

- Achievements in providing effective leadership and management at a senior level in the areas of contemporary mental health alcohol and other drugs strategic, clinical and legislative policy, clinical governance and cross-sector collaboration.
- Strategic, conceptual, analytical and innovative skills with a record of success in the negotiation, development and implementation of national and state mental health and alcohol and other drugs policies, plans and strategies.
- Achievement in the development and presentation of high quality briefs, reports, information and background papers, cabinet submissions and correspondence.
- High level communication, negotiation and liaison skills with a record of success in working across government, private and non-government sectors, and with consumers and carers, particularly in relation to sensitive issues and complex ideas and information.
- Demonstrated ability to lead and manage staff in line with contemporary human resource management practices, including equal employment opportunity, anti-discrimination, occupational health and safety, ethical behaviour, Public Sector Management Commission Standards, and associated Queensland Health policies.

How to apply

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

- **Your current CV or resume, including referees.** You must seek approval prior to nominating a person as a referee. Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.
- **A short response (maximum two pages)** on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key accountabilities of the position and demonstrates that you are the right person for the job.

About the Health Service and Clinical Innovation Division and the Mental Health Alcohol and Other Drugs Branch

The Health Service and Clinical Innovation Division is responsible for:

- Statutory functions related to public health, private health licensing, and mental health, as required under relevant legislation.
- Statewide coordination and monitoring of health protection; disease surveillance, prevention, and control; alcohol and other drugs; and mental health services.
- Advice and support services to maximise patient safety outcomes; and clinical process improvement to help resolve and improve patient access to care across Queensland and improve the health system efficiency and performance.
- Provision of statistical information to enable decision-making, clinical improvement, monitoring and evaluation of health services, and for reporting against national agreements and other requirements.
- Development of strategies to meet the future clinician workforce challenges.
- Provision of advice and coordination, workforce development and support, including education and training, and performance and productivity monitoring, for nursing, medical, allied health and dental professions.

The Mental Health Alcohol and Other Drugs Branch supports the statewide development, delivery and enhancement of safe, quality, evidence-based clinical and non-clinical services in the specialist areas of mental health and alcohol and other drugs treatment. This involves the Branch:

- Supporting and coordinating clinical service development and improvement, including by managing and evaluating performance;
- Delivering evidence-based planning, funds acquisition and policy development;
- Meeting Queensland's obligations around the collection and reporting of information;
- Representing Queensland in progressing national reform agendas;
- Funding, coordinating and evaluating system-wide specialist programs;
- Supporting patient safety and engagement;
- Administering the Mental Health Act 2000.

Pre-employment screening

Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment. In addition, any factors which could prevent the recommended applicant complying with the requirements of the role are to be declared.

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

Health professional roles involving delivery of health services to children and youth

All relevant health professional (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.

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

Salary Packaging

To find out whether or not your work unit is eligible for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please refer to the Salary Packaging Information Booklet for Queensland Health employees available from the Queensland Health Salary Packaging Bureau Service Provider – RemServ at <http://www.remserv.com.au>. For further queries regarding salary packaging RemServ's Customer Care Centre may be contacted via telephone on 1300 30 40 10.

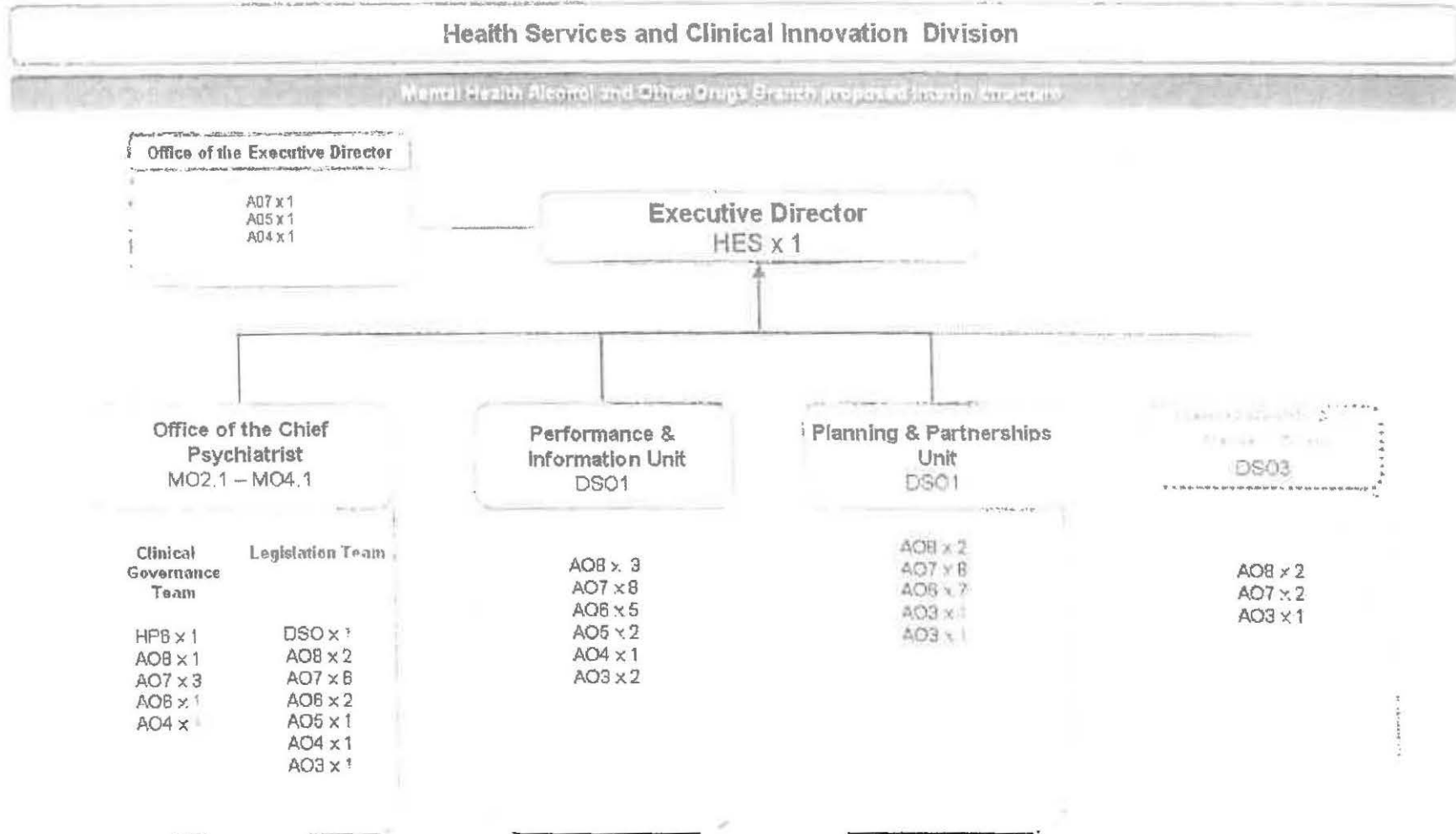
Disclosure of Previous Employment as a Lobbyist

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

Probation

Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment. For further information, refer to Probation HR Policy B2 <http://www.health.qld.gov.au/ghpolicy/docs/pol/gh-pol-197.pdf>.

