

**In the matter of the *Commissions of Inquiry Act 1950***

**Commissions of Inquiry Order (No.4) 2015**

**Barrett Adolescent Centre Commission of Inquiry**

**AFFIDAVIT**

Helen Judith Freemantle of 50 Ann Street, Brisbane, Queensland, Deputy Crown Solicitor, states on oath:

1. I am currently the Deputy Crown Solicitor in charge of the Commercial, Property, Insurance and Risk Branch of Crown Law.
2. At approximately 12.30pm on Thursday 12 November 2015, the Crown Solicitor asked me to take over coordination and oversight of Crown Law's work in relation to the Barrett Adolescent Centre Commission of Inquiry (the **Commission**).

*Documents reviewed to date*

3. I am informed and verily believe that Notices to Produce Documents, in respect of Queensland Health, Treasury, DET, DHPW, Communities and DPC, were received by Crown Law from the Commission on 14 September 2015 and 15 September 2015.
4. **Exhibit 1** to this affidavit is a table setting out documents which have been received by Crown Law, and the date those documents were received by Crown Law, from the following Departments and agencies for whom Crown Law acts:

- (a) Department of the Premier and Cabinet (**DPC**);

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Deponent

~~A.J.P., C.Dec.,~~ Solicitor

**AFFIDAVIT**

On behalf of the State of Queensland

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- (b) Queensland Health;
  - (c) Department of Education and Training (**DET**);
  - (d) Queensland Treasury (**Treasury**);
  - (e) Department of Communities, Child Safety and Disability Services (**Communities**);
  - (f) Department of Housing and Public Works (**DHPW**);
  - (g) Queensland Mental Health Commission;
  - (h) Children's Hospital and Health Service; and
  - (i) Department of Science, Information Technology and Innovation (**DSITI**).
5. I am informed and verily believe that the information contained in **Exhibit 1** is true and correct.
6. I am informed and verily believe that:
- (a) the Commission's Document Management Protocol was first received by Crown Law on 14 September 2015 and as at that date, Crown Law did not have software which would enable it to comply with the Document Management Protocol;
  - (b) for previous Commissions of Inquiry, Crown Law has produced documents to the Commissions on USB or CD, including an index to the documents provided;
  - (c) on 23 September 2015, Ms Louise Syme of Crown Law requested Crown Law's Finance Team to commence a process to procure software that

would enable Crown Law to comply with the Commission's Document Management Protocol;

- (d) on 6 October 2015, Crown Law entered into a contract with FTI Consulting (FTI) for the acquisition of software called 'Ringtail' to assist with the production of documents to the Commission;
- (e) on 8 October 2015, Crown Law commenced to supply data to FTI;
- (f) by 12 October 2015, approximately 70% of the data provided at that time had been uploaded into Ringtail;
- (g) by 15 October 2015, approximately 2,000,000 documents loaded into Ringtail had been reduced down to approximately 1,400,000 documents, through a de-duplication process;
- (h) on 21 October 2015, Crown Law provided search terms to FTI and on 27 October 2015 further search terms were provided to FTI;
- (i) after search terms had been applied to the approximately 1,400,000 documents, approximately 260,000 documents were identified as potentially relevant and within the scope of the Notices issued by the Commission and these documents needed to be reviewed by lawyers for relevance and privilege; and
- (j) further documents were uploaded to Ringtail on 29 October 2015.

7. I am informed and verily believe that before lawyers could commence reviewing the documents in Ringtail:

- (a) FTI needed to allocate each lawyer a username and password;
- (b) the lawyers need to be trained in how to use the Ringtail software.

