

Lorraine Dowell - Re: BAC resources

From: Catherine Lynch
To: Clare, Paul; Dowell, Lorraine; Giles, Michelle; Natho, Scott
Date: 14/10/2013 3:14 PM
Subject: Re: BAC resources
CC: Phillips, Rachel

I think it would be excellent to have them boxed up and sent over.
If there are out of date psychometric assessments ie WISC-III's etc, perhaps we could liaise with Rachel to have them suitably retired?
Lorraine if you would like to nominate a 'go to person' re this in BAC, we can liaise ere details.
Thanks for the offer and you are right re the need to protect information gained through years of hard work!

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



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

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

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

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

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

Thank you for your support and guidance.

Kind regards,

Lorraine Dowell

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






EXHIBIT 48

Barrett Adolescent Centre
- Transition Team -

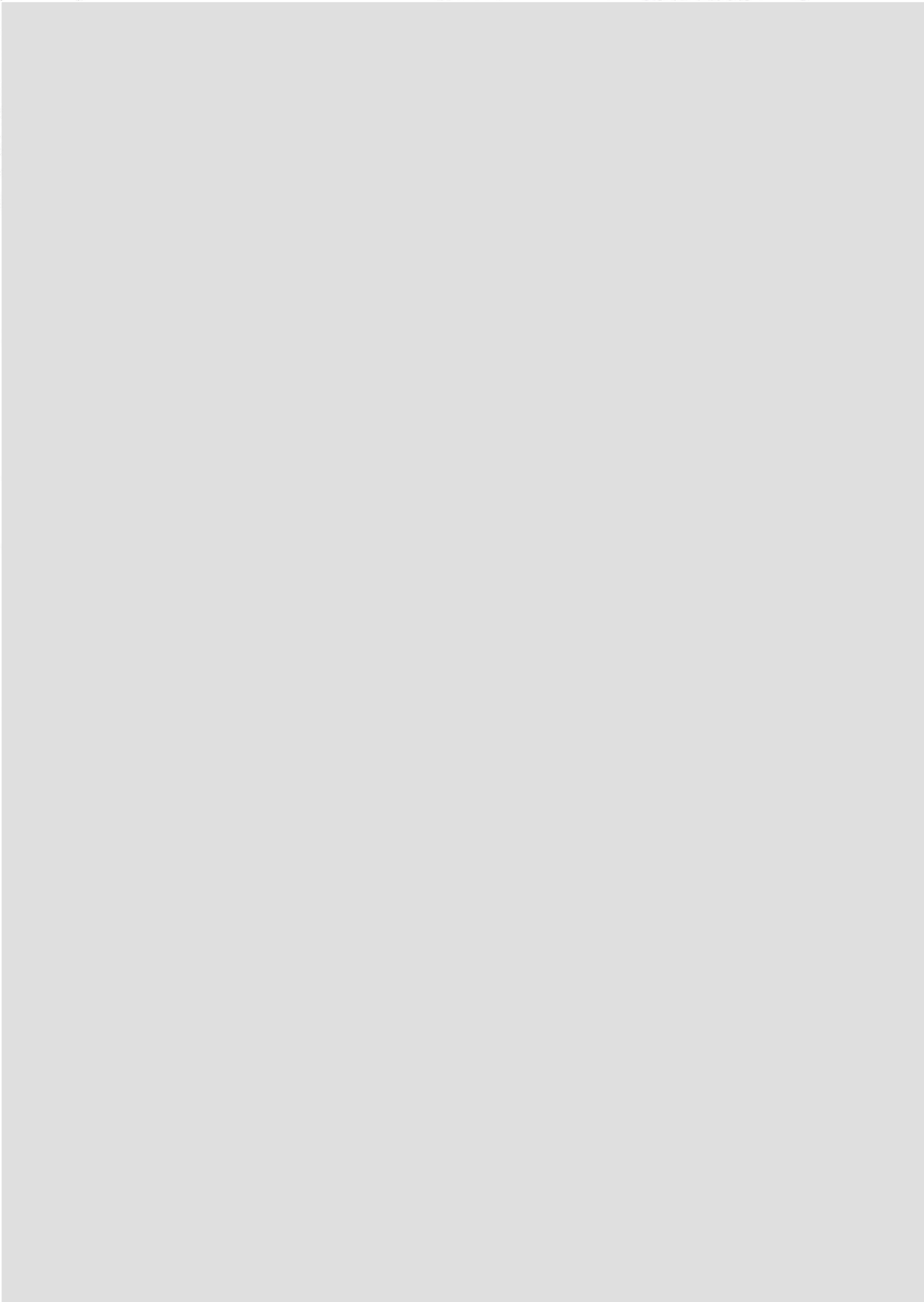
<u>Skills Development for Community Re-integration</u>	INTERVENTION	BY WHOM	DONE
(NB: the headers below are only a guide)			
Vocational:			
Work experience			
Educational:			
School			
TAFE			
Alternative			
Living Skills / Self Care:			
Meal Preparation			
Groceries			
Hygiene			
Paying bills			
Organisational skills			
Money Management			
Healthy Eating Choices			
Leisure /Recreational:			
Active			
Passive (reading, writing, etc)			
Social Networks:			
Community Access:			
Public Transport			
Licence			

