

Alexis Stephens - Court appearances (/2012 to '2012)

From: Alexis Stephens
To: Lyn Rowland
Date: /2012 1:40 PM
Subject: Court appearances (/2012 to '2012)
CC: Adam Williams; Kristyna Meehan
Attachments: Court.doc

Good afternoon Lyn

The following Queensland Health employees (or former employees as indicated) are due to appear in court during the next week.

If you need anything further please let me know.

Regards
Alexis

RELEASED
RTI

(suspended without pay)		Attempted fraud - Submitting false AVACS	Mention -	/2012
(leave without pay)(not OM)		1 x murder charge	Remanded in custody	2012
(not OM)(Leave without pay)		Murder charge	Remanded in custody -	/2012
(Resigned from QH same day as charge)		Stole an unknown quantity of cab charge vouchers from the hospital and used these in a personal capacity. It is alleged this has occurred for a period of up to two years.	Notice to Appear -	2012
	Nursing	dishonestly gained a taxi service for	Mention	2012

RTI REQUEST

Alexis Stephens - Fwd: Court dates

From: Lisa Pritchard
To: Alexis Stephens; Dan Harradine
Date: 2013 12:38 PM
Subject: Fwd: Court dates

Security: Confidential

fyi only
 Lisa

>>> <Macfarlane.AshleyD@police.qld.gov.au> 2013 10:39 am >>>

Name	Position	Facility	Employment Status	Charge relates to OM	Charges
			Terminated (Frustration of contract)	Not OM	1 x murder charge
	Admin		Considering Suspension as at 12	Not OM	Sellina stolen property
	RN		Suspended	OM	Two counts of steal as two counts of falsify rec removing pharmaceutical from the hospital.
	Health worker		Unknown	OM	25 charges of driving a whilst unlicensed

Sch 3(12)(1)

Ashley Macfarlane

Queensland Health Police Liaison Administration
 Ethical Standards Command

☎ 32341254
 ✉ Macfarlane.AshleyD@police.qld.gov.au

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RTI RELEASES

Alexis Stephens - Fwd: Court dates

From: Lisa Pritchard
To: Alexis Stephens; Dan Harradine
Date: '2013 11:51 AM
Subject: Fwd: Court dates

Security: Confidential

fyi
 Lisa

>>> <Macfarlane.AshleyD@police.qld.gov.au> 2013 11:31 am >>>

Name	Position	Facility	Employment Status	Charge relates to OM	Charges
			Unknown / No longer with QLD	Not OM	Possession of prescripti (Xanax) - Unknown if dr QLD Health (after ceasi employment). Numerou: including theft
			Still employed by QH - HHS considering suspension without pay	Not OM	Charaed with the followi the in the State of Qu and assaulted
			Leave without pay	OM	Inappropriate gestures t QH vehicle
			Still employed	Not OM	Possession of a danger: namely Methamphetamine

Ashley Macfarlane

Queensland Health Police Liaison Administration

Ethical Standards Command

☎ 32341254

✉ Macfarlane.AshleyD@police.qld.gov.au

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RTI RELEASE

From: Lisa Pritchard
To: Alexis Stephens; Dan Harradine
Date: /2013 10:59 am
Subject: Fwd: Upcoming Court Dates
Attachments: Upcoming Court Dates

fyi
Lisa

RTI
RELEASE

From: Dan Harradine
To: Alexis Stephens
Date: '2013 11:58 am
Subject: Re: Fwd: Upcoming Court Dates

Thanks Alexis.

-----Original Message-----

From: Alexis Stephens
To: Dan Harradine <Dan.Harradine@health.qld.gov.au>
To: Ashley Macfarlane <Ashley_Macfarlane@health.qld.gov.au>
To: Lisa Pritchard <Lisa_Pritchard1@health.qld.gov.au>

Sent: '2013 10:35:21
Subject: Fwd: Upcoming Court Dates

Good morning

I have updated the employment status for some of the people listed below (indicated by a *next to their name).

I will look into the status of _____ and advise you as soon as I know.

Regards
Alexis

>>> <Macfarlane.AshleyD@police.qld.gov.au> '2013 9:23 am >>>

Name
Position
Facility
Employment Status
Charge relates to OM
Charges
Court - Type
Date

Midwife

Suspended (with pay)
Not OM
Used a carriage service to access material namely being child pornography material
Sentencing
'2013

Nurse

Suspended (with pay)
OM
Steal as a clerk - theft of a quantity of morphine and pethidine
Magistrates Court
'2013

AIN

Unknown

RELEASED

PTI

Not OM
Possession of a dangerous drug namely Methamphetamine
Magistrates
/2013

Sch 3(12)(1)

No longer employee
Not OM
Murder charge
Remanded in custody - Callover - Magistrates
2013

Ashley Macfarlane
QueenslandHealth Police Liaison Administration
Ethical Standards Command
(32341254
8 Macfarlane.AshleyD@police.qld.gov.au

RELEASED

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Alexis Stephens - Fwd: Upcoming Court Dates

From: Lisa Pritchard
To: Alexis Stephens; Dan Harradine
Date: /2013 10:59 AM
Subject: Fwd: Upcoming Court Dates
Attachments: Upcoming Court Dates

fyi
Lisa

PTI
RELEASES

Alexis Stephens - Upcoming Court Dates

From: <Macfarlane.AshleyD@police.qld.gov.au>
To: <Lisa_Pritchard1@health.qld.gov.au>
Date: /2013 9:24 AM
Subject: Upcoming Court Dates
CC: <Fenelon.ChristopherB@police.qld.gov.au>

Name	Position	Facility	Employment Status	Charge relates to OM	Charges
	Midwife		Transferred to admin role	Not OM	Used a carriage service material namely being of pornography material
	Nurse		Unknown	OM	Steal as a clerk - theft of morphine and pethidine
	AIN		Unknown	Not OM	Possession of a dangerer namely Methamphetamir
			Sch 3(12)(1)		
			Leave without pay	Not OM	Murder charge

Ashley Macfarlane

Queensland Health Police Liaison Administration

Ethical Standards Command

☎ 32341254

✉ Macfarlane.AshleyD@police.qld.gov.au

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From: <Macfarlane.AshleyD@police.qld.gov.au>
To: <Lisa_Pritchard1@health.qld.gov.au>
CC: <Pearce.Gary@police.qld.gov.au>
Date: /2012 10:24 am
Subject: Court dates for next week

Enrolled Nurse

That on the _____ 2011 at _____ in the State of
 Queensland one _____ being the servant of Queensland Health
 stole a quantity of syringes the property of Queensland Health

Hearing - Magistrates

2012/

(Not OM)

Nurse

Not within the scope/date range. Employment ceased prior to charges being laid

2012,

manager

has been charged with the following: That on the _____ 2012
 at _____ in the State of Queensland one _____
 entered the premises of _____ and assaulted
 in the premises.

Magistrates Court

2012/

EN

Hospital

16 charges relating to the theft of _____ patient credit cards and
 withdrawaing money from ATMs.

RELEASED

RTI

Magistrates court

2012/

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RTI
RELEASED

From: Lisa Pritchard
To: qhplu@health.qld.gov.au, Alexis Stephens
CC: DESU@health.qld.gov.au
Date: /2012 12:05 pm
Subject: Fw: Fwd: Fw: Court dates for next week - Due COB today
Attachments: Fwd: Fw: Court dates for next week - Due COB today

Gary or Ash

Can you provide some advice to Helen pls or if not known liaise with Alexis?

Thx
Lisa

RTI
RELEASED

Alexis Stephens - Court dates

From: <Macfarlane.AshleyD@police.qld.gov.au>
To: Lisa_Pritchard1@health.qld.gov.au
Date: 2012 9:58 AM
Subject: Court dates
CC: Alexis_Stephens@health.qld.gov.au; Pearce.Gary@police.qld.gov.au

Name	Position	Facility	Employment Status	Charge relates to OM	Charges
	Manager		Still employed by QH	Not OM	Charged with the following in the State of Queensland premises of and assaulted in the premises
	ID Officer		Terminated - Abandonment of employment	Not OM	Extensive Criminal History relate to forgery, and possession of property. Charges are not QLD Health.
	AIN		Casual - no longer offered shifts	OM	Fraudulently claimed and for shifts that has no on at least thirteen occasions least one occasion when has forged a supervisors
			Unknown (still employed)	OM	dishonoured a taxi service for vouchers using the name

Ashley Macfarlane

Queensland Health Police Liaison Administration

Ethical Standards Command

☎ 32341254
 ✉ Macfarlane.AshleyD@police.qld.gov.au

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Alexis Stephens - Court appearances

From: Alexis Stephens
To: Lyn Rowland
Date: /2012 10:42 AM
Subject: Court appearances
Attachments: Document2.doc

Good morning Lyn

Please find attached the scheduled court appearances for next week for current (and former) QH employees.

Regards
Alexis

RTI
RELEASED

Name	Position	Facility	Employment Status	Charge relates to OM	Charges	Court - Type	Date (Year / Month / Day)
	Manager		Still employed by QH	Not OM	Charged with the following: That on the 2012 at in the State of Queensland one entered the premises of and assaulted in the premises	Magistrates Court	2012/
	ID Officer		Terminated - Abandonment of employment	Not OM	Extensive Criminal History - Charges relate to forgery, and possess stolen property. Charges are not related to QLD Health.	Mention -	2012/
	AIN		Casual - no longer offered shifts	OM	Fraudulently claimed and submitted for shifts that has not performed on at least thirteen occasions, with at least one occasion where the suspect has forged a supervisors signature.	Magistrates Court	2012/
			Still employed by QH	OM	dishonestly gained a taxi service for using taxi cab vouchers using the names of patients	Mention	2012/

RTI

Alexis Stephens - Fwd: Court dates next week

From: Lisa Pritchard
To: Alexis Stephens; Mark Tuohy
Date: /2012 8:43 AM
Subject: Fwd: Court dates next week

Hi Mark
we provide these to Dan as a 'heads up', and just in case they are picked up in any media.

Lisa

Lisa Pritchard
Director
Ethical Standards Unit (inc PIDA)
System Support Services Division
Queensland Health
Level 10 147-163 Charlotte Street
BRISBANE QLD 4000

P: (07) 323 40589
Fax: 323 41528
lisa_pritchard1@health.qld.gov.au

www.health.qld.gov.au and www.healthier.qld.gov.au

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Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

>>> <Macfarlane.AshleyD@police.qld.gov.au> 2012 8:29 am x>>

Name	Position	Facility	Employment Status	Charge relates to OM	Charges
	Admin		Considering Suspension as at 12	Not OM	Selling stolen property c

Ashley Macfarlane

Queensland Health Police Liaison Administration

Ethical Standards Command

☎ 32341254

✉ Macfarlane.AshleyD@police.qld.gov.au

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Alexis Stephens - FW: QHPLU - Court Dates

From: <Macfarlane.AshleyD@police.qld.gov.au>
To: Alexis_Stephens@health.qld.gov.au
Date: 2012 9:05 AM
Subject: FW: QHPLU - Court Dates

Morning Alexis,

For your info

Ash

From: Macfarlane.AshleyD[ESC]
Sent: 2012 8:51 AM
To: 'Lisa Pritchard'
Cc: Pearce.Gary[SCOC]
Subject: QHPLU - Court Dates

Hi Lisa,

Name	Position	Employed at	Charge	Type / Court
	Enrolled Nurse		That on the [redacted] 2011 at [redacted] in the State of Queensland one [redacted] being the servant of Queensland Health stole medication the property of Queensland Health (Prescription Drug Omeprazole)	Mention - magistrates
(Not OM matter)			That on the [redacted] at [redacted] in the State of Queensland one [redacted] unlawfully did grievous bodily harm to	Committal - magistrates
	Nurse		That on the [redacted] 2012 at [redacted] in the Magistrates Courts District of [redacted] in the State of Queensland one [redacted] assaulted a Police Officer namely [redacted] in the performance of the officers duties	Mention
	Nurse		That on an unknown date between the 2011 and the [redacted] 2011 at [redacted] in the State of Queensland one [redacted] being the servant of Queensland Health stole a quantity of prescription medication the property of Queensland Health	Callover: Magistrates
			That between the [redacted]	

PRELIMINARY

Endorsed
Enrolled
Nurse

2010 and the 2011 at in the State of Queensland one	
being the servant of Queensland Health stole prescription medication the property of Queensland Health	Hearing magistrates

Regards

Gary Pearce
Acting Inspector of Police
Queensland Health Police Liaison Unit
Ethical Standards Command
Ph: 32340466 Mob:
Email: Pearce.Gary@police.qld.gov.au

Sent on behalf of Acting Inspector Pearce by Ashley Macfarlane

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RELEASED

RTI

Alexis Stephens - Re: Fwd: Court matters

From: Alexis Stephens
To: Lisa Pritchard
Date: /2012 12:56 PM
Subject: Re: Fwd: Court matters

Hi Lisa

Just one thing to bring to your attention - is no longer an employee, resigned in
 shortly after being charged.

Thanks
 Alexis

>>> Lisa Pritchard /2012 9:32 am >>>
 Dan
 fyi

Gary has gone down to the courts this morning to observe re the matter

Lisa

>>> <Macfarlane.AshleyD@police.qld.gov.au> /2012 8:01 am >>>
 Lisa,

Court matters for next week:

Name	Position	Location	Charge	Type / Court
Not within the scope/date range. Employment ceased prior to charges being laid				
			That between the 2010 and the 2011 at in the State of Queensland one dishonestly obtained a sum of money from Queensland Health	Mention - magistrates
Not within the scope/date range.				
Clinical Nurse (terminated)			That on the 2011 at in the State of Queensland one being the servant of Queensland Health stole dangerous drugs namely Pethidine and Sufentanil the property of Queensland Health	To appear in Mag Court

Ash

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RTI
RELEASES

Alexis Stephens - Court appearances next week

From: Alexis Stephens
To: Lyn Rowland
Date: /2012 4:12 PM
Subject: Court appearances next week
Attachments: Document3.doc

Good afternoon Lyn

Please find attached the court appearances for current (and previous) Queensland Health employees.