8. I am informed and verily believe that:
- (a) on 30 October 2015, 26 Crown Law staff received training in relation to Ringtail and commenced reviewing the documents on that date, although there were some technical issues with access to Ringtail on that date;
  - (b) on Monday 9 November 2015 the Crown Solicitor directed that every lawyer in Crown Law who did not have any urgent competing deadlines for other legal work should assist in reviewing documents for the Commission on Ringtail - up to 75 Crown Law lawyers have assisted in that process since then, including working at night and on weekends;
  - (c) in addition, during the week commencing on Monday 9 November 2015, Crown Law engaged 23 members of the private bar to assist with the review of documents on Ringtail and those persons have also worked at night and on weekends; and
  - (d) the additional Crown Law lawyers and the members of the bar received training in respect of Ringtail on Tuesday 10 November 2015.
9. I am informed and verily believe that as at today, approximately 318,000 documents [the **Initial Batch**] on Ringtail have been reviewed by lawyers for relevance.
10. I am informed and verily believe that:
- (a) on Sunday 8 November 2015, Crown Law for the first time ran a report from Ringtail and discovered that additional work known as 'objective coding' needed to be undertaken in respect of some documents in Ringtail that were pdf documents, in order to enable Crown Law to produce documents in accordance with the Commission's Document Management Protocol;

- (b) Crown Law commenced negotiations with FTI for a variation of its contract, to enable the objective coding to be undertaken and a variation was effected on 11 November 2015, under which FTI would sub-contract the objective coding task to a firm known as LitSupport; and
- (c) objective coding requires individuals to manually populate information including the title of the document, the document type and the parties mentioned in the document, in order to meet the requirements of the Document Management Protocol, and adds to the timeframe within which documents can be provided to the Commission.
11. I am informed and verily believe that on the morning of Monday 16 November 2015, FTI contacted Crown Law to notify it that FTI had just discovered that Ringtail had marked as "clear" 19,500 documents (**Spreadsheets**), when those documents had not in fact been reviewed by lawyers.
12. I am informed and verily believe that Crown Law now estimates that the Initial Batch including the Spreadsheets will be able to be provided in protocol compliant form by 22 November 2015.
13. **Exhibit 2** to this affidavit is a table setting out statistics from Ringtail as follows:
- (a) the number of documents out of the Initial Batch which have been reviewed in Ringtail at various dates over the past week; and
- (b) the progress which has been made in respect of the objective coding of the Initial Batch by LitSupport.
14. I am informed and verily believe that the information contained in **Exhibit 2** is true and correct.

15. I am informed and verily believe that in addition to the Initial Batch (which comprised Queensland Health material) that was reviewed on Ringtail, Crown Law has separately reviewed material from other agencies on a Z drive in Crown Law (the **Z Drive Material**). The Z Drive Material comprised approximately 14,000 documents.
16. I am informed and verily believe that a USB was delivered to FTI on 14 November 2015 with a proportion of Z Drive Material on it. The Z Drive Material has been uploaded to Ringtail to enable objective coding of the documents, to comply with the Document Management Protocol. As that material had previously been reviewed for relevance by lawyers, I am informed and verily believe that after the objective coding is completed, the material will be able to be disclosed to the Commission by 22 November 2015.
17. I am informed and verily believe that in addition to the Initial Batch and the Z Drive Material, recently Crown Law has received:
- (a) two hard drives from Queensland Health on 17 November 2015, estimated to contain approximately 57,000 documents;
  - (b) a USB from Queensland Health on 17 November 2015, containing an unknown quantity of documents;
  - (c) two USBs from DET on 17 November 2015, containing 19,000 and 8,000 documents (staff emails) respectively; and
  - (d) 5,000 documents from DSITI on 13 November 2015 (see paragraph 19(h)).

This material has yet to be uploaded to Ringtail.