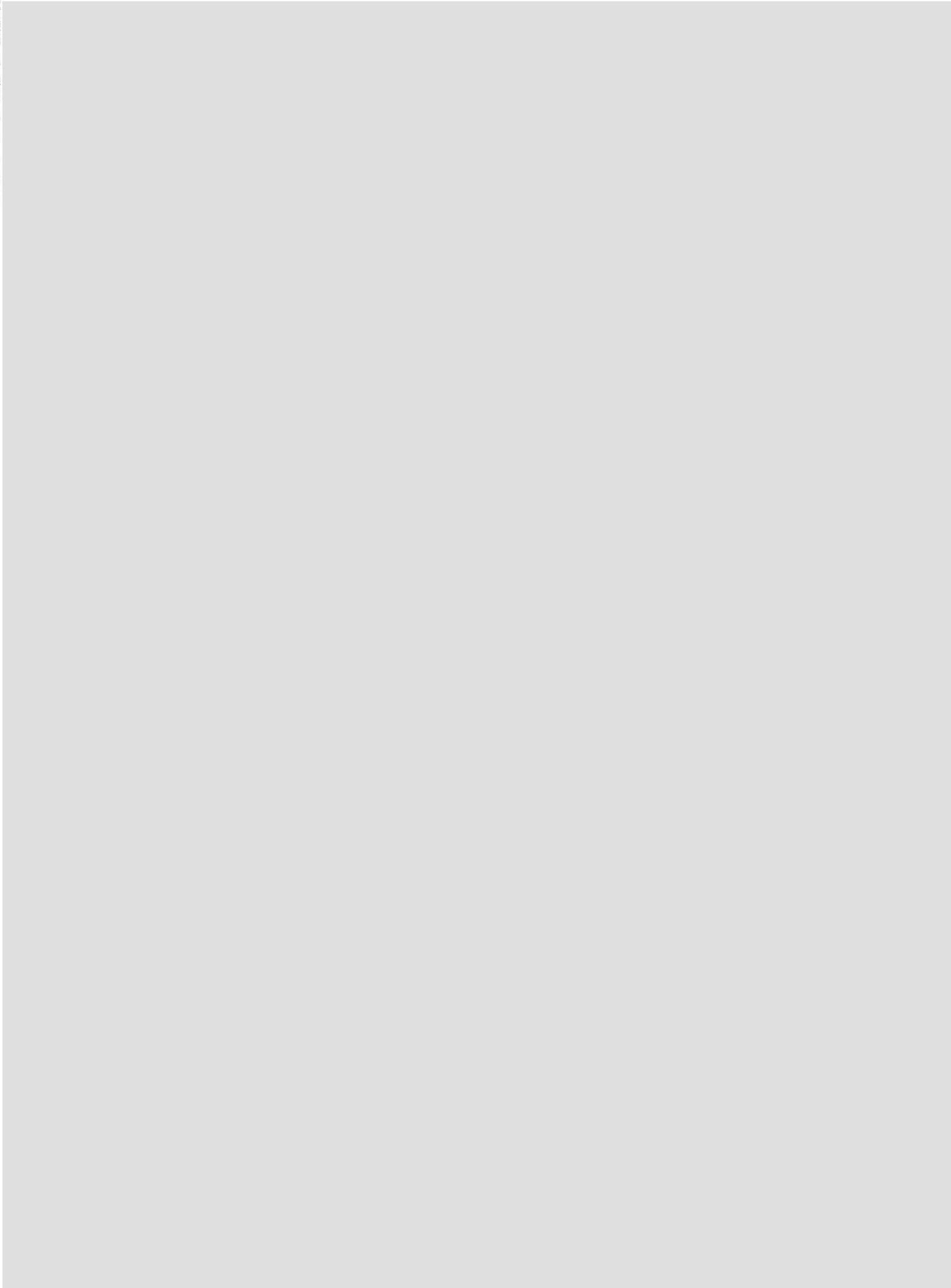
Barrett Adolescent Centre
- Transition Team -

