</u>			A/NURSE MANA	AGER
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Processing Area Use Only				
Processor's signature	Date Review	ver's signature	Date	Processed fortnight ending

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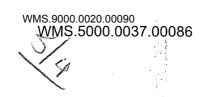




# West Moreton Health Service District Establishment Management Program Request to Fill a Vacancy - Frontline Position

Vacancy Information			
p	Extension of temporary em		
[ ] vacancy (remp/renn)	higher duties, contractor or	ployees, Is the position funded? * [	x Yes No
Backfill	arrangement	•	
Position Title: REGISTERE	D NURSE - BAU	Position ID (where applicable):	
Facility / Location:	I Division:	NURSING	
THE PARK	División.	MACANA	
Position Classification (where applicable):	Position Status: (perm, tèmp, casual, contractor)	If currently vacant, how long has to vacant?	he position been
RADE 5	TEMP	vacantr	
reason for vacancy: ORGA	NISATIONAL RESTRUCTURE DU	RING REDEVELOPMENT	
	eg redistribute work priorities:		
	orief description)		
Registered nursing duties.	To provide clinical care and ass ns. To provide care coordination	essment of consumers in a Mental Healt	h Facility. To
mantan visual observation	is. To provide care coordination		
And Sight and the second secon	ntanan karingga mananan menggah minguni dangkan penumunan dangan dan manan dangga penumpunan, apangga		
	A Marie Commence of the Commen		
Request to FIII ales ha	w do you intend to fill the	evacancy)	
	promoting .	*	2//2
			<u> </u>
Existing Incumbent In Surname:	iformation (continuing arra   First Name:	ngements)  Person ID: (Where a	onlicatio)
w/w/; x 316/3/3/2 \$	1110,10110	L C(2011 TD: (Autete a	- Spiredore)
quest Submitted by:			
		A SALLY PROPERTY AND THE PROPERTY.	are in the n
Signature U.	Name (please print)	A/NURSE MANAGER Position	11/07/12 Date
Relevant Exe			
		ROTOR EXECUTIVE DIRECTOR	22/2/2
Clanatura	Name (please print)	NURSING	Date
Signature Executive Delegate Endo		Position	Date
I support this request to fill			
Delegate Signature	Delegate Name	Position	Date
	OP.	Executive Director People & Cultú OR	1re 36/3/12
		Acting-District CEO-	~ (1°C)
A. A		4	
WMHSD Request to Fill Vacancy			.12/6/12 v2







# Employee Movement - Temporary (Higher Duties/Acting at Level)

Privacy disclaimer: The collection of personal information on this to consent unless required by law. Use of personal	m is authorised und information on this	ler the Public S form is restrict	Service Act 20 led to those h	08. Your personal	l informatic	on will not be and processin	disclosed to othe	her parties without	your
This form is to be used by Queenslan temporary appointment to a position					mporary (	change to a	n employee's	existing position	or
Employee Details									
Person ID		ersonnel ass	ilgnment nu	ımber (PAN)		P	lease Indicate	· (✓) here if you w	ork in
	ke of	3 1				n	nore than one	position in QLD	Health. L
Family name		irst name/s		- 1 (p.		***************************************			************************
PAGE		BRENT	ON	4.5.					
Visa Notification (if applicable)		The state of the s						į	***
If the employee to whom this movement a (DIAC) must be notified within 10 working of Email address: QLD.Sponsor.Monitoring@in Note: The sponsorship obligations for visa h	days of the transforml.gov.au	er to a new lo	ocation or p	osition.		•	ent of Immigra	ation and Citizens	shlp
Proposed Change Type									
Higher duties Acting at level	[7]							!	٠.
Indicate below if this form relates to either a n	ew appointment, a	n extension t	o an existing	appointment or	a modifica	ation of a pre	eviously docur	nented appointme	ent
New Extension	$\checkmark$	Modificat	tion						Ş.,
Proposed Position Details	40 g 80 °		5.7						
Frontline position OF	·····	Non_Frontl	line positior	П	<u></u>	Reque	est to Fill a Vac	ancy Form attacl	hed 🛱
Position ID	F	osition title		<u> </u>				Classification (eg	. AO4)
		REGIST	ERED	NURSE	***************************************	<del> </del>		<b>GRADE 5</b>	
Start date End date				······································				Percentage of all	owance
12-11-2012 10-02	-2013			higher duties al der the provisio					%
Organisational unit number	Ó	rganisationa							
70071571	- 4	BARRE	TT ADO	PLESCEN	IT UNI	Т		1	
Facility address		74 F /4	*	****		Job ad	vertisement r	eference (if appli	cable)
THE PARK CENTRE FOR	MENTAL								
Current occupant (If applicable)	······································	Reason	n for higher	duties / acting a	at level		***************************************		
			······································			······································			
Concurrent / Aggregate: Please Indicate (<)	here if the emplo	yee will cont	inue to hold	I their existing p	position in	conjunctio	n with the pro	oposed position	Ш
Employment basis									
Full-time Part-	time 🗸	No	o, of part-tir	ne hours / fortn	ight:	64			
Award/EBA name					L	***************************************			
Nurses (Queensland Public	Health Sec	tor) Awa	ard 200	4 - Section	1 B - P	sychiat	ric Hospi	itals etc	
Staff Movement Details									
Reason for vacancy									
Covers RN on HD- PETER	KOP								
Work Contract									
Working arrangements	Shift arran	gements		Recreation	n leave a	accrual		n for addition leave	al
19 day month (ADO accrual)	Single shift of	nly	П	4 weeks / ar	nnum	П	Workli	ng public holiday	5 🗸
Standard hours (non ADO accrual	Two shifts	ź., .		3 5 weeks / an	num	V	Contin	ous shift work	
Variable working hours	Continuous	hift work	<b>✓</b>	6 weeks / an	nnum			ng with radium	П
9 day fortnight	12 hourishift applies	ayrangemen	N. III.				(radio	graphers only)	bug is d
Special conditions (e.g. RANIP Nurses, etc.), F		Payroll and I	Rostering In	tranet Site (PAR	RIS) for mo	ore informat	ion.		
hr, emp_mov_high_dut/May2012/v.7			······································			***************************************	***************************************		1 of 3

Queensland												<u> </u>
Government			Emp	loyee N	Noveme	ent - Temp	O	rary -	(Higher	Duties/	'Acting a	it Level
Employee	Reference	•	Person ID	_	_		1	Personnel	assignment	number (PAN	1	
, ,			L				]					
Work Sche	dule											i d d
Please indicatemployee wo			cyclic roster ( gular interval				(		-cyclic roster ycle to the ne		tern that varies	from
	ete the table	below using	24 hour time	2 SHEET 1		) to advise the em	plo	yee's roste	r for their ini	tial two week	period of emp	loyment.
Week one	I	<u> </u>	Most	oreak*	. <del></del>	Week two	T			lead	break*	T :
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Tuesday					***************************************	Tuesday	T					i
Wednesday						Wednesday	T			<del> </del>		
Thursday		***************************************				Thursday	T					
Friday						Friday	T			<b> </b>		
Saturday						Saturday	T		•	<del> </del>		-
Sunday			<b> </b>			Sunday	┢	•••••				***************************************
			Total w	eekly hours	***************************************	┪┟╼╌	<u></u>			Total	weekly hours	```
*Where a paid me:	al break applies, n	lease insert N/A				J L						***************************************
agreement informed thi discussed wi informed the likelihood of	nave: mployee is so with the line is employee c (th this emplo e employee w Fextension of	eeking relea manager of of any chang oyee the con where this ch	se or extension the employer es to their F8' isequences of lange applies	n of a previous substantive. T Concession this change to a tempora	usly approve re position i Eligibility st to their posit ary employee	ad movement from atus as a conseque tion, employment e moving between oting appointmen	enc sta i te	e of this values, terms mporary a:	oriation to the of employments, c	eir employme ent and/or ros of any impact	nt iter and	
Supervisor's s	onature				Dat	le .		Area cod	e Co	ontact numbe	T	
ر کی رک					0	6-11-2012		(07)				
supervisor's fu	ultadme (plea	ase print)			·····		1"		s position titl			
Die saleman es							L	A/NUF	RSE MA	NAGER		
Employee C	ertification	n (mandat	tory compl	etion requ	ired - refe	r note* below)		nage the discussion of the property to the				
<ul> <li>applicable). I a</li> <li>F8T Concess</li> <li>position, em</li> <li>ended by m</li> </ul>	lso certify that ion Eligibility ployment sta y line manago	of I have bee status that r tus, terms of	n informed by may result fro f employment	y my line mai m this variati t and/or roste	nager/super on to my em er. I also ackr	n for the extra rem visor of the consec ployment contrac towledge that as to ward provisions.	que t a	ences of thi nd appointm	s change to r	ny: nporary natur	·	
Employe					Date	····		Line ma	inager's signi	ature in lieu*		Allindra Antonio del Allindra Antonio
otherwise bee	en completed	l in full and c	detalls of the	eason that th	ign this form	a (as above) the Su cannot sign the fo tat it can be retain	orn ipe	n is listed b	elow. The sig	nature of the		
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Queensland Government	Employee Mov	ement - Tempo	rary -(High	ner Duties/Acting	g at Level)
Employee Reference	Person ID		Personnel assignm	nent number (PAN)	
,	and the second s				
Delegate Approval (mandat	ory completion required)				
If the employee's entitlement to red HES / SES Higher Duties only:	curring allowance changes, please o	complete and forward the r	elevant form/s.		
Will the employee be allocated a g  Delegate's signature	overnment owned motor vehicle fo	or private use or home gara Date	ging during this per Area code	riod of relief?  Yes  Delegate's Contact numb	No 🗆
		06-11-2012	(07)	Delegate's Contact numb	
Delegate's full name (please print)	्रा विद्यासम्बद्धाः स्टब्स् विद्यासम्बद्धाः स्टब्स्	असी से राष्ट्रिय	Delegate's position		ursind
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BRENTON PAGE

### West Moreton Hospital and Health Service Establishment Management Program Request to Fill a Vacancy – Frontline Position

PARTA			
Vacancy Information			
Vacancy - Permanent	X Extension of temporary errocontractor or other arrange	nployees, rment	# : inserve # .
X Vacancy - Temporary	Higher Duties – extension  Strate Conna Higher Duties – new	Is the position funded?	X ^{Yes} D ^{No}
osition Title: REGISTERED	NURSE- BARRETT ADOLESCEN	IT UNIT Position ID (where applicable):	
acility / Location: THE PARK	Division MENTA	:: IL HEALTH - NURSING	
Position Classification (where pplicable): BRADE 5	Position Status: (porm, tomp, casual, contractor) TEMP	If currently vacant, how long has the	position been vacant?
eason for vacancy; N DOING HD			
Purpose of Position	(brief description)		
legistered nursing duties	. To provide clinical care and a ons. To provide care coordinati	ssessment of consumers in a Mental H	ealth Facility. To
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Signature

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via email on

Name and Position







### **Employee Movement - Temporary**

(Higher Duties/Acting at Level) Privacy discisioner; the collection of personal information on this formula a An approved Validation of Claims Older Than Three Months Form must be provided in addition to this form if this claim is older than three months from the This form is to be used by Queensland Health employees and line managers to document a temporary change to an employee's existing position or temporary appointment to a position either in an 'at level' or higher duties capacity. **"我怎么可能是我的人,我们就是我们的人,我们就是我们的人,我们就是我们的人,我们就是我们的人,我们就是我们的人,我们就是我们的人,我们就是我们的人,我们就是我们** Person ID Personnel assignment number (PAN) Please Indicate (v') here if you work in more than one position in QLD Health. Family name First name/s PAGE BRENTON Visa Notification (trapplicable) If the employee to whom this movement applies holds a Temporary Business (Long Stay) Subclass 457 visa, the Department of Immigration and Citizenship (DIAC) must be notified within 10 working days of the transfer to a new location or position. Email address: QLD.Sponsor.Monitoring@immi.gov.au Note: The sponsorship obligations for visa holders are transferred to the new HR Unit (refer HR Policy B46 for details). Proposed Change Type Higher duties Acting at level 📝 Indicate below if this form relates to either a new appointment, an appointment or a modification of a previously documented appointme Extension Modification Proposed Position Details Request to Fill a Vacancy Form attached 🗸 Position ID Position title Classification (eg. AO4) **REGISTERED NURSE GRADE 5** Start date End date Percentage of allowance Percentage of higher duties allowance payable applies only to employees under the provisions of the Public Service Act 11-02-2013 121 201 Organisational unit number Organisational unit name 70071571 BARRETT ADOLESCENT UNIT Job advertisement reference (if applicable) Facility address THE PARK CENTRE FOR MENTAL HEALTH Current occupant (if applicable) Reason for higher duties / acting at level Concurrent / Aggregate: Please Indicate (/) here if the employee will continue to hold their existing position in conjunction with the proposed position **Employment basis** Full-time Part-time V 64 No. of part-time hours / fortnight: Award/EBA Name Queensland Health Nurses and Midwives Award - State 2012 - Section C - Psychiatric Rospitals and Eventide Homes Staff Movement Details Reason for vacancy COVER RN DOING HD-Work Contract Working arrangements Shift arrangements Recreation leave accrual Reason for additional weeks leave Single shift only 19 day month (ADO accrual) 4 weeks / annum Working public holidays  $\checkmark$ Standard hours (non ADO accrual Two shifts 5 weeks / annum  $\square$ Continous shift work 6 weeks / annum Working with radium Variable working hours Continuous shift work (radiographers only) 12 hour shift arrangement 9 day formight applies Special conditions (e.g. RANIP Nurses, etc.). Please refer to the Payroll and Rostering Intranet Site (PARIS) for more information. hr_emp_mov_high_dut/January2013911 1 of 3

