

- 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

16. Transitional Provisions

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clause 6.6 of Directive 6/12: *Employees requiring placement*, the reviews will be conducted in accordance with the superseded directive.

17. Definitions

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

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

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

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

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

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

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

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

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

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

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

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



MINISTER ASSISTING THE PREMIER

DIRECTIVE No. 11/12
September 2012

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

- 1. TITLE:** **Early retirement, redundancy and retrenchment**

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

- 3. LEGISLATIVE PROVISION:** Section 54(1) of the *Public Service Act 2008*.

- 4. APPLICATION:**

This Directive applies to all public service employees except –

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

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

- 5. STANDARD:** The entitlements and requirements prescribed in Schedules A and B apply.

- 6. EFFECTIVE DATE:** This directive is to operate from **10 September 2012**.

- 7. VARIATION:**

This Directive can be varied by –

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

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

- 9. SUPERSEDES:** Directive 04/12 "*Early Retirement, redundancy and retrenchment*"

10. PREVIOUS**REFERENCES:**

Directive 17/09 "*Early Retirement, redundancy and retrenchment*"
Directive 10/05 "*Retrenchment*" and Directive 11/05 "*Voluntary Early Retirement (VER)*"
Directive 10/04 "*Voluntary Early Retirement (VER)*"
Directive 9/04 "*Retrenchment*"
Directive 27/99 "*Voluntary Early Retirement (VER)*"
Directive 26/99 "*Retrenchment*"
Directive 2/98 "*Retrenchment*"
Directive 1/98 "*Voluntary Early Retirement (VER)*"
Directive 22/97 "*Retrenchment*"
Directive 21/97 "*Voluntary Early Retirement*"
Directive 7/97 "*Retrenchment*"
Directive 6/97 "*Voluntary Early Retirement*"
Directive 7/96 "*Action Because of Surplus Employees*"
Public Sector Management Standard for Staffing Options to Manage Organisational Change in the Queensland Public Sector

11. SEE ALSO:

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

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

SCHEDULE A GENERAL REQUIREMENTS

1. Definitions

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

2. Early retirement

- 2.1. The chief executive may offer early retirement to employees where the scheme is approved by the Commissioner of Taxation.
 - (a) The scheme must satisfy the legislative requirement that all employees who comprise such a class of employees as the Commissioner of Taxation approves may participate in the scheme; and
 - (b) The scheme must be implemented with a view to rationalising or reorganising the agency's business operations¹; and
 - (c) Before the early retirement scheme is implemented the Commissioner of Taxation must have issued written approval of the early retirement scheme.
- 2.2. Allegations or findings of unsatisfactory performance or conduct due to any cause are not grounds for offering an employee an early retirement package.
- 2.3. The chief executive must establish the bona fides of each early retirement scheme and ensure that the relevant income tax provisions are complied with.
- 2.4. If applicable, the chief executive must ensure that the provisions of the directive relating to employees requiring placement are met and notification is provided to the relevant Australian Government department whose primary function is helping unemployed people find work.

3. Redundancy

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

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

- 3.4. The chief executive must provide a statement of advice to the employee before deciding to make an employee redundant that confirms the requirements of this section have been met. This statement of advice must be provided to the affected employee before their separation date.
- 3.5. The chief executive must ensure that the provisions of the directive relating to employment arrangements following workplace change are met and notification is provided to the relevant Australian Government department whose primary function is helping unemployed people find work.
- 3.6. An employee must be less than 65 years old at the time of termination for a redundancy payment to qualify as a genuine redundancy payment under the relevant legislative provisions of income tax law and any Taxation Ruling issued by the Commissioner of Taxation.

4. Retrenchment

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

5. Reporting

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

6. Re-engagement

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

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

- 6.2. For example, a person who receives a severance payment of 30 weeks' pay may work only for a total cumulative period of 20 days in the 30 week period after the date on which the retirement, redundancy or retrenchment becomes effective without having to refund a portion of the severance payment.
- 6.3. Continuing this example, once the same person works in excess of 20 days within the 30 week severance payment period, the person is entitled to retain that portion of the severance payment applicable to the period of time for which they were not engaged in a Queensland Government entity. The person would be required to refund to the Crown the remainder of the severance payment, provided that the person would be entitled to retain a minimum of 20 days' salary.
- 6.4. A part-time employee who receives a severance payment for the loss of one part-time job and who retains another part-time job in the Queensland public service, will be required to refund the portion of severance payment to which they are not entitled should they subsequently increase their part-time hours during the severance payment period.
- 6.5. The chief executive of the re-engaging department is responsible for implementing procedures to collect the refund.