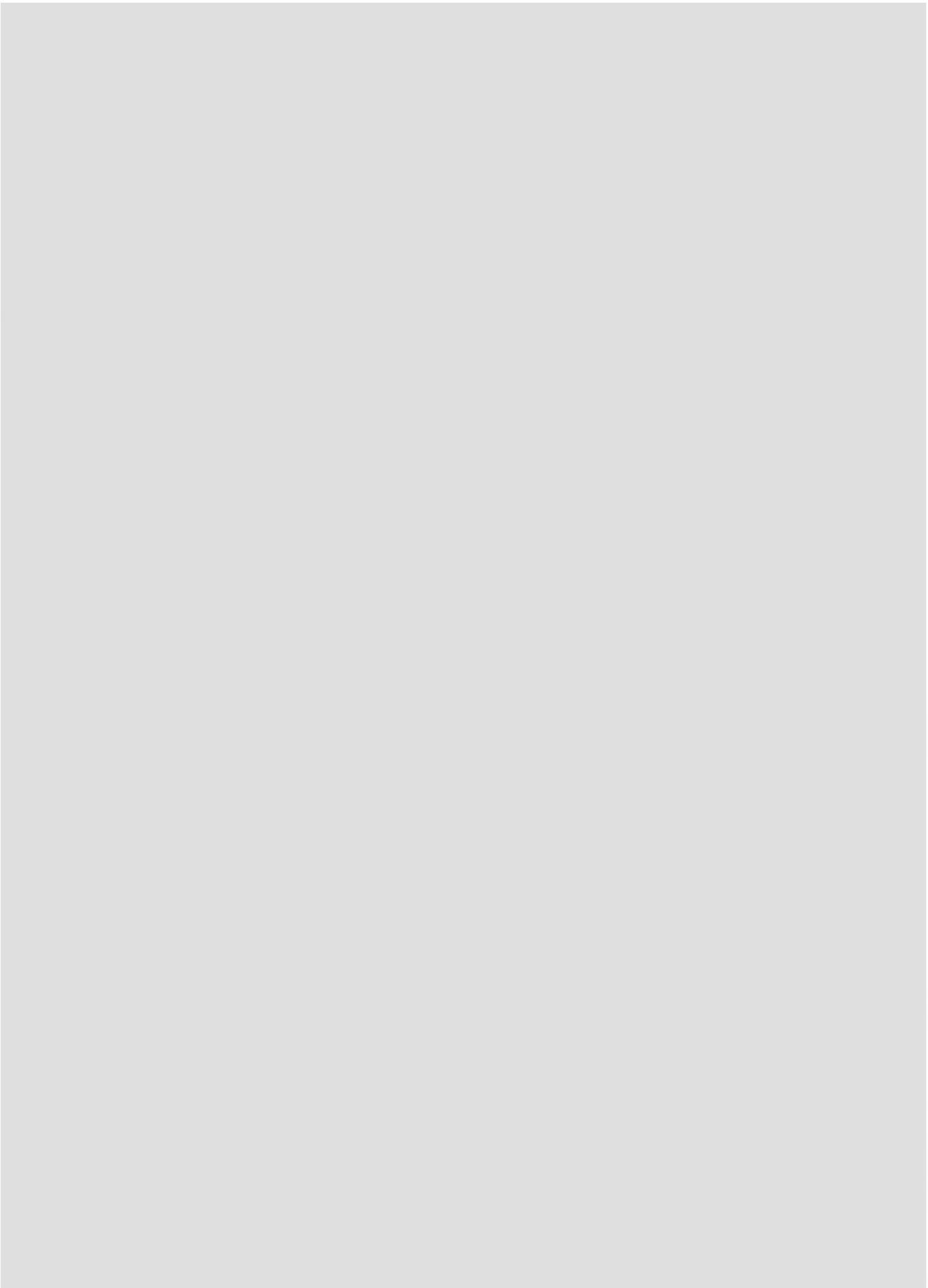
<u>Community Re-integration</u>	INTERVENTION	BY WHOM	DONE
<i>(NB: the headers below are only a guide)</i>			
Accommodation:			
Supportive			
Independent living skills			
Financial support:			
Centrelink			
Community Linkages:			
Medical follow up			
Medication (discharge scripts)			
GP handover			
Appointments			
Mental Health Service			
Private Psychologist			
Private Psychiatrist			
Headspace			
Personal Helpers and Mentors			
Guardianship			
Family Support / Psychoeducation:			
Family meeting			
Home visit			
Service Handover Documents:			
Inter-Service Communication Plan (Crisis Contacts)			
Crisis Management Plan			
Risk Assessment			
Relapse Prevention Plan			
Behaviour Management Plan			
Clinical reports or Handovers			
Speech Therapy			
Occupational Therapy			
Psychology			
GP handover			
Discharge summary			
Dietetic handover			
School Individual Education Plan (IEP)			
Guidance Officer handover			
Therapy handover			
Dietetic handover where relevant			

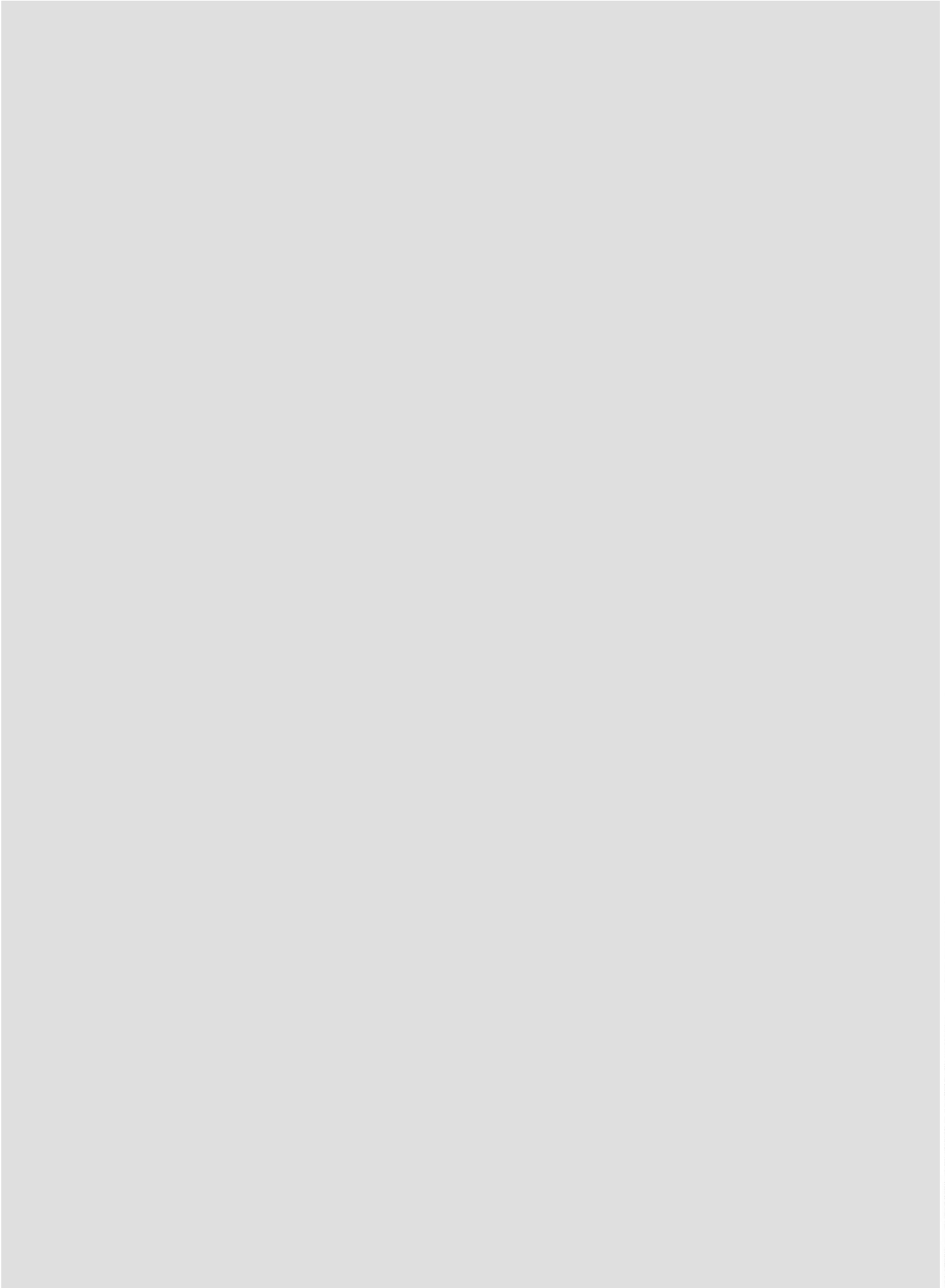
Potential to be working communication
sheets?