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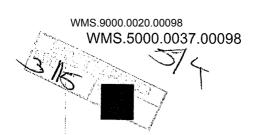
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### West Moreton Hospital and Health Service Establishment Management Program Request to Fill a Vacancy – Frontline Position

PARTA			
Vacancy - Permanent	Extension of temporary emporary contractor or other arranger	ployees, nent	.*
Vacancy - Temporary	Higher Duties – extension	Is the position funded?	X Yes D No
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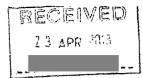
### Employee Movement - Temporary

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		more than one position in QLD Health. —
Family name	First name/s	
PAGE	BRENTON	
Visa Notification (If applicable)		
(DIAC) must be notified within 10 working days of the tra Email address: QLD, Sponsor, Monitoring@immi.gov.au	Temporary Business (Long Stay) Subclass 457 visa, the Depo nsfer to a new location or position. nsfarred to the new HR Unit (refer HR Policy B46 for details).	
Proposed Change Type		
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Proposed Position Details		
Request to Fill a Vacancy Form attached		
Position ID	Position title	Classification (eg. AO4)
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Organisational unit number	Organisational unit name	
[70071571 Facility address	BARRETT ADOLESCENT UNIT	bb advertisement reference (if applicable)
THE PARK CENTRE FOR MENTA		Described in applicables
Current occupant (if applicable)	Reason for higher duties / acting at level	
	COVER RN DOING HD	
Concurrent / Aggregate: Please Indicate ( / ) here if the em	ployee will continue to hold their existing position in canju	nction with the proposed position
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Full-time Part-time	No. of part-time hours / fortnight: 64	
Award/EBA Name		
Queensland Health Nurses and Midwives Award -	State 2012 - Section C - Psychiatric Hospitals and Ev	entide Homes
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Othernstand	Employee M	ovement - Tempo	orary - (Higher D	uties/Acting at Le	evel)
Employee Reference	Person ID		Personnel assignment nur	nber (PAN)	7
Limployee Reference					}
Delegate Approval (mandator	y completion required	)		*	
If the employee's entitlement to recu	rring allowance changes, ple	ase complete and forward the	relevant form/s.		
HES / SES Higher Duties only: Will the employee be allocated a gov	ernment owned motor vehic	tle for private use or home gar	aging during this period of re	elief7 Yes N	lo 🗀
Delegate's signature		Date	Area code Dele	gate's Contact number	
		22-04-2013	(07)		
Delegate's full name (please print)			Delegate's position title  A/DIRECTOR (		
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### West Moreton Hospital and Health Service Establishment Management Process Request to Fill Form

Position Details			er-serve und a	
	e Position Title: REG	ISTERED NURSE		
Position ID: Vacancy Details	Business Unit/Division: Ba	arrett Adolescent Unit	Facility/Location: T	HE PARK
	57 <b>-</b>			
Permanent vacancy Proposed Filling Arrangements		/ Vacancy	☐ Casual Vaca	incy
Permanent - Request to	☐ Higher Duties/Acting a	l Level	☑ Temporary Engage Agency Staff	ement / Contractor/
☐ Secondment In		Start Dete: 13/05/13	End Date:	18/08/13
* A Word Version Role Description (		nanent vacancies		
Proposed Appointment (if known)				
Surname: PAGE	Name: BRENTO	)N	Person ID:	
ditional Vacancy information				
ir permanent position, is it substantiv		If currently vacant, how	long has the position	been vacant?
☐ Yes		Yea	ars:	Months:
Background, Service Need and	Financial Implications			
• Why is this position vacant?				
RN M.BESWICK DOING HD				: 
<ul> <li>What is the rationale for filling</li> </ul>	this position for the period i	requested? What are the	implications if the po	sition is not filled?
			<u>;</u>	
TO BACKFILL FOR CLINICA			ATIENT CARE. TO	REDUCE USE OF
CASUAL AGENCY STAFF	AND THE POTENTIAL USE	OF OVERTIME.		
If this position is filled, will the			!	
YES, PLANSE S	EE AT LACKED	KEKEST		
			9	
<ul> <li>Is the Business Unit currently</li> </ul>	within the approved budget	?	,	
YES, \$351,16	3 UNLAR FORFE	VASO ACAT	31/3/13	
	J 011404 p 1114	,,_ ,,	-1/5/10	
If this request to fill is for leave	e relief, is backfill for leave ir	the approved budget?	· · · · · · · · · · · · · · · · · · ·	
1/2				
NA				9 C )
•				M1155 282
			v	VMHHS EMP Formv2

Please ensure you attach all relevant Payroll forms to this form (for example Employee Movements Form).

Role	Name	Contact Number	Date	Comments
Requested by				
Line Manager				
ASCISTATT Business Manager			24/4/13	
Executive Director			1/5/13	endorsed part of BAC changer
) 'ef Financial Officer			02 0513	

Request to fill vacar					
☑ Approved	Comments/Conditions:			E	
☐ Not Approved	Comments:			P. C.	
			Chief Exec West Moreto		2/5/17
Signatu		Name	Position	1	Date
For HHS HR Use O	nly		Position	<b>)</b> Together	Date
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WMHHS EMP Formv2

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Timers time Islands on Sect. 45				Dec 2012	Jan 2013	Feb 2013	Mar 2013
Busines	ss Unit 7 - Wacol, P	Enrolled Nurses - Grade 3	OH FTE	0.32	0.74	0.26	0.25
			Budgeted	1.04	1.00	1.07	1,09
			QH FTE Var	0.72	0.26	0.81	0,84
		र्सिहांडाबांचे Norses / Midwife - Grade 5	QH FTE	15.40	17.12	16.86	16.94
			Budgeled	14.17	13.18	14.39	14.74
			QH FTE Var	5(223)	<b>1373.94</b>	247	<b>220</b>
	Clinical Nurse / Midwife - Grade 6	OH FTE	3.59	2.12	3.06	3.53	
		Budgeted	5,45	5.17	5.56	5.70	
			QH FTE Var	1.86	3.05	2.50	2.17
		Clinical Nurse Consultant, Manager, Educator - Gra	QH FTE	1,00	0.50	1.00	0.92
			Budgeted	1.00	1.11	1.08	1.04
	L_		QH FTE Var	0.00	0.61	0.08	0.13
-		Nurse Director, Assistant Director of Nursing - Grad	QH FTE		0.04	0.01	
			Budgeted	0.24	0.29	0.27	0.26
			QH FTE Var	0.24	0.25	0.26	0,26
		Nursing - External	QH FTE	0.26	0.25	0.05	0.45
			QH FTE Var	-0.26	-0.25	-0.05	-0,45
		Nursing	QH FTE	20,57	20.76	21.25	22.09
			Budgeted	21.90	20.75	22.37	22.84
			QH FTE Var	1,34	-0.02	1.12	0.75

09:04 24/04/13

Personal and sensitive information must be responsibly and transparently collected and managed in accordance with the privacy principles applicable to Queensland Health.

Page 1

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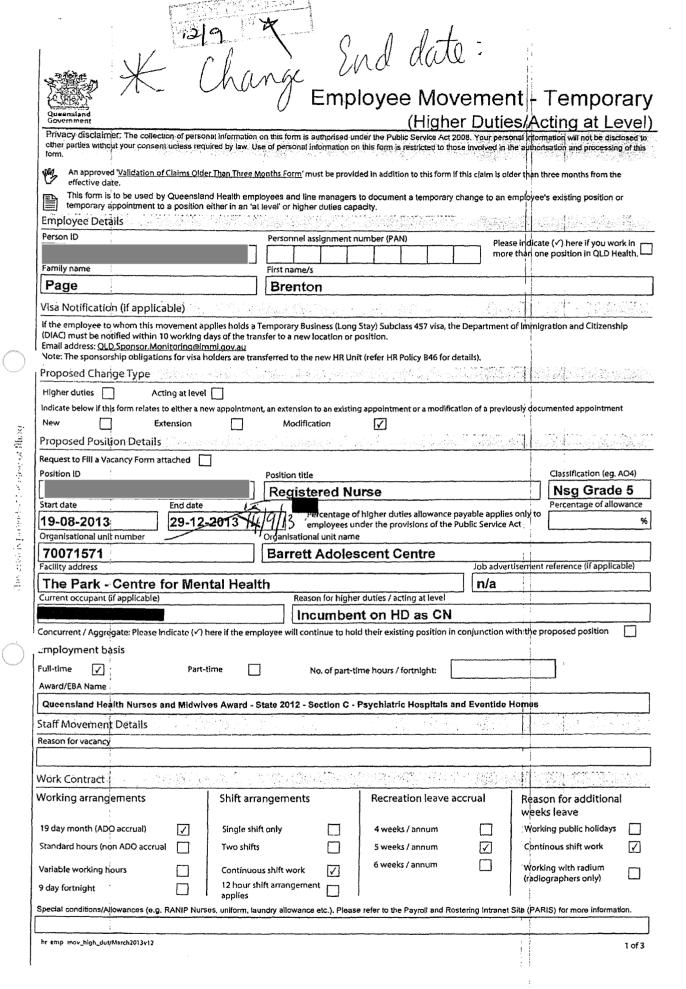
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Business Unit 7 - Wacol, Park							-	
Labour - Health Practitioners	40,001	51,737	11,736	346,531	439,059	92,528	578,244	
Labour - General	4,919	4,998	79	42,330	42,520	190	57,006	
Labour - Managerial & Clerical	5,694	6,177	484	47,458	53,839	6,381	72,728	
Labour - Medical	10,365	14,120	3,755	125,116	119,684	-5,432	162,716	
Labour - Nursing	216,129	223,959	7,830	1,759,185	1,909,819	150,634	2,604,379	
Labour - Operations	3,548	12,919	9,371	73,275	110,367	37,092	149,507	
Labour - Visiting Medical Officers	28,611	31,506	2,895	243,133	272,411	29,278	365,545	
Other Employee Related Expenses	2,243	2,809	56 <b>6</b>	17,229	23,934	6,705	32,290	
Labour Related Taxes	-404		404	-3,149		3,149		
Workcover Premiums	-254		254	-2,8 <b>92</b>		2,892		
Catering And Domestic Expenses	4,804	6,863	2,059	37,749	43,819	6,070	61,271	
Clinical Supplies		349	349	1,037	2,231	1,194	3,117	
Communications Expense	2,318	2,939	621	6,738	18,772	12,034	26,246	
Computers Expense	288	1,244	956	1,229	7,942	6,713	11,108	
Drugs	1,109	1,745	636	10,058	11,150	1,092	15,590	
Other Motor Vehicle Expenses	496	342	-154	-1,221	2,183	3,404	3,054	
Non Capitalised Asset Related Expenses		96	96		610	610	855	
Operating Leases	1,127	1,431	304	10,147	9,139	-1,008	12,779	
Other Supplies And Services	414	965	551	3,148	6,161	3,013	8,609	
Pathology Charges	126	685	559	3,414	4,375	961	6,118	
Repairs And Maintenance	3,238	1,326	-1,912	19,232	8,471	-10,761	11,844	
Shared Service Provider Charges								
Travel Expenses	31	363	332	897	2,321	1,424	3,248	

\$ 351,163



	: Reference		Person ID				Personne	l assignment	number	(PAN)	· · · · · · · · · · · · · · · · · · ·	<del></del>
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Delegate's full name (please print)			Delegate's position title	of nursing
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Page 1 of 1

#### **Kathryn Tinning - Brenton Page Contract Cancellation**

From:

Brenton Page

To:

Date:

9/10/2013 7:23 AM

Subject: Brenton Page Contract Cancellation

To whom it may concern,

This letter is to inform you that I must regretfully terminate my current contract at BAC as of the 16.09.2013.

An opportunity to work overseas has presented itself at very short notice, and is something I feel I must take. I have loved my time at The Park and at BAC, and on my return back to Brisbane in January 2014, would love to continue working for this service if at all possible.

Thank you for you time.

Brenton Page.