If you need any further information please let me know.

Regards
Alexis

PTI
RELEASED

Name	Position	Facility	Employment Status	Charge relates to OM	Charges	Court - Type	Date (Year / Month / Day)
	Finance Officer		Terminated	OM	Fraud and Drug Charges	- DPP	2012/
	Admin		Considering Suspension as at '12	Not OM	Selling stolen property on behalf of	Magistrates	2012/
	Operations		Resigned	OM	Payroll fraud -	Magistrates	2012/
	EN		Suspended without pay	OM	Misconduct in relation to public office charges as having retained the patients' details has contacted the patients to ask for the PIN to the ATM card which had previously stolen whilst treating the patient(s). Separate to 20+ charges relating to the theft of	court	Magistrates
	Operations Support Officer		Suspended on full pay	Not OM	Stalking of co-worker	mention	magistrates -

Sch 3(12)(1)

RTI REQUEST

Alexis Stephens - Fwd: Fw: Court dates for next week - Due COB today

From: Sdlo
To: DESU; Pritchard, Lisa
Date: /2012 11:58 AM
Subject: Fwd: Fw: Court dates for next week - Due COB today
Attachments: Fw: Court dates for next week

Hi Lisa

Can you please advise if a brief has been prepared on I cannot find reference to one.

If not can you please confirm if is suspended or no longer works for QH as well as any other relevant information about the matter.

Thanks,
Helen

Helen Langborne
Senior Departmental Liaison Officer
Office of the Director-General,
19th Floor, QHB
Queensland Health
Ph: 07 3239 0301
Mobile:
Fax: 07 3234 1482

RELEASED

RTI

Pages 27 through 42 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI
RELEASE

DOH-DL-12/13-001



Enquiries to:

Telephone:
Facsimile:
File Ref:

Dear

I refer to my letter dated 2012, in which I provided you with the opportunity to advise me why I should not consider that you have frustrated your employment as

I am in receipt of your response, dated 2012, in which you advise that you:

- regret you have not been able to fulfil your obligations in terms of attendance
- would like to be able to sort out your legal matters and expect your release to be in the very near future
- plan to continue in your career with Queensland Health and have a view to returning to work upon your release
- will endeavour to keep me updated on a more regular basis with regard to your progress.

I have considered the information you provided. You have been unable to attend work since and unfortunately, it seems that you are unlikely to be able to attend work for the foreseeable future. On that basis, I have determined that your employment with has been frustrated.

You are, therefore, no longer employed by and there is no requirement for you to keep me up to date on the progress of your criminal charges.

Any monies owing to you, for example, any payable accrued leave entitlements, will be paid in full and deposited into your nominated bank account. A statement of service will be forwarded to your home address.

I acknowledge the circumstances leading to this situation and sincerely hope you can work towards returning to productive working life at some time in the future.

You are required to return any Queensland Health property, including your identification card.
Please arrange to have all such property returned to
within fourteen (14) days of the date of this letter.

If you have any questions in relation to the matters raised in this letter, please contact

Yours sincerely

RTI RELEASE

Pages 45 through 300 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)
Documents refused - s.47(3) - Sch 3(12)(1)

PTI
RELEASE

DOH-DL-12/13-001

DRAFT

Enquiries to: Name
Title
Unit / Branch
Telephone: Telephone Number
Facsimile: Facsimile Number
File Ref: File number

By email.

Dear

I am in receipt of serious concerns regarding your conduct as the _____ Manager on

These allegations have been referred to the Ethical Standards Unit. At this time I am unable to provide you with further information on the nature of the allegations. When I am able to provide you with more information I will write to you outlining in more detail the nature of the allegations.

Having considered the information available to me in relation to the allegations I have serious concerns about whether you should continue to perform your role or remain in the workplace.

Suspension from Duty

Section 137(1) of the *Public Service Act 2008* (the Act) provides an employee may be suspended from duty if the chief executive reasonably believes the proper and efficient management of the department might be prejudiced if the employee is not suspended.

I reasonably believe due to the nature of the allegations that have been made about your conduct that proper and efficient management of the department might be prejudiced if you were not suspended.

Accordingly, pursuant to section 137(1) of the Act, I have decided to **suspend you from duty on full pay**, effective immediately.

Your suspension will remain in place until I have undertaken further enquiries and determined appropriate action or unless otherwise determined.

Before making a decision to suspend you I considered all alternative duties that may have been available for you to perform. I determined it would not be appropriate for you to perform alternative duties on the basis the allegations that have been made about your conduct.

As a consequence of this suspension you are not to present yourself in the vicinity of any Hospital and Health Service facility other than to seek necessary medical treatment or to visit family or friends receiving medical treatment, without prior permission from [NAME], [POSITION]. MR/MS NAME can be contacted on telephone NUMBER.

Alternative employment

Section 137(4) of the Act provides during the period of the suspension the employee is entitled to normal pay less any amount earned by the employee from alternative employment the employee engages in during the period.

If you take on alternative employment during your suspension you are required to advise me immediately so your pay can be adjusted accordingly.

Please note alternative employment does not include any other employment you held at the time of your suspension provided the other employment is not in contravention of the Act or Code of Conduct for the Queensland Public Service.

Directions

While I appreciate you do not know the nature of the allegations that have been made against you, you are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance provider. If you need to discuss this matter with any staff member you should make this request through me in the first instance.

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegations against you. You are also directed that the provisions of the Code of Conduct for the Queensland Public Service continue to apply throughout this process.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the Hospital and Health Service for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008.

More information on Employee Assistance can be found at <http://qheps.health.qld.gov.au/eap>.

Questions

If you have any questions in relation to the matters raised in this letter please contact [IDENTIFY APPLICABLE PERSON] on [PHONE NUMBER].

Yours sincerely

Pages 303 through 304 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE



Queensland
Government

Enquiries to:
Telephone:
Facsimile:
File Ref:

Dear

I refer to a letter dated 2013 signed by in which he advised you that he was in receipt of serious allegations concerning your conduct as the Manager on He also stated that that he was suspending you the from the workplace pursuant to section 189 of the *Public Service Act 2008*. Your suspension was effective from the date of that letter.

As previously advised, given the serious nature of the allegations against you I have referred the matter to the Ethical Standards Unit for determination as to whether they amount to suspected official misconduct. The Ethical Standards Unit has not yet advised me of their finding. Upon receiving advice from the Ethical Standards Unit I will provide you with further information as to how the matter will proceed.

Given that the matter is now before the courts, I have given consideration to suspending you without pay pursuant to sections 191 of the *Public Service Act 2008*.

In accordance with the principles of natural justice, you are now afforded the opportunity to show cause why you should not be suspended without pay from 2013. Your response should provide any information or explanation that you may consider relevant.

Please respond within two working days of receipt of this letter. If you do not respond within that time, the suspension without pay will commence.

You will remain on suspension with pay until 2013 and you are not to present yourself in the vicinity of the without prior permission from , other than to seek necessary medical treatment.

Please be reminded that the matters which are the subject of this letter are to remain confidential and that the provisions of the Code of Conduct continue to apply to you during your suspension.

The Employee Assistance Service offers a confidential counselling service to all employees and you are encouraged to contact them should you wish to discuss your situation. To make an initial appointment, please contact PPC Worldwide on 1300 361 008.

Should you have any queries in relation to this process please contact

Yours sincerely

RTI RELEASE

Pages 307 through 320 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DRAFT

Enquiries to:

Telephone:
Facsimile:
File Ref:

Dear

I refer to my letter dated 2012 in which I afforded you seven calendar days to show cause why you should not be suspended without pay.

As advised in my letter, I had been advised that at that time you had been charged by the Queensland Police Service with charges of theft and stealing property. I have now been advised that the Queensland Police Service has laid a further charges, for a total now of charges of theft and stealing property.

I am in receipt of your response dated 2012. I have carefully considered all of the information available to me, including your response, however all the information may not be specifically mentioned in my decision.

In your response you advise:

Suspension without pay

As advised in my letter of 2012, under section 191 of the *Public Service act 2008*, I was giving consideration to whether you should continue to receive normal remuneration during your suspension or whether you should be suspended without pay.

I have given careful consideration to all the evidence available to me in relation to this matter and I have decided to take the action of **suspension without pay** effective from the date of this letter.

I believe this action is reasonable and appropriate having considered the following:

I also remind you that as a consequence of this suspension you are not to present yourself in the vicinity of the _____ Hospital or any other Queensland Health facility other than to seek necessary medical treatment, or visit friends or family receiving medical treatment, without prior permission from _____ HR Manager who can be contacted on telephone _____

Lawful directions

Confidentiality

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance. If you need to discuss this matter with any staff member you should make this request through _____ HR Manager _____

Code of Conduct for the Queensland Public Service

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness to the allegations against you. You are reminded the Code of Conduct for the Queensland Public Service clearly sets out the obligations that apply to you as a Queensland Health employee.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the _____ Hospital and Health Service for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008.

Questions

If you have any questions in relation to the matters raised in this letter please contact _____

Yours sincerely _____

Page 323 redacted for the following reason:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DOH-DL-12/13-001

DRAFT

Enquiries to:

Telephone:
File Ref:

Dear

I am in receipt of serious allegations concerning your conduct as an _____ with the
Hospital.

These allegations have been referred to the Ethical Standards Unit. At this time I am unable to provide you with further information on the nature of the allegations. When I am able to provide you with more information I will write to you outlining in more detail the nature of the allegations. You may choose to seek legal advice in relation to this matter.

Further I am advised that on DATE you were charged by the Queensland Police Service with INSERT NATURE OF CHARGE.

Having considered the information available to me in relation to the allegations and the nature of the charge I have serious concerns about whether you should continue to perform your role or remain in the workplace.

Suspension from Duty

Section 189(1) of the *Public Service Act 2008* (the Act) provides that an employee may be suspended from duty if the chief executive reasonably believes the employee is liable to discipline under a disciplinary law. I reasonably believe due to the nature of the allegations and the offences you have been charged with I consider you may be liable for disciplinary action.

Accordingly, pursuant to section 189(1) of the Act, I have decided to **suspend you from duty on full pay**, effective immediately.

Section 190(2) of the Act provides natural justice is not required for the suspension of an officer on full remuneration.

Your suspension will remain in place until I have had the opportunity to undertake further enquiries and determine an appropriate course of action or unless otherwise determined.

Office
Queensland Health
Insert Office Street Address 1
Insert Office Street Address 2

Postal
Insert Postal Address 1
Insert Postal Address 2

Phone
Insert Phone No.

Fax
Insert Fax No.

Before making a decision to suspend you I considered all alternative duties that may have been available for you to perform. I determined it would not be appropriate for you to perform alternative duties on the basis of the allegations that have been made about your conduct.

As a consequence of this suspension you are not to present yourself in the vicinity of the Hospital or any other Queensland Health facility other than to seek necessary medical treatment, or visit friends or family receiving medical treatment, without prior permission from [name], [position]. Mr/Ms Name can be contacted on telephone XXXX XXXX.

Alternative employment

Section 191(2) of the Act provides during the period of the suspension the employee is entitled to normal pay less any amount earned by the employee from alternative employment the employee engages in during the period.

If you take on alternative employment during your suspension you are required to advise me immediately so your pay can be adjusted accordingly.

Please note alternative employment does not include any other employment you held at the time of your suspension provided the other employment is not in contravention of the Act or Code of Conduct for the Queensland Public Service.

Suspension without pay

As advised above section 191 of the *Public Service Act 2008* provides, unless I decide otherwise, during the period of suspension you are entitled to normal remuneration less any amount earned through alternate employment.

I am now giving consideration to whether you should continue to receive normal numeration during your suspension or whether you should be suspended without pay.

In accordance with the principles of natural justice, no determination has been made or will be made until you have had the opportunity to formally respond.

Opportunity to Respond

I wish to provide you with an opportunity to respond in writing, **within seven (7) calendar days** of the date of receipt of this letter, why you should not be suspended without pay. Your response should provide any information or explanation you may consider relevant.

Any response you wish to provide should be provided within **seven (7) calendar days** of the date of receipt of this letter and sent to:

Name:

Postal Address:

Email:

Or Facsimile:

If you are a member of a union, you may wish to seek assistance from your union in preparing your response.

If you do not respond within **seven (7) calendar days** of the date of this letter the suspension without pay will commence.

Lawful directions

Confidentiality

While I understand you do not know the nature of the allegations, you are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance. If you need to discuss this

matter with any staff member you should make this request through [Mr/Ms name, position] on telephone [telephone number] in the first instance.

Code of Conduct for the Queensland Public Service

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegations against you. You are reminded the Code of Conduct for the Queensland Public Service clearly sets out the obligations that apply to you as a Queensland Health employee.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the [NAME] Health Service District for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008.

Questions

If you have any questions in relation to the matters raised in this letter please contact [IDENTIFY APPLICABLE PERSON] on [PHONE NUMBER].

Yours sincerely

(this letter must be signed by an appropriately authorised Delegate)

[INSERT NAME]
[INSERT POSITION TITLE]

/ /

RELEASED

PTI

Pages 327 through 389 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)
Documents refused under s.47(3)(a) - Sch 3(12)(1)

PTI
RELEASE

DOH-DL-12/13-001



Queensland Health

Enquiries to:

Telephone:

Facsimile:

File Ref:

Dear

I am in receipt of a complaint from a member of the community, dated 2012, raising serious allegations regarding your conduct and professional behaviour as a Queensland Health employee.