18. In addition, I am informed and verily believe that:

- (a) Crown Law has discovered some additional Z Drive Material, of which about 100 documents from Queensland Health and 100 documents from DET are estimated to be relevant;
- (b) these documents were initially believed to comprise staff files for Queensland Health and DET, but on a final sweep to ensure that Ringtail had all documents, it was discovered that the files contained other information;
- (c) these documents are in the process of being reviewed for relevance and an unknown number of them will then require objective coding through Ringtail and LitSupport before they will be able to be disclosed in protocol compliant form;
- (d) for these reasons, I am unable presently to estimate the timeframe for provision of the documents to the Commission in protocol compliant form, but could deliver the documents in pdf text searchable form to the Commission by close of business on Monday 23 November 2015.

19. I am informed and verily believe that a summary of **Exhibit 1** is as follows:

- (a) DPC - one USB of material was received from DPC on 22 September 2015, comprising material attracting Cabinet privilege and parliamentary privilege - that material is the subject of a separate affidavit sworn by Patrick Vidgen of DPC today;
- (b) DET - material has been provided to Crown Law on various dates between 24 September 2015 and 17 November 2015. Two USBs received yesterday 17 November 2015 have not been uploaded to Ringtail or reviewed as yet. Other than the material provided on 17 November 2015, DET documents will be available to the Commission in protocol compliant

form by 22 November 2015. The documents provided on 17 November 2015 are discussed further below;

- (c) Treasury - Crown Law received one USB of documents on 28 September 2015. On 6 November 2015, three documents were disclosed to the Commission, but not in protocol compliant form. That material will be available to the Commission in protocol compliant form by 22 November 2015;
- (d) Communities - material will be available to the Commission in protocol compliant form by 22 November 2015;
- (e) DHPW - material will be available to the Commission in protocol compliant form by 22 November 2015;
- (f) Queensland Mental Health Commission - one USB of material was provided to the Commission in protocol compliant form on 6 November 2015 and there are no outstanding documents;
- (g) Children's Hospital and Health Service - two CDs of material was provided to Crown Law between 1 October 2015 and 2 October 2015 and will be available to the Commission in protocol compliant form by 22 November 2015, except for emails of 3 employees, which are being dealt with by Queensland Health as discussed in clause 23(b);
- (h) DSITI - one CD of documents was provided to Crown Law on 13 November 2015 and has been provided to the Commission today, but not in protocol compliant form. The documents now need to be uploaded into Ringtail and some of them may need objective coding. Crown Law has not yet received a timeframe estimate for this material to be in protocol compliant form;



- (i) Queensland Health - the Initial Batch will be provided to the Commission in protocol compliant form by 22 November 2015. The balance of Queensland Health documents are yet to be uploaded into Ringtail and are discussed further below.

20. I am informed and verily believe that:

- (a) the Director-General of Queensland Health has today sworn an affidavit setting out the difficulties experienced by Queensland Health in identifying and de-archiving emails from outdated systems;
- (b) Queensland Health commenced work on de-archiving emails in February 2015 and is ready to deliver to Crown Law 14 terabytes of material comprising de-archived emails and Queensland Health has estimated that may amount to approximately 20 million emails and it is reasonably to be anticipated that a proportion of those emails would include attachments; and
- (c) Queensland Health anticipates providing an additional 14 terabytes to Crown Law at a later date, again estimated to be approximately 20 million emails.

21. I am informed and verily believe that included in the initial 14 terabytes, are 10 of the 14 priority email accounts identified by the Commission in its letter to Crown Law on 17 November 2015 in relation to Queensland Health. In relation to the remaining 4 priority email accounts, de-archiving will need to be undertaken by Queensland Health before the accounts can be provided to Crown Law.