7. Transitional Provision

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

SCHEDULE B

ENTITLEMENTS

1. Entitlement

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

Early Retirement

1.2. An early retirement package will comprise the following:

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

1.3. An early retirement package may comprise an incentive payment (refer to section 3 below for further information on incentive payments).

Redundancy

1.4. A redundancy package will comprise the following:

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

1.5. A redundancy package may comprise an incentive payment (refer to section 3 below for further information on incentive payments).

Retrenchment

1.6. A retrenchment package will comprise the following:

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

2. Tenured part-time employees

2.1. Tenured part-time employees affected by redundancy and retrenchment situations or who are eligible for an early retirement package will be entitled to a severance payment. The payment is calculated on two weeks' full-time pay per year of full-time equivalent service and a proportionate amount for an incomplete year of service (minimum four weeks, maximum 52 weeks).

2.2. Employees who hold two or more tenured part-time jobs will be entitled to a severance payment calculated only on the proportion of full-time equivalent years of service applicable to the part-time position which becomes redundant.

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

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

4. Recognition of previous employment

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

Note:

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

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

5. Relocation expenses

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

DIRECTIVE No. 08/13

Supersedes:03/11

**Minister Assisting the Premier Directive: Temporary Employment
– End of Contract Payment****1 Purpose:**

To detail the conditions for a payment to temporary employees whose employment ceases in certain circumstances.

2 Effective date: 09 August 2013

3 Legislative Provision:

Sections 54, 147(4) and 148(4) of the *Public Service Act 2008*.

4 Application:

This directive applies to employees:

- engaged on a temporary basis under sections 147(2)(a) and 148(2)(a) of the *Public Service Act 2008* (PSA); **and**
- who, as at the date of this directive, are covered by an industrial instrument that guarantees severance payments for temporary employees; **and**
- who can objectively and reasonably be regarded as having an expectation of extension or renewal of their temporary engagement.

This directive does not apply to tenured employees, casual employees or to temporary employees genuinely engaged for a specific period or task (including but not limited to projects or backfilling).

5 Previous References:

Directives 19/97 (Part 6), 25/99 and 18/01

6 Related Information:

- Continuity of service provisions under section 71 of the *Industrial Relations Act 1999*
- Notice provisions of the *Industrial Relations Act 1999*
- Directive relating to long service leave
- Queensland Industrial Relations Commission "Termination, Change and Redundancy Statement of Policy"

Directive:**7 Separation payment for temporary employees**

7.1 A temporary employee whose engagement is terminated prior to their nominated contract end date **OR** who is not offered an extension or renewal of their contract is entitled to a separation payment in accordance with this directive, provided:

- (a) the employee has completed a minimum of 12 months continuous service in the role

they are separating from, during which time the employee's initial engagement has been extended or renewed several times; and

- (b) the termination or non-extension / renewal is not as a result of poor performance or for discipline reasons.
- 7.2 An employee eligible under clause 7.1 is to receive a separation payment of two weeks' full-time pay per full-time equivalent year of service and a proportionate amount for an incomplete year of service paid at the employee's appointed level. All service with the same employer is to be counted in determining the separation payment which is to be paid at the classification level the employee was appointed to at the end of the engagement.
- (a) The minimum separation payment is four weeks' pay, and the maximum is 52 weeks' pay, provided that no employee will receive less than the severance payment under the Termination, Change and Redundancy Statement of Policy issued by the Queensland Industrial Relations Commission.
- 7.3 Employees who hold two or more part-time jobs will be entitled to a separation payment calculated only on the proportion of full-time equivalent years of service applicable to the part-time position from which they are separating under this directive.

8 Re-engagement

- 8.1 A person who has received a separation benefit and is subsequently re-engaged by the same employer as a consultant, contractor or employee for a total (but not necessarily consecutive) period of more than 20 working days within the separation benefit period, is required to refund a portion of their separation payment to the Crown. The portion to be refunded is one day's separation payment for each day worked in excess of the 20 days.
- 8.2 A part-time employee who receives a separation payment for the loss of one part-time job and who retains another part-time job in the Queensland public service, shall be required to refund the portion of separation payment to which they are not entitled under clause 8.1 should they subsequently increase their part-time hours during the separation payment period with the same employer (whether the increase in hours is in the existing or a new role).