Organisational Chart



E

From: John Allan [REDACTED]
Sent: Friday, 15 August 2014 4:12 PM
To: Sharon Kelly; Leanne Geppert
Cc: Lesley Dwyer
Subject: FW: Health Service Investigation - Barrett Adolescent Psychiatric Centre [ME-ME.FID2743997]
Attachments: Letter 15 August 2014 to QH re Barrett Adolescent Psychiatric Centre.pdf; Instrument of Appointment - 14 August 2014.pdf

Hi Sharon

Here is the formal request for the information.

We need to supply the information to Kristy Geddes at Minster Ellison as per the letter

Please let me know if you have any concerns

Regards

John

Assoc Prof John Allan

Chief Psychiatrist

Office of the Chief Psychiatrist | Mental Health Alcohol & Other Drugs Branch | Health Service & Clinical Innovation Division

Department of Health/Hospital and Health Service | Queensland Government

15 Butterfield St, Herston Q 4006

t. [REDACTED]

[REDACTED] | www.health.qld.gov.au



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Queensland Government

Great state. Great opportunity.

From: Wensley Bitton

Sent: Friday, 15 August 2014 3:09 PM

To: John Allan

Cc: [REDACTED] Annette McMullan

Subject: FW: Health Service Investigation - Barrett Adolescent Psychiatric Centre [ME-ME.FID2743997]

Hi John

Please see the **attached** for your direct action and if necessary, liaison back with Kristi directly for clarification as to any aspect.

The request makes clear that any confidential information may be released to the investigators under section 194(2) of the HHB Act and must be complied with.

John, if you are on-sending the request, you should make sure the recipient understands this is of utmost importance and urgency in the collation of records and that for confidentiality purposes, they store the request and the accompanying instrument of appointment away from the medical records, etc in a secure file.

Happy to assist you further.

Kind regards
Wensley

From: Lisa Larsen [redacted] **On Behalf Of** Kristi Geddes
Sent: Friday, 15 August 2014 1:59 PM
To: Wensley Bitton
Subject: Health Service Investigation - Barrett Adolescent Psychiatric Centre [ME-ME.FID2743997]

Please refer to the attached correspondence.

Regards
Kristi

Kristi Geddes Senior Associate
t + [redacted]
Minter Ellison Lawyers Waterfront Place • 1 Eagle Street • Brisbane • QLD 4000
[redacted] www.minterellison.com

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15 August 2014

LEVEL 22 WATERFRONT PLACE 1 EAGLE STREET BRISBANE
 PO BOX 7844 WATERFRONT PLACE QLD 4001 AUSTRALIA
 DX 102 BRISBANE www.minterellison.com

BY EMAIL c/- [REDACTED]

Dr John Allen
 Chief Psychiatrist
 Mental Health Alcohol and Other Drugs Branch
 Department of Health

Dear Dr Allen

Health Service Investigation – Barrett Adolescent Psychiatric Centre

We confirm the appointment of Associate Professor Beth Kotze, Ms Tania Skippen and the writer as investigators for a Health Service Investigation in relation to the closure of the Barrett Adolescent Psychiatric Centre (**the Centre**). These appointments were pursuant to instruments of appointment dated 14 August 2014 and we **enclose**, for your reference, a copy of the writer's Instrument of Appointment and the relevant Terms of Reference for the investigation.

The investigators would appreciate your assistance in coordinating the provision of the following documents in order to commence their investigation. We confirm that this request is made pursuant to section 194(2) of the *Hospital and Health Boards Act 2011 (Qld)*:

1. Documents and information relating to the governance model in place within Queensland Health (including the Department of Health and relevant Hospital and Health Services, including West Moreton, Metro South and Children's Health Queensland and any other relevant Hospital and Health Service) to manage and oversight the healthcare transition plans for the then current inpatients and day patients of the Centre post 6 August until its closure in January 2014;
2. Copies of the relevant healthcare transition plans for the then current inpatients and day patients of the Centre post 6 August 2013 and until its closure in January 2014;
3. As relevant to the development, interpretation and implementation of those transition plans, clinical records of the then current inpatients and day patients of the Centre; and
4. Details of relevant clinicians and staff of the Centre between 6 August 2013 and its closure in January 2014.

The investigators have been asked to complete the investigation before 16 September 2014. On that basis, we request that the documents be provided within 7 days. Please let us know if that is likely to cause you any difficulties.

MINTER ELLISON GROUP AND ASSOCIATED OFFICES
 ADELAIDE AUCKLAND BEIJING BRISBANE CANBERRA DARWIN GOLD COAST HONG KONG
 LONDON MELBOURNE PERTH SHANGHAI SYDNEY ULAANBAATAR WELLINGTON

31

Health Service Investigation – Barrett Adolescent Psychiatric Centre
15 August 2014

2

Yours faithfully
MINTER ELLISON



Contact: Kristi Geddes Direct phone: [REDACTED]
Email: [REDACTED]
Partner responsible: Shane Evans Direct phone: [REDACTED]
Our reference: SGE KXMM 1084936

enclosure


**INSTRUMENT OF APPOINTMENT
HEALTH SERVICE INVESTIGATOR**

I, IAN MAYNARD, Director-General, Queensland Health, appoint, pursuant to Part 9 of the *Hospital and Health Boards Act 2011*, Ms Kristl Geddes, Senior Associate, Minter Ellison Lawyers, ("the appointee"), as a health service investigator to investigate and report on matters relating to the management, administration or delivery of public sector health services in Queensland Health statewide as set out in the Terms of Reference contained in Schedule 1, and provide a written report to me by 16 September 2014 or such other date as agreed by me.

Conditions of appointment

1. The appointment commences the date of this Instrument and will end on delivery of the required report.

2. The appointee is to work co-operatively during the investigation with the other appointed Health Service Investigators (Associate Professor Beth Kotze, Acting Associate Director, Health System Management, Mental Health and Drug and Alcohol Office, NSW Ministry of Health, Fellow of the Royal Australian and New Zealand College of Psychiatrists and Ms Tania Skippen, Occupational Therapist, Associate Director, Specialist Programs, Mental Health - Children and Young People, Mental Health and Drug and Alcohol Office, NSW Ministry of Health) under Part 9 of the *Hospital and Health Boards Act 2011* and is to prepare a joint report to me under section 199 of the *Hospital and Health Boards Act 2011*.


IAN MAYNARD
DIRECTOR-GENERAL
QUEENSLAND HEALTH
/ 08 / 2014

14 AUG 2014

SCHEDULE 1**QUEENSLAND HEALTH****INVESTIGATION INTO STATEWIDE TRANSITION AND CARE PLANNING MEASURES
FOLLOWING CLOSURE OF THE BARRETT ADOLESCENT CENTRE****TERMS OF REFERENCE****1. Purpose**

The purpose of this health service investigation is to:

- Note that a policy decision was made by Queensland Health in 2013 (and communicated by the Minister on 6 August 2013) to close the Barrett Adolescent Centre (BAC), Wacol, West Moreton Hospital and Health Service in January 2014 and move the mental health care for its adolescent patients from being institutionally-based in a stand-alone mental health facility to being community-based.
- Investigate and report on the statewide transition and healthcare planning measures undertaken by the Department of Health and West Moreton, Metro South and Children's Health Queensland Hospital and Health Services and any other relevant Hospital and Health Service in Queensland, in relation to the then current inpatients and day patients of the BAC.
- Note that three previous patients of the BAC have died in 2014 and that their deaths are currently being investigated by the Queensland Coroner.