*Plan for future disclosure*

22. I am informed and verily believe that there are many factors that will influence the timing for provision of further documents to the Commission in document management protocol format. They include:
- (a) a need to liaise with the Commission with respect to which tasks are to be prioritised;
  - (b) the volume of the material and the time that it will take to upload the material into Ringtail, or any other software yet to be procured;
  - (c) a need to liaise with the Commission about revised search terms to be applied through electronic sorting of the email documents for relevance;
  - (d) the effectiveness of the electronic searches and the quantum of email documents that, after application of search terms, require individual review by lawyers; and
  - (e) whether those emails that have been de-archived and were originally GroupWise email will still contain the necessary metadata to self-populate the information required by the Document Management Protocol, or alternatively whether they will require objective coding.
23. Nevertheless, I am informed and verily believe that Crown Law's best estimate for provision of documents to the Commission is as follows:
- (a) for Tranche 1 of the Queensland Health priority emails - 7 weeks from 22 November 2015;
  - (b) Queensland Health priority email accounts, Tranche Two - a further 2 weeks after Tranche 1 has been completed;

- (c) Queensland Health, Tranche Three - this will comprise 26 terabytes of material and Crown Law's current estimate is that this will take a further 40 weeks after Tranche 2 is completed; and
  - (d) DET seven priority email accounts - concurrently with Tranche 1 of Queensland Health emails and likely to be completed in a further 5 weeks from 22 November 2015.
24. In addition, the timing for the provision of the following categories of documents remains uncertain for the reasons identified below:
- (a) DET a further 40 email accounts - this material is estimated to be provided to Crown Law on 11 December 2015. Crown Law is presently unable to estimate the timeframe for provision of this material to the Commission, as we do not know what volume is involved; and
  - (b) for the material mentioned in paragraphs 17 and 18, which will need to be uploaded into Ringtail, reviewed by Crown Law and objectively coded, before it can be provided to the Commission in protocol compliant form. I am unable presently to estimate the timeframe for provision of the documents to the Commission in protocol compliant form, but could provide an update as to the timeframe for delivery to the Commission by close of business on Monday 23 November 2015.
25. In relation to documents which have to date been identified as potentially subject to parliamentary privilege, it will be necessary for me to assign staff to this task to ensure that it can be progressed in a timely way. The staffing for that project has not yet been determined. It will be necessary for me to reassess staff resources across the board having regard to the tasks yet to be complete as

identified above, as well as the Commission's priorities. This task will be undertaken as a matter of priority.

26. In respect of legal professional privilege, I am informed and verily believe that:
- (a) late this afternoon, the Attorney-General of Queensland has waived privilege on behalf of Departments of the State of Queensland;
  - (b) waiver of legal professional privilege for individual Hospital and Health Service Boards is a matter for consideration by those Boards;
  - (c) for the purposes of seeking a waiver from the Attorney-General, because of the volume of documents it was not practical to identify individually the documents that may be subject to legal professional privilege and for reasons of expedition, a general waiver of privilege was sought;
  - (d) it may be that there are exceptional documents which should not be disclosed to the Commission despite the Attorney-General's general waiver and the State reserves the right to claim and exercise privilege in respect of any such exceptional documents; and
  - (e) as with other aspects of the conduct of the State's representation before the inquiry, Crown Law would act on DPC's instructions, which would be informed by the views of the relevant State agency, in respect of any such exceptional documents.
27. In respect of public interest immunity in relation to Cabinet documents, I am informed and verily believe that late this afternoon, subject to conditions that will be outlined in a covering letter accompanying such documents:
- (a) the Premier has approved the release of relevant Cabinet documents made by ALP governments; and

- (b) the Leader of the Opposition has approved the release of relevant Cabinet documents made by LNP or L-NP governments.
28. The time estimates set out in this affidavit are Crown Law's best guesses only, based on the following assumptions:
- (a) that the material actually received by Crown Law does not exceed the current estimates;
- (b) that the utilisation of electronic search terms will result in only 10% of documents requiring manual review by lawyers;
- (c) that the lawyers undertaking manual review are able to achieve the estimate of 1,000 documents per day;
- (d) that 20 staff are available on a full-time and continuous basis to undertake manual review; and
- (e) that any relevant procurement processes for ongoing technology provision are able to be completed without undue delay.
29. Due to time constraints, documents provided to the Commission will not have been reviewed for confidentiality. It is anticipated that this will be an extraordinarily lengthy task requiring a number of lawyers' attention. Crown Law wishes to consult with the Commission further about how this task may be undertaken.