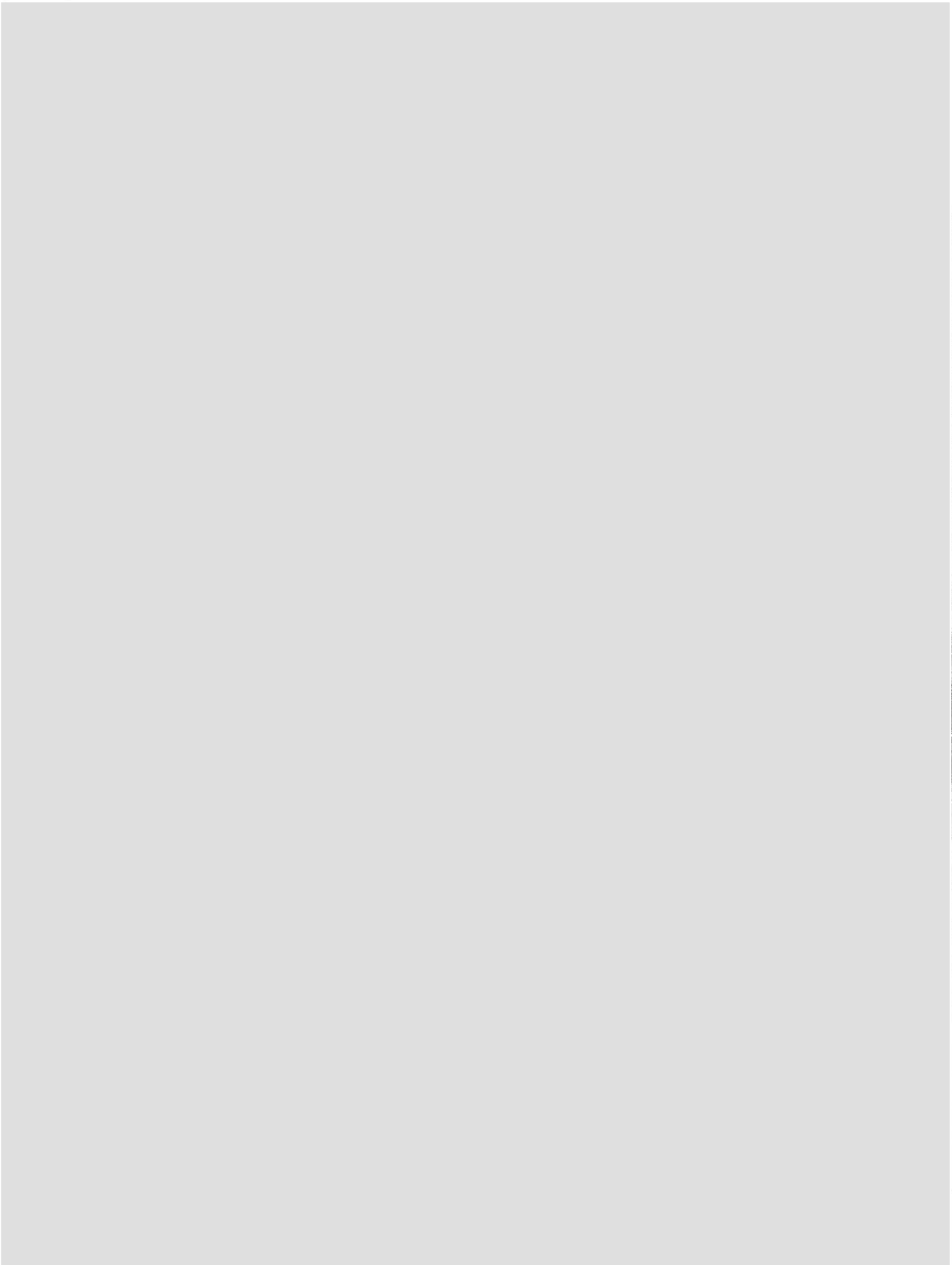
Required by Children's Hospital











Lorraine Dowell - reporting & update

From: Megan Hayes
To: Lorraine Dowell
Date: 9/01/2014 2:09 PM
Subject: reporting & update

Hi Lorraine

Just a brief update to let you know I've got 6 OT summary reports remaining to complete and upload. Where OT Assessment reports have been completed I am finalising those and signing on Kate/Kimmy/students' behalf. I am uploading each OT Ax and Summary as I go to CIMHA. I will keep you updated.

As I will not be here on Monday for the allied health meeting please let me know if you require any additional information.

Thanks

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

Mon, Tues (Alt), Wed

LOD1005

Lorraine Dowell - Patient list

From: Lorraine Dowell
To: Megan Hayes
Subject: Patient list

Hi Megan,

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

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

Many thanks,

Lorraine

LOD1006

Lorraine Dowell - Public Trustee issue

From: Lorraine Dowell
To: Anne Brennan
Subject: Public Trustee issue
CC: Michelle Giles; Paul Clare

Good morning Dr Brennan,

Was Raelene able to assist with the public trustee issue?

She was away yesterday and does not work on Fridays (today)

I appreciate that we need urgent responses to any BAC requests.