2. Appointment

Pursuant to section 190(1) of the *Hospital and Health Boards Act 2011* (HHBA), following my assessment that she has the necessary expertise and experience, I have appointed Ms Kristi Geddes, Senior Associate, Minter Ellison Lawyers, as a health service investigator to conduct the investigation.

Ms Geddes is to conduct the investigation jointly with the other appointed Health Service Investigators, Associate Professor Beth Kotze, Acting Associate Director, Health System Management, Mental Health and Drug and Alcohol Office, NSW Ministry of Health, Fellow of the Royal Australian and New Zealand College of Psychiatrists and Ms Tanja Skippen, Occupational Therapist, Associate Director, Specialist Programs, Mental Health - Children and Young People, Mental Health and Drug and Alcohol Office, NSW Ministry of Health.

3. Scope of the Investigation

The functions of the health service investigators are to:

- 3.1. investigate the following matters relating to the management, administration and delivery of public sector health services:
 - 3.1.1. Assess the governance model put in place within Queensland Health (including the Department of Health and relevant Hospital and Health Services, including West Moreton, Metro South and Children's Health Queensland and any other relevant Hospital and Health Service) to manage

and oversight the healthcare transition plans for the then current inpatients and day patients of the BAC post 6 August 2013 until its closure in January 2014;

- (a) Advise if the governance model was appropriate given the nature and scope of the work required for the successful transition of the then patients to a community based model;
- 3.1.2. Advise if the healthcare transition plans developed for individual patients by the transition team were adequate to meet the needs of the patients and their families;
- 3.1.3. Advise if the healthcare transition plans developed for individual patients by the transition team were appropriate and took into consideration patient care, patient support, patient safety, service quality, and advise if these healthcare transition plans were appropriate to support the then current inpatients and day patients of the BAC post 6 August 2013 until its closure in January 2014;
- 3.1.4. Based on the information available to clinicians and staff between 6 August 2013 and closure of the BAC in January 2014, advise if the individual healthcare transition plans for the then current inpatients and day patients of the BAC were appropriate. A detailed review of the healthcare transition plans for patients who have been associated with serious adverse events should be undertaken.
- 3.2. Make findings and recommendations in a report under section 199 of the HHBA in relation to:
 - 3.2.1. the ways on which the management, administration or delivery of public sector health services, with particular regard to the matters identified in paragraph 3.1 above, can be maintained and improved; and
 - 3.2.2. any other matter identified during the course of the investigation.

The investigation is to proceed in accordance with the principles of natural justice.

4. Power of the Health Service Investigators

The health service investigators have authority pursuant to section 194 of the HHBA to access any documentation under the control of the Department of Health and/or any relevant Hospital and Health Service (including West Moreton, Metro South and Children's Health Queensland Hospital and Health Services) relevant to this investigation which may assist the investigation including 'confidential information' as defined in the HHBA, noting and complying with the confidentiality obligations as a health service investigator pursuant to the HHBA. The investigators should make every reasonable effort to obtain any other material or documentation that is relevant to these terms of reference.

5. Conduct of the investigation

- 5.1 The investigators have the authority under the HHBA to interview any person who may be able to provide information which assists in the investigation. The investigators may seek to interview persons who are not employees of Queensland Health who may be able to assist in their investigation. The investigators need only interview persons who can provide information that they believe is credible, relevant and significant to the matters under investigation.
- 5.2 The investigators are delegated the authority to give any appropriate lawful directions which may be required during the review. For example, to provide a lawful direction to an employee to maintain confidentiality, to attend an interview, or to provide copies of documents maintained by the relevant Department of Health and/or relevant Hospital and Health Service. The investigators will inform me of any failure to comply with a direction and I will advise regarding the approach that will be taken.
- 5.3 The investigators may co-opt specialist clinical, clinical governance, or human resource management expertise or opinion where they deem it appropriate. The investigators must obtain my prior approval, before incurring any expenses in this regard.
- 5.4 The investigators must provide persons participating in this investigation with the opportunity to attend an interview and to respond verbally and/or in writing to the specific matters under investigation. This will not include a formal skills assessment at this stage.
- 5.5 Material that is adverse to any person concerned in this investigation and credible, relevant and significant to the investigation is to be released to that person during the course of the investigation. Where this material is contained in writing, it is to be provided to that person within a reasonable time prior to any interview or with a reasonable timeframe to permit a written response. Prior to releasing documentation to the person, the investigators will consult with me as confidentiality undertakings may be required before the release of documentation to that person.
- 5.6 All evidence should be appended to the report. Excerpts from records of interview/statements that are credible, relevant and significant to the findings made by the investigators are to be quoted in the body of the report under the heading '*Assessment of Evidence*'.
- 5.7 The names of persons providing information to the investigators must be kept confidential and referred to in a de-identified form in the body of the report, unless the identification of the person is essential to ensure that natural justice is afforded to any particular person.
- 5.8 The report is to be finalised by 16 September 2014 unless otherwise agreed with myself.
- 5.9 If necessary, the investigator should report back to Annette McMullan, Chief Legal Counsel for further instructions during the course of the investigation.

F

From: Bill Kingswell [REDACTED]
Sent: Friday, 15 August 2014 9:52 AM
To: Sharon Kelly
Cc: John Allan; Wensley Bitton
Subject: RE: instrument of appointment

Sharon
John Allan will be able to help coordinate things with the Branch.
Cheers Bill

From: Sharon Kelly
Sent: Friday, 15 August 2014 9:48 AM
To: Bill Kingswell
Subject: Re: instrument of appointment

Thanks Bill fully understand
Sharon

Sharon Kelly
Executive Director
Mental Health and Specialised Services
WMHHS

On 15 Aug 2014, at 9:47 am, "Bill Kingswell" [REDACTED]

Sharon
I have been asked to step back as my involvement in this will be part of the review. I expect Wensley will provide you an appropriate legal mechanism to release documents.
Cheers Bill

From: Sharon Kelly
Sent: Friday, 15 August 2014 9:45 AM
To: Bill Kingswell
Subject: Re: instrument of appointment

But we won't release until we get these?

Sharon Kelly
Executive Director
Mental Health and Specialised Services
WMHHS

On 15 Aug 2014, at 9:42 am, "Bill Kingswell" [REDACTED] wrote:

Hi everyone
The TOR is signed. However, legal's advice is that they will manage the collation of documents.
Regards Bill K

Hi Bill

Here are the signed documents FYI and to facilitate the documentation. I am sorry for the delay but the server has been down for some time and I've only just been able to forward these documents.

I will now send the instruments to the health service investigators and cc the lawyer from Minter Ellison who is the third investigator.

As we discussed and I confirmed with Annette, it's better that I send the documents out and be the immediate contact for the investigators (through Minter Ellison) for the Department, given you were involved on the governance review side of things.

Please contact me if you wish to discuss.