All the facts sworn to in this affidavit are true to my knowledge and belief except as stated otherwise.

Sworn by Helen Judith Freemantle on  
19 November 2015 at Brisbane in the  
presence of:

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A Justice of the Peace, C.Dec., Solicitor

In the matter of the *Commissions of Inquiry Act 1950*  
Commissions of Inquiry Order (No.4) 2015  
Barrett Adolescent Centre Commission of Inquiry

CERTIFICATE OF EXHIBIT

Exhibit 1 to the Affidavit of Helen Judith Freemantle sworn on 19 November 2015.



Deponent



A.J.P., G. Dec., Solicitor

**EXHIBIT 1 - TABLE OF DOCUMENTS RECEIVED BY CROWN LAW****DEPARTMENT OF COMMUNITIES**

On 15 September 2015 the Requirement to Produce Documents was received from the Commission.

The table below shows the data that has now been received by Crown Law and categorised and will be available to the Commission in protocol compliant form by 22 November 2015:

<b>Date Received</b>	<b>Contents</b>
22.09.15	All disability services material or anything in relation to the Barrett Centre
16.10.15	Child Safety documents

Nil outstanding.

**DEPARTMENT OF HOUSING AND PUBLIC WORKS**

On 15 September 2015 the Requirement to Produce Documents was received from the Commission.

The table below shows the data that has now been received by Crown Law and categorised and will be available to the Commission in protocol compliant form by 22 November 2015:

<b>Date Received</b>	<b>Contents</b>
24.09.15	Email from Ms Ambachtsheer with attachments from Building and Asset Services
24.09.15	Email from Building Industry and Policy received with attachments
25.09.15	CD containing documents from Housing Services
28.9.15	CD containing documents from Building and Asset Services
30.09.15	CD containing emails with attachments from Corporate Services
02.10.15	Emails with attachments from Corporate Services
2.10.15	All documents potentially relevant to Redland Adolescent Extended Treatment Unit

Nil outstanding.

**DSITI**

On 4 November 2015 the Requirement to Produce Documents was received from the Commission.

<b>Date Received</b>	<b>Contents</b>
13.11.15	CD of documents

Nil outstanding.

**Protocol Compliant**

The documents in accordance with Notice will be disclosed on USB in PDF format to the Commission on 18/11/15. However, it will subsequently need to be processed through Ringtail in order to be provided in protocol compliant format.



**QUEENSLAND MENTAL HEALTH COMMISSION**

On 24 September 2015 the Requirement to Produce Documents was received from the Commission.

The table below shows the data that has now been received by Crown Law and categorised and has been provided to the Commission in protocol compliant form on 6 November 2015:

<b>Date Received</b>	<b>Contents</b>
29.09.15	1 x USB

**Nil Outstanding.**

**DEPARTMENT OF THE PREMIER AND CABINET**

On 15 September 2015 the Requirement to Produce Documents was received from the Commission.

The below table shows the data that has now been received by Crown Law and categorised and will be available to the Commission in protocol compliant form by 22 November 2015:

<b>Date Received</b>	<b>Contents</b>
22.09.15	1 x USB

**Provided to Commission**

On 28.09.15, 21.10.15, 2.11.15 and 06.11.15 various documents were provided in PDF format to the Commission.

**Nil outstanding.**

**DEPARTMENT OF EDUCATION AND TRAINING**

On 15 September 2015 the Requirement to Produce Documents was received from the Commission.