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Page			nton				***************************************
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No. 2652 P. 13

Queensland Government	7)	i	Emp	loyee M	Moveme	nt - Temp				r Duties/		g at	Level)
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Please list here credentials) ur				employee p	ossesses that	will entitle them t	o additio	onal p	oayment (e.	.g. relevant AQ	F qualifica	tions o	r nursing
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Supervisor's fb	ll name (plea	se print)			***				position ti				
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No. 2652 P. 14

Queensland	Employee Movement - Temporary - (Higher Duties/Acting at Leve							
Government	Person ID		Personnel assigni	ment number (PAI	N)			
Employee Reference								
Delegate Approval (mandat	ory completion requi	red) : 2 (2)				TO ESTABLISH		
If the employee's entitlement to re	curring allowance changes	, please complete and forward the	e relevant form/s.					
HES / SES Higher Duties only: Will the employee be allocated a g	overnment owned motor (	vehicle for private use or home ga	raging during this pe	eriod of rellef?	Yes 🔲	No 🔽		
Delega <u>te's signature</u>		Date	Area code	Delegate's Co	ntact number			
		19(7/13	(07)					
Defegate's full name (please print)			Delegate's posit	ion title				
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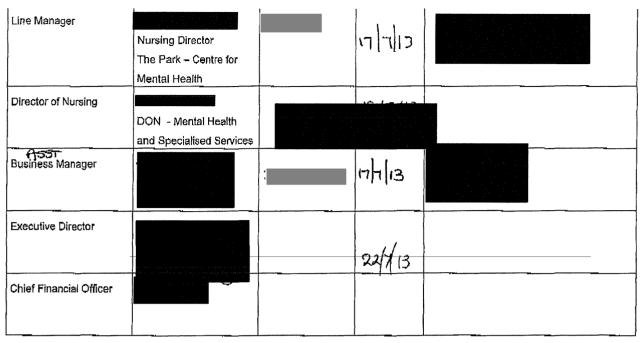
Payroll

12 3 JUL 2013 West Moreton Hospital and Health Service
Establishment Management Process
Request to Fill Form

Pasing Palalis					
☑ Frontline	☐ Non Frontline	Position Title: Glin	ical Nurse	Registre	d Nove.
Position ID;	В	usiness Unit/Division:	Barrett Ad	olescent Centre	Facility/Location: The Park - Centre for Mental Health, Orford Drive, Wacol Qld 4076
☐ Permanent vaca	<u>องเด็กเดอสามเล่าสามเหมนามหมายเลสามเลี้ยว</u>	⊠ Tempor	ary Vacano	cy	☐ Casual Vacancy
Groppe Carallana B					
Permanent - Rel	quest to	Higher Duties/Acting	at Level		☐ Temporary Engagement / Contractor/ Agency Staff
☐ Secondment In		Casual Employee	Start	Date: 19.08.201	3 End Date: 29.12.2013
* A Word Version R	Pole Description must	be provided for all pe	nmanent v	acancies	NEW TOTAL TO
Ejoposak Januáriu	nerwijeknekoj				
Surname: Page	081-3760000-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0	Name: Brento	n	Street and remove Erickely	Person ID:
If permanent position	n, is it substantively v	acant?			
•	_	acaitt	Years:		
Yes	⊠ No				RECEIVED
Background, Se	rvice Need and Fina	ancial Implications		r,	9 JUL 2013
<ul> <li>Why is this p</li> </ul>	osition vacant?				Executive Director
To backfill a (covering	RN vacancy caused on HD as	by a current CN vaca A/CN)	ncy during	this period of or	intal Health Services ganisational re design/restructuring
<ul> <li>What is the r</li> </ul>	ationale for filling this	position for the perio	d requeste	ed? What are the	e implications if the position is not filled?
To provide cl environment	inical care and asses	ssment of consumers haumer care.	in the BAL	J Mental Health	Unit. To work within the MDT
To assist in t	he reduction of Casu	al/Agency/Overtime ι	sage in th	e provision of co	nsistent care to the BAU consumer
<ul> <li>If this position Posn on No.</li> </ul>		siness Unit be over th	allu. h	what be	مدالحط
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Yes AGOL • If this reques	Init under bette to fill is for leave rel	deet YTD ief, is backfill for leave	12/13 -	report oroved budget?	attached
N/A.					
Please ensur	re you attach all relev	ant Payroll forms to t	his form (fo	or example Empl	loyee Movements Form).
Role	Name	Contact	Number	Date	Comments
			<del></del>		

Role	Name	Contact Number	Date	Comments
Requested by			16.07.2013	
	Nurse Manager			
	Barrett Adolescent			
	Centre			

13. Aug. 2013 13:12



Chief Executive Of	icer Approval			
Request to fill vacan	cy:			
☐ Approved	Comments/Conditions:			
☐ Not Approved	Comments:			
			Chief Executiv West Moreton H	· ·
Signatu		Name	Position	Date
For Permanent Sub (irrespective of pro	stantively Vacant Positions posed filling action)			
Report forwards	ed to System Manager EMP	Date	Signature	Name and Position

WIND END ENMIS

Parameters:

Status: Effective Date: 17/07/2013 Current Date: 17/07/2013 12:58:41 PM Username :

### One Month Table - QH STD FTE



Adolescent, Park

ta Olo O O O I I I I I I I I I I I I I I I I						
Managerial and Clerical	0.90	1.01	0.11	0.92	0.98	0.05
Medical incl VMOs	1.68	1.95	0.26	1.74	1.86	0.12
Nursing	25.40	22.71	-2.69	21.83	22.21	0.38
Operational	通信。1.26分	2,30	1.04	1.36	2.26	0.90
Professional and Technical	3.95	4.18	0.23	4.09	4.87	0.78
All Paypoints	33.19	32.14	-1.05	29.94	32.18	2.24



**Budget FTE** 

1/2. Slicers

FTE Type: Standard Control Labour, Labour Account

Paid v Unpaid: Paid

III Columns

Fiscal, Measures

**≡** Rows

Division QH_ALT_7,Paypoint

Selected Members

Measures: QH FTE, Budgeted FTE, QH FTE Var, YTD QH FTE, YTD Budgeted FTE, YTD QH FTE Var Paypoint: All Descendants of All Paypoints

-Slicers:

FTE Type: Standard Control Labour; Labour Account Paid v Unpaid: Paid

The information contained in this report is STRICTLY confidential and must be treated accordingly. Be advised that it is the responsibility of the viewing officer to ensure the integrity of this information.

Parameters: Status:

Adolescent, Park

Curreni Date: 17/07/2013 12:42:35 PM

Non Labour Expenses

Depreciation & Amortisation Expense

Labour Expenses

Expenses

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### Financial position - CC

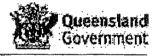
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371,049

17,471

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cent, Park							
Labour - Health Practitioners	36,451	43,854	7,403	461,678	578,244	116,566	578,244
Labour General	5,092	4,920	-172	57,983	57,006	-977	57,006
Labour - Managerial & Clerical	5,881	6,391	510	66,692	72,728	6,036	72,728
Labour - Medical	7,781	14,081	6,300	165,888	162,716	· [4] -3,172 · ·	162,716
Labour - Nursing	261,000	232,446	-28,554	2,485,019	2,604,379	119,360	2,604,379
Labour - Operations	8,559	13,029	4,470	95,220	149,507	54,287	149,507
Labour - Visiting Medical Officers	27,285	31,796	4,511	330,502	365,545	35,043	365,545
Other Employee Related Expenses	1,988	2,859	871.	23,251	32,290	9,039	32,290
Labour Related Taxes	-538		538	-3,646		3,646	
Workcover Premiums	-257		257	-3,439		3,439	
Labour Expenses	353,243	349,376	-3,867		4,022,415	•	4,022,415

145,893 188,839

3,825,113

71

4,211,325

42,946 188,839

386.212

4,211,325

71



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Privacy disclaimer: Personal information collected by Queensland Health is handled in accordance with the information Privacy Act 2009. The information provided by you will be securely stored and will be made available to appropriate authorised officers of Queensland Health or agents employed by Queensland Health. Personal information recorded on this form will not be disclosed to other parties without your consent unless required by law. An approved 'Validation of Claims Older Than Three Months Form' must be provided in addition to this form if this claim is older than three months from the This form is to be used by Queensland Health employees and fine managers to document a temporary change to an employee's existing position or temporary appointment to a position either in an 'at level' or higher duties capacity. **Employee Details** Person ID Personnel assignment number (PAN) Please indicate ( ) here if you work in more than one position in QLD Health. Family name First name/s PAGE **BRENTON** Visa Notification (if applicable) If the employee to whom this movement applies holds a Temporary Business (Long Stay) Subclass 457 visa, the Department of Immigration and Citizenship (DIAC) must be notified within 10 working days of the transfer to a new location or position. Email address: QLD.Sponsor.Monitoring@immi.gov.au Note: The sponsorship obligations for visa holders are transferred to the new HR Unit (refer HR Policy B46 for details). Proposed Change Type Higher duties Acting at level 🗸 Indicate below if this form relates to either a new appointment, an extension to an existing appointment or a modification of a previously documented appointment Proposed Position Details Request to Fill a Vacancy Form attached Position ID Position title Classification (eg. AO4) **GRADE 5** REGISTERED NURSE Start date End date Percentage of allowance Percentage of higher duties allowance payable applies only 30-09-2013 29-12-2013 to employees under the provisions of the Public Service Act Organisational unit number Organisational unit name BARRETT ADOLESCENT UNIT Facility address Job advertisement reference (if applicable) THE PARK CENTRE FOR MENTAL HEALTH Current occupant (if applicable) Reason for higher duties / acting at level VACANT Concurrent / Aggregate: Please Indicate (<) here if the employee will continue to hold their existing position in conjunction with the proposed position **Employment Basis** Full-time Part-time  $\square$ No. of part-time hours / fortnight: Award/EBA Name Queensland Health Nurses and Midwives Award - State 2012 - Section C - Psychiatric Hospitals and Eventide Homes Staff Movement Details Reason for vacancy VACANT **Work Contract** Reason for additional weeks Working arrangements Shift arrangements Recreation leave accrual 19 day month (ADO accrual) Single shift only Working public holidays 4 weeks / annum V Standard hours (non ADO accrual Two shifts 5 weeks / annum ablaContinous shift work П 6 weeks / annum Working with radium Variable working hours Continuous shift work (radiographers only) 12 hour shift arrangement 9 day fortnight applies Special conditions/Allowances (e.g. RANIP Nurses, uniform, laundry allowance etc.). Please refer to the Payroll and Rostering Intranet Site (PARIS) for more information. hr_emp_mov_high_dut/Sep2013/v13

1 of 3

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cmpioyee	Reference							ersonnel assig				
Work Sche	dule								3.788			
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employee wo				- '	ghtly / monthly)		one c	ycle to the ne				1
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Processor's signature

hr_emp_mov_high_dut/Sep2013/v13

Date

Queenland		Emp	•	vement - Tempora ner Duties/Acting at Le
Employee Reference	Person ID		Personnel ass	ignment number (PAN)
mployee Certification (mand				
pplicable). I also certify that I have be FBT Concession Eligibility status tha	een informed by my line ma t may result from this variat of employment and/or rost	anager/supervisor of the consequation to my employment contract ter. I also acknowledge that as the	iences of this change to and	rked in a higher duties capacity (where o my emporary nature, the contract may be
mployee's signature		Date	Supervisor's signa	ture in lieu*
th exceptional circumstances where otherwise been completed in full and obtained on this form as soon as they	I details of the reason that t	the employee cannot sign the for	m is listed below. The	signature of the employee must be
6n	lear	ec.		
elegate Annroval (mandator	completion required	4	1	24.1 2 4
elegate Approval (mandator			elevant form/s.	de la companya de la
Delegate Approval (mandator the employee's entitlement to recur HES / SES Higher Dutles only: VIII the employee be allocated a gove	ring allowance changes, ple	ease complete and forward the re		
the employee's entitlement to recur	ring allowance changes, ple	ease complete and forward the re	ging during this period	
the employee's entitlement to recur IES / SES Higher Dutles only: VIII the employee be allocated a gove	ring allowance changes, ple	ease complete and forward the re	ging during this period	of relief? Yes \ \ No \ [
the employee's entitlement to recur IES / SES Higher Dutles only: VIII the employee be allocated a gove	ring allowance changes, ple	ease complete and forward the re	ging during this period	of relief? Yes [] No [ Delegate's Contact number
the employee's entitlement to recur iES / SES Higher Dutles only: Vill the employee be allocated a gove relegate's signature	ring allowance changes, ple	ease complete and forward the re	Area code  (07)  Delegate's position t	of relief? Yes  No [ Delegate's Contact number
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the employee's entitlement to recur iES / SES Higher Dutles only: Vill the employee be allocated a gove relegate's signature	ring allowance changes, ple	ease complete and forward the re	Area code  (07)  Delegate's position t	of relief? Yes  No [ Delegate's Contact number itle

