

Oaths Act 1867

# Statutory Declaration

I, **Holly Ahern** of care of Corrs Chambers Westgarth, Level 42 One One One, 111 Creek Street, Brisbane, Queensland, in the state of Queensland, do solemnly and sincerely declare that:

## Professional Qualifications

**1 Outline your professional qualifications and provide a copy of your current or most recent curriculum vitae**

1.1 Attached and marked **HA-1** is a copy of my most recent and current curriculum vitae.

1.2 My professional qualifications are outlined in my curriculum vitae.

## Employment at West Moreton Hospital and Health Service

**2 The Commission understands that you hold the role of Lawyer, Legal Services, Office of the Chief Executive, West Moreton Hospital and Health Service. If so:**

**(a) When were you first appointed to this position?**

2.1 I was first appointed to the position on 18 February 2013.

**(b) Are you employed on a permanent, full time, part time, casual or some other basis?**

2.2 Since my commencement with West Moreton Hospital and Health Service (**WMHHS**), I have been employed on a permanent, full time basis.

**(c) What are your duties and responsibilities in this position?**

2.3 The nature of the duties and responsibilities in my role as a Lawyer are set out in my position description a copy of which is marked as Attachment **HA-2**.

2.4 On 2 April 2015, in accordance with an organisational restructure, my role was

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**Holly Ahern**

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**Witness**

reclassified to Legal Counsel.

- 2.5 A copy of the position description relevant to my current role is attached and marked HA-3.

**Investigation under the *Hospital and Health Boards Act 2011* (Qld)**

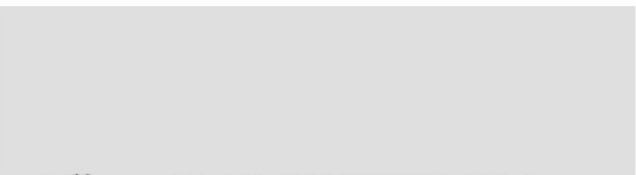
**3 The Commission understands that Ms Kristi Geddes, Ms Tania Skippen and Associate Professor Beth Kotze were appointed as Health Service Investigators under the *Hospital and Health Boards Act 2011* (Qld) and undertook an investigation called Health Services Investigation - Barratt Adolescent Centre (the "Investigation"). The Commission also understands that Ms Geddes liaised with you during the Investigation. If so, please provide details in relation to your role in relation to the investigation**

- 3.1 I was first asked to be involved with the Investigation on or around 7 August 2015 by my then manager WMHHS General Counsel and Secretary, Jacqueline Keller. I was informed by Ms Keller that WMHHS had been verbally advised that the then Director-General of Health, Ian Maynard (**Director-General**) was planning to commission an investigation under Part 9 of the Hospital and Health Boards Act 2011 into the transition care planning for patients of the Barrett Adolescent Centre (**BAC**). I was asked to assist in the preparation of West Moreton's response to the Investigation.

- 3.2 In summary, my role with the Investigation involved:

- (a) Reviewing internal documents, emails and medical records and collating these into electronically stored folders for the investigators;
- (b) Compiling an index to the brief of materials to be provided to the Investigation;
- (c) Drafting correspondence to the Investigators on behalf of WMHHS; and
- (d) Liaising with internal and external stakeholders including Ms Geddes in relation to documents and information to be provided.

15021619/1

  
Holly Ahern

  
Witness

**4 From whom and how did you seek instructions or direction within West Moreton Hospital and Health Service and/or Queensland Health in relation to the Investigation?**

- 4.1 I sought instructions from the following senior persons verbally and via email during the Investigation:
- (a) Former WMHHS Health Service Chief Executive Ms Lesley Dwyer;
  - (b) Ms Kelly;
  - (c) Ms Keller; and
  - (d) WMHHS Director of Strategy, Mental Health and Specialised Services, Dr Leanne Geppert.
- 4.2 Other key persons that I recall liaising with and/or seeking information from in relation to the Investigation included:
- (a) Former Acting Clinical Director at BAC, Dr Anne Brennan;
  - (b) Then Manager of the Health Information Management (HIM) team, Ms Vikki Goldup;
  - (c) Senior HIM officer, Ms Meleah Herbert;
  - (d) Administration Support Officer, Strategy and Performance, Mental Health and Specialised Services Division, Bernice Holland; and
  - (e) Director, Patient Safety, Ms Kirsten Dyer.