The table below shows the data that has now been received by Crown Law and categorised and will be available to the Commission in protocol compliant form by 22 November 2015:

<b>Date Received</b>	<b>Contents</b>
24.09.15	11 archive boxes including hard copies of documents and bound files, 1 x hard drive, and a number of USB's containing electronic documents
Above entries is what CL has recorded Below is additional from EQ affidavit	
12.10.15	Via email - Copies of text messages retrieved from school mobile phone
06.10.15	Small amount of further documents
22.10.15	2 x Small bundle of documents delivered to CL
Between 14.10.15 & 21.10.15 (exact date unknown)	Crown Law received material directly from Peter Blatch (By way of disc/USB?)
13.10.15	Further documents – via meeting by Peter Blatch
13.10.15	2 x additional diary notes – Patria Walton
03.11.15	At witness meeting – Darren Bate provided a number of documents

Yet to be uploaded into Ringtail and to be categorised:

Unknown date (requested by CL on 10.11.15)	Additional student files delivered (these may not have been uploaded into Ringtail – needs to be confirmed)
17.11.15	2 x USB's from Education <u>19,000 and 8,000 documents</u>
Unknown date	Z Drive (Education) estimated <u>100 documents</u>

#### **Outstanding Documents:**

45 email inboxes to be de-archived.

Additional student files, sought after WMHHS provided confirmation regarding full list of transition patients on 13 November 2015. Also documentation delivered on the 2 x USB on 17 November 2015.

#### **Provided to Commission:**

On 28 September 2015 a folder containing staff files in PDF format was provided to the Commission. On 2 October 2015 student files in relation to 14 students in PDF format was provided to the Commission.

#### **Plan for Priorities identified by the Commission:**

- Two priority staff members emails were provided to Crown Law on Tuesday, 17 November 2015.
- The remaining five staff members above have been marked as 'very high' priority and are being actioned.
- The Department of Education has advised for the priority staff members:
  - For material post July 2012 (i.e. the current technology) – emails can be provided to Crown Law by Friday, 20 November 2015.
  - For the remainder of the material (i.e. pre July 2012) – emails can be provided to Crown Law by Friday, 27 November 2015.
- The department advises that the estimated timeframes for the retrieval of the remaining 40 email inboxes will take more time. Specifically:
  - For material post July 2012 (i.e. the current technology) – emails can be provided to Crown Law by Friday, 11 December 2015.
  - For the remainder of the material (i.e. pre July 2012) – emails can be provided to Crown Law by 11 December 2015.
- Education is (reasonably) unable to provide an estimate of size or quantum of documents to be provided to Crown Law. Crown Law proposes that the priority staff members will be actioned along with the Tranche 1 process for the Department of Health. Based on a very rough estimate of 5,000,000 documents to be uploaded for search terms to then be applied. Approximately 10% (assumption based on previous uploads) will require manual categorisation, being 500,000. This would add another 5 weeks of time for Crown Law to review for relevance.
- The further 40 email inboxes will not be received by Crown Law until 11 December 2015. This could be extremely significant in size. Crown Law is unable to estimate exactly the length of time it would take to categorise these documents with any accuracy until they are received.

#### **TREASURY**

On 15 September 2015 the Requirement to Produce Documents was received from the Commission. The below table shows the data that has now been received by Crown Law and categorised and will be available to the Commission in protocol compliant form by 22 November 2015:

Date Received	Contents
28.09.15	1 x USB

**Nil outstanding.**

**DEPARTMENT OF HEALTH**

On 14 September 2015 the Requirement to Produce Documents was received from the Commission. The below table shows the data that has now been received by Crown Law and categorised and will be available to the Commission in protocol compliant form by 22 November 2015:

<b>Date Received</b>	<b>Contents</b>
22.09.15	CD including CIMHA patient records subsequent to which Crown Law were informed were incomplete;
23.9.15	Hard drive titled Patient Safety
25.9.15	hard drive Department of Health
28.9.15	hard drive Directory OCHO and handpicked NHIU folders
12.10.15	USB containing some transitional patient records from CIMHA
14.10.15	USB containing, amongst other things, further CIMHA records
15.10.15	USB subsequent to request from records regarding Dr Jagmohan Gilhotra
16.10.15	USB containing, amongst other things, copies of patient files
19.10.15	3 x USB containing, amongst other things, copy of patient files
23.10.15	CD containing, amongst other things, updated CIMHA records
26.10.15	CD, containing amongst other things, records from Queensland Health
27.10.15	2 x CD containing various information
28.10.15	USB containing various materials
29.10.15	Hard drive, containing amongst other things, a number of payroll files for staff members at the time of closure and transition
30.10.15	USB containing various materials
3.11.15	USB
5.11.15	USB containing patient records
6.11.15	CD containing, amongst other things, patient records
9.11.15	USB with various materials

Yet to be uploaded into Ringtail and to be categorised:

TBA	Z Drive – approximately 100 documents
17.11.15	Two external hard drives – Audit, RTI etc (estimated to be 57,000 documents)
17.11.15	One USB – Material provided by Employee Arrangements Unit
Not yet received	Up to 28 TB of data, consisting of email data.

**Provided to Commission**

On 13 November 2015 a number of documents were supplied to the Commission which were not in compliance with the Commission's documents management protocol. On 17 November 2015 – a USB containing 6,642 documents in protocol compliant form, was hand delivered to the Commission in partial compliance of this Notice.

**Plan for Priorities**

- The priority list provided from the Commission contains 12 items.
- It has to be noted however that the item that relates to generic infrastructure accounts comprises 4 accounts on the master email list of 272.
- Hence, the accounts that the Department sees on the priority list is 14. These include three Children's Hospital and Health Service Accounts.
- Of those 14 accounts, 10 are restored and will be delivered to Crown Law on 18/11/15.

- The remaining 4 accounts will be delivered to Crown Law as they are restored, over the next 36 days (approximate).

### Estimates of time and costs

Based on up to 28 TB of data in total to be loaded into Ringtail.

#### 1<sup>st</sup> Tranche – Priority list as identified by the Commission (less 4 accounts not yet available)

- Expected to be received by Crown Law by 18 November 2015 (estimate).
- These accounts equate to 1.15TB of data and are estimated to contain approximately 4M documents.
- Contract negotiation - 3 days (up to 4 weeks for full tender process) based on an exemption from competitive procurement process due to urgency.
- 7 days from contract signing FTI estimate that data will be available for Crown Law to commence working on categorisation of documents.
- 3 days to allow for modification of search terms with Health, Crown Law and FTI.
- Estimate of Crown Law time:
  - An estimate of 10% of documents uploaded (based on previous uploads) will require manual categorisation after search terms are applied.
  - If the estimate of 4M email documents is correct (this will not be known until the upload occurs) then 400,000 documents will require manual categorisation and review.
  - Crown Law staff can review approximately 1,000 documents per person per day.
  - Crown Law can realistically allocate 20 staff (to be rotated due to type of work not enabling the staff to do the same work for days on end), full-time to this process.
  - Estimated time for categorisation is 4 weeks. This assumes no adverse events ie technical and staffing.

**Total time for Tranche 1 is therefore estimated to be approximately 6 weeks.** No additional time has been factored in the Christmas period – this would need to occur.

A further 57,000 documents (as a minimum) was provided to Crown Law on 17/11/15 therefore **a further week** should be allowed to include these documents.

#### 2<sup>nd</sup> Tranche

Consists of the remaining 4 accounts to be delivered over the next 36 days or 5 weeks.

These accounts equate to 250 GB which is estimated to contain approximately 844,750 documents.

- 7 days allowed for FTI to upload data for Crown Law to commence working on categorisation of documents.
- Estimate of Crown Law time:
  - An estimate of 10% of documents uploaded (based on previous uploads) will required manual categorisation after search terms are applied.
  - If the estimate of 844,750 email documents is correct (this will not be known until the upload occurs) then 84,475 documents will require manual categorisation and review.
  - Crown Law staff can review approximately 1,000 documents per day.
  - Crown Law can realistically allocate 20 staff (to be rotated due to type of work not enabling the staff to do the same work for days on end), full-time to this process.
  - Estimated time for categorisation is 1 week.