Processing Area Use Only

Date

Reviewer's signature

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Processed fortnight ending

3 of 3



### West Moreton Hospital and Health Service Establishment Management Process Request to Fill Vacancy Form

Position Details		$T_{i}(t) = T_{i}(t) + T_{i}(t) = T_{i}(t) $	(2.79) Y	H-100
☑ Frontline ☐ Non Frontline	Position Title: REGI	STERED NURSE- Barrett A	dolescent Unit	
Position ID:	Business Unit/Division: BU	J2 Mental Health F	acility/Locatio	n: The Park
Vacancy Details				
□ Permanent vacancy	☐ Temporary	Vacancy	☐ Casual \	/acancy
Proposed Filling Arrangements				
☐ Permanent - Request to advertise*	☐ Higher Duties/Acting at	t Level Age	emporary Eng ncy Staff	agement / Contractor/
Secondment In	□ Casual Employee	Start Date: 30/09/2013	End Da	te: 29/12/2013
* A Role Description must be provide	ed for all permanent vacanci	ies		
Proposed Appointment (if known).	en e		* * <del>*</del> * * * * * * * * * * * * * * * *	
Surname: PAGE	Name: BRENTON	Person ID:	Pay Le	vel: GRADE 5
Additional Vacancy Information			4 1 4 1 2 2 2 2 1 1 1	
nanent position, is it substantive	ely vacant?	If currently vacant, how long	has the posit	ion been vacant?
⊠ Yes □ No		Years		4 Months
Background, Service Need and	Financial Implications			
	T manoral improductions			
<ul> <li>Why is this position vacant?</li> </ul>				
Designation of narrowest DN Inc.	alamantation of nour monto)	Lanth atmedies		
Resignation of permanent RN. Im	piementation of new mental	nealli structure		
What is the rationale for filling	this position for the period r	requested? What are the im	plications it th	e position is not filled?
For consistency with patient of	care. To reduce casual use a	and risk of overtime and ager	ncy usage.	
•				
			ļ	
If this position is filled, will the	Business Unit be over the c	current budgeted FTE?		
		-		
YES, 10.74FQ	50111, 11-5 de O	couppies if this	is Fell	Ħ
;				
			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Is the Business Unit currently			1	
NO, PayRell Ave	shany Ex VMO	IMBSUAL LEAVE	: Back R	ki
NO, lay Rell Ave \$108,243 over			-10211	7
GIOS, DAS OVER	BUDGET AS AT	31/8/13	į	
		. / -		
is the annual to Silve So to	and the first terms of the second	the annual test = 10		
If this request to fill is for leave	a reliet, is dackfill for leave in	i nie approved budget?		
N.A.			) in the second of the second	

WMHHS EMP Form 11.03.13

Please ensure you attach all relevant Payroll torms to this form (for example Employee Movements Form).

Role	Name	Contact Number	Date	Comments	
Requested by			17/09/2013		
Business Manager			19/1/15		
Line Manager / Service Director			17/09/2013		
Executive Director			23/9/13		
Executive Director  3 & Corporate es					

Chief Executive Off	cer Approval						
Request to fill vacano	cy:						
☐ Approved	Comments/Conditions:						
☐ Not Approved	Comments:						
			Chief Executive West Moreton HHS				
Signature		Name	Position	Date			
F YS HR Use On or Permanent Sub (Irrespective of prop	stantively Vacant Positions						
Report forwarded to System Manager EMP		Date	Signature	Name and Position			

WMHHS EMP Form 04,03.13

Run Date: 18/09/2013



Emp Name	Emp No.	Cost Cent	re Paypoint	QHD Job Code	Position ID	Employ Type	Pay Status	Occupied Status	End Date	Employed Hours	Occupied HC C	occupied FTE	Appointed FTE
		996240	30NRG5P 07	RN - Mental Health	-	PT - Perm Cont Shift	Unpaid	SUBSTANTIVE	1/09/2013	63.84	0.00	0.00	0.84
		996240	30NRG5P 07	RN - Mental Health		FT - Perm Cont Shift		SUBSTANTIVE	29/12/2013	0.00	0.00	0.00	0.84
		996240	30NRG5P 07	RN - Mental Health		PT - Perm Cont Shift	Active	SUBSTANTIVE	29/12/2013	63.84	1.00	0.84	0.84
		996240	30NRG5P 06	RN - Menial Health		FT - Perm Cont Shift		SUBSTANTIVE	29/12/2013	0.00	0.00	0.00	0.84
		996240	30NRG5P 03	RN - Mental Health		FT - Perm Cont Shift	Active	SUBSTANTIVE		76.00	1,00	1.00	1.00
		996240	30NRG5P 07	RN - Mental Health		FT - Perm Cont Shift	Paid	SUBSTANTIVE		76.00	1.00	1.00	1.00
		996240	30NRG5P 07	RN - Mental Health		FT - Perm Cont Shift	Active	SUBSTANTIVE		76.00	1.00	1.00	1.00
		996240	30NRG5P 05	RN - Mental Health		PT - Temp Cont Shift	Active	SUBSTANTIVE	29/12/2013	63,84	1.00	0.84	0.00
		996240	30NRG5P 07	RN - Mental Health		PT - Perm Cont Shift	Pald	SUBSTANTIVE		63.84	1.00	0.84	0.84
		996240	30NRG5P 07	RN - Mental Health		FT - Perm Cont Shift	Active	SUBSTANTIVE		76.00	1.00	1.00	1.00
		996240	30NRG5AP 07	RN - Mental Health		FT - Perm Cont Shift	Active	SUBSTANTIVE		76.00	1.00	1.00	1.00
		996240	30NRG5P 07	RN - Mental Health		FT - Perm Cont Shift	Active	SUBSTANTIVE		76.00	1.00	1.00	1.00
		996240	30NRG5P 07	RN - Mental Health		FT - Temp Cont Shift	Active	SUBSTANTIVE	15/09/2013	76.00	1.00	1.00	0.00
		996240	30NRG5P 07	RN - Mental Health		FT - Perm Cont Shift	Active	SUBSTANTIVE		76.00	1,00	1.00	1.00
		996240	30NRG5P 02	RN - Mental Health		FT - Perm Cont Shift		SUBSTANTIVE	29/12/2013	0.00	0.00	0.00	1.00
		996240	30NRG5P 02	RN - Mental Health		FT - Perm Cont Shift	Active	SUBSTANTIVE	8/09/2013	76,00	1,00	1.00	1.00
Position: RN ADOL WT (30469706) Org Unit: Adolescent Nursing MH The Park (70			(70071571)				939.36	12.00	11.52	13.20			
Facility: THE PARK CE	NTRE FOR MEI	NTAL HEALT	ГН	Reports to: NUM ADOL WT				Position Type: Per	m	Approved FTE: 1	5,00	Var3.48	-1.80
								Name					
Comments:	<u></u>							Name:			······································		
Verified and Corrected where	e required:		······		***************************************	Date verified	<u>:</u>	Position:					

Process Nu: 01-Sep-2013(05)

Page 4 of 8

## Position Occupancy Repo. . for 70071571 - Period 201306 , urrent as at 26/08/2013)

Adc	olescent N	lursing	MH The	Park -	Pay Team	: WM2	Hub	: Ipswi	ch	Britanin Britanin Britanin (1994) and Petters (1994) and Peters (1994) and the second
Positio	on ID Position Title us Employee ID PAN	_	Status	Sub Grp cLveWksRDIndic	Wage Rate	Costcentre		% Aggregate	% End Date	Comments
	NUM Adol WT	V. 2 V.	PFCS	Nse QPHS-B-	NRG7P.01-NRG7P.	996240		· · · · · · · · · · · · · · · · · · ·	100	
		Organisational	Adolescent Nursing MH	The Park (70071571)	Reports To: Nursing Dire	eder 8U2 WT	Approv	ed FTE: 1,00	Hours: 76.00	Position Not Occupled
		Unit: Work Centre;	The Park Centre For I	Meniał Health	(30499589) Current Headcount: 0 Substantive Vacancy: 1	.00	-	ed FTE: 0,00 ppointed FTE: 0,00	Hours; 0.00 Hours; 0.00	
	CN Adol WT		PFCS	Nse QPHS-B-	NRG6P.01-NRG6P.	996240			100	
н		Beswick, Matthe	w PPCS	5	NRG6P.03	64.00	0.84	0.00	29/12/2013	
Н		Clayworth, Vane	ssa PFCS	5RD	NRG6P.01	76.00	1.00	0.00	29/12/2013	
s		Walder, Adrian	PFCS	5RD	NRG6P.04	76.00	1.00	0.00		Not Current Position
н		Yorke, Peta-Lou	ise PFCS	5RD	NRG6P.01	76.00	1.00	0.00	29/12/2013	
		Organisational Unit	Adolescent Nursing Mi-	The Park (70071571)	Reports To: NUM Adol V	VT (30469642)	Approv	ed FTE: 3,00	Hours: 228,00	
		Work Centre:	The Park Centre For	Mental Health	Current Headcount: 3 Substantive Vacancy: 2	2.00	_	ed FTE: 2.84 ppointed FTE: 1.00	Hours: 216.00 Hours: 76.00	
	CN Com Liaison	Adol WT	PFCS	Nse QPHS-B-	NRG6P.01-NRG6P.	996250			100	
s			PFCS	5RD	NRG6P.04	76.00	1.00	0.00		
		Organisational	Adolescent Nursing MI	l The Park (70071571)	Reports To: NUM Adol V	WT (30469642)	Approv	ed FTE: 1,00	Hours: 76.00	
		Unit: Work Centre:	The Park Centra For	Mental Health	Current Headcount: 1 Substantive Vacancy: 0	0.00		ed FTE: 1.00 uppointed FTE: 1.00	Hours: 76,00 Hours: 76,00	
	RN Adol WT		PFCS	Nse QPHS-B-	NRG5P.01-NRG5P.	996240			100	
s	_	Armstrong, Kerri	ie PFCS	5RD	NRG5AP.07	76.00	1.00	0.00		Not Current Position
Α		Armstrong, Kerr	ie PPCS	5	NRG5P.07	64.00	0.84	0.00	1/09/2013	
s		Beswick, Matthe	w PFCS	5RD	NRG5P.07	76.00	1.00	0.00		Not Current Position
Ă	Man Page 1994 Anna Card Co.	Burton, Lucinda	PPCS	5	NRG5P.07	64.00	0.84	0.00	29/12/2013	a consistence and a consistenc
s		Clayworth, Vane	essa PFCS	5RD	NRG5P.06	76.00	1.00	0.00		Not Current Position
s		Huxter, Liam	PFCS	5RD	NRG5P.03	76.00	1.00	0.00		
Α		Kochardy, Mara	TFCS	5RD	NRG5P.05	76.00	1.00	0.00	29/12/2013	
s		Kop, Peter	PFCS	5RD	NRG5P.07	76.00	1.00	0.00		

Page 5 of 8

# Position Occupancy Repo. . ror 70071571 - Period 201306 , urrent as at 26/08/2013)

Position ID Positi Occ Status Employe		Status Re	Sub Grp cLveWksRDIndica	Wage Rate	Costcentre Standard Hrs	FTE	% Aggregate	% End Date	Comments
S .	Macleod, Moira	PFCS	5RD	NRG5P.07	76.00	1.00	0.00		
Α	Page, Brenton	TPCS	5	NRG5P.05	64.00	0.84	0.00	29/12/2013	
s	Richardson,	PPCS	5	NRG5P.07	64.00	0.84	0.00		
s	Sadler, Kimberley	PFCS	5RD	NRG5P.07	76.00	1.00	0.00		
s	Sault, Stephen	PFCS	5RD	NRG5AP.07	76.00	1.00	0.00		
s	Sheraton, Maree	PFCS	5RD	NRG5P.07	76.00	1.00	0.00		
Α	Tooman, Henry	TFCS	5RD	NRG5P.07	76.00	1.00	0.00	15/09/2013	
s	Wong, Lourdes	PFCS	5RD	NRG5P.07	76.00	1.00	0.00		
s	Yorke, Peta-Louise	PFCS	5RD	NRG5P.03	76.00	1.00	0.00		Not Current Position
Α	Young, Vîctoria	PFCS	5RD	NRG5P.02	76.00	1.00	0.00	27/10/2013	
		dolescent Nursing MH	The Park (70071571)	Reports To: NUM Adol WI	r (30469642)	Approvi	ed FTE: 15.00	Hours: 1140.00	
	Unit: Work Centre:	The Park Centre For I	Mentat Health	Current Headcount: 14 Substantive Vacancy: 3.1	16		ed FTE: 13.36 ppointed FTE: 11.84	Hours: 1016,00 Hours: 900.00	
RN Gr	aduate ADOL WT	PFCS	Nse QPHS-B-	NRG5P.01-NRG5P.	996240			100	
Α	Archer, Roderick	PFCS	5RD	NRG5P.03	76.00	1.00	0.00	10/11/2013	
s	Barber, Jamie	TFCS	5RD	NRG5P.02	76.00	1.00	0.00	10/11/2013	
Α	Rance, Genae	TFCS	5RD	NRG5P.01	76.00	1.00	0.00	10/11/2013	
s	Singh, Reeta	TFCS	5RD	NRG5P.01	76.00	1.00	0.00	10/11/2014	
	Organisational A Unit	dolescent Nursing MI	The Park (70071571)	Reports To: NUM Adol W	T (30469642)	Approv	ed FTE: 2.90	Hours: 220.40	
		The Park Centre For	Mental Health	Current Headcount: 4 Substantive Vacancy: 2.5	90		ed FTE: 4.00 appointed FTE: 0.00	Hours: 304,00 Hours: 0.00	
Ward	Administrator	PF	DHSEA-Admin	AO3.01-AO3.04	996241			100	
S	Ramsey, Elaine	PF	4	AO3.04	76.00	1.00	0.00	terikan a riturususus suurusutti teresti sikaika suotee	STAROLINA, MORAL METALEN IN A STAR STAR STAR STAR STAR A STAR STAR
	Organisational A Unit:	dolescent Nursing MH	The Park (70071571)	Reports To: Assistant Bus Health (30469650)	iness Manager Mental	Approv	red FTE: 1.00	Hours: 76,00	

Siscal by Division QH_ALT_7,Paypoint,Measures

					20	)14		
Status Effective Date: 1100/2013 Counted Onto 1800/2013 1 20:01 FM			Jul 2013	Aug 2013	Sep 2013	Oct 2013	Nov 2013	Dec 2013
Clinical-Adolesc,	Registered Nurses / Midwile - Grad	QH FTE	15.16	17.26	16,85			
	:	Budgeted FTE	14.32	14.13	14.14	13.89	14.18	13.90
		QH FTE Var	-0.84	-3,13	-2,71	13,89	14,18	13.90

13:17 18/09/13

Personal and sensitive information must be responsibly and transparently collected and managed in accordance with the privacy principles applicable to Queensland Health.