**5 Outline and elaborate on any discussions which occurred between you, Ms Wensley Bitton and or/Dr John Allan, Chief Psychiatrist with the Mental Health Alcohol and Other Drugs Branch at Queensland Health on or around 15 August 2014 in relation to the Investigation. In particular, outline and elaborate on any discussion about why Ms Tania Skippen, Associate Professor Beth Kotze and Ms**

15021619/1

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Holly Ahern

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Witness

**Kristi Geddes should not review the transition plans for all of the former patients of the Barrett Adolescent Centre (the "BAC") during the Investigation**

5.1 I am aware that on 14 August 2014, WMHHS received an email from Ms Wensley Bitton, Senior Principal Lawyer attaching correspondence from the Director-General informing WMHHS of the planned investigation into the State-wide transition and care planning measures following the policy decision made by Queensland Health in 2013 (and communicated by the Minister on 6 August 2013) to close the BAC in January 2014. A copy of the email from Ms Bitton and the letter from the Director-General is attached and marked HA-4.

5.2 As can be seen from the correspondence from the Director-General, WMHHS was advised that one of the objectives of the Investigation was to:

"...Advise if these healthcare transition plans were appropriate to support the then current inpatients and day patients [redacted]

5.3 At the end of the Director-General's letter it states that should officers of WMHHS require further information, the Department of Health's contact was Chief Legal Counsel, Legal and Governance Branch, Annette McMullan.

5.4 At 12.15pm on 15 August 2014, I telephoned Ms McMullan's office with a view to seeking clarity in terms of:

- (a) The format in which we would receive details about the Investigation. Specifically whether it would be provided via a formal Terms of Reference with possibly a copy of an instrument of appointment for the Investigators or whether it would be contained in a letter stating objectives of the Investigation;
- (b) The timeframe for a response given that there had been no details provided in the Director-General's letter; and
- (c) The patient cohort that would be the focus of the Investigation. [redacted]

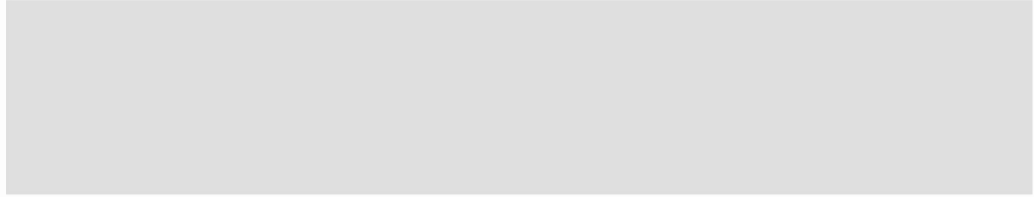
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Holly Ahern

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Witness



5.5 I recall that when I phoned the office of Ms McMullan, I was advised that Ms Bitton was going to have carriage of the matter so I believe that my phone call was transferred to Ms Bitton. A copy of the rough file note that I made relevant to that conversation is attached and marked **HA-5**.

5.6 I do not recall having a discussion about why Ms Tania Skippen, Associate Professor Beth Kotze and Ms Kristi Geddes should not review the transition plans for all of the former patients of the BAC. I only recall Ms Bitton confirming during this conversation that the date range for the patients relevant to the Investigation was [REDACTED]

5.7 Later on 15 August 2014, I relayed this information via email to Ms Dwyer.

**6 I did not have any conversations with Dr John Allan regarding the investigation. The Commission understands that West Moreton Hospital and Health Service provided clinical files for patients of the BAC to Ms Kristi Geddes on 24 August 2014. With reference to the clinical files:**

**(a) Who made the decision to only provide clinical files for the period between** [REDACTED]

6.1 I note that whilst the date range of [REDACTED] was relevant to the provision of medical records for some patients, there were instances where medical records relevant to earlier periods were provide to the Investigation.