The allegations are as follows:

In accordance with the principles of natural justice no determination has been made or will be made until you have had the opportunity to formally respond to the allegations. Accordingly, you are invited to respond in writing, within **fourteen (14) days** from the date of receipt of this letter, why disciplinary action should not be taken against you in relation to the allegations. Your response should include whether you admit or deny the allegation made against you and provide any explanation you consider relevant.

You are required to provide your response marked "Private and Confidential" to me within **fourteen (14) days** from the date of receipt of this letter. If no response is received within this time I will make a decision based on the material currently before me.

You are directed to keep the matters which are the subject of this disciplinary process confidential. This will ensure the integrity of the process. You are directed not to discuss this matter with your work colleagues or any person likely to have information relevant to the allegations against you apart from your support person.

You are further directed that the provisions of the Code of Conduct continue to apply throughout the disciplinary process.

*Sent via mail 1/6/12 Au.

In addition, in regard to the investigation process you are directed not to discuss the findings provided within the report with any persons mentioned or connected with the investigation or its report.

Should you need to discuss this matter with any person involved in making a complaint or who may be a witness, you are directed to contact _____ in the first instance.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

The Employee Assistance Service offers a confidential counselling service to all employees and you are encouraged to contact them should you wish to discuss your situation. Please contact PPC Worldwide on 1300 361 008 to make an initial appointment.

Should you have any queries in relation to this process please contact _____ Human Resources Manager on _____

Yours sincerely

PTI
RELEASED

Pages 392 through 438 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DOH-DL-12/13-001



**Queensland
Government**
Queensland Health

Enquiries to:

Telephone:
Facsimile:
File Ref:

Dear

I refer to my letter dated 2012 in which I provided you with the opportunity to advise me why I should not consider you have frustrated your employment as a with the Hospital and Health Service.

I am in receipt of the response dated 2012 provided on your behalf by your legal representative,

I note comment that you have been suspended without pay and would like to clarify this is not the case.

I have considered the information provided by your legal representative. You have been unable to attend work since DATE when you were remanded in custody. While there is the intention to apply for bail you are unlikely to be able to attend work for the foreseeable future. On that basis I have determined your employment with Hospital and Health Service has been frustrated.

Any monies owing to you, for example for any unused annual leave, will be paid in full and deposited into your nominated bank account. A statement of service, as required by legislation, will be forwarded to your legal representative under cover of a separate letter.

You are required to arrange for the return of any Queensland Health property including your identification card. Please organise someone to return all such property to

Hospital within 14 days upon receipt of this letter.

If you have any questions in relation to the matters raised in this letter please contact
Director Workplace Relations on telephone

Yours sincerely

PTI RELEASE

Pages 441 through 798 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)
Documents refused under s.47(3)(a) - Sch 3(12)(1)

PTI
RELEASE

DOH-DL-12/13-001

DRAFT

Enquiries to:

Telephone
Facsimile:
Our Ref:
Your Ref::

Dear

I am in receipt of information that you have been Queensland Police Service that you have been served with a notice to appear for one count of fraud in relation to a recent claim for overtime you allegedly worked in 2010. You are due to appear in court on 2012.

Given the nature of the matter it has been referred to the Queensland Health Ethical Standards Unit as required.

Suspension from Duty

Section 189(1) of the *Public Service Act 2008* (the Act) provides that an employee may be suspended from duty if the chief executive reasonably believes the employee is liable to discipline under a disciplinary law.

I reasonably believe you are liable to discipline based on the nature of the allegations and the charge laid by the Queensland Police Service.

Accordingly, pursuant to section 189(1) of the Act, I have decided to **suspend you from duty on full pay**, effective immediately.

Section 190(2) of the Act provides natural justice is not required for the suspension of an officer on full remuneration.

Your suspension will remain in place until further enquiries have been undertaken and I have had the opportunity to review any report and determine appropriate action, unless otherwise determined. I may review your suspension with pay at any time.

Before making a decision to suspend you I considered all alternative duties that may have been available for you to perform. I determined it would not be appropriate for you to perform alternative duties on the basis of the allegations that have been made against you.

Consideration of Suspension without pay

Section 191 of the *Public Service Act 2008* provides, unless I decide otherwise, during the period of suspension you are entitled to normal remuneration less any amount earned through alternate employment.

As the Queensland Police Service have obtained sufficient evidence to issue you with a notice to appear I am now giving consideration to whether you should continue to receive normal remuneration during your suspension or whether you should be suspended without pay.

In accordance with the principles of natural justice, no determination has been made or will be made until you have had the opportunity to formally respond.

Opportunity to Respond

I wish to provide you with an opportunity to respond in writing, why you should not be suspended without pay. Your response should provide any information or explanation you may consider relevant.

Any response you wish to provide should be provided within **two (2) calendar days** of the date of receipt of this letter and sent to:

If you are a member of a union, you may wish to seek assistance from your union in preparing your response.

If you do not respond within **two (2) calendar days** of the receipt of this letter the suspension without pay will commence.

Conditions of Suspension

As a consequence of this suspension you are not to present yourself in the vicinity of any Queensland Health facility, other than to seek necessary medical treatment, without prior permission from

Alternative employment

Section 191(2) of the Act provides during the period of the suspension the employee is entitled to normal pay less any amount earned by the employee from alternative employment the employee engages in during the period.

If you take on alternative employment during your suspension you are required to advise me immediately so your pay can be adjusted accordingly.

Please note alternative employment does not include any other employment you held at the time of your suspension provided the other employment is not in contravention of the Act or Code of Conduct for the Queensland Public Service.

Directions

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance provider. If you need to discuss this matter with any staff member you should make this request through me in the first instance.

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegations against you. You are also directed that the provisions of the Code of Conduct for the Queensland Public Service continue to apply throughout this process.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008.

Questions

If you have any questions in relation to the matters raised in this letter please contact

Yours sincerely

RTI
RELEASED

Pages 802 through 837 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

RTI RELEASE



Enquiries to:
Telephone
Facsimile:
Our Ref:
Your Ref:

Dear

I refer to your letter to you dated [redacted] 2012, in which you were asked to show cause why disciplinary action should not be taken against you in relation to the allegation made against you.

Specifically it was alleged:

1. You attempted to claim monies to which you were not entitled, when on [redacted], you submitted an Attendance Variation and Allowance claim for overtime which you did not work, specifically:

RTI RELEASE

The due date for responding has now passed and to date no response has been received from you. As such, I will make a decision based on the information currently available.

My decision

I have had an opportunity to review all the information currently available, including the Attendance Variation and Allowance Claim Form you submitted; Shift Reports; and Activity Report of your Proximity Card usage.

In considering this information I can see no evidence to support that you actually worked the overtime for which you have claimed payment on the Attendance Variation and Allowance Claim Form you submitted.

As such, I am satisfied that on the balance of probabilities, you did attempt to claim monies to which you were not entitled, when on 2011, you submitted an Attendance Variation and Allowance Claim Form for overtime which you did not work.

Liability for disciplinary action

Having considered the information available to me in respect of the allegation, I consider you are liable for disciplinary action pursuant to the *Public Service Act 2008* sections:

187(1)(b) that you are guilty of misconduct in that you engaged in inappropriate and or improper conduct in an official capacity when you attempted to claim monies to which you were not entitled when you submitted an Attendance Variation and Allowance claim for overtime which you did not work.

I consider this to be a very serious matter. Your conduct has undermined the trust which is inherent to the employment relationship.

Section 188 of the *Public Service Act 2008* provides an employer may take action it considers reasonable in the circumstances and may, for example, apply any one or more of the following penalties:

- terminate the officer's employment
- reduce the officer's classification level and consequential change of duties
- transfer or redeploy the officer to other public service employment
- forfeit or defer a remuneration increment or increase of the officer
- reduce the level of the officer's remuneration
- impose a monetary penalty on the officer
- direct that a penalty imposed on the officer be deducted from the officer's periodic remuneration payments
- reprimand the officer.

Proposed Penalty

Given the serious nature of the allegation consideration is being given to the disciplinary penalty of **termination of your employment.**

No final determination of the disciplinary penalty has been made, or will be made, until you have had the opportunity to respond.

Opportunity to Respond

I am providing you **seven (7) calendar days** of receipt of this letter to show cause why the above proposed penalty should not be imposed. If you disagree with the proposed penalty, you have the opportunity to provide an alternative penalty and reasons why you consider that penalty more appropriate.

Any response you wish to provide should be provided within **seven (7) calendar days** of receipt of this letter and sent to:

Postal Address:

Email:

Facsimile:

You may wish to seek assistance from your union in preparing your response.

Decision on termination

If, on consideration of your response to the proposed penalty, I consider termination of your employment the appropriate penalty, I will refer this matter to the Chief Human Resource Officer, Queensland Health for a decision on the **termination of your employment**.

The Chief Human Resource Officer, Queensland Health has delegation to make the decision in relation to termination and will consider all your responses, including your responses to the first show cause and the second show cause, in making the final determination on the penalty. The Chief Human Resource Officer, Queensland Health will also give consideration to the following:

- the seriousness of the offence with which you have been charged
- your overall work record
- any explanation given by you
- any extenuating circumstances which may have had a bearing on your actions or the incident
- the degree of risk to the health and safety of staff and clients
- the impact the offence has on your ability to perform the duties of your position
- the impact the offence has on public and client confidence in Queensland Health and the Hospital and Health Service.

If you do not respond, or if your response is received later than **seven (7) calendar days** of receipt of this letter, a decision will be made based on the available information.

Lawful directions

Confidentiality

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance. If you need to discuss this matter with any staff member you should make this request through

Code of Conduct for the Queensland Public Service

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegations against you. You are reminded the Code of Conduct clearly sets out the obligations that apply to you as a Queensland Health employee.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the Hospital and Health Service, for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008 directly if you would like to arrange an appointment.

Questions

If you have any questions in relation to the matters raised in this letter, please contact

Yours sincerely

PTI RELEASE

Pages 842 through 843 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI
RELEASE

DOH-DL-12/13-001

DRAFT

Enquiries to:

Telephone:
Facsimile:
File Ref:

Dear

I refer to the letter dated 2012 from Health Service Chief Executive, health Service in which he afforded you a period of seven calendar days to show cause why the disciplinary penalty of termination of your employment should not be imposed.

Due to the serious nature of the allegations, proposed the penalty of termination of your employment. In accordance with the Hospital and Health Service Human Resource Delegations Manual 2012, I am the appropriate delegate to decide whether to terminate an employee's employment. Therefore this matter has now been referred to me for a decision.

I have had the opportunity to review all the material in connection to the allegation.

I am also advised the matter has now been finalised before the courts where you plead guilty to attempted fraud and were sentenced to community service, with no conviction recorded.

In the letter from you were advised if a response was not received within seven calendar days of receipt of the letter a decision would be made based on the information currently available to me.

The due date for responding to the letter has now past. To date no response has been received from you. Accordingly, I will make a decision based on the information currently available to me.

My decision

I have given consideration to the material available to me. I have also given consideration to:

- the seriousness of the substantiated allegation/s;
- your overall work record;
- any extenuating circumstances which may have had a bearing on your actions or the incident;
- the impact on your ability to perform the duties of your position; and

Office
Queensland Health
Insert Office Street Address 1
Insert Office Street Address 2

Postal
Insert Postal Address 1
Insert Postal Address 2

Phone
Insert Phone No.

Fax
Insert Fax No.

- the impact on public and client confidence in Queensland Health and the Health Service.

I have decided to impose the penalty of **termination of employment**. Your dismissal from employment with Queensland Health is effective from the date of this letter. All monies owing to you will be paid in full and deposited into your nominated bank account. You will also be paid three (3) weeks in lieu of notice.

A statement of service, as required by legislation, will be forwarded to you under cover of a separate letter.

Return of Queensland Health property

You are required to immediately return any Queensland Health property you may still have in your possession including your identification card and uniform. Please return all such property to

Appeal

If you believe my decision to terminate your employment is harsh, unjust, unreasonable or for an invalid reason you may make an Application for Reinstatement to the Queensland Industrial Relations Commission within 21 calendar days of your receipt of this letter.

Employee Assistance

I appreciate this is potentially a difficult time for you. Although you are no longer a Queensland Health employee, I would like to offer you access for **up to two (2) free confidential sessions** with Queensland Health's Employee Assistance provider. If you wish to access this service, please contact PPC Worldwide on 1300 361 008.

Questions

If you have any questions in relation to the matters raised in this letter please contact

Yours sincerely

RTI

Pages 846 through 1190 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)
Documents refused under s.47(3)(a) - Sch 3(12)(1)

PTI
RELEASE

DOH-DL-12/13-001



DRAFT

Enquiries to:

Telephone:

Our Ref:

Date:

Dear

I refer to your employment as an [redacted] with the [redacted] and information which serious allegations concerning your conduct.

Background

On [redacted] 2012 the [redacted] Hospital and Health Service received notification from the Queensland Police Service that you were recently charged with, and convicted of, an indictable offence. As a result, you were fined [redacted] and placed on a Good Behaviour Bond for [redacted] months with [redacted] recognizance. I note no conviction was recorded.

I understand your supervisor had previously advised you of your obligation to notify your supervisor if charged with, or convicted of, an indictable offence in a letter dated [redacted] 2012.