্ৰাscal,Measures by Division QH_ALT_7,Account

					2014			
Status:					Jul 20	13		
Current Dave 16 (20/23) 3 1 1 (C.2) FM		Actual	Budget	Budget Varia	YTD Actual	YTD Budget	YTD Budget Variance	Full Year Budget
Clinical-Adolescent	Labour - Health Practitioners	29,073	35,050	5,977	29,073	35,050	5,977	398,981
	Labour - General	6,105	5,129	-976	6,105	5,129	-976	61,455
Ī	Labour - Medical	80,241	13,545	-66,696	80,241	13,545	-66,696	156,367
	Labour - Nursing	205,	196,	-8,945	205,476	196,531	-8,945	2,430,
	Labour - Visiting Medical Officers	74,047	35,129	-38,918	74,047	35,129	-38,918	387,746
	Other Employee Related Expen	2,055	2,386	331	2,055	2,386	331	28,658
	Labour Related Taxes	-75		75	-75		75	
	Non Labour Expenses	4,726	5,635	909	4,726	5.635	909	77,851

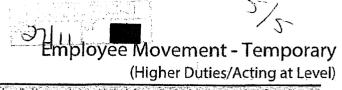
- \$108,243

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Personal and sensitive information must be responsibly and transparently collected and managed in accordance with the privacy principles applicable to Queensland Health.



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Employee Details					Exertiscus	
Person ID	Personnel as:	signment number (PA	N) 		se indicate (🗸) here if y	
Family name	First name/s	<del></del>	<u> </u>	more	e than one position in (	QLD Health, ^L
PAGE	BRENTO	N		***************************************		
Visa Notification (if applicable)		and the second of the second o	J84638414			348434
If the employee to whom this movement as (DIAC) must be notified within 10 working of Email address: QLD.Sponsor.Monitoring@Im Note: The sponsorship obligations for visa h Proposed Change Type	lays of the transfer to a new lo mi.gov.au olders are transferred to the r	ocation or position.			of Immigration and Cit	izenship
Igher duties Acting at level Indicate below if this form relates to either a ne New Extension Proposed Position Details	w appointment, an extension t  Modification	to an existing appointm	ent or a modificati	ion of a previo	ously documented appol	intment
Request to Fill a Vacancy Form attached	$\square$					
Position ID	Position title	RED NURSE /	ΔηΛι	WT	Classification	
Start date End date	REGISTE	KED NOKSE /	11786	<u> </u>		of allowance
30-12-2013 26-01-20	Percentage of hi provisions of the	igher duties allowance pa e Public Service Act	syable applies only i	to employees u	under the	or anormatic
Organisational unit number	Organisational	l unit name			<u> </u>	
	BARRET	T ADOLESCEN	TUNIT			
Facility address				Job adver	tisement reference (if a	applicable)
THE PARK CENTRE FOR MEI	NTAL HEALTH			J L	<u> </u>	
Current occupant (if applicable)	Reason for hig	gher duties / acting at	level			
VACANT		-				
Employment Basis				<u> Nilde</u>	s <mark>i i</mark> e de la <u>la la l</u>	
Full-time Part-time 🗸	No, of part-time hours / fortnight:	empl		ie to hold the	ndicate (*) here if the elr existing position in sition.	
Queensland Health Nurses and Midv	vives Award - State 2012	- Section C - Psych	iatric Hospital	s and Even	tide Homes	
Staff Movement Details						
Reason for vacancy						
IMPLEMENTATION OF NEW	MENTAL HEALTH	STRUCTURE			i	
Work Contract	Chichanna			1	Reason for additi	onal weeks
Vorking arrangements	Shift arrangements	Recrea	ation leave accr	uai	leave	orial Weeks
	Single shift only	✓ 4 weel	ks / annum		Working public ho	lidays 🗸
19 day month (ADO accrual)	) July to State Orally			<del></del>	Continous shift wo	ork [
19 day month (ADO accrual)  Standard hours (non ADO accrual	Two shifts	5 wee	ks / annum	lacksquare		
		~	ks / annum ks / annum		Working with radio	ım —

Employee Reference			Persor					(Higher Duties/Acting at Le					
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## Darling Downs-West Moreton Health Service District



H10WM09204 Job ad reference: Role title: Registered Nurses

Status: Two Temporary Full Time Positions (up to six weeks)

Unit/Branch: Barrett Adolescent Unit

**Division/District:** The Park - Centre for Mental Health, Treatment, Research and

Education

Darling Downs-West Moreton Health Service District

Wacol Location:

Classification level: Nurse Grade 5

Salary level: \$2090.80 - \$2686.60 per fortnight Monday, 20 September 2010 Closing date:

(Applications will remain current for the duration of the vacancy)

Contact: Kim McManus

Telephone:

Email applications: Fax application:

Post application:

Darling Downs-West Moreton Health Service District, Recruitment

Services, PO Box 2221, MANSFIELD BC 4122

Deliver application: Darling Downs-West Moreton Health Service District, Nexus

Building, 96 Mt Gravatt Capalaba Road, Upper Mt Gravatt.

## About our organisation

Queensland Health's mission is 'creating dependable health care and better health for all Queenslanders'. Within the context of this organisation, there are four core values that guide our behaviour:

- Caring for People: Demonstrating commitment and consideration for people in the way we
- Leadership: We all have a role to play in leadership by communicating a vision, taking responsibility and building trust among colleagues. Queensland Health applies the National Health Service (NHS) Leadership Qualities Framework.
- Respect: Showing due regard for the feelings and rights of others.
- Integrity: Using official positions and power properly.

#### Purpose

To provide client focused nursing care to patients as an independent professional nurse.

## Your key responsibilities

- Fulfil the responsibilities of this role in accordance with Queensland Health's core values, as outlined above.
- · Complete handover, review caseload and plan shift accordingly at commencement of shift to ensure continuity of patient care.
- · Complete all relevant patient assessments.
- Act as a care coordinator for a group of allocated consumers
- · Work in collaboration with the nursing team
- Participate in multi-disciplinary teams and liaise with other professionals and agencies to effectively coordinate patients' care.
- Preceptor, mentor and share information with undergraduates and enrolled nurses.
- · Initiate emergency response when required and follow emergency procedures under instruction.

To find out more about Queensland Health, visit www.health.gld.gov.au

- Educate, inform, counsel and support patients, families, other care providers and support services.
- · Safely administer medication as prescribed
- Prepare work environment, check equipment and work within standards and procedures to ensure a safe and patient care focused working environment.
- · Work with clients to assist in the management of activities of daily living.
- Manage a portfolio in a specialist area of interest/allocation and complete specific responsibilities relevant to the portfolio.
- Provide ethical decision making in the achievement of organisational goals.
- To comply with the requirements of workplace health and safety, equal employment opportunity and anti-discrimination practices and behaviours in the work environment.

## Qualifications/Professional registration/other requirements

- Appointment to this position requires proof of qualification and registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties
- (Currently for all nursing positions registration as a Registered Nurse under the Queensland Nursing Act 1992 with a current annual practicing certificate is required).

## Are you the right person for the job?

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:

Clinical Knowledge	Give direct nursing care based on the Australian Nursing & Midwifery Competencies and National Mental Health Standards,
	to a group of consumers experiencing mental health problems.
Patient Focus	Consistently and enthusiastically delivers high levels of patient services to exceed patients' expectations.
Team Focus	Supports and respects team members, communicating effectively and demonstrating a commitment to the team.
Work Ethics	Demonstrate strong self-management skills, a commitment to nursing and flexibility to adapt to unexpected changes.
Quality Focus	Knowledge of and a demonstrated commitment to quality processes and evidence based practices, identifying areas for improvement and contributing to these improvements.
Work Values	Demonstrateshonesty, integritanyd respectforal lpatientscarers and staff.

## How to apply

Please provide the following information to the panel to assess your suitability:

- A short response (1 page) on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key accountabilities and meet the key skill requirements..
- Your current CV or resume, including referees. Applicants must seek approval prior to
  nominating a person as a referee. Referees should have a thorough knowledge of your work
  performance and conduct, and it is preferable to include your current/immediate past
  supervisor. By providing the names and contact details of your referee/s you consent for these
  people to be contacted by the selection panel. If you do not wish for a referee to be contacted,
  please indicate this on your resume and contact the selection panel chair to discuss.
- Application form (only required if not applying online).

### About the Health Service Area/District/Division/Branch/Unit

The Darling Downs – West Moreton Health Service District covers approximately 95,000km² to the west of Brisbane, extending south from the New South Wales border to Wandoan in the north and Glenmorgan in the west. The District services a population of approximately half a million people. The District's demographics are diverse and include metropolitan, large rural town and small rural community settings.

The District is home to two major regional hospitals, two mental heath facilities, 22 rural and remote acute facilities, seven aged care facilities, community and oral health services.

The District also has a major teaching role providing both undergraduate and postgraduate clinical experience for members of the multidisciplinary health care team.

If you are looking for a challenging and supportive working environment, we encourage you to consider progressing your career with us.

This position sits within The Division of Mental Health.

The Division is responsible for providing comprehensive mental health services to the District and some specialised services outside the District as determined by Queensland Mental Health Policy. It includes two large stand alone psychiatric hospitals – Baillie Henderson Hospital and The Park – Centre for Mental Health.

The Division provides specialist primary, secondary and tertiary level services including acute and extended in patient services.

Acute inpatient services are provided at Toowoomba and Ipswich Hospitals. Extended inpatient services are provided at The Park – Centre for Mental Health and Baillie Henderson Hospital. Community Mental Health services are provided from two major sites – Ipswich & Toowoomba, 8 principal sites across the District and outreach services across the whole District.

## **Pre-Employment screening**

Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment.

Roles providing health, counselling and support services mainly to children will require a Blue Card. Please refer to the Information Package for Applicants for details of employment screening and other employment requirements.

Health professional roles involving delivery of health services to children and young people All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or young person has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to the Department of Child Safety.

All relevant health professionals are also responsible for the maintenance of their level of capability in the provision of health care and their reporting obligations in this regard.