9 Dictionary

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

Continuous service means continuity in the role in which the employee was last engaged. Continuity is broken by engagement in a genuinely different role, for example a role at a different classification level for other than a short period of higher duties.

Same employer means:

- the same chief executive as defined in section 10 of the PSA; or
- the same head of a Public Service Office as defined by s21(2) of the PSA; or
- where a transmission of business or a machinery of government change has occurred, the successor chief executive or head of a public service office

Separation payment period is the period of time which equates to the payment of the separation payment expressed in weeks. Note: that this period does not include recreation leave, long service leave or the notice period.

From: Suzanna Perkins
Sent: 16 Dec 2013 13:55:55 +1000
To: Kerrie Parkin;Liam Huxter
Cc: Alexander Bryce
Subject: Liam Huxter

Hi Liam

Thank you for meeting with myself and Alex Bryce (NUM) today with regard to the closure of the Barrett Adolescent Centre and the correspondence of the same. As discussed Kerrie Parkin, Director Human Resources, will be the case manager for the staff of the centre and as such will be the best person to direct your question to today:

1. What are the options for turning down roles that are offered by the Health Service?
2. How many options will be presented before a redundancy is offered?

Thank you for your time today and best of luck for the future, Kerrie will be in touch soon.
Kindest Regards

Suzanna Perkins
A/Advisor Workplace Relations
WorkPlace Relations Workforce Division

West Moreton Hospital and Health Service

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E: [REDACTED]

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From: Suzanna Perkins
Sent: 16 Dec 2013 14:00:55 +1000
To: Kerrie Parkin;Peta-Louise Yorke
Cc: Alexander Bryce
Subject: Peta-Louise York

Hi Peta-Louise

Thank you for meeting with myself and Alex Bryce (NUM) today with regard to the closure of the Barrett Adolescent Centre and the correspondence of the same. As discussed Kerrie Parkin, Director Human Resources, will be the case manager for the staff of the centre and as such will be the best person to direct your question to today:

1. What is the possibility of a placement in the North side of Brisbane or specifically RBH or Prince Charles hospitals?
2. Is there any requirement for Peta-Louise to travel further than the Park in the interim or as a placement given that this is already 45 minutes from her home? [REDACTED]

Thank you for your time today and best of luck for the future, Kerrie will be in touch soon.
Kindest Regards

Suzanna Perkins
A/Advisor Workplace Relations
WorkPlace Relations Workforce Division

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From: Suzanna Perkins
Sent: 17 Dec 2013 09:20:08 +1000
To: Kerrie Parkin; Rosangela Richardson
Cc: Alexander Bryce
Subject: Rosangela Richardson

Hi Rosangela

Thank you for meeting with myself and Alex Bryce (NUM) today with regard to the closure of the Barrett Adolescent Centre and the correspondence of the same. As discussed Kerrie Parkin, Director Human Resources, will be the case manager for the staff of the centre and as such will be the best person to direct your question to today:

1. What is the recruitment process for placements when there is more than one person suitable for a placement role?
2. Rosangela would like to express her wish to avoid a placement in the forensic areas of the park (high and medium secure) as she is not comfortable with the environment.

Thank you for your time today and best of luck for the future, Kerrie will be in touch soon.
Kindest Regards

Suzanna Perkins
A/Advisor Workplace Relations
WorkPlace Relations Workforce Division

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From: Suzanna Perkins
Sent: 17 Dec 2013 09:16:01 +1000
To: Kerrie Parkin; Maree Sheraton
Cc: Alexander Bryce
Subject: Maree Sheraton

Hi Maree

Thank you for meeting with myself and Alex Bryce (NUM) today with regard to the closure of the Barrett Adolescent Centre and the correspondence of the same. As discussed Kerrie Parkin, Director Human Resources, will be the case manager for the staff of the centre and as such will be the best person to direct your question to today:

1. What is the make up of the redundancy package that will be offered to staff if they are not able to be placed?

Thank you for your time today and best of luck for the future, Kerrie will be in touch soon.
Kindest Regards

Suzanna Perkins
A/Advisor Workplace Relations
WorkPlace Relations Workforce Division

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From: Suzanna Perkins
Sent: 17 Dec 2013 07:33:46 +1000
To: Kerrie Parkin; Vanessa Clayworth
Cc: Alexander Bryce
Subject: Vanessa Clayworth

Hi Vanessa

Thank you for meeting with myself and Alex Bryce (NUM) today with regard to the closure of the Barrett Adolescent Centre and the correspondence of the same. As discussed Kerrie Parkin, Director Human Resources, will be the case manager for the staff of the centre and as such will be the best person to direct your question to today:

1. Vanessa is a substantive NG5; As far as placements are concerned will the process recognise that Vanessa has been in acting roles as an NG6 and NG7 for the last few years. Vanessa has concerns for the financial implications for herself and the impact on going back to a rotating roster instead of set shifts.
2. Vanessa would be interested in Metro North or the Bayside - Redlands area as this would be closer to home.