6.2 For example, the medical records and date ranges of each volume that was provided to the Investigation are set out in the table below:

15021619/1

Holly Ahern

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Patient	Volumes Provided/Date Ranges	CIMHA Records Provided
[Redacted Content]		

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Holly Ahern

Witness

Patient	Volumes Provided/Date Ranges	CIMHA Records Provided

6.3 I do not recall who made the decision to provide the medical records for the periods listed above. The records were provided under cover of a letter to Dr Allan and Minter Ellison Lawyers (Ms Geddes' delivery address) dated 24 August 2014. That letter stated that:

"... We have enclosed copies of each patient's clinical file for the period [REDACTED] We would be happy to provide the complete patient chart for each patient upon request.

Attached and marked **HA-6** is a copy of that letter.

6.4 During the investigation, there were numerous occasions where WMHHS was asked to provide additional information. Had we been asked to provide additional medical records to the Investigators, those would have been provided.

15021619/1

**Holly Ahern**

**Witness**

**(b) What was the basis for this decision?**

- 6.5 Initially, I believe that there may have been some discussion around not wanting to overwhelm the Investigators with voluminous amounts of medical records that were not related to what was considered at that time to be the 'transition period' [redacted]  
[redacted] I recall that there may have also been discussions around only going back to the patient volume closest to [redacted]
- 6.6 As can be seen from the table above, some patients had multiple volumes of medical records whereas some only had one or two relevant to the date range.
- 6.7 I believe that after we were verbally advised about the planned investigation, a patient list was developed and provided to the HIM team. On 11 August 2014, I was copied into an email from Dr Leanne Geppert to Ms Goldup attaching a patient list for [redacted]  
[redacted]
- 6.8 Attached and marked HA-7 is a copy of an email that I was copied into from Dr Geppert to Ms Goldup in relation to the provision of medical records.
- 6.9 Attached and marked HA-8 is a copy of further email correspondence that I was copied into between Dr Geppert and the HIM team in relation to the provision of medical records.

**7 The Commission understands that West Moreton Hospital and Health Service provided a number of transition guides to Ms Kristi Geddes on 24 August 2014. With reference to the transition guides:**

**(a) Why did the transition guides "not reflect the entire process" as referred to in document 1 of Appendix – Investigation Document Index of the report: Transitional Care for Adolescent Patients of BAC dated 30 October 2014 (the "Report")**

- 7.1 My understanding of the transition guides was that they were created at the time the transition panel was first convened with a view to informing the panel what needed to be

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Holly Ahern

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Witness



considered for each consumer in terms of their transition needs. Each transition guide set out a number of transition areas for consideration including:

- (a) Psychiatric, psychological and medical needs including community mental health service support;
- (b) Accommodation including family homes; supported accommodation; youth and community housing; community care units;
- (c) Vocational;
- (d) Educational including school or TAFE studies;
- (e) Living skills/self-care including healthy eating habits, dieting, cooking, household chores and budgeting;
- (f) Leisure/recreational including social clubs;
- (g) Financial support;
- (h) Community linkage (i.e. Open Minds, Headspace);
- (i) Family support and psycho-education; and
- (j) Service hand over documents such as discharge summaries (including those for GP's), crisis management plans and clinical hand over documents including those for psychology, occupational therapy, speech pathology and dietetics.

7.2 It was clear during my review of the documentation (including the medical records) that the transition guides were not intended to reflect the actual transition plan for each patient and that in fact, a document called a 'transition plan' had not been created for each patient during the process. It was therefore necessary to look at the patient chart as a whole (including records in CIMHA and emails contained in the chart) to determine what had actually been carried out/put in place for each patient. It was also evident that not all aspects of the transition guide applied to each patient. For example, not every

15021619/1

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Holly Ahern

Witness

patient required a speech pathology discharge summary.

7.3 It also became clear to me during my involvement with the Investigation that a majority of the transition guides had not been completed in full, if they were completed at all. I seem to recall Dr Brennan advising me at some point that they while they had initially been created to guide the process (by Laura Johnson I believe), they had not really been used effectively.