## Disclosure of Previous Employment as a Lobbyist

Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <a href="http://www.psc.qld.gov.au/library/document/policy/lobbyist-disclosure-policy.pdf">http://www.psc.qld.gov.au/library/document/policy/lobbyist-disclosure-policy.pdf</a>

#### Probation

Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment. For further information, refer to Probation HR Policy B2 <a href="http://www.health.qld.gov.au/hrpolicies/resourcing/b2.pdf">http://www.health.qld.gov.au/hrpolicies/resourcing/b2.pdf</a>

To find out more about Queensland Health, visit www.health.qld.gov.au

"BP-4"

(Standards Appendix)

## CASE COORDINATOR'S ROLE

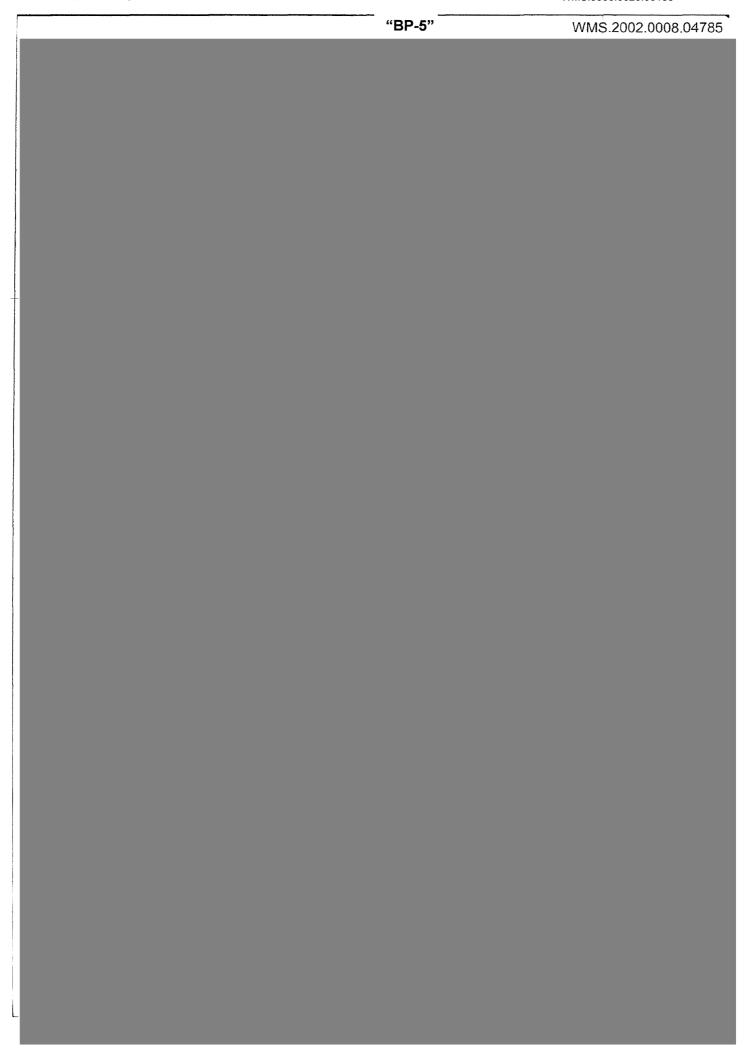
(Barrett Adolescent Centre)

Case Coordinators are responsible for the effective management of a patient's care as directed by the Treatment Team. This is primarily a role of nursing staff. Case Coordinators are individually allocated prior to or on admission by the Nurse Practice Coordinator – Clinical Nurses Consultant in consultation with the Clinical Liaison Person and the nominated Case Coordinator. Selection is made with regard to clinical experience, caseload and specific skills or training. (Related Standards NSMHS)

## Responsibilities of the Case Coordinator includes:

- Reporting to the Treatment Team at Case Conference. The Case Coordinator is to advise the team on the patient's recent and present well-being using identified problems (as per clinical history or Individual Treatment Plan). The Case Coordinator is to report on progress in relation to treatment objectives and the effectiveness of interventions. The Case Coordinator may present or document planned interventions for discussion and ratification by the team. Whenever unable to attend Case Conference, this clinical input is to be clearly documented for presentation. (10.4, 10.5)
- Being the primary liaison person with all other care agencies. These include other hospitals, Department of Families, schools, community clinics eg Child and Youth Mental Health Service, accommodation services, and other health practitioners involved in the patient's care. (8.1.2, 8.1.3, 8.2, 8.3, 11.4.E.5, 11.4.E.4)
- Attending all treatment plan review meetings (Intensive Case Workups) to assist the team in evaluating and developing treatment strategies for identified problems. (11.5.1, 8.1.2, 8.1.3, 10.6)
- Coordinating the implementation of treatment programs or strategies as directed by the team. This may include the monitoring of baselines, formulating behaviourally orientated interventions, assisting the adolescent with the use or mastery of various therapeutic strategies eg relaxation or behaviour rehearsal, and devising structured plans for other staff/carers to follow to promote a consistent approach to the patient's care. (11.5, 11.4.E.5)
- Building and maintaining a good therapeutic relationship with the patient and their carers.
  This enables the Case Coordinator to use cooperative and collaborate processes in
  addressing the patient's problems or day to day difficulties. The Case Coordinator
  engages the patient in participatory planning to facilitate the use of more effective
  problem-solving skills and coping strategies.
- Ensuring care is culturally appropriate if the patient is from a different cultural background. Liaising with the relevant cultural agencies, eg NESB cultural advisors, interpreter services, ATSI Liaison Officer and community support groups. Identifies sensitive cultural issues, bringing these to the attention of the team and taking appropriate action to address these. (11.4.E.13, 7.1, 7.2, 7.3, 7.4)

- Working in cooperation with the designated family therapist by arranging sessions with the families and participating as co-therapist. The Case Coordinator is largely responsible for dealing with family issues at times when problems arise. Acts as a support for family members and if required may facilitate attendance at other support agencies, eg Relationships Australia, ARAFMI. (1.8, 3.2, 11.4.E.7)
- Communicating on a regular basis with the parent or legal guardian to keep them well informed of the patient's well-being, treatment program and any changes that may occur. (3.1, 3.2)
- Accessing information from previous treatment teams or practitioners to assist in the assessment and treatment of the patient. This may include results of previous organic screening, psychometric testing and discharge summaries. (8.2.4, 8.3.3)
- Coordinating arrangements between staff, carers and other agencies concerning:
  - leaves on weekends and during holidays
  - financial needs, eg banking, pocket money
  - attending external appointments, eg medical consultations
  - school attendance or reintegration
  - respite care or alternative living arrangements (8.1.2, 8.1.3, 8.2.2, 8.2.3, 8.3, 11.4.E.8, 11.4.E.7, 11.4.E.5)
- Dealing with complex problems or care issues and arranging meetings with various individuals who may include the primary therapists, teacher, carers and the patient to develop treatment strategies. This may be a continuing process with meetings occurring throughout the assessment, treatment and discharge planning phases of the admission.
- Arranging a relief Case Coordinator prior to taking any leave of absence. Must give a comprehensive handover of the case. When not rostered on duty the Clinical Nurse will ensure continuity of care by attending to any of the above responsibilities as required.