Kind regards
Wensley

Wensley Bitton
Senior Principal Lawyer

Legal and Governance Branch
System Support Services
Department of Health
Level 12, 147 – 163 Charlotte Street
BRISBANE QLD 4000
Phone: [REDACTED]
Fax [REDACTED]
Email: [REDACTED]

G

From: John Allan <[REDACTED]>
Sent: Friday, 15 August 2014 4:37 PM
To: Deborah Miller
Cc: Sally Meares
Subject: FW: Health Service Investigation - Barrett Adolescent Psychiatric Centre [ME-ME.FID2743997]
Attachments: Letter 15 August 2014 to QH re Barrett Adolescent Psychiatric Centre.pdf; Instrument of Appointment - 14 August 2014.pdf

Hi Deborah

We now have the official request for information. The letter requires you to send the material via Minster Ellison. Please let me know if you have any concerns

Regards
John

Assoc Prof John Allan

Chief Psychiatrist

Office of the Chief Psychiatrist | Mental Health Alcohol & Other Drugs Branch | Health Service & Clinical Innovation Division

Department of Health/Hospital and Health Service | Queensland Government
15 Butterfield St, Herston Q 4006

[REDACTED] www.health.qld.gov.au



From: Wensley Bitton
Sent: Friday, 15 August 2014 3:09 PM
To: John Allan
Cc: [REDACTED] Annette McMullan
Subject: FW: Health Service Investigation - Barrett Adolescent Psychiatric Centre [ME-ME.FID2743997]

Hi John

Please see the **attached** for your direct action and if necessary, liaison back with Kristi directly for clarification as to any aspect.

The request makes clear that any confidential information may be released to the investigators under section 194(2) of the HHB Act and must be complied with.

John, if you are on-sending the request, you should make sure the recipient understands this is of utmost importance and urgency in the collation of records and that for confidentiality purposes, they store the request and the accompanying instrument of appointment away from the medical records, etc in a secure file.

Happy to assist you further.

Kind regards
Wensley

From: Lisa Larsen [mailto:] On Behalf Of Kristi Geddes
Sent: Friday, 15 August 2014 1:59 PM
To: Wensley Bitton
Subject: Health Service Investigation - Barrett Adolescent Psychiatric Centre [ME-ME.FID2743997]

Please refer to the attached correspondence.

Regards
Kristi

Kristi Geddes Senior Associate
t [redacted]
Minter Ellison Lawyers Waterfront Place • 1 Eagle Street • Brisbane • QLD 4000
[redacted] www.minterellison.com

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15 August 2014

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 PO BOX 7844 WATERFRONT PLACE QLD 4001 AUSTRALIA
 DX 102 BRISBANE www.minterellison.com

BY EMAIL c/- [REDACTED]

Dr John Allen
 Chief Psychiatrist
 Mental Health Alcohol and Other Drugs Branch
 Department of Health

Dear Dr Allen

Health Service Investigation – Barrett Adolescent Psychiatric Centre

We confirm the appointment of Associate Professor Beth Kotze, Ms Tania Skippen and the writer as investigators for a Health Service Investigation in relation to the closure of the Barrett Adolescent Psychiatric Centre (**the Centre**). These appointments were pursuant to instruments of appointment dated 14 August 2014 and we **enclose**, for your reference, a copy of the writer's Instrument of Appointment and the relevant Terms of Reference for the investigation.

The investigators would appreciate your assistance in coordinating the provision of the following documents in order to commence their investigation. We confirm that this request is made pursuant to section 194(2) of the *Hospital and Health Boards Act 2011 (Qld)*:

1. Documents and information relating to the governance model in place within Queensland Health (including the Department of Health and relevant Hospital and Health Services, including West Moreton, Metro South and Children's Health Queensland and any other relevant Hospital and Health Service) to manage and oversight the healthcare transition plans for the then current inpatients and day patients of the Centre post 6 August until its closure in January 2014;
2. Copies of the relevant healthcare transition plans for the then current inpatients and day patients of the Centre post 6 August 2013 and until its closure in January 2014;
3. As relevant to the development, interpretation and implementation of those transition plans, clinical records of the then current inpatients and day patients of the Centre; and
4. Details of relevant clinicians and staff of the Centre between 6 August 2013 and its closure in January 2014.

The investigators have been asked to complete the investigation before 16 September 2014. On that basis, we request that the documents be provided within 7 days. Please let us know if that is likely to cause you any difficulties.

MINTER ELLISON GROUP AND ASSOCIATED OFFICES
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 LONDON MELBOURNE PERTH SHANGHAI SYDNEY ULAANBAATAR WELLINGTON **41**

Health Service Investigation – Barrett Adolescent Psychiatric Centre
15 August 2014

2

Yours faithfully
MINTER ELLISON

[Redacted signature block]

Contact: Kristi Geddes Direct phone: [Redacted]
Email: [Redacted]
Partner responsible: Shane Evans Direct phone [Redacted]
Our reference: SGE KXMM 1084936

enclosure

**INSTRUMENT OF APPOINTMENT
HEALTH SERVICE INVESTIGATOR**

I, IAN MAYNARD, Director-General, Queensland Health, appoint, pursuant to Part 9 of the *Hospital and Health Boards Act 2011*, Ms Kristl Gaddes, Senior Associate, Minter Ellison Lawyers, ("the appointee"), as a health service investigator to investigate and report on matters relating to the management, administration or delivery of public sector health services in Queensland Health statewide as set out in the Terms of Reference contained in Schedule 1, and provide a written report to me by 16 September 2014 or such other date as agreed by me.

Conditions of appointment

1. The appointment commences the date of this Instrument and will end on delivery of the required report.
2. The appointee is to work co-operatively during the investigation with the other appointed Health Service Investigators (Associate Professor Beth Kotze, Acting Associate Director, Health System Management, Mental Health and Drug and Alcohol Office, NSW Ministry of Health, Fellow of the Royal Australian and New Zealand College of Psychiatrists and Ms Tanla Skippen, Occupational Therapist, Associate Director, Specialist Programs, Mental Health - Children and Young People, Mental Health and Drug and Alcohol Office, NSW Ministry of Health) under Part 9 of the *Hospital and Health Boards Act 2011* and is to prepare a joint report to me under section 199 of the *Hospital and Health Boards Act 2011*.

IAN MAYNARD
DIRECTOR-GENERAL
QUEENSLAND HEALTH
/ 08 / 2014

14 AUG 2014

SCHEDULE 1

QUEENSLAND HEALTH

INVESTIGATION INTO STATEWIDE TRANSITION AND CARE PLANNING MEASURES
FOLLOWING CLOSURE OF THE BARRETT ADOLESCENT CENTRE

TERMS OF REFERENCE

1. Purpose

The purpose of this health service investigation is to:

Note that a policy decision was made by Queensland Health in 2013 (and communicated by the Minister on 6 August 2013) to close the Barrett Adolescent Centre (BAC), Wacol, West Moreton Hospital and Health Service in January 2014 and move the mental health care for its adolescent patients from being institutionally-based in a stand-alone mental health facility to being community-based.

- Investigate and report on the statewide transition and healthcare planning measures undertaken by the Department of Health and West Moreton, Metro South and Children's Health Queensland Hospital and Health Services and any other relevant Hospital and Health Service in Queensland, in relation to the then current inpatients and day patients of the BAC.
- Note that three previous patients of the BAC have died in 2014 and that their deaths are currently being investigated by the Queensland Coroner.