**(b) When and by whom were the transition guides updated?**

7.4 As far as I recall, a number of the transition guides were updated towards the due date for the response to the Investigators which was 24 September 2014.

7.5 I was assisted in updating the transition guides by Dr Brennan and Lorraine Dowell Team Leader – Allied Health Non-Secure Services/Discipline Senior – Occupational Therapy.

**(c) Outline and elaborate on the process or methodology which was used to update the transition guides**

7.6 The intention of updating the transition guides was primarily to give the Investigators a 'snapshot' of what hand over documents had been created for each patient, by whom and when. On the basis that there was no dedicated document called a 'transition plan' for each patient, it was hoped that the updated transition guides would provide a better link between all the relevant transitional documents or information contained in the medical record. They were intended only to provide 'at a glance', information about the transitional arrangements that had been put in place for each patient. I refer to the letter which is attachment HA-6 to my statement, which advised the Investigators:

“... Please be advised that these were intended as a guide only and do not reflect the entire process. To assist in providing the investigators with a snapshot of the transitional documents and actions that were taken by West Moreton and relevant stakeholders, we have updated a number of the transition guides for selected consumers, namely [redacted], [redacted], [redacted], [redacted].”

15021619/1

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Holly Ahern

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Witness

7.7 The process or methodology used to update the transitional guides involved reviewing the patient record and looking at the dates and author for various clinical handover documents and inserting this information into the guide. Other relevant information (i.e. relating to community linkages, accommodation and family support) was also inserted where it could be found within the medical records.

8 **Why were updates only completed on the transition guides for patients [redacted] [redacted] Outline and elaborate on the process, methodology and criteria which were used to select the patients whose transition guides were updated and in particular:**

(a) **To what extent was the selection based on "patients with serious adverse events" a phrase used in paragraph 3.1.4 of the Terms of Reference for the Investigation? What do you understand the phrase "serious adverse events" to mean? Are "serious adverse events" those which resulted in the death of a patient?**

8.1 To the best of my recollection, the reason that the updates to the transition guides were only completed for [redacted] was because they were identified to me by Dr Brennan as the most complex patients as far as their transition from BAC was concerned.

8.2 I had no involvement in drafting the Terms of Reference. The Terms of Reference refer to "patients who have been associated with serious adverse events". The term "serious adverse events" is not defined in the Terms of Reference and WMHHS did not receive any guidance or direction from the Investigators as to what they understood that phrase to mean.

8.3

[redacted]

15021619/1

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Holly Ahern

[redacted]

Witness

8.4 WMHHS did not have information regarding the progress of former BAC transitioned to services outside WMHHS [redacted]

[redacted] Accordingly, WMHHS was not in a position to identify other patients who may have "been associated with serious adverse events" of some kind.

**(b) To what extent was the selection based on patients with the "highest complexity of needs and risk" a phrase used in the Report? In your opinion, how does this phrase relate to the phrase "patients associated with serious adverse events" in paragraph 3.1.4 of the Terms of Reference for the Investigation?**

8.5 The selection of the transition guides to be updated was based on those patients with the highest complexity of needs and risk as identified to me by Dr Brennan.

8.6 In my opinion, this phrase does not relate to the phrase "patients associated with serious adverse events".

**(c) Explain how the transition guides for patients [redacted] were elected for updating. On what basis, if any was it determined that these patients were "associated serious events" as stated in paragraph 3.1.4 of the terms of Reference for the investigation, or considered to have the "highest complexity of needs and risk" as stated in the Report?**

8.7 As far as I recall, the transition guides were updated for [redacted] because they were considered by Dr Brennan to have been quite problematic in terms of their transition or complex in terms of their mental health needs.