**EXHIBIT 97** WMS.9000.0020.00136 W/MS 2002 0008 04786

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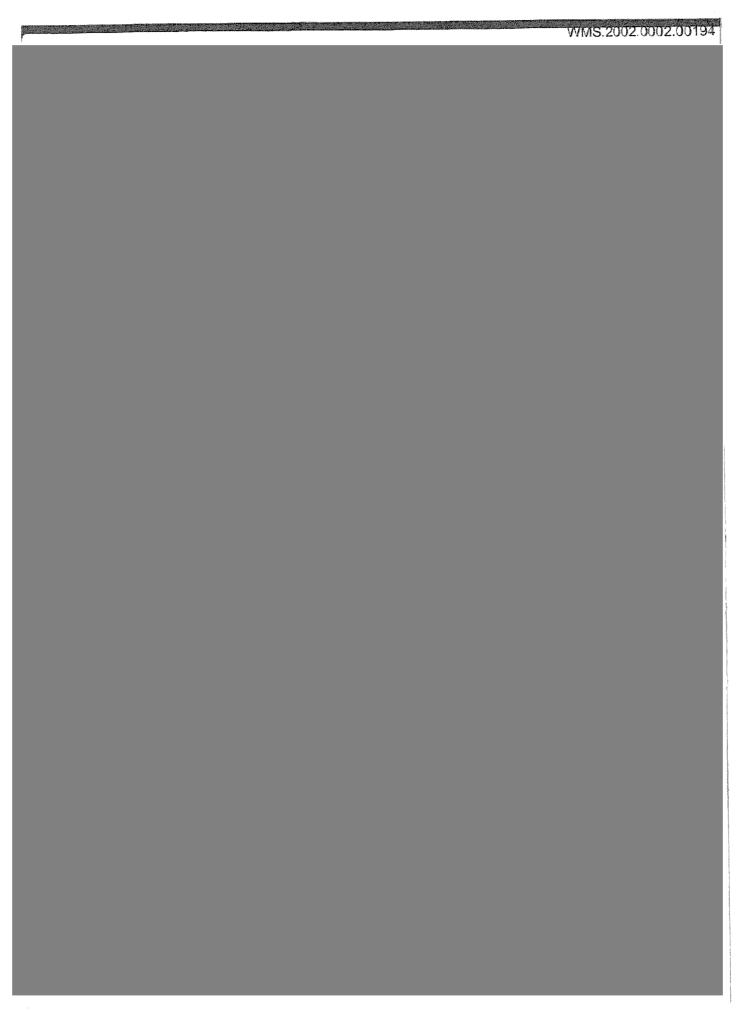
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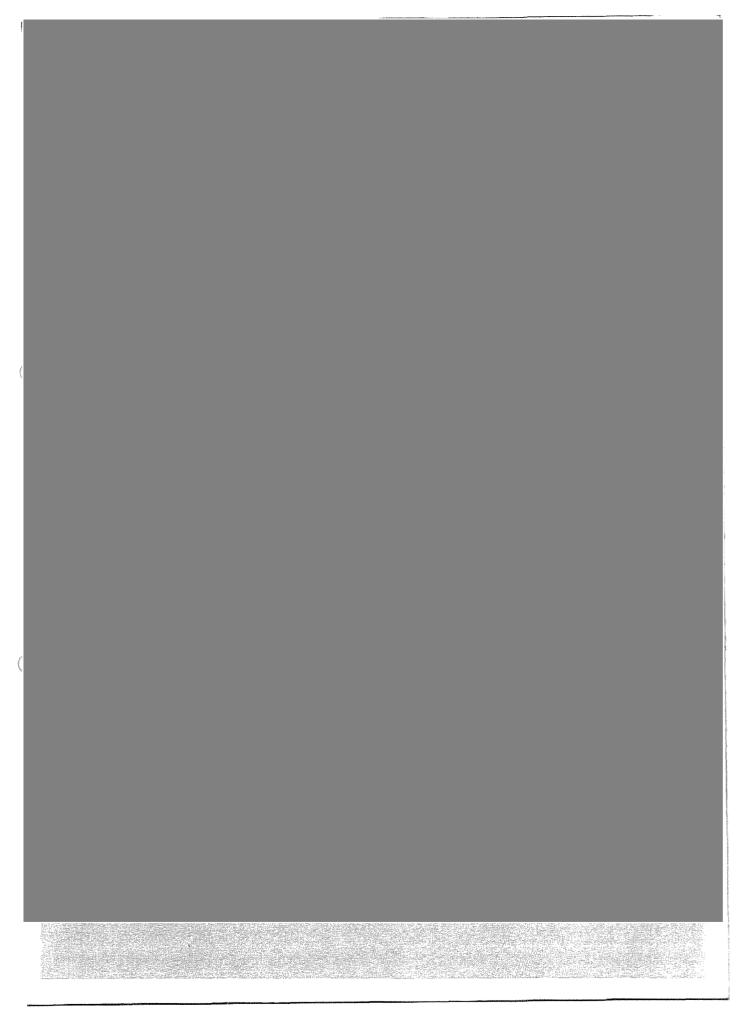
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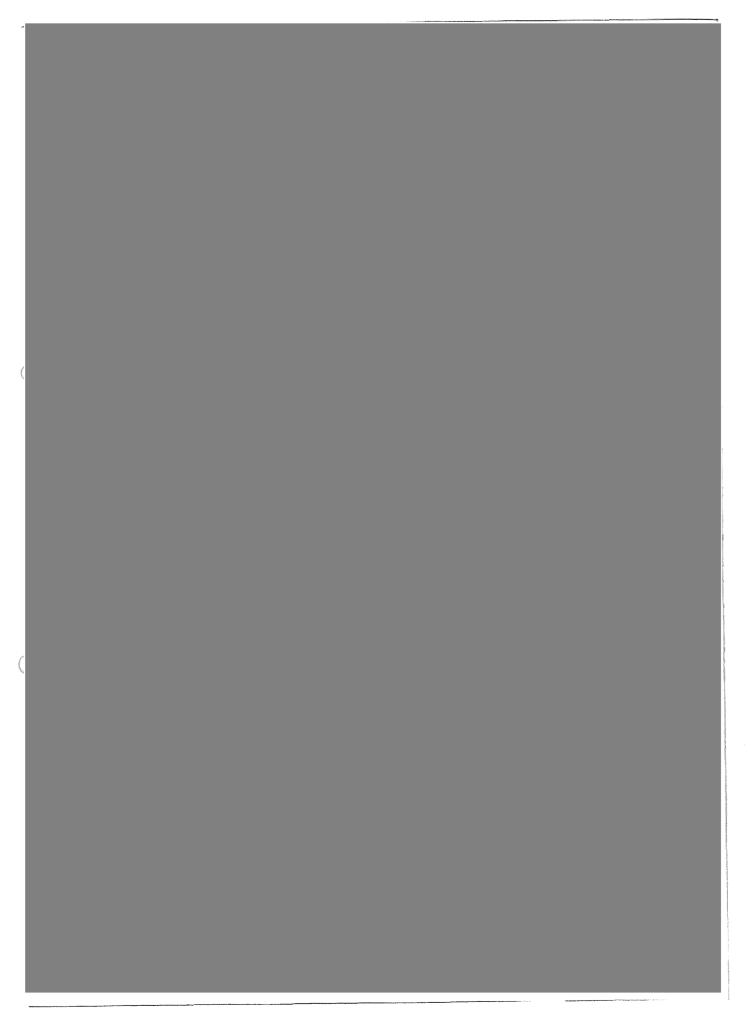
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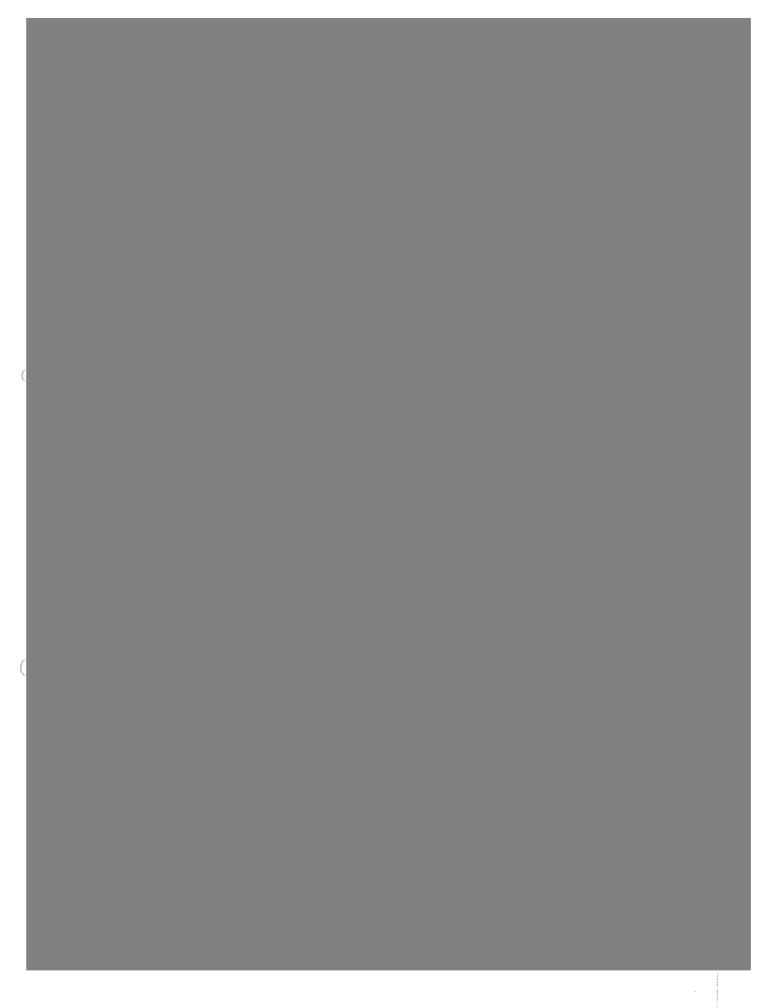
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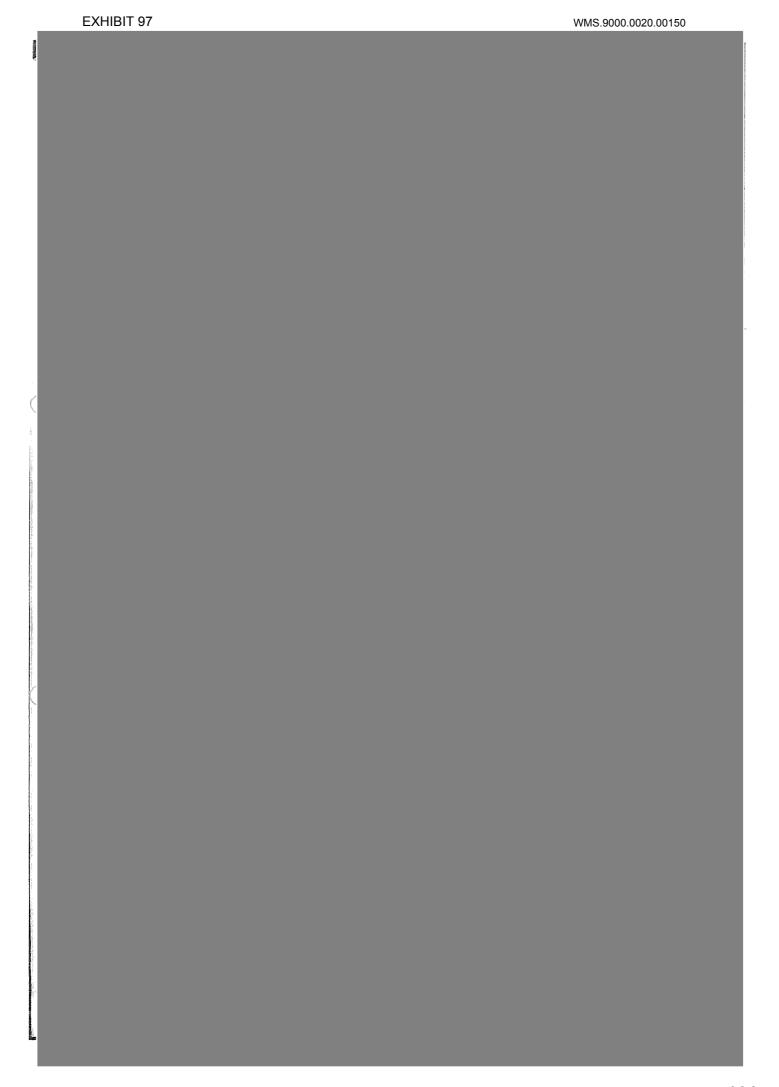
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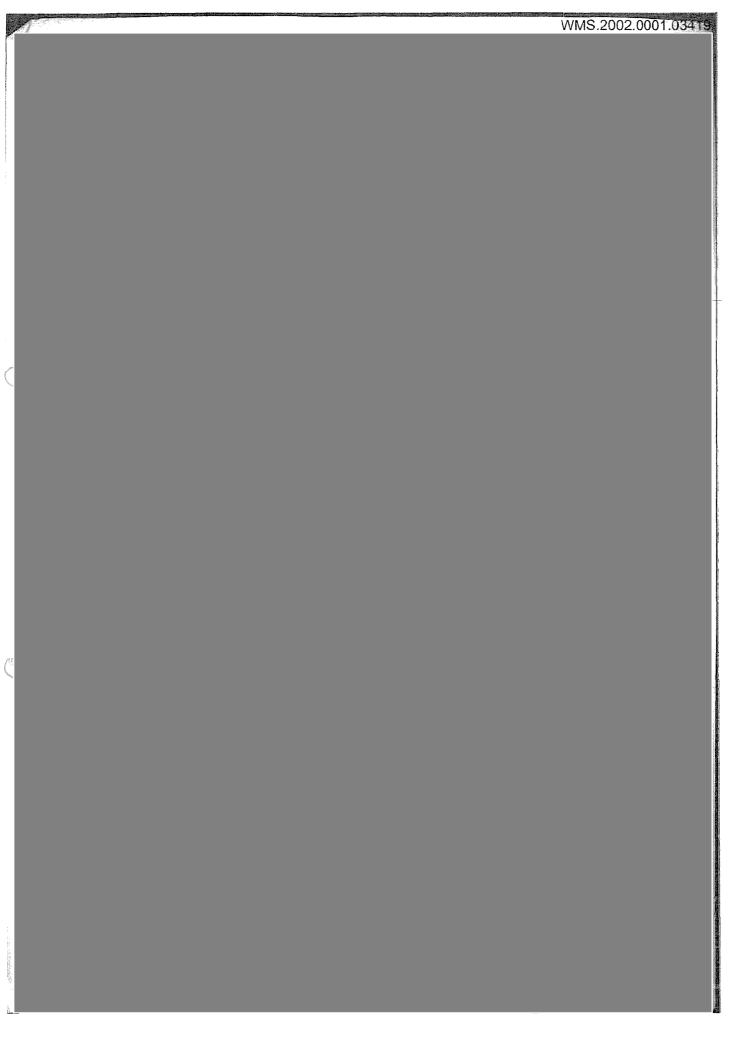


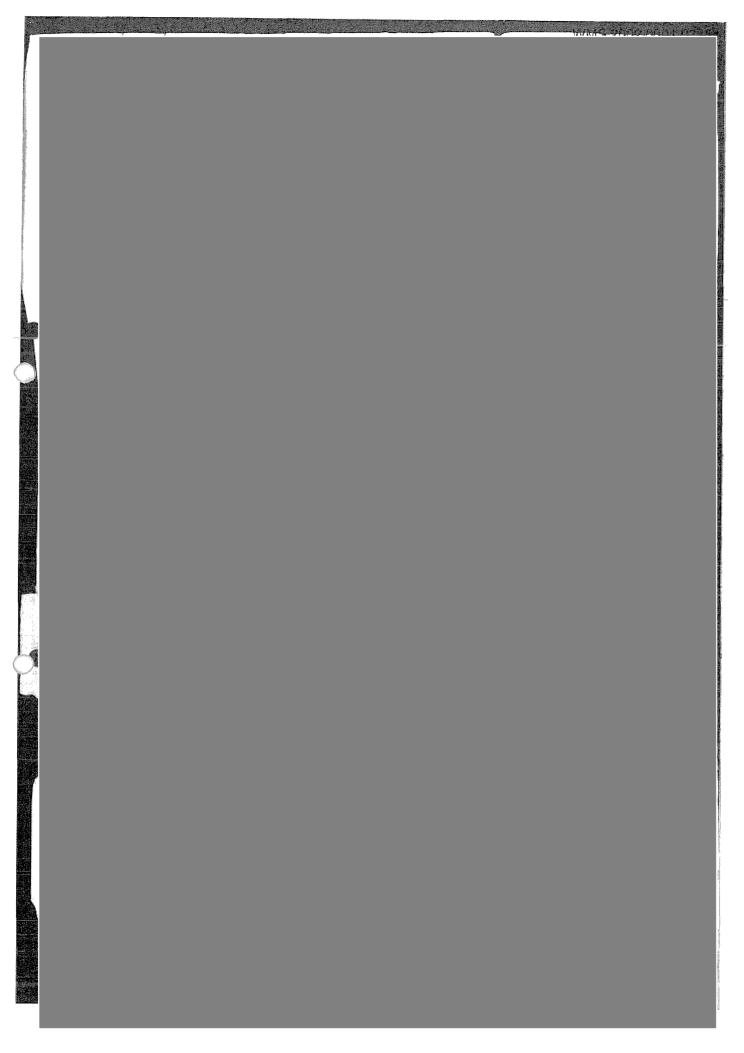












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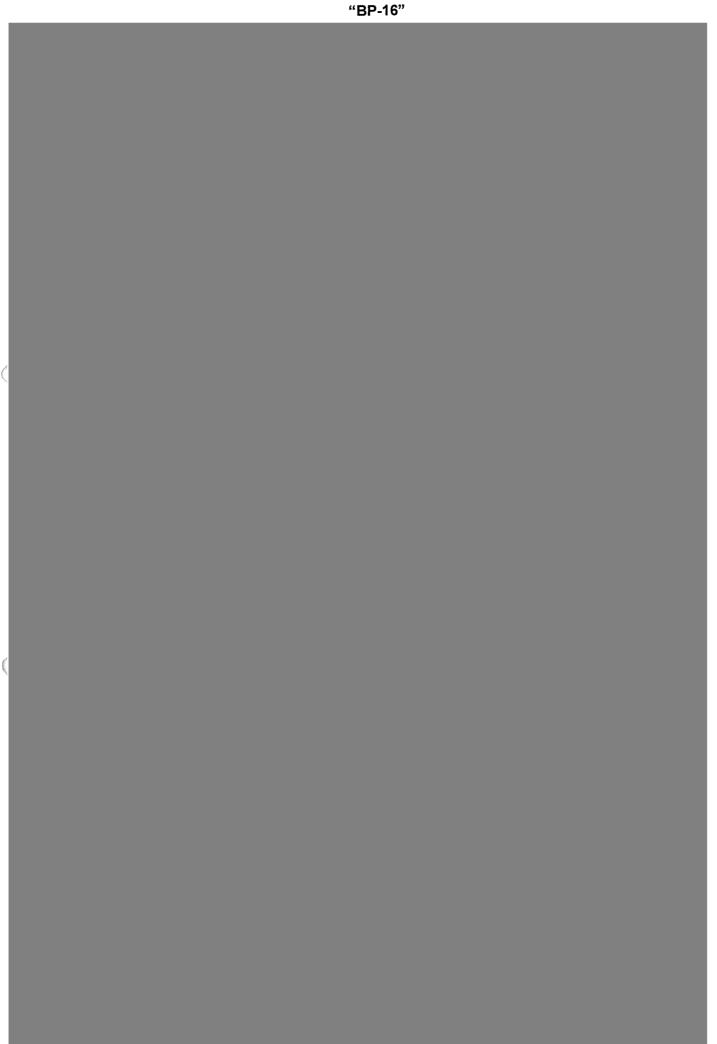