2. Appointment

Pursuant to section 190(1) of the *Hospital and Health Boards Act 2011* (HHBA), following my assessment that she has the necessary expertise and experience, I have appointed Ms Kristi Geddes, Senior Associate, Minter Ellison Lawyers, as a health service investigator to conduct the investigation.

Ms Geddes is to conduct the investigation jointly with the other appointed Health Service Investigators, Associate Professor Beth Kotze, Acting Associate Director, Health System Management, Mental Health and Drug and Alcohol Office, NSW Ministry of Health, Fellow of the Royal Australian and New Zealand College of Psychiatrists and Ms Tania Skippen, Occupational Therapist, Associate Director, Specialist Programs, Mental Health - Children and Young People, Mental Health and Drug and Alcohol Office, NSW Ministry of Health.

3. Scope of the investigation

The functions of the health service investigators are to:

- 3.1. Investigate the following matters relating to the management, administration and delivery of public sector health services:
 - 3.1.1. Assess the governance model put in place within Queensland Health (including the Department of Health and relevant Hospital and Health Services, including West Moreton, Metro South and Children's Health Queensland and any other relevant Hospital and Health Service) to manage

and oversight the healthcare transition plans for the then current inpatients and day patients of the BAC post 6 August 2013 until its closure in January 2014;

- (a) Advise if the governance model was appropriate given the nature and scope of the work required for the successful transition of the then patients to a community based model;
- 3.1.2. Advise if the healthcare transition plans developed for individual patients by the transition team were adequate to meet the needs of the patients and their families;
- 3.1.3. Advise if the healthcare transition plans developed for individual patients by the transition team were appropriate and took into consideration patient care, patient support, patient safety, service quality, and advise if these healthcare transition plans were appropriate to support the then current inpatients and day patients of the BAC post 6 August 2013 until its closure in January 2014;
- 3.1.4. Based on the information available to clinicians and staff between 6 August 2013 and closure of the BAC in January 2014, advise if the individual healthcare transition plans for the then current inpatients and day patients of the BAC were appropriate. A detailed review of the healthcare transition plans for patients who have been associated with serious adverse events should be undertaken.
- 3.2. Make findings and recommendations in a report under section 190 of the HHBA in relation to:
 - 3.2.1. the ways on which the management, administration or delivery of public sector health services, with particular regard to the matters identified in paragraph 3.1 above, can be maintained and improved; and
 - 3.2.2. any other matter identified during the course of the investigation.

The investigation is to proceed in accordance with the principles of natural justice.

4. Power of the Health Service Investigators

The health service investigators have authority pursuant to section 194 of the HHBA to access any documentation under the control of the Department of Health and/or any relevant Hospital and Health Service (including West Moreton, Metro South and Children's Health Queensland Hospital and Health Services) relevant to this investigation which may assist the investigation including 'confidential information' as defined in the HHBA, noting and complying with the confidentiality obligations as a health service investigator pursuant to the HHBA. The investigators should make every reasonable effort to obtain any other material or documentation that is relevant to these terms of reference.

5. Conduct of the investigation

- 5.1 The Investigators have the authority under the HHBA to interview any person who may be able to provide information which assists in the investigation. The Investigators may seek to interview persons who are not employees of Queensland Health who may be able to assist in their investigation. The Investigators need only interview persons who can provide information that they believe is credible, relevant and significant to the matters under investigation.
- 5.2 The investigators are delegated the authority to give any appropriate lawful directions which may be required during the review. For example, to provide a lawful direction to an employee to maintain confidentiality, to attend an interview, or to provide copies of documents maintained by the relevant Department of Health and/or relevant Hospital and Health Service. The Investigators will inform me of any failure to comply with a direction and I will advise regarding the approach that will be taken.
- 5.3 The Investigators may co-opt specialist clinical, clinical governance, or human resource management expertise or opinion where they deem it appropriate. The investigators must obtain my prior approval, before incurring any expenses in this regard.
- 5.4 The investigators must provide persons participating in this investigation with the opportunity to attend an interview and to respond verbally and/or in writing to the specific matters under investigation. This will not include a formal skills assessment at this stage.
- 5.5 Material that is adverse to any person concerned in this investigation and credible, relevant and significant to the investigation is to be released to that person during the course of the investigation. Where this material is contained in writing, it is to be provided to that person within a reasonable time prior to any interview or with a reasonable timeframe to permit a written response. Prior to releasing documentation to the person, the investigators will consult with me as confidentiality undertakings may be required before the release of documentation to that person.
- 5.6 All evidence should be appended to the report. Excerpts from records of interview/statements that are credible, relevant and significant to the findings made by the investigators are to be quoted in the body of the report under the heading '*Assessment of Evidence*'.
- 5.7 The names of persons providing information to the investigators must be kept confidential and referred to in a de-identified form in the body of the report, unless the identification of the person is essential to ensure that natural justice is afforded to any particular person.
- 5.8 The report is to be finalised by 16 September 2014 unless otherwise agreed with myself.
- 5.9 If necessary, the investigator should report back to Annette McMullan, Chief Legal Counsel for further instructions during the course of the investigation.

From: John Allan [REDACTED]
Sent: Monday, 25 August 2014 10:08 AM
To: Julia Squire; Michael Catt
Subject: Health Service Investigation - Barrett Adolescent Psychiatric Centre [ME-ME.FID2743997]
Attachments: Letter 15 August 2014 to QH re Barrett Adolescent Psychiatric Centre.pdf; Instrument of Appointment - 14 August 2014.pdf

Dear Julia

Please see the **attached** for your direct action and if necessary, liaison back with Kristi Geddes of Minter Ellison directly for clarification as to any aspect.

I have already liaised with Michael Catt who is already aware of this process and will supply him with a list of potential patients for consideration whose records may be required.

The request makes clear that any confidential information may be released to the investigators under section 194(2) of the HHB Act and must be complied with.
Please let me know if I can be of any further assistance.

Regards

John

Assoc Prof John Allan

Chief Psychiatrist

Office of the Chief Psychiatrist | Mental Health Alcohol & Other Drugs Branch | Health Service & Clinical Innovation Division

Department of Health/Hospital and Health Service | Queensland Government

15 Butterfield St, Herston Q 4006

t. [REDACTED]

[REDACTED] | www.health.qld.gov.au





15 August 2014

LEVEL 22 WATERFRONT PLACE 1 EAGLE STREET BRISBANE
 PO BOX 7844 WATERFRONT PLACE QLD 4001 AUSTRALIA
 DX 102 BRISBANE www.minterellison.com

BY EMAIL c/- [REDACTED]

Dr John Allen
 Chief Psychiatrist
 Mental Health Alcohol and Other Drugs Branch
 Department of Health

Dear Dr Allen

Health Service Investigation - Barrett Adolescent Psychiatric Centre

We confirm the appointment of Associate Professor Beth Kotze, Ms Tania Skippen and the writer as investigators for a Health Service Investigation in relation to the closure of the Barrett Adolescent Psychiatric Centre (**the Centre**). These appointments were pursuant to instruments of appointment dated 14 August 2014 and we **enclose**, for your reference, a copy of the writer's Instrument of Appointment and the relevant Terms of Reference for the investigation.