Allegations

2. In or around 2012 you failed to notify your supervisor, that you had been charged and/or convicted with an indictable offence, specifically Possession of a Dangerous Drug, as required under:
- a. Queensland Health HR Policy E4 *Employees to Notify Supervisor if Charged with an Indictable Offence*; and/or
 - b. the Code of Conduct for the Queensland Public Service.

The allegations were referred to the Crime and Misconduct Commission which determined that allegation two constitutes suspected official misconduct.

Possible grounds for discipline

I have considered the information currently available to me in respect of the allegations and consider there may be grounds for you to be disciplined pursuant to the *Public Service Act 2008*, sections:

187(1)(d) that you may have contravened, without reasonable excuse, a direction given to you as a public service employee by a responsible person when, if substantiated, you failed to provide a National Police Certificate to the Criminal History Unit (as outlined in allegation one); and/or

187(1)(f) that you may have contravened, without reasonable excuse a standard of conduct applying under the Code of Conduct for the Queensland Public Service, specifically:

Principle 1 – *Integrity and impartiality* in that you may have failed to ensure your conduct met the highest ethical standards when fulfilling your responsibilities and may have failed to comply with obligations to report employee criminal charges and convictions when you, if substantiated, failed to notify your supervisor that you had been charged and/or convicted with an indictable offence (as outlined in allegation two); and/or

Principle 3 – *Commitment to the system of government* in that you may have failed to comply with the laws of the State, the Public Service Commission directives and Queensland Health policy when you, if substantiated, failed to notify your supervisor that you had been charged and/or convicted with an indictable offence (as outlined in allegation two) and/or

Principle 4 – *Accountability and transparency* in that you may have failed to comply with all reasonable and lawful instructions when you, if substantiated, failed to provide a National Police Certificate to the Criminal History Unit (as outlined in allegation one).

However, in accordance with the principles of natural justice, no determination has been made or will be made until you have had the opportunity to respond.

Opportunity to Respond

I wish to provide you with an opportunity to respond in writing, within **fourteen (14) calendar days** of receipt of this letter, why disciplinary action should not be taken against you in relation to the allegations. Your written response should include whether you admit or deny the allegations made against you and provide any information you consider relevant.

Any response you wish to provide should be provided within **fourteen (14) calendar days** of receipt of this letter and sent to:

Name:

Postal Address:

Email:

Or Facsimile:

If you are a member of a union, you may wish to seek assistance from your union in preparing your response.

If you do not respond within **fourteen (14) calendar days** of receipt of this letter I will make a decision based on the information currently available to me.

Documentation

Lawful directions

Confidentiality

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance. If you need to discuss this matter with any staff member you should make this request through

Code of Conduct for the Queensland Public Service

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegations against you. You are reminded the Code of Conduct for the Queensland Public Service clearly sets out the obligations that apply to you as a Queensland Health employee.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008. Alternatively, to access in-house Employee Assistance please contact

More information on Employee Assistance can be found at <http://qheps.health.qld.gov.au/eap>.

Questions

If you have any questions in relation to the matters raised in this letter please contact

Yours sincerely

PTI
RELEASES

Pages 1195 through 1226 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DOH-DL-12/13-001

DRAFT

Enquiries to:

Telephone:
Facsimile:
File Ref:

Dear

I am in receipt of information that you have been convicted of an indictable offence and have been charged with another indictable offences. Specifically in 2012 the Queensland Police charged you with prescription forms

I am advised you are due to appear at on 2012 in relation to these charges.

On 2012 at the you appeared on a separate matter and pleaded guilty to stealing. The conviction was recorded and you were placed on probation for

Requirement to notify

At the time of the charges and your conviction, you were an employee of Queensland Health and were required to immediately provide written advice to your manager that you were charged with indictable offences and convicted by a court of another indictable offence. The advice should have included:

- that you had been charged with indictable offence/s
- the details of the alleged offence/s
- that you were convicted of another indictable offence
- the penalty imposed.

This requirement is outlined in both the *Public Service Act 2008* and *HR Policy E4 - Employees to Notify Supervisor if Charged with an Indictable Offence* to provide this information.

I am concerned you did not advise the of the charges and the court appearance due on 2012 and the outcome to the legal proceeding in 2012 as required by the above HR Policy.

Should you be re-employed at any time by Queensland Health, or any Health and Hospital Services, you may be subject to a discipline process as a result of your non disclosure of the charges and your conviction.

Questions

If you have any questions in relation to the matters raised in this letter please contact [Mr/Ms name] [position] on telephone [telephone number].

Yours sincerely

(this letter must be signed by an appropriately authorised Delegate)

[Name]
[Position Title]
/ /

PTI RELEASE

Pages 1229 through 1305 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI
RELEASE

DOH-DL-12/13-001

Enquiries to: Name
 Title
 Unit / Branch
 Telephone: Telephone Number
 Facsimile: Facsimile Number
 File Ref: File number

Dear

I refer to my letter dated 2012 at which time you were suspended from duty on the basis of information provided by the Queensland Police relating to serious criminal charges against you.

The charges were listed as:-

RELEASED

I am advised that on 2013, a sentencing hearing dealt with these matters in the condition that and that you were sentenced to months Good Behaviour bond with the condition that is subject to the supervision of a probation officer. Surety of the bond is and no convictions were recorded.

This information was provided to the Department of Health in accordance with Section 170 of Public Service Act 2008 requires the prosecuting authority to notify QH of the conviction.

Grounds for discipline

Having considered the information available to me in respect of the outcome of the sentencing hearing, I consider there are grounds to discipline you pursuant to the *Public Service Act 2008* sections:

Office
 Queensland Health
 Insert Office Street Address 1
 Insert Office Street Address 2

Postal
 Insert Postal Address 1
 Insert Postal Address 2

Phone
 Insert Phone No.

Fax
 Insert Fax No.

The Public Service Act 2008 defines misconduct as follows:

- a) inappropriate or improper conduct in an official capacity; or
- b) inappropriate or improper conduct in a private capacity that reflects seriously and adversely on the public service.

The evidence in this case raises serious concerns regarding your behaviour. As a Queensland Health employee, you occupy a position of considerable trust and responsibility. Your actions did not project the desired image of a Queensland Health employee.

Section 188 of the *Public Service Act 2008* provides an employer may take action it considers reasonable in the circumstances and may, for example, apply any one or more of the following disciplinary actions:

- termination of employment
- reduction in classification level and consequential change of duties
- transfer or redeployment to other public service employment
- forfeiture or deferral of a remuneration increment or increase
- reduction in remuneration
- imposition of a monetary penalty
- direction that a penalty imposed be deducted from periodic remuneration payments
- a reprimand.

Proposed disciplinary action

Given the serious nature of the case against you consideration is being given to the disciplinary action of **termination of your employment**.

No final determination of the disciplinary action has been made, or will be made, until you have had the opportunity to respond.

Opportunity to Respond

I am providing you **seven (7) calendar days** of receipt of this letter to show cause why the above proposed action should not be imposed. If you disagree with the proposed disciplinary action you have the opportunity to provide an alternative disciplinary action and reasons why you consider that disciplinary action is more appropriate.

Any response you wish to provide should be provided within **seven (7) calendar days** of receipt of this letter and sent to:

Name:

Postal Address:

Email:

If you are a member of a union, you may wish to seek assistance from your union in preparing your response.

Decision on termination

If, on consideration of your response to the proposed disciplinary action, I consider termination of your employment the appropriate disciplinary action I will refer this matter to the Chief Human Resources Officer, System Support Services Division for a decision on the **termination of your employment**.

The Chief Human Resources Officer has delegation to make the decision in relation to termination and will consider all your responses, in making the final determination on the disciplinary action.

The Chief Human Resources Officer will also give consideration to the following:

- the seriousness of the conviction/charges
- your overall work record, including any previous disciplinary actions

- any explanation given by you
- any extenuating circumstances which may have had a bearing on your actions or the incident
- the degree of risk to the health and safety of staff and clients
- the impact the conviction/charges have on your ability to perform the duties of your position
- the impact the conviction/charges have on public and client confidence in Queensland Health and the Health Service.

If you do not respond, or if your response is received later than **seven (7) calendar days** of receipt of this letter, a decision will be made based on the available information.

Appeal

You may appeal my decision in relation to your liability for disciplinary action to the Public Service Commission within twenty one (21) calendar days of your receipt of this letter.

Lawful directions

The directions issued to you in my letter dated 2012 regarding confidentiality, the requirement to behave appropriately towards others who may have provided information or may be a witness and your obligations to comply with the Code of Conduct for the Queensland Public Service continue to apply.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Questions

If you have any questions in relation to the matters raised in this letter please contact

Yours sincerely

RELEASED

RTI

Enquiries to:

Telephone:
Facsimile:
File Ref:

Dear

I refer to my letter of 2012 in which I advised you I was in receipt of information that the Queensland Police Service had charged you with a serious offence and as a result that I had decided to suspend you from the workplace.

In my letter I also provided you with an opportunity to advise me why I should not suspend you without pay. You responded in a letter dated 2012 in which you advised:

As I explained in my letter, section 191 of the *Public Service Act 2008* provides that, unless I decide otherwise, during the period of suspension you are entitled to normal remuneration less any amount earned through alternate employment.

My decision

Having carefully considered the material before me, including your response and the fact the matter has been set down in the Court for 2012, and have determined to continue your suspension with pay at this time. However I will review the decision to continue your suspension without on 2012.

In determining whether you should be suspended with pay I will also give consideration to the status of your registration with the

Lawful directions

I remind you of the direction not to present yourself in the vicinity of the Hospital or any other Queensland Health facility without prior permission from other than to seek necessary medical treatment, to visit friends or family receiving medical treatment or to return any Queensland Health property.

Confidentiality

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance. If you need to discuss this matter with any staff member you should make this request through
in the first instance.

Code of Conduct for the Queensland Public Service

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegations against you. You are reminded the Code of Conduct for the Queensland Public Service clearly sets out the obligations that apply to you as a Queensland Health employee.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

You are reminded of the availability of Employee Assistance Services to employees of the
Should you wish to discuss your situation with a confidential counsellor the following providers are available:

PPC Worldwide

Toll free: 1300 351 008

Or on-line www.au.ppcworldwide.com

Employee Assistance Services

Questions

If you have any questions in relation to the matters raised in this letter please contact
Manager on telephone

Yours sincerely

RTI

RELEASED

Enquiries to:

Telephone:

Dear

I refer to your employment as a at the

On 2011 I was provided with information that is of concern to me. Having considered the information available to me in relation to the allegations I have serious concerns about whether you should continue to undertake the duties of a at this time.

Please be assured that I have not made any other decisions in relation to the information I have. My only consideration is whether, considering my duty of care to patients and to you, you should continue to perform the duties of a

Suspension from Duty

Section 137(1) of the *Public Service Act 2008* (the Act) provides an employee may be suspended from duty if the chief executive reasonably believes the proper and efficient management of the department might be prejudiced if the employee is not suspended.

I reasonably believe, based on the information available to me, that the proper and efficient management of the department might be prejudiced if you were not suspended.

Accordingly, pursuant to section 137(1) of the Act, I have decided to **suspend you from duty on full pay**, effective immediately. As advised above, my decision to suspend you is based on the duty of care I have to patients and to you.

Before making a decision to suspend you I considered all alternative duties that may have been available for you to perform. Given the time of year it was not practical for the District to arrange alternative duties for you to undertake.

Therefore your suspension will remain in place initially until 2012. During this period I will give consideration to whether it is appropriate for you to undertake alternative work. If your suspension is to be extended I will write to you and advise you of my intentions.

If alternative work is appropriate you will be contacted before 2012 and advised of the specific details of the alternative work.

As a consequence of this suspension you are not to present yourself in the vicinity of any Queensland Health facility, other than to seek necessary medical treatment, without prior permission from

Alternative employment

Section 137(4) of the Act provides during the period of the suspension the employee is entitled to normal pay less any amount earned by the employee from alternative employment the employee engages in during the period.

If you take on alternative employment during your suspension you are required to advise me immediately so your pay can be adjusted accordingly.

Please note alternative employment does not include any other employment you held at the time of your suspension provided the other employment is not in contravention of the Act or Code of Conduct for the Queensland Public Service.

Directions

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance provider. If you need to discuss this matter with any staff member you should make this request through _____ in the first instance.

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegations against you. You are also directed that the provisions of the Code of Conduct for the Queensland Public Service continue to apply throughout this process.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the _____ for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008.

Questions

If you have any questions in relation to the matters raised in this letter please contact

Yours sincerely

PTI

Pages 1313 through 1325 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI
RELEASE

DOH-DL-12/13-001



Queensland Government

Queensland Health

Enquiries to:
Telephone
Facsimile:
Our Ref:
Your Ref:

Dear

I refer to your employment as a _____ with _____ Health Service, and to information I have received which raises allegations about your actions as an employee of _____ Hospital and Health Service.

These allegations have been referred to the Crime and Misconduct Commission. At this time I am unable to provide you with further information on the nature of the allegations. When I am able to provide you with more information I will write to you outlining in more detail the nature of the allegations.

Suspension from duty

Section 189(1) of the *Public Service Act 2008* (the Act) provides that an employee may be suspended from duty if the chief executive reasonably believes the employee is liable to discipline under a disciplinary law.

I reasonably believe due to the nature of the allegations you may be liable to discipline and it would not be appropriate for you to remain in the workplace due to the concerns I have about your alleged actions. Accordingly, pursuant to section 189(1) of the Act, I have decided to **suspend you from duty on full pay**, effective immediately.

Your suspension will remain in place until I have obtained further information and determined an appropriate course of action, unless otherwise determined. I will review your suspension regularly.