Thank you for your time today and best of luck for the future, Kerrie will be in touch soon.
Kindest Regards

Suzanna Perkins
A/Advisor Workplace Relations
WorkPlace Relations Workforce Division

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From: Suzanna Perkins
Sent: 19 Dec 2013 10:03:25 +1000
To: Kerrie Parkin; Lourdes Wong
Cc: Alexander Bryce
Subject: Lourdes Wong

Hi Lourdes

Thank you for meeting with myself and Alex Bryce (NUM) today with regard to the closure of the Barrett Adolescent Centre and the correspondence of the same. As discussed Kerrie Parkin, Director Human Resources, will be the case manager for the staff of the centre and as such will be the best person to direct your question to today:

1. Lourdes is really hoping for a placement at the Park and has experience in all units so would be very happy to be placed in any setting here. What are the chances of this?
2. Second choices would be the PA or the Mater if there was not a placement available here, is that a possibility?

Thank you for your time today and best of luck for the future, Kerrie will be in touch soon.
Kindest Regards

Suzanna Perkins
A/Advisor Workplace Relations
WorkPlace Relations Workforce Division

West Moreton Hospital and Health Service

T: [REDACTED]

E: [REDACTED]

Chelmsford Ave, Ipswich, QLD 4305
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www.health.qld.gov.au

West Moreton Hospital and Health Service
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From: Suzanna Perkins
Sent: 19 Dec 2013 09:58:41 +1000
To: Kerrie Parkin;Matthew Beswick
Cc: Alexander Bryce
Subject: Matthew Beswick

Hi Matt

Thank you for meeting with myself and Alex Bryce (NUM) today with regard to the closure of the Barrett Adolescent Centre and the correspondence of the same. As discussed Kerrie Parkin, Director Human Resources, will be the case manager for the staff of the centre and as such will be the best person to direct your question to today:

1. What level of consultation and choice is there for the staff requiring placements?
2. Who determines what is a suitable placement?

Thank you for your time today and best of luck for the future, Kerrie will be in touch soon.
Kindest Regards

Suzanna Perkins
A/Advisor Workplace Relations
WorkPlace Relations Workforce Division

West Moreton Hospital and Health Service

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Queensland
Queensland Health

Form 2 (b)

Matthew BESWICK

ment Sheet

JMY

Applicant's Name :

*use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
<p>1. Team Work</p> <p>Could you please tell us how you have involved yourself in the promotion and development of a safe and effective and cohesive clinical team that promotes recovery focused treatment for adults with complex and high risk mental health issues?</p> <p>In your answer use examples of how you have achieved this in the past.</p>	<p>- Over 2yrs ALCN in BAC - change - example - change care plan Dev of a CIMA - RN/EN Dev</p> <p>- Teamplayer -</p> <p>- Comprehension/Dev of services</p> <p>- Usability & feedback at clear communication/documentation of plans etc</p> <p>MDCT - Instrumental in Rec - Capacity Ass al clients/intervention</p> <p>Common thread is child - focused of team.</p> <p>Demonstrate - effective/professional/ethical work.</p>

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:	J GOTS	Date:	16/1/14
Signature:			

March 2010
People & Culture Corporate



Assessment Sheet

Applicant's Name : _____

*use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
<p>2. Risk Management and Leadership Working in the area of acute adult mental health you are often faced with challenging situations. The role of the RN requires a leadership role in the identification and management of risks, give us examples of how you have achieved this?</p> <p>Tell us about your recent experience and how you have managed your own positive mental health in this environment.</p>	<p><i>- Risk - Bread & Butter thing - Dynamics pts/relationships ie DSH - care/intervention plans - communicated on hardoner - Consistency - Renew Risk Ass /CP/ Leadership - encourage staff to problem solve.</i></p> <hr/> <p><i>Coped really well extended periods - talk about issues, EAS - Debrief - Checking - Stealholders. Security in knowing/Slammy team plans & processes</i></p>

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:		Date:	
Signature:			