The investigators would appreciate your assistance in coordinating the provision of the following documents in order to commence their investigation. We confirm that this request is made pursuant to section 194(2) of the *Hospital and Health Boards Act 2011 (Qld)*:

1. Documents and information relating to the governance model in place within Queensland Health (including the Department of Health and relevant Hospital and Health Services, including West Moreton, Metro South and Children's Health Queensland and any other relevant Hospital and Health Service) to manage and oversight the healthcare transition plans for the then current inpatients and day patients of the Centre post 6 August until its closure in January 2014;
2. Copies of the relevant healthcare transition plans for the then current inpatients and day patients of the Centre post 6 August 2013 and until its closure in January 2014;
3. As relevant to the development, interpretation and implementation of those transition plans, clinical records of the then current inpatients and day patients of the Centre; and
4. Details of relevant clinicians and staff of the Centre between 6 August 2013 and its closure in January 2014.

The investigators have been asked to complete the investigation before 16 September 2014. On that basis, we request that the documents be provided within 7 days. Please let us know if that is likely to cause you any difficulties.

MINTER ELLISON GROUP AND ASSOCIATED OFFICES
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 LONDON MELBOURNE PERTH SHANGHAI SYDNEY ULAANBAATAR WELLINGTON **48**

Health Service Investigation -- Barrett Adolescent Psychiatric Centre
15 April 2013

2

Yours faithfully
MINTER ELLISON

[Redacted signature block]

Contact: Kristi Geddes Direct phone: [Redacted]
Email: [Redacted]
Partner responsible: Shane Evans Direct phone: [Redacted]
Our reference: SGE KXMM 1084936

enclosure

**INSTRUMENT OF APPOINTMENT
HEALTH SERVICE INVESTIGATOR**

I, IAN MAYNARD, Director-General, Queensland Health, appoint, pursuant to Part 9 of the *Hospital and Health Boards Act 2011*, Ms Kristl Geddes, Senior Associate, Minter Ellison Lawyers, ("the appointee"), as a health service investigator to investigate and report on matters relating to the management, administration or delivery of public sector health services in Queensland Health statewide as set out in the Terms of Reference contained in Schedule 1, and provide a written report to me by 16 September 2014 or such other date as agreed by me.

Conditions of appointment

1. The appointment commences the date of this Instrument and will end on delivery of the required report.

2. The appointee is to work co-operatively during the investigation with the other appointed Health Service Investigators (Associate Professor Beth Kotze, Acting Associate Director, Health System Management, Mental Health and Drug and Alcohol Office, NSW Ministry of Health, Fellow of the Royal Australian and New Zealand College of Psychiatrists and Ms Tanla Skippen, Occupational Therapist, Associate Director, Specialist Programs, Mental Health - Children and Young People, Mental Health and Drug and Alcohol Office, NSW Ministry of Health) under Part 9 of the *Hospital and Health Boards Act 2011* and is to prepare a joint report to me under section 199 of the *Hospital and Health Boards Act 2011*

IAN MAYNARD
DIRECTOR-GENERAL
QUEENSLAND HEALTH
/ 08 / 2014

14 AUG 2014

SCHEDULE 1**QUEENSLAND HEALTH****INVESTIGATION INTO STATEWIDE TRANSITION AND CARE PLANNING MEASURES
FOLLOWING CLOSURE OF THE BARRETT ADOLESCENT CENTRE****TERMS OF REFERENCE****1. Purpose**

The purpose of this health service investigation is to:

- Note that a policy decision was made by Queensland Health in 2013 (and communicated by the Minister on 6 August 2013) to close the Barrett Adolescent Centre (BAC), Wacol, West Moreton Hospital and Health Service in January 2014 and move the mental health care for its adolescent patients from being institutionally-based in a stand-alone mental health facility to being community-based.
- Investigate and report on the statewide transition and healthcare planning measures undertaken by the Department of Health and West Moreton, Metro South and Children's Health Queensland Hospital and Health Services and any other relevant Hospital and Health Service in Queensland, in relation to the then current inpatients and day patients of the BAC.
- Note that three previous patients of the BAC have died in 2014 and that their deaths are currently being investigated by the Queensland Coroner.

2. Appointment

Pursuant to section 190(1) of the *Hospital and Health Boards Act 2011* (HHBA), following my assessment that she has the necessary expertise and experience, I have appointed Ms Kristi Geddes, Senior Associate, Minter Ellison Lawyers, as a health service investigator to conduct the investigation.

Ms Geddes is to conduct the investigation jointly with the other appointed Health Service Investigators, Associate Professor Beth Kotze, Acting Associate Director, Health System Management, Mental Health and Drug and Alcohol Office, NSW Ministry of Health, Fellow of the Royal Australian and New Zealand College of Psychiatrists and Ms Tania Skippen, Occupational Therapist, Associate Director, Specialist Programs, Mental Health - Children and Young People, Mental Health and Drug and Alcohol Office, NSW Ministry of Health.

3. Scope of the investigation

The functions of the health service investigators are to:

- 3.1. investigate the following matters relating to the management, administration and delivery of public sector health services:
 - 3.1.1. Assess the governance model put in place within Queensland Health (including the Department of Health and relevant Hospital and Health Services, including West Moreton, Metro South and Children's Health Queensland and any other relevant Hospital and Health Service) to manage

and oversight the healthcare transition plans for the then current inpatients and day patients of the BAC post 6 August 2013 until its closure in January 2014;

- (a) Advise if the governance model was appropriate given the nature and scope of the work required for the successful transition of the then patients to a community based model;
 - 3.1.2. Advise if the healthcare transition plans developed for individual patients by the transition team were adequate to meet the needs of the patients and their families;
 - 3.1.3. Advise if the healthcare transition plans developed for individual patients by the transition team were appropriate and took into consideration patient care, patient support, patient safety, service quality, and advise if these healthcare transition plans were appropriate to support the then current inpatients and day patients of the BAC post 6 August 2013 until its closure in January 2014;
 - 3.1.4. Based on the information available to clinicians and staff between 6 August 2013 and closure of the BAC in January 2014, advise if the Individual healthcare transition plans for the then current inpatients and day patients of the BAC were appropriate. A detailed review of the healthcare transition plans for patients who have been associated with serious adverse events should be undertaken.
- 3.2. Make findings and recommendations in a report under section 199 of the HHBA in relation to:
- 3.2.1 the ways on which the management, administration or delivery of public sector health services, with particular regard to the matters identified in paragraph 3.1 above, can be maintained and improved; and
 - 3.2.2. any other matter identified during the course of the investigation.

The investigation is to proceed in accordance with the principles of natural justice.

4. Power of the Health Service Investigators

The health service investigators have authority pursuant to section 194 of the HHBA to access any documentation under the control of the Department of Health and/or any relevant Hospital and Health Service (including West Moreton, Metro South and Children's Health Queensland Hospital and Health Services) relevant to this investigation which may assist the investigation including 'confidential information' as defined in the HHBA, noting and complying with the confidentiality obligations as a health service investigator pursuant to the HHBA. The investigators should make every reasonable effort to obtain any other material or documentation that is relevant to these terms of reference.