If it has not been addressed or if we need something attended to today could I impose on Paul to enlist the services of one of his colleagues - noting that they may not have a blue card clearance, but perhaps it is a service that can be provided remotely.

Just wanting to confirm that the matter has been addressed.

Kind regards,

Lorraine

LOD1007

Lorraine Dowell - Speech Pathologist

From: Lorraine Dowell
To: Darren Neillie
Subject: Speech Pathologist
CC: Michelle Giles; Paul Clare

Hi Dr Neillie,

BAC will be closing soon and we have been fortunate enough to retain 0.5FTE speech pathology services for the wider Park.

As most of the work undertaken by this position will be in HSIS itself, would you mind if Angela Clarke set up office on the verandah area (old rehab area) in the Manor House?

I know we have Bobby and Sherry based here also but there are 2 separate areas there and Angela will only be part-time so I don't think it should be too inconvenient for anyone.

I can sort out secure filing cabinets for Angela's equipment.

Is this OK with you Dr Neillie? We need to vacate BAC fairly soon now.

Kind regards,

Lorraine

LOD1008

Lorraine Dowell - uploading

From: Danielle Corbett
To: Dowell, Lorraine
Date: 22/01/2014 12:27 PM
Subject: uploading

HI Lorraine,
I've uploaded what i can. I've done [REDACTED] god knows what happend to the report I wrote,
i've written a summary.

reports have also been uploaded for [REDACTED]

There should be reports for all the kids in the charts or in the care reviews at least for their psychological assessments.

In terms of [REDACTED] I have no informaiton as I did not assess or see [REDACTED] clinically, and now all of the files are at [REDACTED]. With regards to [REDACTED] had psych assessments, and per the other clients, there is either a report in [REDACTED] chart or details in the care review documents.

I think that concludes the clinical handover. Now to continue the clean up.

Best Regards,
Danielle

LOD1009

Barrett Adolescent Centre
- Transition Team -



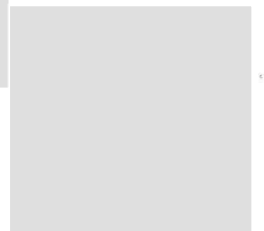
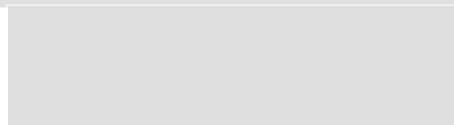
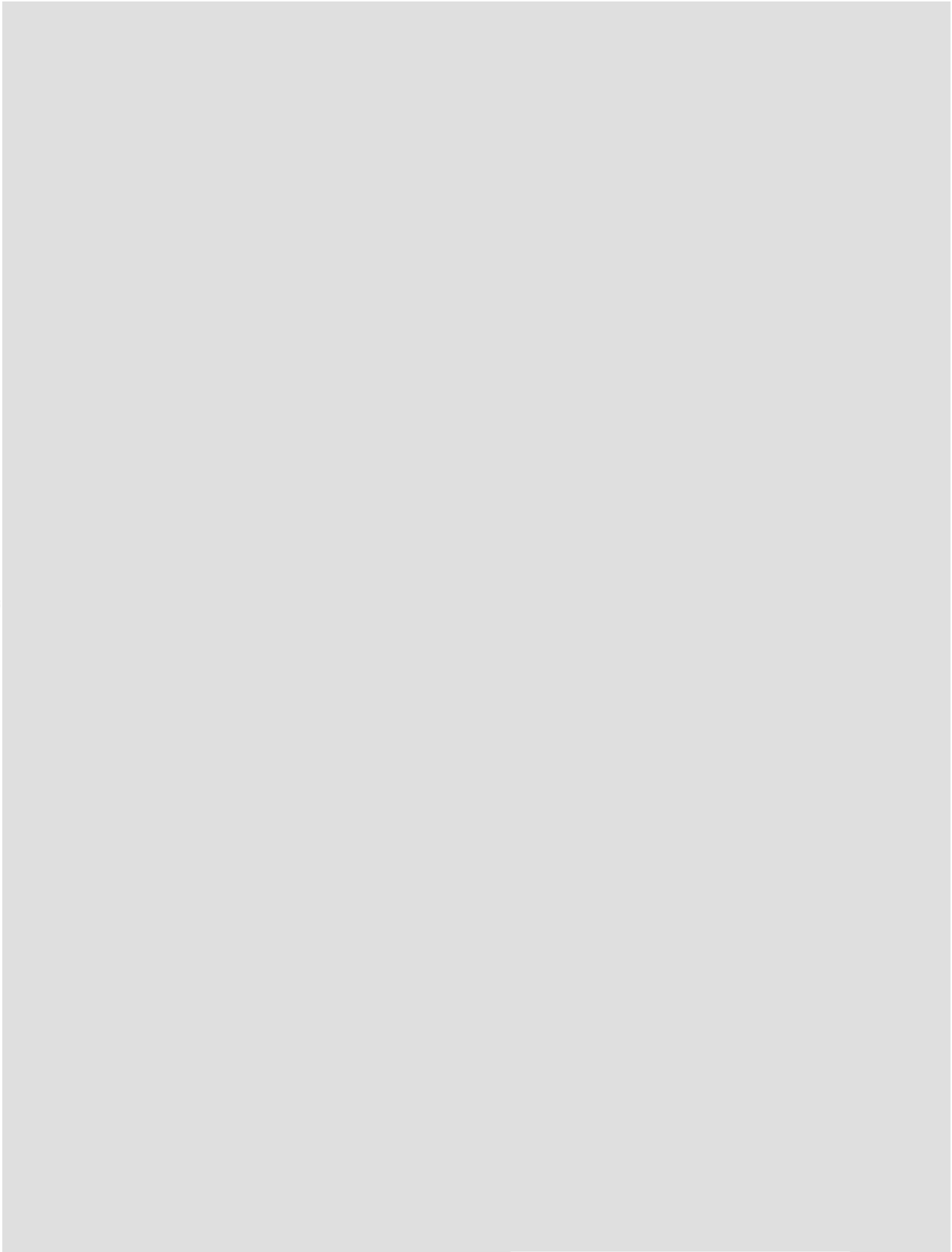
*End of Discharge - Dr. Buer
OT Repels*