8.8 For example, it was my understanding, based on the advice of Dr Brennan, that some of the reasons why these patients were considered more complex to transition/higher risk included:

(a) [redacted]

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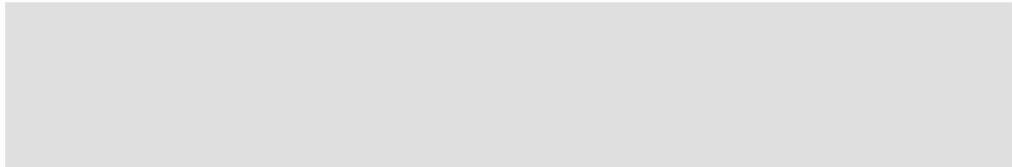
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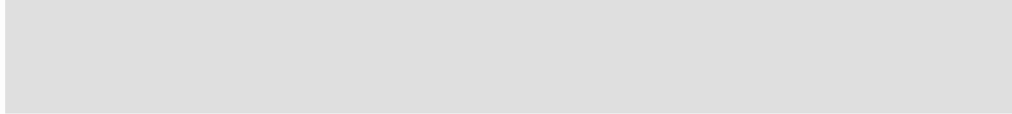
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(b)



(c)



**9 With reference to the letter from West Moreton Hospital and Health Service to Ms Kristi Geddes on 24 August 2014 (document 1 in Appendix 1 – Investigation Document Index to the Report)**

**(a) Did you or anyone else from West Moreton Hospital and Health Service provide Ms Kristi Geddes, Ms Tania Skippen or Associate Professor Beth Kotze with Dr Anne Brennan’s emails during the investigation?**

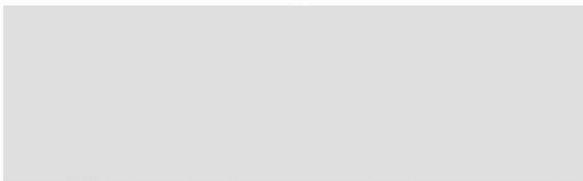
9.1 I did not provide Ms Geddes, Ms Tania Skippen or Associate Professor Beth Kotze with Dr Brennan’s emails. To my knowledge, neither did anyone else in WMHHS. I note however during my review of the medical records, that Dr Brennan (and other key stakeholders such as Vanessa Clayworth) had printed out some of their emails and filed them in the patient records. Those printed copies bore their email address.

**(b) Was West Moreton Hospital and Health Service able to resolve the issues with its information technology service and retrieve Dr Anne Brennan’s emails?**

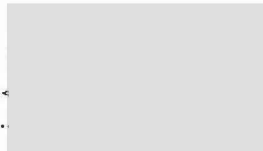
9.2 I believe that Dr Brennan’s emails were later retrieved as part of WMHHS’s collation of evidence in anticipation of the announcement of a Commission of Inquiry into the closure of BAC, which was co-ordinated by Ms Keller with assistance from then Acting Senior Workplace Relations Advisor from the WMHHS Workforce Division, Ms Tali Gibson.

**(c) What further communications, if any, occurred with Ms Kristi Geddes, Ms Tania Skippen and or Associate Professor Kotze after 24 August 2014 in relation to Dr Anne Brennan’s emails?**

15021619/1



Holly Ahern



Witness

9.3 I had no further communications with Ms Kristi Geddes, Ms Skippen or Associate Professor Kotze after 24 August 2014 in relation to Dr Brennan's emails.

**10 The Commission understands that discussions occurred between Ms Kristi Geddes, Ms Wensley Bitton, Dr William Kingswell, Executive Director, Mental Health, Alcohol and other Drugs Branch, Queensland Health and Dr John Allan about extending the investigation deadline of 31 October 2014. Outline and elaborate on the reasons why it was not possible to grant an extension of the Investigation deadline of 31 October 2014**

10.1 I am unable to comment on discussions that occurred between Ms Geddes, Ms Bitton, Dr William Kingswell, Executive Director, Mental Health, Alcohol and other Drugs Branch, Queensland Health and Dr Allan about extending the Investigation's deadline of 31 October 2014.