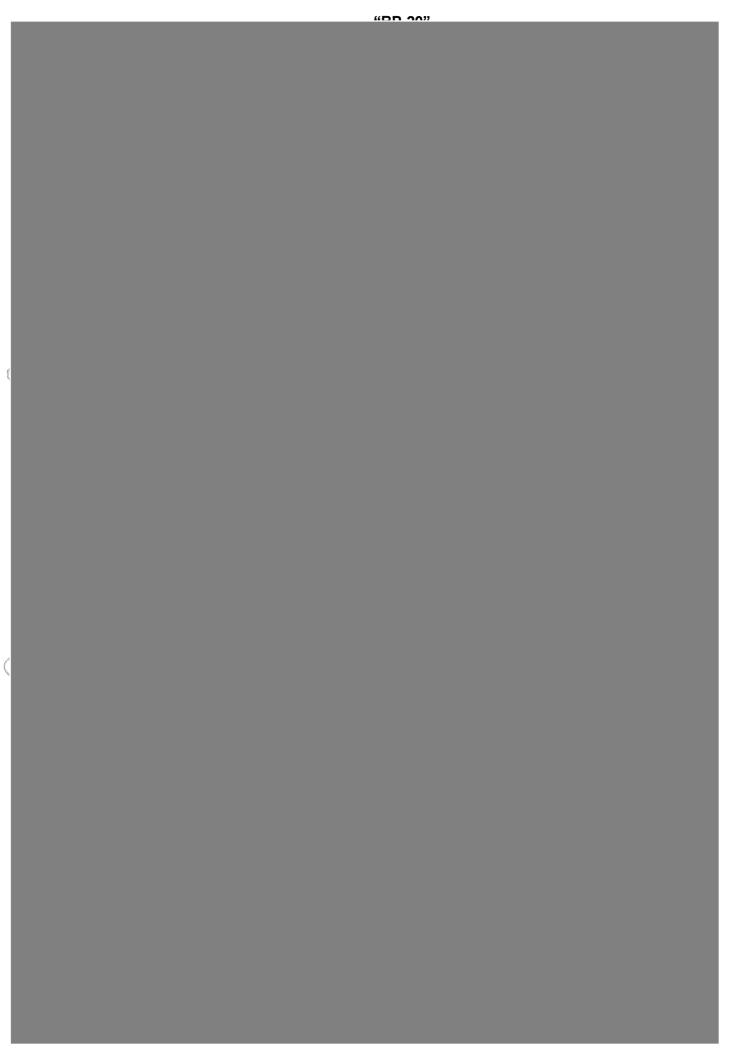
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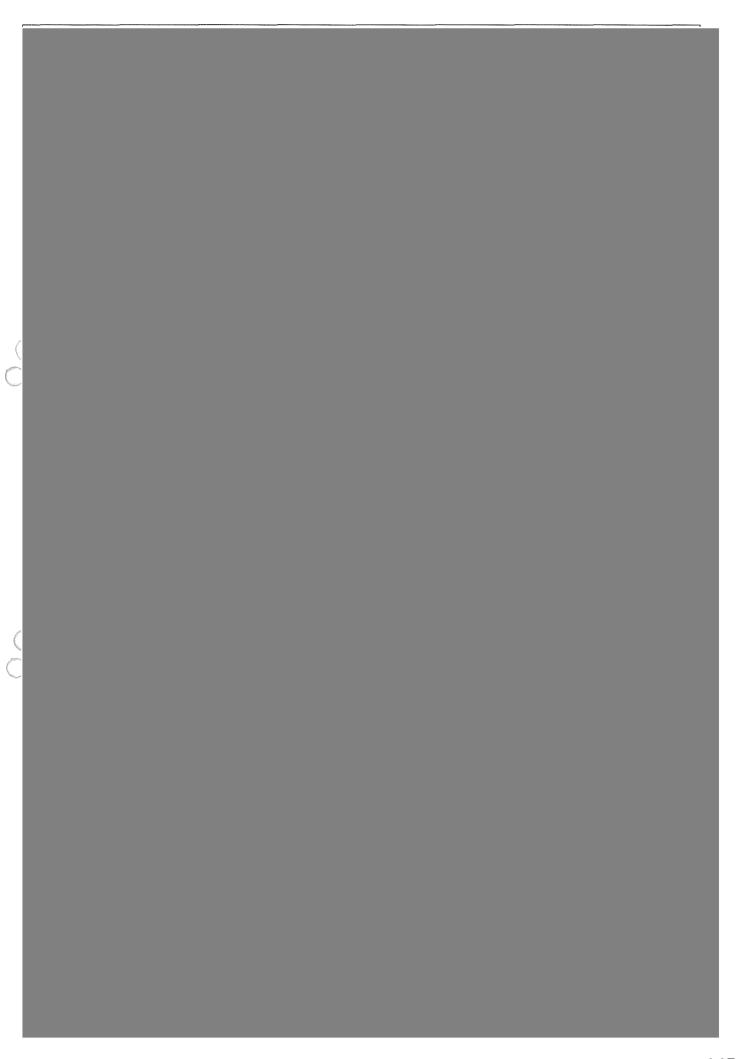
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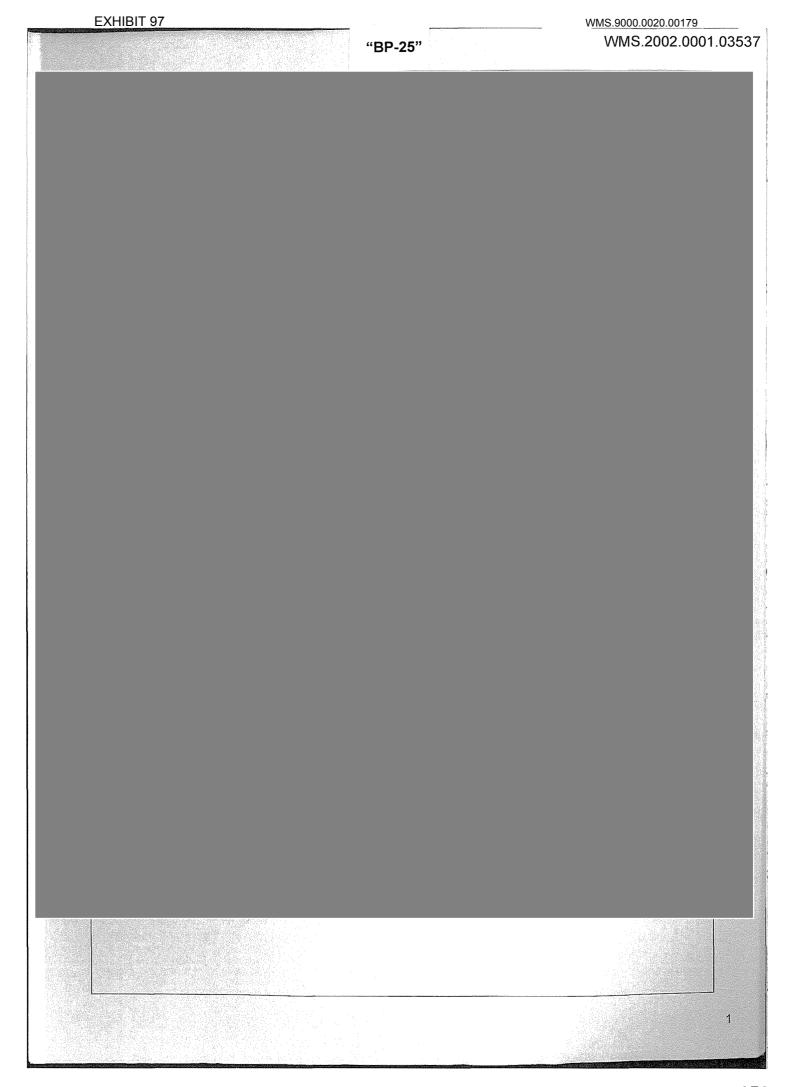


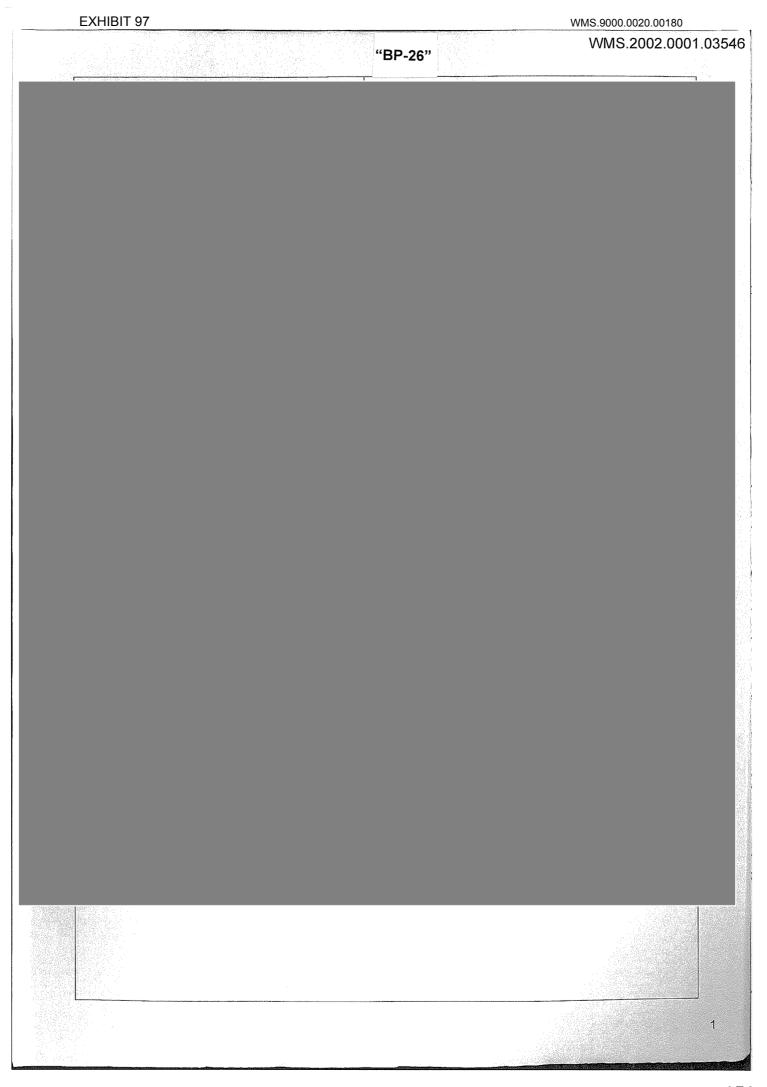
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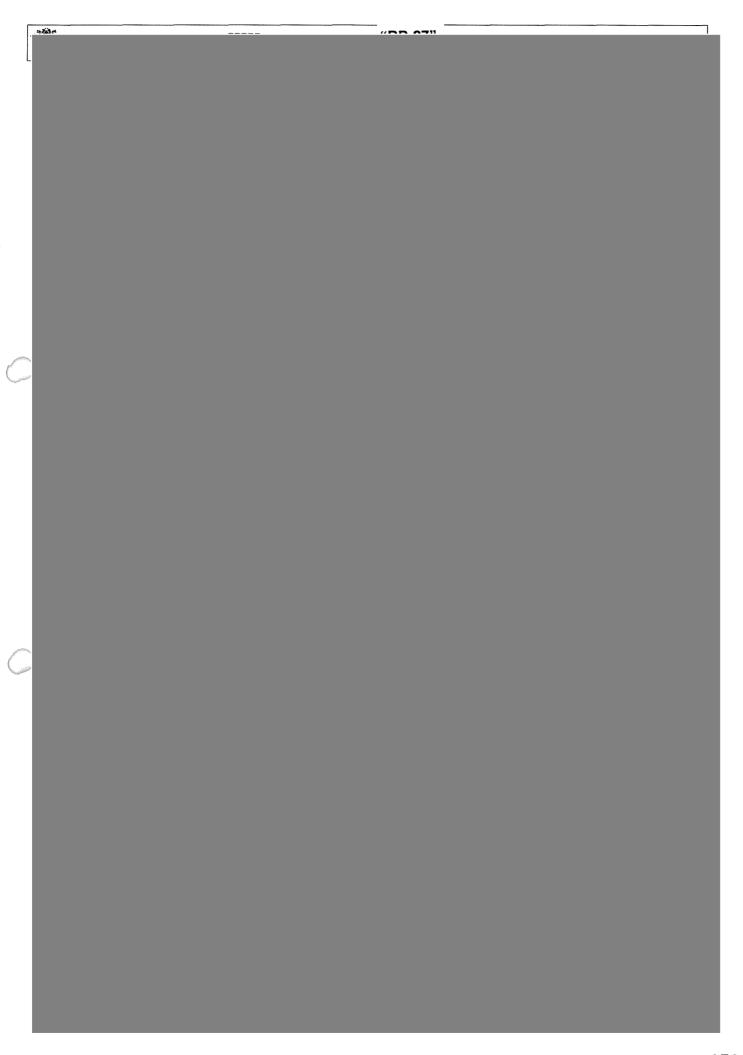
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"BP-29"

**EXHIBIT 97** WMS.9000.0020.00184 "BP-30"

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