5. Conduct of the Investigation

- 5.1 The investigators have the authority under the HHBA to interview any person who may be able to provide information which assists in the investigation. The investigators may seek to interview persons who are not employees of Queensland Health who may be able to assist in their investigation. The investigators need only interview persons who can provide information that they believe is credible, relevant and significant to the matters under investigation.
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- 5.3 The investigators may co-opt specialist clinical, clinical governance, or human resource management expertise or opinion where they deem it appropriate. The investigators must obtain my prior approval, before incurring any expenses in this regard.
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- 5.8 The report is to be finalised by 16 September 2014 unless otherwise agreed with myself.
- 5.9 If necessary, the investigator should report back to Annette McMullan, Chief Legal Counsel for further instructions during the course of the investigation.

From: John Allan [REDACTED]
Sent: Thursday, 28 August 2014 2:20 PM
To: MD05-MetroSouthHSD
Subject: Fwd: Health Service Investigation - Barrett Adolescent Psychiatric Centre [ME-ME.FID2743997]
Attachments: Letter 15 August 2014 to QH re Barrett Adolescent Psychiatric Centre.pdf; ATT00001.htm; Instrument of Appointment - 14 August 2014.pdf; ATT00002.htm; image001.png; ATT00003.htm; image002.png; ATT00004.htm; image003.png; ATT00005.htm; image004.png; ATT00006.htm

Sent from my iPad

Begin forwarded message:

From: "John Allan" <[REDACTED]>
To: "Richard Ashby" <[REDACTED]>
Cc: "David Crompton" <[REDACTED]>
Subject: Health Service Investigation - Barrett Adolescent Psychiatric Centre [ME-ME.FID2743997]

Dear Dr Ashby

Please see the attached for your direct action and if necessary, liaison back with Kristi Geddes of Minter Ellison directly for clarification as to any aspect.

I have already liaised with David Crompton who is already aware of this process and will supply him with a list of potential patients for consideration whose records may be required.

The request makes clear that any confidential information may be released to the investigators under section 194(2) of the HHB Act and must be complied with. Please let me know if I can be of any further assistance.

Regards

Assoc Prof John Allan
 Chief Psychiatrist
 Office of the Chief Psychiatrist | Mental Health Alcohol & Other Drugs Branch | Health Service & Clinical Innovation Division
 Department of Health/Hospital and Health Service | Queensland Government
 15 Butterfield St, Herston Q 4006

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 [REDACTED] <mailto:[REDACTED].au> |
www.health.qld.gov.au <http://www.health.qld.gov.au/>
 [cid:image001.png@01CFBE2E.EC7494B0] <https://www.facebook.com/OLDHealth>
 [cid:image002.png@01CFBE2E.EC7494B0] <https://twitter.com/qldhealthnews>
 [cid:image003.png@01CFBE2E.EC7494B0]
 <http://www.linkedin.com/company/queensland-health>
 [cid:image004.png@01CFBE2E.EC7494B0] <http://www.psc.qld.gov.au/about-us/about-the-

public-service.aspx>



15 August 2014

LEVEL 22 WATERFRONT PLACE 1 EAGLE STREET BRISBANE
PO BOX 7844 WATERFRONT PLACE QLD 4001 AUSTRALIA
DX 102 BRISBANE www.minterellison.com

BY EMAIL c/- [REDACTED] au

Dr John Allen
Chief Psychiatrist
Mental Health Alcohol and Other Drugs Branch
Department of Health

Dear Dr Allen

Health Service Investigation – Barrett Adolescent Psychiatric Centre

We confirm the appointment of Associate Professor Beth Kotze, Ms Tania Skippen and the writer as investigators for a Health Service Investigation in relation to the closure of the Barrett Adolescent Psychiatric Centre (the Centre). These appointments were pursuant to instruments of appointment dated 14 August 2014 and we enclose, for your reference, a copy of the writer's Instrument of Appointment and the relevant Terms of Reference for the investigation.

The investigators would appreciate your assistance in coordinating the provision of the following documents in order to commence their investigation. We confirm that this request is made pursuant to section 194(2) of the *Hospital and Health Boards Act 2011 (Qld)*:

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The investigators have been asked to complete the investigation before 16 September 2014. On that basis, we request that the documents be provided within 7 days. Please let us know if that is likely to cause you any difficulties.

MINTER ELLISON GROUP AND ASSOCIATED OFFICES
ADELAIDE AUCKLAND BEIJING BRISBANE CANBERRA DARWIN GOLD COAST HONG KONG
LONDON MELBOURNE PERTH SHANGHAI SYDNEY ULAANBAATAR WELLINGTON

56

Health Service Investigation - Barrett Adolescent Psychiatric Centre
17 August 2014

2

Yours faithfully
MINTER ELLISON



Contact: Kristi Geddes Direct phone: [REDACTED]
Email: [REDACTED]
Partner responsible: Shane Evans Direct phone: [REDACTED]
Our reference: SGE KXMM 1084936

enclosure

**INSTRUMENT OF APPOINTMENT
HEALTH SERVICE INVESTIGATOR**

I, IAN MAYNARD, Director-General, Queensland Health, appoint, pursuant to Part 9 of the *Hospital and Health Boards Act 2011*, Ms Kristl Geddes, Senior Associate, Minter Ellison Lawyers, ("the appointee"), as a health service investigator to investigate and report on matters relating to the management, administration or delivery of public sector health services in Queensland Health statewide as set out in the Terms of Reference contained in Schedule 1, and provide a written report to me by 16 September 2014 or such other date as agreed by me.

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IAN MAYNARD
DIRECTOR-GENERAL
QUEENSLAND HEALTH
/ 08 / 2014

14 AUG 2014

SCHEDULE 1**QUEENSLAND HEALTH****INVESTIGATION INTO STATEWIDE TRANSITION AND CARE PLANNING MEASURES
FOLLOWING CLOSURE OF THE BARRETT ADOLESCENT CENTRE****TERMS OF REFERENCE****1. Purpose**

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Ms Geddes is to conduct the investigation jointly with the other appointed Health Service Investigators, Associate Professor Beth Kotze, Acting Associate Director, Health System Management, Mental Health and Drug and Alcohol Office, NSW Ministry of Health, Fellow of the Royal Australian and New Zealand College of Psychiatrists and Ms Tania Skippen, Occupational Therapist, Associate Director, Specialist Programs, Mental Health - Children and Young People, Mental Health and Drug and Alcohol Office, NSW Ministry of Health.

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- (a) Advise if the governance model was appropriate given the nature and scope of the work required for the successful transition of the then patients to a community based model;
- 3.1.2. Advise if the healthcare transition plans developed for individual patients by the transition team were adequate to meet the needs of the patients and their families;
- 3.1.3. Advise if the healthcare transition plans developed for individual patients by the transition team were appropriate and took into consideration patient care, patient support, patient safety, service quality, and advise if these healthcare transition plans were appropriate to support the then current inpatients and day patients of the BAC post 6 August 2013 until its closure in January 2014;
- 3.1.4. Based on the information available to clinicians and staff between 6 August 2013 and closure of the BAC in January 2014, advise if the individual healthcare transition plans for the then current inpatients and day patients of the BAC were appropriate. A detailed review of the healthcare transition plans for patients who have been associated with serious adverse events should be undertaken.
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 - 3.2.1. the ways on which the management, administration or delivery of public sector health services, with particular regard to the matters identified in paragraph 3.1 above, can be maintained and improved; and
 - 3.2.2. any other matter identified during the course of the investigation.