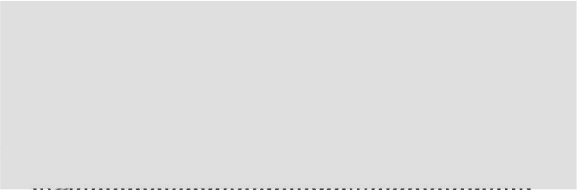
10.2 The only thing that I recall in terms of an extension of time was contained in a letter dated 2 September 2014 a copy of which is marked as Attachment HA-9. In that correspondence, the Director-General states that the original due date for the completion of the Investigation was 16 September 2014. However, he indicated that certain factors had collectively delayed the process of the Investigation, such that an extension of the due date was required, to enable sufficient time for completion of the Investigation and production of the report to the Director-General. The contributing factors were noted as being the volume of records received to date, the number of records not yet received and the number of potential witnesses to be interviewed.

10.3 It was noted that in the circumstances, an extension of time until 31 October 2014 had been agreed.

**11 To the extent that you are unable to answer any of the questions in this Schedule, please identify who else the Commission should speak to in order to obtain answers to the questions**

11.1 I believe that the persons referred to in my statement may be able to assist the Commission further if required.

15021619/1

  
Holly Ahern

  
Witness

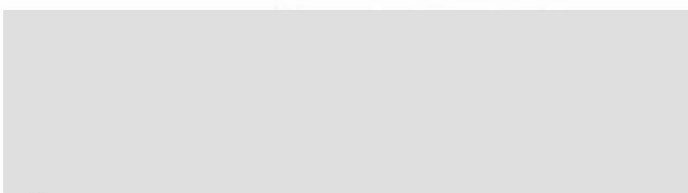
**12 Outline and elaborate upon any other information or knowledge (and the source of that knowledge) that you have relevant to the Commission's Term of Reference.**

12.1 I do not believe that I hold any other information or knowledge relevant to the Commission's Terms of Reference.

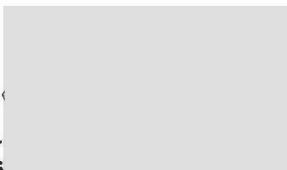
**13 Identify and exhibit all documents in your custody or control that are referred to in your witness statement.**

15021619/1

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Holly Ahern



Witness

13.1 All documents referred to in my witness statement are exhibited.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

Taken and declared by )  
Holly Ahern at Brisbane in the State of )  
Queensland this 23rd day )  
of December 2015 )  
Before me: )

.....  
Signature of authorised witness

.....  
Signature of declarant

~~A Justice of the Peace/~~  
~~Commissioner for Declarations~~  
JILLIAN GLENDA BANNAN  
SOLICITOR, QLD



**STATUTORY DECLARATION OF HOLLY AHERN**

**INDEX OF EXHIBITS**

No	Document Description	Document number	Page
HA-1	Curriculum Vitae	WMS.0040.0003.00001	1-3
HA-2	West Moreton Hospital and Health Service – Role Description for Lawyer	WMS.0040.0003.00010	4-7
HA-3	West Moreton Hospital and Health Service – Role Description for Legal Counsel	WMS.0040.0003.00014	8-13
HA-4	Email from MD09-West Moreton-HSD to various persons including Holly Ahern, copied to MD09-West Moreton-HSD, Lesley Dwyer and Karen Clarke dated 15 August 2014 attaching: <ul style="list-style-type: none"> <li>Letter from Ian Maynard to Lesley Dwyer dated 14 August 2014</li> </ul>	WMS.1000.0005.00287 WMS.1000.0005.00289	14-17
HA-5	File note of Holly Ahern dated 15 August 2014	WMS.0040.0003.00024	18
HA-6	Letter from Lesley Dwyer to Dr John Allan and Minter Ellison dated 24 August 2014	WMS.0016.0001.08448	19-23
HA-7	Email from Leanne Geppert to Meleah Herbert, Vikki Goldup and Rae Hodby, copied to Sharon Kelly, Holly Ahern and Terry Stedman dated 11 August 2014 attaching: <ul style="list-style-type: none"> <li>West Moreton Hospital and Health Service – Barrett Adolescent Centre Inpatients and Day Patients as at 6 August 2013 dated 11 August 2014</li> </ul>	WMS.0040.0003.00025	24-25
HA-8	Email from Leanne Geppert to Meleah Herbert, copied to Vikki Goldup, Sharon Kelly and Holly Ahern dated 12 August 2014	WMS.0040.0003.00004	26-29
HA-9	Email from MD09-WestMoreton-HSD to various persons, copied to various persons including Holly Ahern dated 8 September 2013 attaching: <ul style="list-style-type: none"> <li>Letter from Dr Michael Cleary to Lesley Dwyer dated 2 September 2014</li> </ul>	WMS.1001.0002.00126 WMS.1001.0002.00127	30-31