Before making a decision to suspend you, I considered all alternative duties that may have been available for you to perform. I determined it would not be appropriate for you to perform alternative duties.

Section 191(2) of the Act provides during the period of the suspension the employee is entitled to normal pay less any amount earned by the employee from alternative employment the employee engages in during the period.

If you take on alternative employment during your suspension you are required to advise me immediately so your pay can be adjusted accordingly. Please note alternative employment does not include any other employment you held at the time of your suspension provided the other employment is not in contravention of the Act or Code of Conduct for the Queensland Public Service.

Section 190(2) of the Act provides natural justice is not required for the suspension of an officer on full remuneration.

Lawful directions

I am issuing you with the following lawful directions. Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Attendance at any Queensland Health facility

As a consequence of this suspension you are not to present yourself in the vicinity of _____ Hospital and Health Service, other than to seek necessary medical treatment, or to visit family or friends receiving medical treatment, without prior permission from _____ can be contacted on telephone _____

Confidentiality

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance. If you need to discuss this matter with any staff member you should make this request through _____ can be contacted on telephone _____ in the first instance.

Code of Conduct for the Queensland Public Service

You are directed to behave appropriately towards any person who has provided information in respect of this matter, or who may be a witness in the allegations against you. You are reminded the Code of Conduct for the Queensland Public Service clearly sets out the obligations that apply to you as a Queensland Health employee. You are also directed that the provisions of the Code of Conduct for the Queensland Public Service continue to apply during your suspension.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of _____ Hospital and Health Service for up to six sessions per calendar year. Access to this service is by self-referral. If you wish to access Employee Assistance, please contact PPC Worldwide on 1300 361 008.

Questions

If you have any questions in relation to the matters raised in this letter please contact _____ on telephone _____

Yours sincerely

Pages 1328 through 1329 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DOH-DL-12/13-001

DRAFT



Queensland Government

Queensland Health

Enquiries to:

Telephone:
Facsimile:
Our Ref:
Your Ref:

Dear

Further to my letter dated 2012, I write regarding your employment as a Hospital and Health Service. I have received information that indicates you have been charged with an indictable offence.

I am advised that Queensland Health property was located by the Queensland Police Service in your possession whilst they were investigating another indictable offence. I am advised that on or about 2012 you were charged by the Queensland Police Service with stealing as a servant and you are to appear in Court on 2012.

It is of serious concern to me that it appears you have not advised your supervisor of the charge against you of stealing as a servant nor a charge against you for any other indictable offence.

Requirement to notify

Hospital and Health Service employees are required to immediately provide written advice to their manager if they are charged with an indictable offence or convicted by a court of an indictable offence at any time during their employment. The advice must include:

- That they have been charged with an indictable offence; and
- The details of the alleged offence; and
- If they have been convicted of an indictable offence; and
- Any penalty imposed

The requirement to provide this information is outlined in both the *Public Service Act 2008* and Human Resources Policy E4 *Employees to Notify Supervisor if Charged with an Indictable Offence*.

Consequently and in addition to the above, I hold serious concerns in relation to your workplace conduct.

Allegations

1. On or about 2012 you obtained the following Queensland Health property from stores without authority:
 - a) Stealing as a servant
 - b) Another indictable offence(s)

2. You have failed to advise your supervisor that you have been charged with one or more indictable offences on or about 2012, including but not limited to:
 - a) Stealing as a servant
 - b) Another indictable offence(s)

Possible grounds for discipline

I have considered the information currently available to me in respect of the allegations and consider there may be grounds for you to be disciplined pursuant to the *Public Service Act 2008*, sections:

187(1)(a) that you may have performed your duties carelessly, incompetently or inefficiently when, if substantiated, you obtained the Queensland Health property outlined in allegation one without appropriate authority; and

187(1)(b) that you may be guilty of misconduct when, if substantiated, you obtained the Queensland Health property outlined in allegation one without appropriate authority; and

187(1)(f) that you may have contravened, without reasonable excuse, a standard of conduct under the *Code of Conduct for the Queensland Public Service*, specifically:

Principle 3 – Commitment to the system of government in that you may have

- c) failed to comply with the laws of State, Australian and local governments when, if substantiated, you obtained the Queensland Health property outlined in allegation one without appropriate authority; and
- e) (i) failed to adhere to the organisational values of Queensland Health when, if substantiated, you obtained the Queensland Health property outlined in allegation one without appropriate authority; and
(ii) failed to adhere to Queensland Health Human Resources Policy E4 when, if substantiated, you failed to notify your supervisor that you had been charged with an indictable offence; and

Principle 4 – Accountability and transparency in that you may have failed to use public resources in an effective and accountable way when, if substantiated, you obtained the Queensland Health property outlined in allegation one without appropriate authority

However, in accordance with the principles of natural justice, no determination has been made or will be made until you have had the opportunity to respond.

Opportunity to respond

I provide you with an opportunity to respond in writing, within **fourteen (14) calendar days** of receipt of this letter, why disciplinary action should not be taken against you in relation to the allegations. Your written response should include whether you admit or deny the allegations made against you and provide any information you consider relevant. Your response should also include:

- information regarding any charges or convictions of indictable offences at any time during your employment with Queensland Health; and
- the impact any charge or conviction of an indictable offence may have on your suitability to continue to work as a

Any response you wish to provide should be provided within **fourteen (14) calendar days** of receipt of this letter and sent to:

Name:

Postal Address:

Facsimile:

Email:

If you are a member of a union, you may wish to seek assistance from your union in preparing your response.

If you do not respond within **fourteen (14) calendar days** of receipt of this letter, I will make a determination on an appropriate course of action based on the information available to me.

Documentation

Copies of the following documents are enclosed for your consideration in relation to the allegations:

- section 187 and section 188 to the *Public Service Act 2008*
- *Code of Conduct for the Queensland Public Service*
- Human Resources Policy E4 – *Employees to Notify Supervisor if Charged with an Indictable Offence*
- Human Resources Policy E10 – *Discipline*

Suspension

You are currently suspended from duty and have been directed not to attend the workplace. If you need to access information from the workplace to prepare your response, you should contact _____ to discuss your request for information.

Queensland Health property

The Queensland Police Service has returned the Queensland Health property outlined in allegation one to _____. If you possess, without authority, any other Queensland Health property, you are to return these items to _____ **immediately**. As per the requirements of your suspension, you are directed to contact _____ to make arrangements, if required, to attend _____ to return any Queensland Health property in your possession.

Lawful directions

Confidentiality

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance. If you need to discuss this matter with any staff member you should make this request through _____ in the first instance.

Code of Conduct for the Queensland Public Service

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegations against you. You are reminded the

Code of Conduct for the Queensland Public Service clearly sets out the obligations that apply to you as a Queensland Health employee. You are also directed that the provisions of the *Code of Conduct for the Queensland Public Service* continue to apply during your suspension.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of Hospital and Health Service for up to six sessions per calendar year. Access to this service is by self-referral. If you wish to access Employee Assistance, please contact PPC Worldwide on 1300 361 008.

Questions

If you have any questions in relation to the matters raised in this letter please contact

Yours sincerely

RELEASED
RTI

Pages 1334 through 1349 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI
RELEASE

DOH-DL-12/13-001



Queensland Government

Queensland Health

Enquiries to:

Telephone
Facsimile:
Our Ref:
Your Ref:

Dear

I refer to your employment as a with Hospital and Health Service and your suspension from the workplace as a result of serious allegations concerning your conduct.

Background

On 2012, I was advised by the Queensland Police Service that property belonging to Queensland Health had been found in your possession. You were subsequently charged with stealing as a servant and were due to appear in the Court on 2012.

I understand you did not advise your supervisor you were charged with an indictable offence.

On 2012, I received notification from the Queensland Police Service that you appeared in the Court on 2012, and were convicted and fined for:

- stealing and
- stealing as a servant, the property of Minister for Health

I understand you have not advised your supervisor of these convictions.

Having considered the information available to me I have decided to put the following allegations to you for response.

Allegations
It is alleged:

1. You took Queensland Health property from _____ without authorisation, specifically:
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.

2. You failed to advise your supervisor you had been charged, and convicted of, indictable offences, specifically:
 - a.

 - b. stealing as a servant, _____ the property of the Minister for Health

3. On _____ 2012, you provided incorrect information to _____ about why you had been apprehended by the police.

The allegations were referred to the Crime and Misconduct Commission which determined allegation one constitutes suspected official misconduct.

Possible grounds for discipline

I have considered the information currently available to me in respect of the allegations and consider there may be grounds for you to be disciplined pursuant to the *Public Service Act 2008*, sections:

- 187(1)(b) that you may be guilty of misconduct in that your behaviour in an official capacity was inappropriate when, if substantiated, you took Queensland Health property from _____ without authorisation (as outlined in allegation one); and/or

- 187(1)(f) that you may have contravened, without reasonable excuse a standard of conduct under the Code of Conduct for the Queensland Public Service, specifically:

Principle 1 – *Integrity and impartiality* in that you may have:

- failed to conduct yourself in a professional manner and ensured your conduct met the highest ethical standards when fulfilling your responsibilities when, if substantiated, you took Queensland Health property from _____ without authorisation (as outlined in allegation one) and/or provided incorrect information to _____ (as outlined in allegation three); and/or
- failed to comply with policy obligations to report employee criminal charges and convictions when, if substantiated, you failed to advise your supervisor you had been charged, and convicted of, indictable offences (as outlined in allegation two); and/or

Principle 3 – *Commitment to the system of government* in that you may have failed to adhere to Queensland Health policies, particularly HR Policy E4 *Employees to notify supervisor if charged with an indictable offence* when, if substantiated, you failed to advise your supervisor you had been charged, and convicted of, indictable offences (as outlined in allegation two).

However, in accordance with the principles of natural justice, no determination has been made or will be made until you have had the opportunity to respond.

Should a determination be made that there are grounds for you to be disciplined pursuant to the *Public Service Act 2008* the disciplinary action that may be taken includes, but is not limited to, one or more of the following:

- termination of employment
- reduction in classification level and consequential change of duties
- transfer or redeployment to other public service employment
- forfeiture or deferral of a remuneration increment or increase
- reduction in remuneration
- imposition of a monetary penalty
- direction that a penalty imposed be deducted from periodic remuneration payments
- a reprimand.

Opportunity to Respond

I wish to provide you with an opportunity to respond in writing, within fourteen (14) calendar days of receipt of this letter, why disciplinary action should not be taken against you in relation to the allegations. Your written response should include whether you admit or deny the allegations made against you and provide any information you consider relevant.

Any response you wish to provide should be provided within fourteen (14) calendar days of receipt of this letter and sent to:

Name:

Postal Address:

Facsimile:

Email:

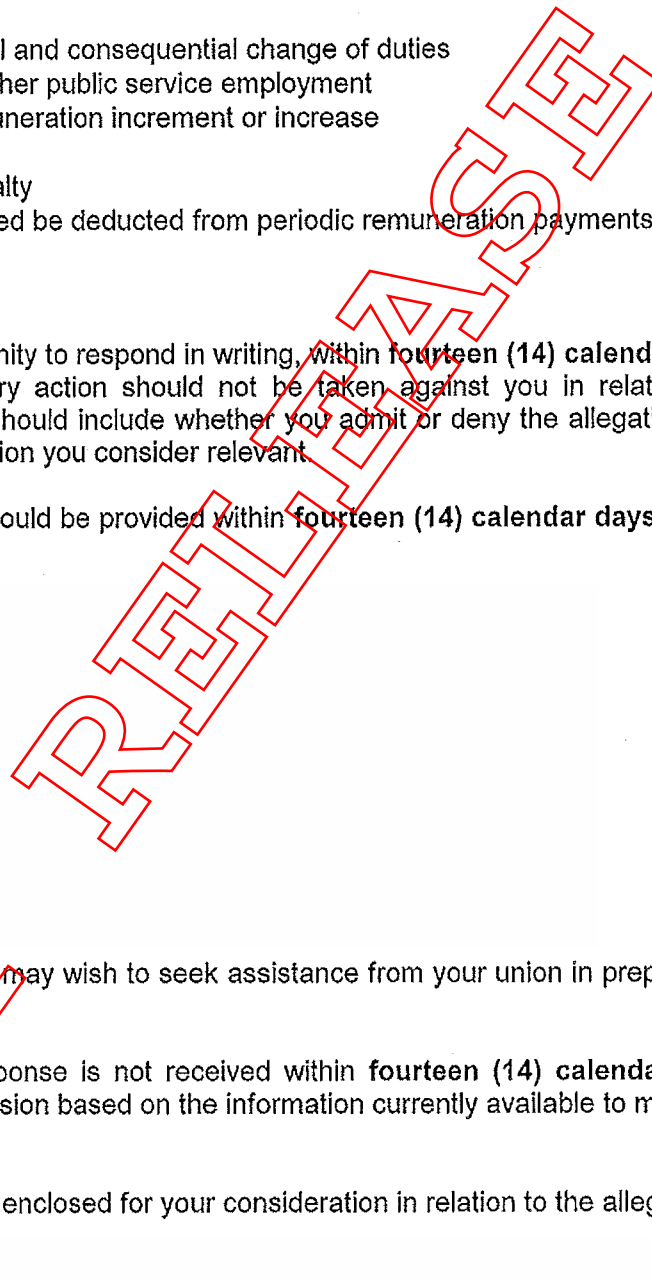
If you are a member of a union, you may wish to seek assistance from your union in preparing your response.

If you do not respond, or your response is not received within fourteen (14) calendar days of receipt of this letter I will make a decision based on the information currently available to me.