The investigation is to proceed in accordance with the principles of natural justice.

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The health service investigators have authority pursuant to section 194 of the HHBA to access any documentation under the control of the Department of Health and/or any relevant Hospital and Health Service (including West Moreton, Metro South and Children's Health Queensland Hospital and Health Services) relevant to this investigation which may assist the investigation including 'confidential information' as defined in the HHBA, noting and complying with the confidentiality obligations as a health service investigator pursuant to the HHBA. The investigators should make every reasonable effort to obtain any other material or documentation that is relevant to these terms of reference.

5. Conduct of the investigation

- 5.1 The investigators have the authority under the HHBA to interview any person who may be able to provide information which assists in the investigation. The investigators may seek to interview persons who are not employees of Queensland Health who may be able to assist in their investigation. The investigators need only interview persons who can provide information that they believe is credible, relevant and significant to the matters under investigation.
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- 5.8 The report is to be finalised by 16 September 2014 unless otherwise agreed with myself.
- 5.9 If necessary, the investigator should report back to Annette McMullan, Chief Legal Counsel for further instructions during the course of the investigation.

H

From: John Allan [REDACTED]
Sent: Friday, 22 August 2014 5:13 PM
To: Jan Phillips
Cc: Bill Kingswell; Wensley Bitton
Subject: FW: Barrett Adolescent Psychiatric Centre - Health Service Investigation [ME-ME.FID2743997] [14_821]

Hi Jan

This is a heads up about what is likely to be an unavoidable delay in completing this investigation. This is an external review of the clinical decision making process for the discharge and follow up of patients as part of the closure of the Barrett Adolescent centre earlier this year. [REDACTED] I have mentioned this briefly to Michael earlier in the week.

We have received an email below about potential delays from the investigators. We have not been able to collate all of the clinical material from various HHS's to give to the investigators yet and one of the investigators is taking leave, a bit earlier than originally planned so it is likely there will be a delay in the investigators being able to plan their investigation and schedule interviews. I have spoken with Assoc Prof Beth Kotze from NSW who is the psychiatrist on the panel and who works with Tanya Skippen the other clinical person. A large majority of the material will be ready by early next week and Beth Kotze could make a start on analysing that. I have worked with Beth and Tanya in the past and I would be very confident of their ability to complete this task rapidly once they can get started. Beth Kotze suggests that all can be completed in October given these changes in circumstances and I would agree with this.

Attempting to find new investigators would not make this proceed any faster by the time we negotiated and contracted etc. We need to have a thorough process in this with external review given the concerns.

I will be suggesting that we extend the project beyond its current time frame which was due to report by September 19 and make this date a time for an interim report with a completion date in October which we will negotiate with the investigators. We will formalise this next week.

Regards
John

Assoc Prof John Allan
 Chief Psychiatrist

Office of the Chief Psychiatrist | Mental Health Alcohol & Other Drugs Branch | Health Service & Clinical Innovation Division

Department of Health/Hospital and Health Service | Queensland Government
 15 Butterfield St, Herston Q 4006

t. [REDACTED]

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From: Wensley Bitton
Sent: Friday, 22 August 2014 3:22 PM
To: John Allan
Cc: Wensley Bitton; Annette McMullan; [REDACTED]
Subject: FW: Barrett Adolescent Psychiatric Centre - Health Service Investigation [ME-ME.FID2743997] [14_821]

Dear John

Please note the below email from one of the HSIs, Kristi Geddes.

I confirm our discussion just now that you have also just spoken with Dr Kotze and that you will be separately escalating the matter of a potential extension to the Acting Director-General. Please keep me advised on Dr Cleary's reply, so that I may respond to Ms Geddes in a timely fashion.

Kindest regards
Wensley

From: Kristi Geddes [mailto:[REDACTED]]
Sent: Friday, 22 August 2014 2:07 PM
To: Wensley Bitton
Subject: Barrett Adolescent Psychiatric Centre - Health Service Investigation [ME-ME.FID2743997]

Dear Wensley,

As discussed, we have just been advised by Tania Skippen (Investigator) of the following leave arrangements in place for her and Beth Kotze (Investigator) over the coming weeks:

- Tania has advised that she is officially on leave from today. She is travelling to Queensland for a conference from next Monday 25 August to Wednesday 27 August. She had planned to travel back to Sydney on Wednesday and then return to Queensland on Saturday to commence pre-booked leave for two weeks, but has said that she could stay in Queensland and make herself available for interviews on Thursday, Friday and even Saturday if necessary.
- Tania will then return from leave on 15 September 2014.
- I am advised that Beth is on leave from 11 September 2014 until 2 October 2014.

I understand the proposal had been for Tania and Beth to commence the investigation together, reviewing documents and conducting relevant interviews this week and next, following which Beth would draft a report for Tania to finalise upon her return from leave.

Given we still do not have any documents, I wonder whether the above availability and proposed manner for investigation is feasible given the due date for the final report is 16 September 2014.

I understand both Tania and Beth are available throughout October.

Please let me know how the Department wishes to proceed in the circumstances.

Kind regards,
Kristi.

Kristi Geddes Senior Associate

t [REDACTED]
Minter Ellison Lawyers Waterfront Place • 1 Eagle Street • Brisbane • QLD 4000
[REDACTED] www.minterellison.com

 Please consider the environment before printing this email

IMPORTANT INFORMATION - PLEASE READ

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In reply please quote: QHD/20151222

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Web www.barrettinquiry.qld.gov.au

Mr Paul Lack
Team Leader and Instructing Solicitor
Barrett Centre Commission of Inquiry -- State Representation
Crown Law
State Law Building
50 Ann Street
BRISBANE QLD 4000

By email to: [REDACTED]

Dear Mr Lack

RE: DR JOHN ALLAN

I refer to Ms Kefford's telephone discussions with Counsel Assisting, Ms Muir on Friday 18 December 2015 and to her subsequent request by way of email, for clarification as to the nature of the information required by question 23 of the Requirement to Give Information in a Written Statement issued to Dr Allan on 11 December 2015.

By way of clarification I now advise as follows:

The Commission understands that throughout 2014 and 2015, three bodies were working to identify and implement the model of care to replace the Barrett Adolescent Centre (BAC). Those bodies are:

- the State-Wide Adolescent Extended Treatment and Rehabilitation Implementation Strategy group;
- the Chief Executive and Department of Health Oversight Committee; and
- the Young Person Extended Treatment and Rehabilitation Initiative Governance Panel / Committee.

Question 23 is directed at finding out what if any substantive contributions Dr Allan made to these (or other) bodies, and for the purpose of identifying or implementing services to replace the BAC. That is what is meant by "*...future service delivery of mental health services to adolescents in Queensland who previously met the criteria for the delivery of services by the BAC.*"

The scope of questions 23 is limited to substantive contributions made by Dr Allan. We are principally interested in contributions made by Dr Allan in his role as the Chief Psychiatrist (beginning on 4 August 2014). That said, if he made contributions to those bodies in earlier roles, that would be relevant to know.

I trust this clarifies your request and I look forward to receiving Dr Allan's statement on or before 4:00pm Monday 11 January 2016.

Yours sincerely



Ashley Hill
Executive Director
Barrett Adolescent Centre Commission of Inquiry
22/12/2015