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**Holly Ahern**

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# RÉSUMÉ

## HOLLY AHERN

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### Contact Details

- **Mobile:** [REDACTED]
- **Email:** [REDACTED]
- **LinkedIn:** [REDACTED]
- **Address:** [REDACTED]

### Education

- Graduate Diploma of Legal Practice, College of Law Queensland, August 2008;
- Bachelor of Laws, Bond University, Queensland, February 2008; and
- South Australian Certificate of Education, Clare High School, South Australia, December 2000.

### Employment History

#### **West Moreton Hospital and Health Service – Legal Counsel**

*Legal Services* - February 2013 to present

- Provide high level advice across a broad range of areas including medico-legal matters, coronial matters, health ombudsman matters, confidentiality and privacy, health law, administrative law, commercial law, intellectual property, contracts, human resources and industrial relations, dispute resolution, corporate governance and regulatory compliance;
- Manage West Moreton's response to Coronial Investigations including the preparation of detailed witness statements;
- Appear on behalf of West Moreton at Coronial Inquests and in other legal matters and act as instructing solicitor for Counsel where required;
- Manage and prepare the Health Service's statutory responses with respect to health industry regulators, including the Health Ombudsman, Australian Health Practitioners Regulation Agency, the Commission for Children and Young People;
- Manage medico legal claims under the *Personal Injuries Proceedings Act 2002*;
- Draft and / or review commercial arrangements including contracts, agreements, memorandums of understanding, licences, indemnities and releases as required;
- Provide professional advice to ensure appropriate mechanisms are in place for cost effective resolutions to all claims both litigated and non-litigated;
- Prioritise and assign work to external providers of legal services in a resource efficient, fair and equitable manner and monitor the progress and quality of such work to maintain best practice professional standards within the legal services function; and
- Attend to other reasonable duties as requested, often in situations of urgency.

#### **Clayton Utz Lawyers – Lawyer**

*Government Services Group* - March 2012 to August 2012

- Worked on a range of matters and projects for the State and Local governments;

- Advised on all aspects of compulsory acquisitions under the *Land Acquisition Act 1967* and transport infrastructure related legislation;
- Prepared high level legal advice across a broad range of areas including options for large infrastructure providers to manage land required to offset the loss of native vegetation, Community Infrastructure Designations and Easement terms for electricity providers;
- Drafted and served legal documents for litigation matters conducted in the Land Court;
- Drafted settlement deeds, mediator's briefs and complex commercial documents; and
- Reviewed documents under the *Right to Information Act 2009*.

#### **Department of Environment and Resource Management – Lawyer**

*Litigation Unit, Environment and Natural Resource Regulation - June 2011 to March 2012*

- Provided legal advice to senior Department of Environment and Resource Management (DERM) staff (including the Director-General) on all aspects of current and prospective regulatory litigation conducted pursuant to legislation under DERM's portfolio (i.e. *Environmental Protection Act 1994* and *Water Act 2000*);
- Drafted legal documents for and represented DERM in litigation matters conducted in the Magistrates Court, Planning and Environment Court and Land Court;
- Instructed Counsel in trial;
- Provided legal advice on the interpretation of complex legislation including the *Native Title Act 1992*;
- Delivered and coordinated external legislative awareness training to Indigenous Rangers; and
- Reviewed documents under the *Right to Information Act 2009*.