Documentation

A copy of the following documents is enclosed for your consideration in relation to the allegations:

-
-
-
-
-
-
-



You are currently suspended from duty and have been directed not to attend the workplace. If you need to access information from the workplace to prepare your response you should contact _____ to discuss your request for information.

Suspension without pay

Section 191 of the *Public Service Act 2008* provides, unless I decide otherwise, during the period of suspension you are entitled to normal remuneration less any amount earned through alternate employment.

I am now giving consideration to whether you should continue to receive normal remuneration during your suspension or whether you should be suspended without pay. In accordance with the principles of natural justice, no determination has been made or will be made until you have had the opportunity to formally respond.

I wish to provide you with an opportunity to respond in writing, within **seven (7) calendar days** of the date of receipt of this letter, why you should not be suspended without pay from _____ 2013. Your response should provide any information or explanation you may consider relevant.

Any response you wish to provide should be provided within **seven (7) calendar days** of receipt of this letter and sent to:

Name:

Postal Address:

Facsimile:

Email:

Lawful directions

Confidentiality

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance. If you need to discuss this matter with any staff member you should make this request through _____ in the first instance.

Code of Conduct for the Queensland Public Service

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegations against you. You are reminded the Code of Conduct for the Queensland Public Service clearly sets out the obligations that apply to you as a Queensland Health employee.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the _____ Hospital and Health Service for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008.

Questions

If you have any questions in relation to the matters raised in this letter please contact

Yours sincerely

PTI RELEASE

Pages 1355 through 1368 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DOH-DL-12/13-001

DRAFT



Queensland Government

Queensland Health

Enquiries to:

Telephone
Facsimile
Our Ref:
Your Ref:

Dear

I refer to letter dated 2013 in which he asked you to show cause why disciplinary action should not be taken in relation to the allegations made against you.

You responded in a letter (undated) which I received on 2013.

My decision in relation to the allegations

I have carefully considered all of the information available to me including your response, however all the information may not be specifically mentioned in my decision.

Allegation One

It is alleged:

You took Queensland Health property from specifically:

without authorisation,

- a.
- b.
- c.
- d.
- e.
- f.

In your response you advise

PRELIMINARY

Page 1370 redacted for the following reason:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DOH-DL-12/13-001

Based on the information available to me, I consider this allegation is, on the balance of probabilities, substantiated.

Allegation Two

It is alleged

You failed to advise your supervisor you had been charged, and convicted of, indictable offences, specifically:

- a. *stealing* and/or
- b. *stealing as a servant, the property of the Minister for Health*

You have not provided any response in relation to this allegation. Accordingly, I will make a decision based on the information currently available to me.

Based on the information available to me, I consider this allegation is, on the balance of probabilities, substantiated.

Allegation Three

It is alleged

On 2012, you provided incorrect information to about why you had been apprehended by the police.

You have not provided any response in relation to this allegation. Accordingly, I will make a decision based on the information currently available to me.

Based on the information available to me, I consider this allegation is, on the balance of probabilities, substantiated.

Grounds for discipline

Having considered the information available to me in respect of the allegations, including your response, I consider there are grounds to discipline you pursuant to the *Public Service Act 2008* sections:

187(1)(b) that you are guilty of misconduct in that your behaviour in an official capacity was inappropriate when you took Queensland Health property from (as outlined in allegation one); and

187(1)(f) that you have contravened, without reasonable excuse a standard of conduct under the Code of Conduct for the Queensland Public Service, specifically:

Principle 1 – *Integrity and impartiality* in that you have:

- failed to conduct yourself in a professional manner and ensured your conduct met the highest ethical standards when fulfilling your responsibilities when you took Queensland Health property from without authorisation (as outlined in allegation one) and provided incorrect information to (as outlined in allegation three); and

Principle 3 – *Commitment to the system of government* in that you have:

- failed to adhere to Queensland Health policies, particularly HR Policy E4 *Employees to notify supervisor if charged with an indictable offence* when you failed to advise your supervisor you had been charged, and convicted of, indictable offences (as outlined in allegation two).

The evidence in this case raises serious concerns regarding your behaviour. As a Queensland Health employee, you occupy a position of considerable trust and responsibility. Your actions did not project the desired image of a Queensland Health employee.

Section 188 of the *Public Service Act 2008* provides an employer may take action it considers reasonable in the circumstances and may, for example, apply any one or more of the following disciplinary actions:

- termination of employment
- reduction in classification level and consequential change of duties
- transfer or redeployment to other public service employment
- forfeiture or deferral of a remuneration increment or increase
- reduction in remuneration
- imposition of a monetary penalty
- direction that a penalty imposed be deducted from periodic remuneration payments
- a reprimand.

Proposed disciplinary action

Given the serious nature of the allegations consideration is being given to the disciplinary action of **termination of your employment**.

No final determination of the disciplinary action has been made, or will be made, until you have had the opportunity to respond.

Opportunity to Respond

I am providing you **seven (7) calendar days** of receipt of this letter to show cause why the above proposed action should not be imposed. If you disagree with the proposed disciplinary action you have the opportunity to provide an alternative disciplinary action and reasons why you consider that disciplinary action is more appropriate.

Any response you wish to provide should be provided within **seven (7) calendar days** of receipt of this letter and sent to:

Name:

Postal Address:

Facsimile:

Email:

If you are a member of a union, you may wish to seek assistance from your union in preparing your response.

Decision on termination

If, on consideration of your response to the proposed disciplinary action, I consider termination of your employment the appropriate disciplinary action, I will refer this matter to the Chief Human Resources Officer, System Support Services Division for a decision on the **termination of your employment**.

The Chief Human Resources Officer has delegation to make the decision in relation to termination and will consider all your responses, including your responses to the first show cause and the second show cause, in making the final determination on the disciplinary action. The Chief Human Resources Officer will also give consideration to the following:

- the seriousness of the substantiated allegations
- your overall work record, including any previous disciplinary actions
- any explanation given by you
- the impact the substantiated allegations have on your ability to perform the duties of your position
- the impact the substantiated allegations have on public and client confidence in Queensland Health and the Hospital and Health Service.

If you do not respond, or if your response is received later than **seven (7) calendar days** of receipt of this letter, a decision will be made based on the available information.

Suspension without pay

RELEASED

Your suspension without remuneration will take effect immediately, <<<date letter is signed>>>, and will remain in place until otherwise determined.

Appeal

You may appeal my decisions in relation to your liability for disciplinary action and suspension without pay to the Public Service Commission within twenty one (21) calendar days of your receipt of this letter.

Lawful directions

The directions issued to you in _____ letter dated _____ 2013 regarding confidentiality, the requirement to behave appropriately towards others who may have provided information or may be a witness and your obligations to comply with the Code of Conduct for the Queensland Public Service continue to apply.

In addition, the direction issued to you in _____ letter to you dated _____ 2012 regarding your attendance at any Queensland Health facility also continues to apply.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of Hospital and Health Service for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008.

Questions

If you have any questions in relation to the matters raised in this letter please contact

Yours sincerely

PTI
RELEASE

Pages 1375 through 1418 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DOH-DL-12/13-001

DRAFT

Enquiries to:

Telephone:

Facsimile:

File Ref:

Dear

I am in receipt of serious allegations concerning your conduct as a Queensland Health employee.

Background

Allegations

1. On 2012 it was reported in the that you had been charged and pleaded guilty to "...observations or recordings in breach of privacy" in the Court.

Possible grounds for discipline

I have considered the information currently available to me in respect of the allegation and consider there may grounds for you to be disciplined pursuant to the *Public Service Act 2008*, sections:

187(1)(f) that you may have contravened, without reasonable excuse a standard of conduct under the Code of Conduct for the Queensland Public Service, specifically: Principle 1 – *Integrity and impartiality* in that you may have failed to ensure that your private conduct maintains the integrity of the public service and your ability to perform your duties when, if substantiated, you were charged and pleaded guilty to *observations or recordings in breach of privacy* in the Court on 2012.

However, in accordance with the principles of natural justice, no determination has been made or will be made until you have had the opportunity to respond.

Opportunity to Respond

I wish to provide you with an opportunity to respond in writing, within **fourteen (14) calendar days** of receipt of this letter, why disciplinary action should not be taken against you in relation to the allegation. Your written response should include whether you admit or deny the allegation made against you and provide any information you consider relevant.

Any response you wish to provide should be provided within **fourteen (14) calendar days** of receipt of this letter and sent to:

Name:

Postal Address:

Email:

Facsimile:

If you are a member of a union, you may wish to seek assistance from your union in preparing your response.

If you do not respond within **fourteen (14) calendar days** of receipt of this letter I will make a decision based on the information currently available to me.

Documentation

Lawful directions

Confidentiality

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance. If you need to discuss this matter with any staff member you should make this request through _____ on telephone _____ in the first instance.

Code of Conduct for the Queensland Public Service

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegation against you. You are reminded the Code of Conduct for the Queensland Public Service clearly sets out the obligations that apply to you as a Queensland Health employee.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the Hospital & Health Service for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008.

More information on Employee Assistance can be found at <http://qheps.health.qld.gov.au/eap>.

Questions

If you have any questions in relation to the matters raised in this letter please contact

Yours sincerely

PTI
RELEASED

Pages 1422 through 1490 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DOH-DL-12/13-001

Enquiries to:

Telephone
Facsimile:
Our Ref:
Your Ref:

Dear

I refer to the letter dated 2012 from in which afforded you the opportunity to show cause why disciplinary action should not be taken in relation to allegations made against you.

I note since sent his letter the following events occurred:

- on or around 2012 you were charged with Unlawful Stalking
-
- on 2012 you were convicted of and sentenced to months probation
- placed under a restraining order up to and including 2013,

These matters are relevant to your employment and I will be writing to you separately to address these matters with you.

My decision in relation to the allegation

I have carefully considered all of the information available to me including your response, however all the information may not be specifically mentioned in my decision.

Pages 1492 through 1495 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DOH-DL-12/13-001

Grounds for discipline

Having considered the information available to me in respect of the allegations, including your response, I consider there are grounds for you to be disciplined pursuant to the *Public Service Act 2008* section:

187(1)(b) that you are guilty of misconduct in that your behaviour in an official capacity was inappropriate when you behaved inappropriately towards

Grounds for discipline

The evidence in this case raises serious concerns regarding your behaviour. As a Queensland Health employee, you occupy a position of considerable trust and responsibility. Your actions did not project the desired image of a Hospital and Health Service employee.

Over a sustained period of time you subjected a colleague to highly inappropriate behaviour. This conduct will not be tolerated by the Health Service.

Section 188 of the *Public Service Act 2008* provides an employer may take action it considers reasonable in the circumstances and may, for example, apply any one or more of the following disciplinary actions:

- termination of employment
- reduction in classification level and consequential change of duties
- transfer or redeployment to other public service employment

- forfeiture or deferral of a remuneration increment or increase
- reduction in remuneration
- imposition of a monetary penalty
- direction that a penalty imposed be deducted from periodic remuneration payments
- a reprimand.

Proposed disciplinary action

In relation to the imposition of a disciplinary action, I am currently giving serious consideration to the disciplinary action of **termination your employment**.

However, in accordance with the principles of natural justice, no final determination of the disciplinary action has been made, or will be made, until you have had the opportunity to respond.

Opportunity to Respond

I am providing you **seven (7) calendar days** of receipt of this letter to show cause why the above proposed disciplinary action should not be imposed. If you disagree with the proposed disciplinary action you have the opportunity to provide an alternative disciplinary action and reasons why you consider that disciplinary action is more appropriate.

Any response you wish to provide should be provided within **seven (7) calendar days** of receipt of this letter and sent to:

Name:

Postal Address:

Email:

Facsimile:

If you are a member of a union, you may wish to seek assistance from your union in preparing your response.

Your response will be considered in the final determination of the disciplinary action together with consideration of the following:

- the seriousness of the substantiated allegations
- your overall work record, including any previous disciplinary actions
- any explanation given by you
- any extenuating circumstances which may have had a bearing on your actions or the incident
- the degree of risk to the health and safety of staff and clients
- the impact the substantiated allegations have on your ability to perform the duties of your position
- the impact the substantiated allegations have on public and client confidence in the Hospital and Health Service.

If you do not respond, or if your response is received later than **seven (7) calendar days** of receipt of this letter, I will make a decision based on the information that is currently available to me.

Appeal

You may appeal my decision in relation to your liability for disciplinary action to the Public Service Commission within twenty one (21) calendar days of your receipt of this letter.

Lawful directions

Confidentiality

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance. If you need to discuss this matter with any staff member you should make this request through
in the first instance.

Code of Conduct for the Queensland Public Service

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegation against you. You are reminded the Code of Conduct clearly sets out the obligations that apply to you as a Queensland Health employee.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the Health Service District for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008.

Questions

If you have any questions in relation to the matters raised in this letter please contact

Yours sincerely

RELEASED

RTI

Enquiries to:

Telephone:
Facsimile:
File Ref:

Dear

I refer to your employment as an
Hospital and Health Service.

with the

Background

In a letter dated 2012 I suspended you from the workplace and I asked you to show cause why discipline should not be taken against you in relation to alleged inappropriate behaviour towards . You were also directed not to have any communication with

On or around 2012 notification was received from the Queensland Police Service that you had been charged with unlawful stalking of . I understand on 2012 you were convicted of the offence and sentenced to months probation.

I have decided to put the following allegations to you for response.