LOD1010

Barrett Adolescent Centre
- Transition Team -

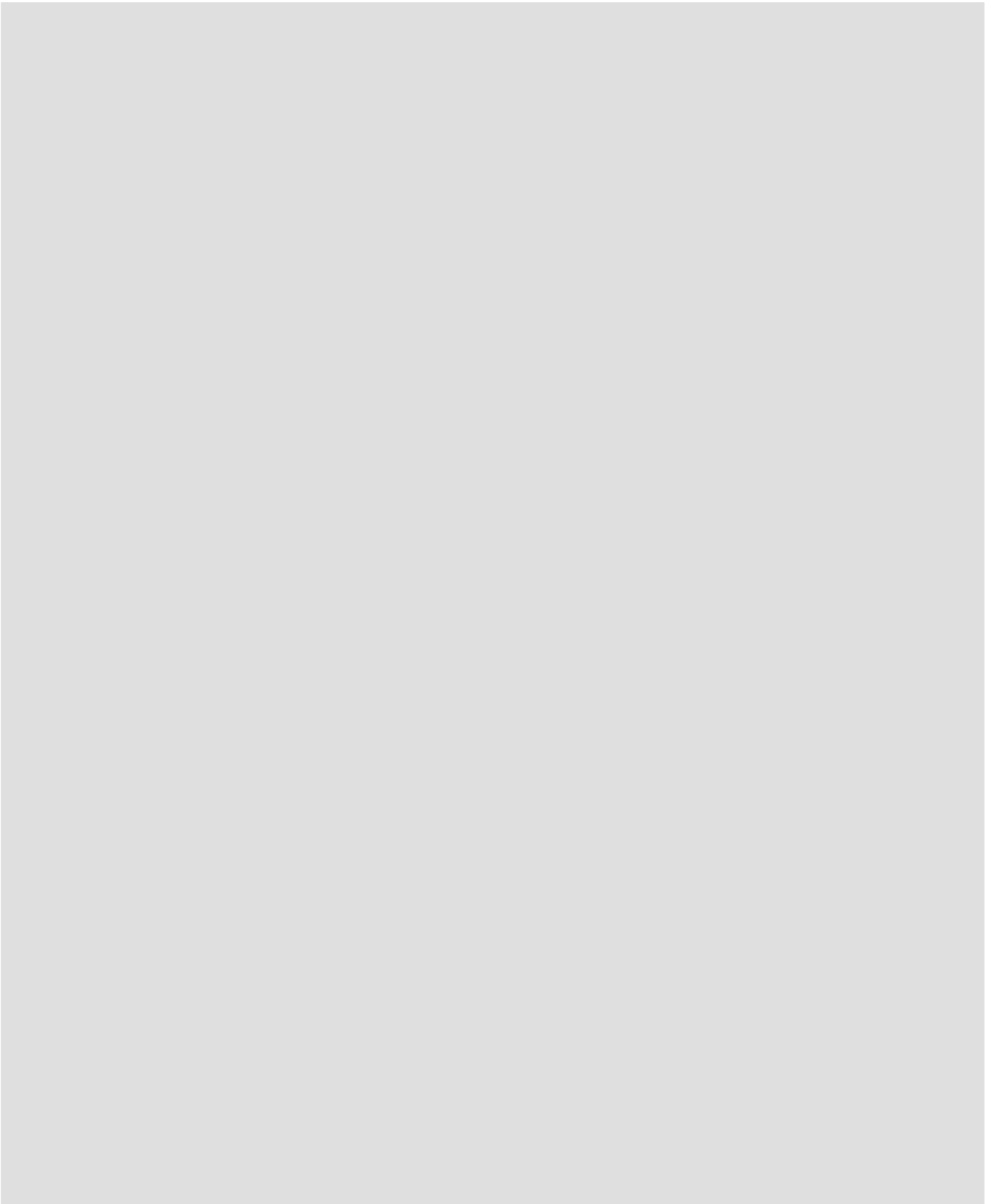


Barrett Adolescent Centre
- Transition Team -



LOD1011

Barrett Adolescent Centre
- Transition Team -





01012

Devario → Taluha
Will
Cather

Stark
Natalie

WMS.1011.0003.00060

Lorraine Dowell - Re: Speech Pathologist

From: Darren Neillie
To: Lorraine Dowell
Date: 17/01/2014 4:03 PM
Subject: Re: Speech Pathologist
CC: Michelle Giles; Paul Clare

Thanks Lorraine
Very happy for Angela to be based in the Manorhouse
Darren

>>> Lorraine Dowell 1/17/2014 1:24 pm >>>
Hi Dr Neillie,

BAC will be closing soon and we have been fortunate enough to retain 0.5FTE speech pathology services for the wider Park.

As most of the work undertaken by this position will be in HSIS itself, would you mind if Angela Clarke set up office on the verandah area (old rehab area) in the Manor House?

I know we have Bobby and Sherry based here also but there are 2 separate areas there and Angela will only be part-time so I don't think it should be too inconvenient for anyone.

I can sort out secure filing cabinets for Angela's equipment.

Is this OK with you Dr Neillie? We need to vacate BAC fairly soon now.

Kind regards,

Lorraine

LOD1013

Lorraine Dowell - Re: suitability matching outcome

From: Lorraine Dowell
To: Danielle Corbett
Subject: Re: suitability matching outcome

Thank you Danielle.