#### **Department of Environment and Resource Management – Principal Policy Officer**

*Sustainable Water Entity Governance - December 2010 to June 2011*

- Represented DERM's position at forums across the State with Queensland Irrigators about the implementation of major public sector reforms announced as part of the Webbe Weller Review;
- Provided legal advice to Irrigators on all aspects of transitioning to alternative structures in accordance with Webbe Weller Review recommendations (i.e. Proprietary Companies and Incorporated Associations);
- Advised on the transfer of Category 2 Water Authority assets held under the *Water Act 2000* and the *Water Service Provider (Safety and Reliability) Act 2008*;
- Acted as Secretariat on the River Improvement Trust Transition Committee; and
- Prepared and coordinated the preparation of Submissions, Briefing Papers and Reports for Cabinet, Industry / Stakeholder Groups, the Minister and Senior DERM management.

#### **Department of Environment and Resource Management – Principal Policy Officer**

*Compliance and Investigations, Environment and Natural Resource Regulation - April 2010 to December 2010*

- Developed and reviewed internal and external policies, procedures, guidelines and templates relevant to the enforcement aspects of environmental management and protection in Queensland;
- Developed and delivered Regulatory Skills Training to Authorised Officers within DERM;
- Drafted conditions for a code of environmental compliance for aspects of extractive and screening activities (Environmentally Relevant Activity 16 – Sch. 3 of the *Environmental Protection Regulation 2008*); and
- Advised Senior Environmental Officers on the interpretation of provisions relating to Registration Certificates and non-compliance of Sewage Treatment Plants under the *Environmental Protection Act 1994*.

#### **Department of Environment and Resource Management - Senior Policy Officer**

*Indigenous Engagement Unit, Queensland Parks and Wildlife Service - April 2009 to April 2010*

- Used high level written and interpersonal skills to communicate sensitively and effectively with Aboriginal people and developed strong networks within the South East Queensland Indigenous Community;

- Prepared numerous successful funding submissions (over 3 million dollars) to employ Indigenous Rangers in the Bunya Mountains Region;
- Provided high level advice for Senior DERM Staff about legislation that specifically affects Aboriginal people (i.e. *Native Title Act 1993* (Cth) and the *Aboriginal Cultural Heritage Act 2003*); and
- Coordinated the selection and recruitment documentation and processes for Indigenous Specified and Identified positions pursuant to the *Anti-Discrimination Act 1991* (Qld).

#### **Environmental Protection Agency - Research Officer**

*Legal Services Unit, Corporate Services* - July 2008 to April 2009

- Acted as Manager of Legal Services Unit - November 2008;
- Carried out legal research and prepared legal advice;
- Prepared high quality legal documents for the then Director General and Minister including Ministerial Briefing Notes and Discussion Paper Feedback and Significant State Licence Agreements;
- Coordinated and drafted a whole-of-agency response to a request from the Department of Foreign Affairs and Trade for inclusion in the Australia-Chile Free Trade Agreement;
- Assisted with the conduct of Internal Reviews under the then *Freedom of Information Act 1994*;
- Accepted service of Court Documents including Notices to Discover, Subpoenas and Affidavits and prepared Briefs for Counsel.

#### **Professional Memberships**

- Queensland Law Society (current practicing certificate valid until 30 June 2016);
- Admitted as a Legal Practitioner of the Supreme Court of Queensland, September 2008;
- Admitted to the High Court of Australia;
- Member of the West Moreton Hospital and Health Service Research and Ethics Committee;
- Member of the Medico Legal Society of Queensland;
- Member of the Australian Mediation Association; and
- Member of the Ipswich District Lawyers Association.

#### **Volunteer Work**

##### **Nundah Community Legal Service - Volunteer Solicitor**

April 2011 to Present

- Hold positive notice blue card for child related employment;
- Provide free legal advice and support to the community at large on a monthly basis;
- Interview and advise clients across a wide range of legal areas including Administrative, Consumer and Commercial, Criminal, Neighborhood Disputes, Housing and Tenancy Law;
- Review legal documents such as Affidavits;
- Supervise and mentor volunteer law students;
- Adhere to strict timeframes in the provision of advice; and
- Participate in training as required.