Allegations

1. In 2012 you failed to notify your supervisor, NAME, you had been charged and/or convicted with an indictable offence, specifically unlawful stalking, as required under:
 - a. Queensland Health HR Policy E4 *Employees to Notify Supervisor if Charged with an Indictable Offence*; and/or
 - b. the Code of Conduct for the Queensland Public Service.
2. In 2012 you were charged with, and convicted of, unlawful stalking of a fellow Hospital and Health Service employee,
3. Between 2012 and 2012 you engaged in unlawful stalking of a fellow Hospital and Health Service employee,

Possible grounds for discipline

I have considered the information currently available to me in respect of the allegations and consider there may be grounds for you to be disciplined pursuant to the *Public Service Act 2008*, sections:

- 187(1)(b) that you may be guilty of misconduct in that your behaviour in a public and/or private capacity was inappropriate or improper (and reflected seriously and adversely on the public sector) when, if substantiated, you failed to notify your supervisor you had been charged and/or convicted of an indictable offence as outlined in allegation one; you were charged and/or convicted of unlawful stalking as outlined in allegation two; and/or you engaged in unlawful stalking as outlined in allegation three; and/or
- 187(1)(f) that you may have contravened, without reasonable excuse a standard of conduct applying under the Code of Conduct for the Queensland Public Service, specifically:
- Principle 1 – *Integrity and impartiality* in that you may have failed to ensure you treated colleagues with respect and were appropriate in your relationships when them and may have failed to comply with obligations to report criminal charges and convictions when you, if substantiated, failed to notify your supervisor you had been charged and/or convicted with an indictable offence as outlined in allegation one; and/or you engaged in unlawful stalking as outlined in allegation three; and/or
- Principle 3 – Commitment to the system of government in that you may have failed to comply with the laws of the State, the Public Service Commission directives and Queensland Health policy when you, if substantiated, failed to notify your supervisor that you had been charged and/or convicted with an indictable offence as outlined in allegation one.

However, in accordance with the principles of natural justice, no determination has been made or will be made until you have had the opportunity to respond.

Should a determination be made that there are grounds for you to be disciplined pursuant to the *Public Service Act 2008* the disciplinary action that may be taken includes, but is not limited to, one or more of the following:

- termination of employment
- reduction in classification level and consequential change of duties
- transfer or redeployment to other public service employment
- forfeiture or deferral of a remuneration increment or increase
- reduction in remuneration
- imposition of a monetary penalty
- direction that a penalty imposed be deducted from periodic remuneration payments
- a reprimand.

Opportunity to Respond

I wish to provide you with an opportunity to respond in writing, within **fourteen (14) calendar days** of receipt of this letter, why disciplinary action should not be taken against you in relation to the allegations. Your written response should include whether you admit or deny the allegation[s] made against you and provide any information you consider relevant.

Any response you wish to provide should be provided within **fourteen (14) calendar days** of receipt of this letter and sent to:

Name:

Postal Address:

Email:

Facsimile:

If you are a member of a union, you may wish to seek assistance from your union in preparing your response.

If you do not respond within **fourteen (14) calendar days** of receipt of this letter I will make a decision based on the information currently available to me.

Documentation

A copy of the following documents is enclosed for your consideration in relation to the allegations:

- Queensland Health HR Policy E4 *Employees to Notify Supervisor if Charged with an Indictable Offence*
- section 187 and section 188 of the *Public Service Act 2008*
- Code of Conduct for the Queensland Public Service
- Human Resources Policy E10 – Discipline.

Suspension

You are currently suspended from duty and have been directed not to attend the workplace. If you need to access information from the workplace to prepare your response you should contact [redacted] to discuss your request for information.

Lawful directions

Confidentiality

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance. If you need to discuss this matter with any staff member you should make this request through [redacted] in the first instance.

Code of Conduct for the Queensland Public Service

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegation[s] against you. You are reminded the Code of Conduct for the Queensland Public Service clearly sets out the obligations that apply to you as a Queensland Health employee.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the [redacted] Hospital and Health Service or up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008.

Questions

If you have any questions in relation to the matters raised in this letter please contact

Yours sincerely

PTI RELEASE

Enquiries to:

Telephone:
Facsimile:
File Ref:

Dear

I have recently been advised of serious allegations about your workplace conduct and behaviour towards a fellow employee. Due to the nature of these allegations I am treating this matter very seriously.

As a result of these allegations I have decided to suspend you from the workplace immediately. Further information about the suspension is outlined on page 4 of this letter.

Directions

In addition I consider it necessary to issue you with the following directions. You should note that if you fail to follow these directions you may be liable for disciplinary action, up to and including termination of your employment.

The directions are as follows:

1. You are directed not to have any contact (including, but not limited to communication in person, in writing, by email, by telephone or by text message) with
2. XXX ANY OTHER DIRECTIONS?

Further additional directions are included later in this letter.

Allegations

RTI REQUEST

RELEASE

OFFICIAL

Possible grounds for discipline

I have considered the information currently available to me in respect of the allegations and consider there may be grounds for you to be disciplined pursuant to the *Public Service Act 2008*, sections:

187(1)(b) that you may be guilty of misconduct in that your behaviour in an official capacity was inappropriate when, if substantiated, you behaved inappropriately towards

187(1)(f) that you may have contravened, without reasonable excuse a standard of conduct under the Code of Conduct for the Queensland Public Service, specifically:

Principle 1 – *Integrity and impartiality* in that you may have failed to conduct yourself in a professional manner and failed to demonstrate respect for a fellow employee when, if substantiated, you behaved inappropriately towards

Principle 1 – *Demonstrate a high standard of workplace behaviour and personal conduct (b) ensure our conduct reflects our commitment to a workplace that is inclusive and free from harassment*, when, if substantiated, you behaved inappropriately towards

However, in accordance with the principles of natural justice, no determination has been made or will be made until you have had the opportunity to respond.

Should a determination be made that there are grounds for you to be disciplined pursuant to the *Public Service Act 2008* the disciplinary action that may be taken includes, but is not limited to, one or more of the following:

- terminate the officer's employment
- reduce the officer's classification level and consequential change of duties
- transfer or redeploy the officer to other public service employment
- forfeit or defer a remuneration increment or increase of the officer
- reduce the level of the officer's remuneration
- impose a monetary penalty on the officer
- direct that a penalty imposed on the officer be deducted from the officer's periodic remuneration payments
- reprimand the officer.

Documentation

A copy of the following documents is enclosed for your consideration in relation to the allegations:

- Human Resources Policy E5 – Sexual Harassment
- Human Resources Policy E13 – Workplace Harassment
- Human Resources Policy E10 – Discipline
- section 187 and section 188 of the Public Service Act 2008
- Code of Conduct for the Queensland Public Service.

Given the contents of the letters (and the volume), I have not included all the letters with this correspondence. If you wish to view all the letters in order to prepare your response please contact [Mr/Ms name, position] on telephone [telephone number].

Opportunity to Respond

I wish to provide you with an opportunity to respond in writing, within **fourteen (14) calendar days** of receipt of this letter, why disciplinary action should not be taken against you in relation to the allegations. Your written response should include whether you admit or deny the allegations made against you and provide any information you consider relevant.

Any response you wish to provide should be provided within **fourteen (14) calendar days** of receipt of this letter and sent to:

Name:

Postal Address:

Email:

Facsimile:

If you are a member of a union, you may wish to seek assistance from your union in preparing your response.

If you do not respond within **fourteen (14) calendar days** of receipt of this letter I will make a decision based on the information currently available to me.

Suspension from Duty

Section 189(1) of the *Public Service Act 2008* (the Act) provides that an employee may be suspended from duty if the chief executive reasonably believes the employee is liable to discipline under a disciplinary law.

I reasonably believe due to the nature of the allegations you may be liable to discipline and it would not be appropriate for you to remain in the workplace due to the concerns I have about your alleged conduct. Accordingly, pursuant to section 189(1) of the Act, I have decided to **suspend you from duty on full pay, effective immediately.**

Section 190(2) of the Act provides natural justice is not required for the suspension of an officer on full remuneration.

Your suspension will remain in place until the disciplinary process has been completed and I have determined an appropriate course of action, unless otherwise determined. I will review your suspension regularly.

Before making a decision to suspend you I considered all alternative duties that may have been available for you to perform. I determined it would not be appropriate for you to perform alternative duties due to the nature of the allegations.

Section 191(2) of the Act provides during the period of the suspension the employee is entitled to normal pay less any amount earned by the employee from alternative employment the employee engages in during the period.

If you take on alternative employment during your suspension you are required to advise me immediately so your pay can be adjusted accordingly. Please note alternative employment does not include any other employment you held at the time of your suspension provided the other employment is not in contravention of the Act or Code of Conduct for the Queensland Public Service.

Lawful directions

In addition to the directions issued at the beginning of this letter the following directions also apply:

Attendance at any Queensland Health facility

As a consequence of this suspension you are not to present yourself in the vicinity of the [Name], or any other Queensland Health facility without prior permission from [Name], [Position], other than to seek necessary medical treatment or to visit family or friends receiving medical treatment. [Mr/Ms Name] can be contacted on telephone [telephone number].

Confidentiality

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance. If you need to discuss this matter with any staff member you should make this request through [Name] in the first instance.

Code of Conduct for the Queensland Public Service

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegations against you. You are reminded the Code of Conduct for the Queensland Public Service clearly sets out the obligations that apply to you as a Queensland Health employee.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the [Name] Hospital and Health Service for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008.

Questions

If you have any questions in relation to the matters raised in this letter please contact [Name]

Yours sincerely

RTI

Pages 1508 through 1524 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DOH-DL-12/13-001

Enquiries to:

Telephone:
Facsimile:
File Ref:

Dear

I refer to the letter dated 2012 from Chief Executive Officer, Health Service District, in which afforded you a period of seven calendar days to show cause why the disciplinary action of termination of your employment should not be imposed.

Due to the serious nature of the allegations, proposed the disciplinary action of termination of your employment. In accordance with the Queensland Health Human Resource Delegations Manual, I am the appropriate delegate to decide whether to terminate an employee's employment. Therefore this matter has now been referred to me for a decision.

Allegations

Office
Queensland Health
Insert Office Street Address 1
Insert Office Street Address 2

Postal
Insert Postal Address 1
Insert Postal Address 2

Phone
Insert Phone No.

Fax
Insert Fax No.

Page 1526 redacted for the following reason:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DOH-DL-12/13-001

PTI RELEASE

My decision in relation to disciplinary action

I have detailed the reasons why I am satisfied the allegations are, on the balance of probabilities, substantiated in previous letter to you dated 2012.

In determining an appropriate disciplinary action I have given consideration to the material available to me, including your response to the show cause letters. I have also given consideration to:

- the seriousness of the substantiated allegation
- your overall work record, including any previous disciplinary actions
- any explanation given by you
- any extenuating circumstances which may have had a bearing on your actions or the incident
- the degree of risk to the health and safety of staff and clients
- the impact on your ability to perform the duties of your position
- the impact on public and client confidence in Queensland Health and the Health Service District.

I consider that your actions warrant a severe disciplinary action under the *Public Service Act 2008*. The disciplinary action of termination of your employment is proportionate to the seriousness of the substantiated allegations. As a Queensland Health employee you occupy a position of considerable trust and responsibility. Your actions did not project the desired image of a Queensland Health employee and I no longer have trust and confidence in you as an employee of Queensland Health.

I have decided to take the disciplinary action of **termination of employment**. Your dismissal from employment with Queensland Health is effective immediately. All monies owing to you will be paid in full and deposited into your nominated bank account. You will also be paid five weeks in lieu of notice.

A statement of service, as required by legislation, will be forwarded to you under cover of a separate letter.

Return of Queensland Health property

You are required to immediately return any Queensland Health property you may still have in your possession including your identification card. Please return all such property to within seven days of receipt of this letter.

Appeal

If you believe my decision to terminate your employment is harsh, unjust, unreasonable or for an invalid reason you may make an Application for Reinstatement to the Queensland Industrial Relations Commission within 21 calendar days of your receipt of this letter.

Employee Assistance

I appreciate this is potentially a difficult time for you. Although you are no longer a Queensland Health employee, I would like to offer you access for **up to two (2) free confidential sessions** with Queensland Health's Employee Assistance provider. If you wish to access this service, please contact PPC Worldwide on 1300 361 008.

Questions

If you have any questions in relation to the matters raised in this letter please contact

Yours sincerely

RTI RELEASE

Pages 1530 through 1685 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI
RELEASE

DOH-DL-12/13-001

Enquiries to:
Telephone:
Facsimile:
Our Ref:

Dear

I refer to your employment as an _____ with the _____ Health Service and information which raises serious allegations concerning your workplace conduct.

Background

The matter was referred to the Queensland Police Service and I am advised that you appeared in the _____ Court on _____ 2013, where you pleaded guilty, were placed on a _____ month good behaviour bond and ordered to pay _____ restitution.

Given that the Queensland Police Service has finalised its involvement in this matter, I have determined that it is now suitable to raise the matter with you in the context of your employment with the _____ Hospital and Health Service.

Allegation

1. On _____ 2012 _____ you removed a box of Panadol and two bottles of vitamins _____

This allegation has been referred to the Crime and Misconduct Commission which determined the allegation constitutes suspected official misconduct.

Possible grounds for discipline

I have considered the information currently available to me in respect of the allegation and consider there may be grounds for you to be disciplined pursuant to the *Public Service Act 2008*, sections:

187(1)(b) that you may be guilty of misconduct in that your behaviour in an official capacity was inappropriate when, if substantiated, you removed a box of Panadol and two bottles of vitamins

However, in accordance with the principles of natural justice, no determination has been made or will be made until you have had the opportunity to respond.

Should a determination be made that there are grounds for you to be disciplined pursuant to the *Public Service Act 2008* the disciplinary action that may be taken includes, but is not limited to, one or more of the following:

- termination of employment
- reduction in classification level and consequential change of duties
- transfer or redeployment to other public service employment
- forfeiture or deferral of a remuneration increment or increase
- reduction in remuneration
- imposition of a monetary penalty
- direction that a penalty imposed be deducted from periodic remuneration payments
- a reprimand.