Kind regards,

Lorraine

>>> Danielle Corbett 20/01/2014 9:44 am >>>
Hi Kerrie and Lorraine,

Thank you both for taking the time to meet with me on Friday.

I have decided to decline the indirect match of the recovery coordinator position as I do not have the skills to carry out the position.

I would like to defer to the VR ERP process please.

Kind Regards,
Danielle Corbett

LOD1014

Lorraine Dowell - BAC - Psychology Update

From: Lorraine Dowell
To: Michelle Giles; Scott Natho
Subject: BAC - Psychology Update

Hi Michelle and Scott,

The date for the BAC footprint to disappear is rapidly approaching - end of January.

Psychology staff at BAC have been working hard to achieve all the targets we have collaboratively set along the way.

It is anticipated that the last one or two summary of care reports will be uploaded onto CIMHA by the end of the week.

I understand that BAC will not officially close until the last adolescent has been placed. This may actually be achieved by the end of this week or shortly after. Relocation will need to be finalised as soon as this occurs.

We have been encouraged to start relocating as soon as possible in keeping with the limited availability of the gardens and groundsmen.

The majority of the psychology resources were removed from the office area this morning at short notice. They have been relocated to the test library in Gunnii House as a short-term secure option. The small amount of residual materials can be relocated by the end of this week or early next week.

Kerrie Parkin has met with all allied health in BAC and the suitability matching process was completed as of last Friday 17/1/14.

The match of Danielle to the recovery co-ordinator position was considered to be an indirect match. Hence Danielle has opted to not accept this option and progress to the next stage. Within the next few weeks Danielle should receive a letter requesting an indication as to whether she wishes to become an Employee Requiring Placement or accept a Voluntary Redundancy.

Danielle will require meaningful work in keeping with her skills and abilities until the final phase runs its course. This may involve at least of 5-6 weeks. Danielle will be undertaking tasks to support the district CYMHS group under the guidance of yourself Michelle. Thank you for making the best use of her skills.

Danielle will be based in Gunnii House working in the cooler small hub area during her period of meaningful employment. Continued use of the BAC area is not an option as it will not be serviced.

Thank you for your support with this process. Psychology is on-target for achieving the service goals.

Kind regards,

Lorraine

Lorraine Dowell - progression of BAC closure and staff redundancy

From: Sharon Kelly
To: Alan Millward; Alexander Bryce; Kerrie Parkin; Leanne Geppert; Lorraine Dowell
Date: 16/12/2013 6:31 AM
Subject: progression of BAC closure and staff redundancy
CC: Anne Brennan; Ian Wright; Jill Vonharten; Lesley Dwyer; Linda Hardy; Lynda Glasgow; Mark Mattiussi; Michelle Giles; Pdraig McGrath; Terry Stedman; William Brennan
Attachments: staffing for letters.xls; 20131216062212635.pdf; 2013-6-employees-requiring-placement-directive.pdf; 2012-11-Early-Retirement-Redundancy-and-Retrenchment.pdf

Following on from Fridays meetings with Alan and others and a briefing with Lesley Sunday evening the following has been determined to occur from today.

Thank you all for your actions and support in this matter.

Monday's actions

- Also 8763*
- All staff are to be advised Monday or within the next 24 hours via a personal letter or alternate arrangement if required that the positions are all redundant from 2 February 2014 (copy of letter attached) **actual letters for distribution which will have appropriate attachments to be collected from Executive office.(Jill)**
 - a list of all permanent staff assigned to the BAC is attached for clarification. it is noted that over the past months a number have been replaced with temporary assignments to reduce the final impact of the closure.
 - Alex is leading the nursing and unit component of this process and will be supported by Kerrie Parkin (HR)
 - Lorraine Dowell will be briefed on Monday by Alex and Kerrie and will manage with Kerrie the Allied Health advice (am not clear how many are not on leave at present)
 - Trevor is a VMO and it is not clear what his entitlements are. Terry will liaise with Mark Mattiussi or Alan Millward Monday morning to be prepared for a meeting with Trevor Monday afternoon.
 - Leanne will provide the letter to Lynda to speak with Elaine once ready to advise staff.
 - In regards to the RSO Ian your thoughts? I had assumed they would be absorbed into the general workforce and may be part of an alternate change into the new year?
 - Alan and Kerrie have committed to speaking with the unions Monday morning to advise of letters being distributed and arrange union meeting. Alan worth noting that the LCF for the Park is this week.
 - Kerrie will submit all names to town for assessment across all HHS for any current vacancies that would be suitable.

this weeks actions

- in particular for the nursing staff, Will, Pdraig and Alex will consider any vacancy that is currently in the division for suitability. it is to be documented the action taken on behalf of each staff member in regards to sourcing alternate roles.
- times for contact for all staff with HR and senior staff to be enacted to support and clarify any questions or concerns.

action of Monday 13 January

- should staff not have been identified for alternate roles I will forward the second letter to staff advising them of their options and proceed to redundancy on Monday 13th January.

LOD1016

it would be good if there is a FAQ to support this process so we are all on the same message. I have encouraged Alex to deflect any HR type questions that are outside of his scope directly to Kerrie and will assume Lorraine will do the same.

Sharon Kelly
Executive Director
Mental Health and Specialised Services

West Moreton Hospital and Health Service

The Park - Centre for Mental Health
Administration Building, Cnr Ellerton Drive and Wolston Park Road, Wacol, Qld 4076
Locked Bag 500, Sumner Park BC, Qld 4074

www.health.qld.gov.au



West Moreton Hospital and Health Service

Enquiries to:
 Telephone:
 Facsimile:
 Our Ref:



To all staff of the Barrett Adolescent Unit

In December 2012, WM HHS initiated the Barrett Adolescent Strategy to commence the process of identifying new service options for adolescents requiring mental health extended treatment and rehabilitation in Queensland. A multidisciplinary Expert Clinical Reference Group (ECRG) was convened, and in May 2013 seven recommendations were submitted by the ECRG to the WM HHS Board. This was followed by comprehensive consultation with the Minister for Health, the Queensland Mental Health Commissioner, Children's Health Queensland HHS (CHQ HHS), Department of Education Training and Employment (DETE), and the Department of Health. The seven recommendations were accepted by the WM HHS Board.

On 6 August, 2013, the Minister for Health, the Honourable Lawrence Springborg MP made an announcement that adolescents requiring extended mental health treatment and rehabilitation will receive services through a new range of contemporary service options from early 2014. Young people receiving care from the Barrett Adolescent Centre at that time will be supported through their transition to other contemporary care options that best meet their individual needs. CHQ HHS will hold governance of the new service options developed, and will lead the statewide project to finalise the implementation of the future service options.

To provide certainty, WM HHS announced a plan to work toward the end of January 2014 to cease services from the Barrett Adolescent Centre (BAC) building.

At that time information that was available was provided to your union delegates as well as to yourselves through our staff communiqués and arranged meetings with members of the HR team.

I can now advise that following on from previous announcements, all positions in the Barrett Adolescent Unit organisation structure will be abolished at the time the service closes (2 February 2014).

Staff who occupy permanent substantive positions

In line with Public Service Commission 06/13: *Employees Requiring Placement*, each staff member who currently occupies a substantive position in Barrett Adolescent Centre has now been declared an employee requiring placement. I have attached a copy of the Directive for your information.

A process is underway to identify suitable alternative substantive positions for permanent staff. If a suitable alternative substantive position is not identified for any permanent staff member before close of business 10 January 2014, on that date I will initiate action in line with Section 6.2(b) of the Directive. Staff not placed will then have the opportunity to decide between two courses of action:

- Accept a voluntary redundancy (in accordance with the Directive relating to early retirement, redundancy or retrenchment); or

Office
 Office of the Executive Director MH&SS
 The Park - Centre for Mental Health
 Administration Building, Cnr Ellerton Drive and
 Wolston Park Rd, Wacol, QLD 4076

Postal
 Locked Bag 500, Sumner Park BC, QLD
 4074



- Pursue transfer (and/or redeployment) opportunities.

I have also enclosed a copy of Directive No. 11/12: *Early Retirement, Redundancy and Retrenchment* for your information and a copy of the Queensland Health Frequently Asked Questions related to the above Directives.

Where the outcome for individual staff is that they will separate through voluntary redundancy, and redundancy processes are not finalised before 2 February 2014, arrangements will be made for alternative work between that date and the final date of separation.

Staff on temporary engagements

I regret to advise that staff on temporary engagements continuing into January will cease their engagement effective close of business 2 February 2014 unless an earlier date has been agreed. I very much appreciate the contribution that all our temporary staff have made to the unit during your time here.

Staff currently on secondments or higher duties

Where staff are currently on secondment from other areas of the Health Service or elsewhere, these engagements will cease effective close of business 2 February 2014 unless an earlier date has been agreed. Unless other arrangements are made, these staff will return to their substantive positions.

Next Steps

I will be arranging follow up communication with staff to work through in more detail the impacts on individuals and any individual issues or concerns. Staff are welcome to bring a support person or union representative to any meetings.

A meeting has been organised to initiate consultation with appropriate unions as we move to finalise the closure of the service.

I am very keen to ensure that all staff feel well supported during the implementation of the change. It is important that you approach your supervisor or a more senior manager if you have any questions or concerns about the changes or how they may affect you. This is particularly important if you feel you need further detail about decisions taken or their impact. If your supervisor or manager does not know the answer to your question, they will escalate the issue and get back you as quickly as possible.

I encourage all staff to access the support available through Employee Assistance Service if you need support at any time, including face to face or telephone counselling. Counselling is available 24 hours per day, 7 days per week by calling PPC Worldwide on 1300 361 008.

If you have any questions or concerns at anytime, you are welcome to call Kerrie Parkin, HR Director on [redacted] or through Alex Bryce, Acting Nurse Unit Manager.

[redacted]
Ms Sharon Kelly
Executive Director
Mental Health and Specialised Services
West Moreton Hospital and Health Service
16/12/2013

DIRECTIVE No. 06/13*Supersedes: 06/12***Commission Chief Executive Directive: Employees requiring placement****1. Purpose:**

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

2. Effective date: 1 July 2013**3. Legislative provisions:**

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

4. Application:

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

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

5. Previous references

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

Deployment and redeployment provisions PSM Standard No. 9

6. Related information:

Directive relating to early retirement, redundancy and retrenchment

Directive:**7. Principles**

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

8. Procedures for employees requiring placement

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

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

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

9. Registration process

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

10. Actions to support placement

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

11. Service wide placement process

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

12. Review

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

¹ Starting when the employee declines a voluntary redundancy offer under clause 8

- 12.2. Where the review determines that reasonable placement efforts have been undertaken and it is not appropriate to continue these efforts, the retrenchment provisions of the directive relating to early retirement, retrenchment and redundancy apply.
- 12.3. A department may initiate a review at an earlier time if it considers reasonable placement efforts have been undertaken² and/or a transfer opportunity for the employee is unlikely to occur as a result of the employee's specialised skill set or location.
- 12.4. If a review under clause 12.1 or 12.3 results in a decision to continue to pursue placement opportunities, a further review date must be nominated; unless exceptional circumstances apply, the next review date must be no more than three (3) months later than the date on which the review was completed.

13. Salary maintenance for transfer and redeployment

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

14. Salary arrangements for secondments and temporary arrangements

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

15. Records and reporting

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

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