Opportunity to Respond

I wish to provide you with an opportunity to respond in writing, within **fourteen (14) calendar days** of receipt of this letter, why disciplinary action should not be taken against you in relation to the allegation. Your written response should include whether you admit or deny the allegation made against you and provide any information you consider relevant.

Any response you wish to provide should be provided within **fourteen (14) calendar days** of receipt of this letter and sent to:

Name:

Postal Address:

Email:

Facsimile:

If you are a member of a union, you may wish to seek assistance from your union in preparing your response.

If you do not respond within **fourteen (14) calendar days** of receipt of this letter I will make a decision based on the information currently available to me.

Documentation

A copy of the following documents is enclosed for your consideration in relation to the allegation:

- section 187 and section 188 of the *Public Service Act 2008*;
- Code of Conduct for the Queensland Public Service; and
- Human Resources Policy E10 – Discipline.

Lawful directions

Confidentiality

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance. If you need to discuss this matter with any staff member you should make this request through [Mr/Ms name, position] on telephone [telephone number] in the first instance.

Code of Conduct for the Queensland Public Service

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegation against you. You are reminded the Code of Conduct for the Queensland Public Service clearly sets out the obligations that apply to you as a Queensland Health employee.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the Hospital and Health Service for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008.

Questions

Should you need to discuss this matter further you can contact

Yours sincerely

RELEASED
RTI

Pages 1689 through 1884 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)
Documents refused under s.47(3)(a) - Sch 3(12)(1)

PTI
RELEASE

DRAFT

Enquiries to:

Telephone:
Facsimile:
File Ref:

Dear

I refer to your employment as a _____ at _____ Hospital and information which raises serious concerns regarding your workplace conduct.

Background

In _____ 2011 and _____ October 2011 a check of medication in the _____ Hospital Pharmacy was conducted and it was identified that a quantity of the drug Tramadol was missing and the missing medication was reported to Queensland Police Service.

I am advised on _____ 2012 you were interviewed by the Queensland Police Service and admitted to taking one sheet of Tramadol (equating to approximately 8 tablets) from the Hospital Pharmacy.

In _____ 2012 you appeared in _____ Court where you were convicted of stealing by clerks and servants and fined _____ I note that no conviction was recorded.

Allegations

It is alleged that:

1. Between _____ 2011 and _____ 2011 you took, without authority, one sheet of Tramadol (approximately 8 tablets) from the _____ Hospital Pharmacy for your own personal use.

The allegation was referred to the Ethical Standards Unit which determined the allegation constitutes suspected official misconduct.

Possible grounds for discipline

I have considered the information currently available to me in respect of the allegations and consider there may be grounds for you to be disciplined pursuant to the *Public Service Act 2008*, sections:

187(1)(b) that you may be guilty of misconduct in that your behaviour in an official capacity was inappropriate when, if substantiated, you took without authority one sheet of Tramadol for your personal use (as outlined in Allegation One); and/or

187(1)(f) that you may have convened, without reasonable excuse, standards of conduct under the Code of Conduct for the Queensland Public Service, specifically:

Pages 1886 through 1904 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DOH-DL-12/13-001

DRAFT

Enquiries to:

Telephone:
Facsimile:
File Ref:

Dear

I am in receipt of serious allegations concerning your workplace conduct.

Background

The allegations relate to the misappropriation of the drug Tramadol from the Hospital in 2011 and 2011.

I am advised that on 2011 and 2011 a check of medication was completed by staff at Hospital who identified that a quantity of the drug Tramadol was missing. This was reported to Queensland Police Service.

Information provided to me indicates that on 2011 you disclosed to treating staff at the Hospital. Service that you had stolen Tramadol from the

I am advised that on 2012 you were interviewed by the Queensland Police Service whereby you admitted to stealing one sheet of Tramadol (equating to approximately 8 tablets) from the Hospital.

I am further advised that on 2012 you were appeared in Court where you were convicted of Stealing by clerks and servants under s.398 (6) Criminal Code and fined I note that no conviction was recorded.

Allegations

It is alleged that:

1. You took without authorisation for your personal use 2 x 10 200mg tablet sheet of S4 drug (unrestricted) Tramadol from the Hospital on an unknown date (and identified as missing on 2011).
2. You took without authorisation for your personal use 20 x 200mg tablets (1 box) of S4 drug (unrestricted) Tramadol from the Hospital on 2011.

The allegations were referred to the Ethical Standards Unit which determined all allegations constitute suspected official misconduct.

Possible grounds for discipline

I have considered the information currently available to me in respect of the allegations and consider there may grounds for you to be disciplined pursuant to the *Public Service Act 2008*, sections:

187(1)(b) that you may be guilty of misconduct in that your behaviour in an official capacity was inappropriate when, if substantiated, you misappropriated Tramadol (as outlined in Allegations 1 and 2) from the

187(1)(f) that you may have convened, without reasonable excuse, standards of conduct under the Code of Conduct for the Queensland Public Service, specifically:

Principle 1 – *Integrity and impartiality* in that you may have failed to ensure your conduct met the highest ethical standards when, if substantiated, you misappropriated the drug Tramadol (as outlined in Allegations 1 and 2) from the

However, in accordance with the principles of natural justice, no determination has been made or will be made until you have had the opportunity to respond.

Opportunity to Respond

I wish to provide you with an opportunity to respond in writing, within **fourteen (14) calendar days** of receipt of this letter, why disciplinary action should not be taken against you in relation to the allegations. Your written response should include whether you admit or deny the allegations made against you and provide any information you consider relevant.

Any response you wish to provide should be provided within **fourteen (14) calendar days** of receipt of this letter and sent to:

If you are a member of a union, you may wish to seek assistance from your union in preparing your response.

If you do not respond within **fourteen (14) calendar days** of receipt of this letter I will make a decision based on the information currently available to me.

Documentation

A copy of the following documents is enclosed for your consideration in relation to the allegations:

- Notification from Queensland Police Service under S.170 of the Public Service Act 2008 dated 2012
- Section 187 and section 188 of the *Public Service Act 2008*
- Code of Conduct for the Queensland Public Service
- Human Resources Policy E10 – Discipline.

Lawful directions

Confidentiality

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance. If you need to discuss this matter with any staff member you should make this request through instance.

Code of Conduct for the Queensland Public Service

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegations against you. You are reminded the Code of Conduct for the Queensland Public Service clearly sets out the obligations that apply to you as a Queensland Health employee.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the Hospital and Health Service for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008. More information on Employee Assistance can be found at <http://qheps.health.qld.gov.au/eap>.

Questions

If you have any questions in relation to the matters raised in this letter please contact

Yours sincerely

RTI
RELEASED

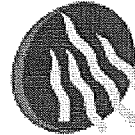
Pages 1908 through 1917 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DOH-DL-12/13-001

DRAFT



**Queensland
Government**

Queensland Health

Enquiries to:

Telephone:
Facsimile:
Our Ref:

Dear

I refer to my letter of 2012 regarding serious allegations concerning your professional conduct and my decision to suspend you from duty on full pay until further notice

I am now in receipt of advice from the Queensland Police, CIB that you have been charged with stealing and unlawful possession of restricted drugs and have been given notice to appear in the Court on 2012 for:

- stealing as a clerk (s398.6 Criminal Code)
- Unlawful Possession of Restricted Drugs (s204 Health Drugs and Poisons Regs)

Given the nature of the allegations against you I am giving consideration to suspending you without pay pursuant to sections 191 of the *Public Service Act 2008*, therefore in accordance with the principles of natural justice, you are now afforded the opportunity to show cause why you should not be suspended without pay from 2012. Your response should provide any information or explanation that you may consider relevant.

Please respond within two working days of receipt of this letter. If you do not respond within that time, the suspension without pay will commence.

Further Directions

As a consequence of this suspension you are not to present yourself in the vicinity of the without prior permission from Health Service District, other than to seek necessary medical treatment.

I would like to remind you that the matters which are the subject of this letter are to remain confidential and that the provisions of the Code of Conduct continue to apply to you during your suspension.

The Employee Assistance Service offers a confidential counseling service to all employees of the Health Service District and you may wish to discuss with them your situation. To make an appointment, please contact PPC Worldwide on telephone 1300 361 008 or Converge International on telephone 1800 337 068.

If you require any further information, please direct your enquiry to

Yours sincerely

RTI RELEASE

Pages 1920 through 1926 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DOH-DL-12/13-001

DRAFT



Queensland
Government

Queensland Health

Enquiries to:

Telephone:
Facsimile:
Our Ref:

Dear

I am in receipt of information regarding your alleged conduct as a _____ at the
Hospital, _____ Health Service District.

These allegations have been referred to the Ethical Standards Unit and the Queensland Police Service. At this time I am unable to provide you with further information on the nature of the allegations. When I am able to provide you with more information I will write to you outlining in more detail the nature of the allegations.

Should you be charged by the Queensland Police Service with any indictable offence you are to notify me in writing, within 3 working days, of the specific nature of the charges.

Having considered the information available to me in relation to the allegations I have serious concerns about your ability to safely undertake the duties of your position and whether you should remain in the workplace.

Suspension from Duty

Section 189(1) of the *Public Service Act 2008* (the Act) provides that an employee may be suspended from duty if the chief executive reasonably believes the employee is liable to discipline under a disciplinary law. Section 190(2) of the Act provides natural justice is not required for the suspension of an officer on full remuneration.

I reasonably believe you are liable to discipline based on the information available to me. Accordingly, pursuant to section 189(1) of the Act, I have decided to **suspend you from duty on full pay**, effective immediately.

Your suspension will remain in place until further enquires can be made into the allegations and the outcome of those enquires has been considered or unless otherwise determined. I will review your suspension regularly.

Before making a decision to suspend you I considered all alternative duties that may have been available for you to perform within Queensland Health. I determined it would not be appropriate for you to perform alternative duties on the basis of the information available to me.

As a consequence of this suspension you are not to present yourself in the vicinity of any Queensland Health facility other than to seek necessary medical treatment or to visit family or friends receiving medical treatment without prior permission from _____ Health Service District. _____ can be contacted on telephone NUMBER.

Alternative employment

Section 191(2) of the Act provides during the period of the suspension the employee is entitled to normal pay less any amount earned by the employee from alternative employment the employee engages in during the period.

If you take on alternative employment during your suspension you are required to advise me immediately so your pay can be adjusted accordingly.

Please note alternative employment does not include any other employment you held at the time of your suspension provided the other employment is not in contravention of the Act or Code of Conduct for the Queensland Public Service.

Lawful directions

While I appreciate I have not provided details or information about your alleged actions I have decided to issue you with the following directions:

Confidentiality

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance. If you need to discuss this matter with any staff member you should make this request through [Mr/Ms name, position] on telephone [telephone number] in the first instance.

Code of Conduct for the Queensland Public Service

You are directed to behave appropriately towards any person who has provided information in respect of this matter or who may be a witness in the allegations against you. You are reminded the Code of Conduct for the Queensland Public Service clearly sets out the obligations that apply to you as a Queensland Health employee.

Should you fail to follow these lawful directions, you may be liable for disciplinary action that may lead to dismissal.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the _____ Health Service District for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008.

Questions

If you require any further information, please direct your enquiry to _____

Yours sincerely

PTI RELEASE

Pages 1930 through 1942 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)

PTI RELEASE

DOH-DL-12/13-001



Queensland Health

Enquiries to:
Telephone:
Facsimile:
Our Ref:

Dear

Re: Drug Related Charges

I have been made aware that the Queensland Police Service has informed Queensland Health that you have been charged with offences relating to the possession of drugs. I understand that you will be attending court in relation to this matter on 2012.

Given your role it would not be appropriate for me to allow you to attend for duty until the matter has been dealt with by the court. You are therefore directed not to attend the until further advised. If you do so you may be subject to discipline action.

You are further directed to contact to inform Queensland Health of the outcome of your court appearance. Once you have provided this information the direction to stand you down will be reviewed.

During this time you will continue to be paid your projected roster, however, failure to contact may result in your pay being ceased.

If you have any questions or concerns in relation to the above you should contact to discuss.

Yours sincerely

RTI RELEASE



Enquiries to:

Telephone:
Facsimile:
Our Ref:

Dear

I refer to my letter to you on 2012 where I directed you not to attend work at the while the charges against you were being considered.

I have decided to refer this matter to the District Chief Executive Officer for consideration and awareness. Given the environment of the while this is occurring I have decided to temporarily place you in another work area. Accordingly, you are to report to

Your employment status will be unaffected by this placement and you will continue to be paid your projected roster, however, you will work Monday to Friday from 0730 – 1600 hours with a rostered day off until further advised.

Directions

I request you keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or Employee Assistance provider. If you need to discuss this matter with any staff member you should make this request through in the first instance.

Employee Assistance

Employee Assistance offers a confidential counselling service which is free of charge to all employees of the Health Service District for up to six sessions per calendar year. Access to this service is by self-referral. Please contact PPC Worldwide on 1300 361 008. More information on Employee Assistance can be found at <http://qheps.health.qld.gov.au/eap>.

Questions

If you have any questions in relation to the matters raised in this letter please contact

Yours sincerely

RTI
RELEASES

Pages 1946 through 2533 redacted for the following reasons:

Access refused in full - 47(3)(b) - contrary to public interest (relates to specific employee)
Documents refused under s.47(3)(a) - Sch 3(12)(1)

PTI
RELEASE

DOH-DL-12/13-001