**Total time for Tranche2 is therefore currently estimated to be a further 2 weeks after Tranche 1 is completed.** No additional time has been factored in the Christmas period – this would need to occur.

#### 3rd Tranche

- Assuming all remaining items, including HHS material is required.
- Based on the assumption that a further 26 TB would be received.
- Time for Tranche 3 would be up to a further 40 weeks for uploading and categorisation.
- As this quantum is so significant it isn't possible to accurately estimate the time required.

**CHILDREN'S HOSPITAL AND HEALTH SERVICE**

On 23 September 2015 the Requirement to Produce Documents was received from the Commission. The below table shows the data that has now been received by Crown Law and categorised and will be available to the Commission in protocol compliant form by 22 November 2015:

<b>Date Received</b>	<b>Contents</b>
01.10.15	1 x CD of documents
02.10.15	1 x CD of documents

**Emails**

3 emails of CHQ employees are on the priority list provided by the Commission. The estimates of time are contained in the Department of Health calculations.

	Name	Date Range	GB available now	GB to be restored (Estimated)	Time for restoration (days)
1	Bill Kingswell	1 June 2009 to present date	95.3	All restored	
2	Aaron Groves	1 January 2007 to December 2011	30.2	All restored	
3	Trevor Sadler	1 January 2007 to 30 September 2013	12.3	All restored	
4	Anne Brennan		16.4	All restored	
5	Generic Correspondence for Infrastructure Planning (4 addresses BELOW)				
	HIB-Correspondence	1 January 2007 to 31 December 2014	96.62	All restored	
	HIPD	1 January 2007 to 31 December 2014	No data exists, account does not exist		
	HPID_Correspondence	1 January 2007 to 31 December 2014	98.13	All restored	
	PCB_Correspondence	1 January 2007 to 31 December 2014	0.085	95	22
6	Ian Maynard	1 July 2011 to 29 February 2015	71	All restored	
7	DG Corro	1 July 2011 to 30 July 2015	160	All restored	
8	Stephen Stathis	1 January 2010 to present date	nil	85	6
9	Mental Health Plan Implementation Unit	1 July 2007 to 31 December 2013	44.9	All restored	
10	Michael Cleary	1 January 2009 to 31 December 2014	341	All restored	
11	Ingrid Adamson	1 September 2013 to present date	43.4	10	4
12	Peter Steer	1 January 2012 to 31 December 2014	148	60	4
			1157.34	250.00	36.00

Options	Total	Already Restored	To be Restored	Volume to be restored(TB)	Time to Restore
Current Master list (272)	272	122	150		20 195 Days
HHS removed from master list	154	39	115		15.3 147 Days
Low yield accounts removed from master list	209	90	119		15.8 143 Days
Both low yield and HHS accounts removed	100	35	65		8.7 <b>84 Days</b>

Assumptions:

- Current skilled staff remain, and additional skilled staff sourced (2)
- Infrastructure remains in service and fully operational
- All tapes are available and undamaged
- No natural disasters
- No ICT disasters diverting staff efforts
- No additional accounts requested for restoration
- No changes to priority
- No changes to the email date ranges

In the matter of the *Commissions of Inquiry Act 1950*

Commissions of Inquiry Order (No.4) 2015

Barrett Adolescent Centre Commission of Inquiry

CERTIFICATE OF EXHIBIT

Exhibit 2 to the Affidavit of Helen Judith Freemantle sworn on 19 November 2015.



Deponent



A J.P., ~~C. Dec.~~, Solicitor

**EXHIBIT 2 - SUMMARY OF STATISTICS FROM RINGTAIL**

Total documents in Database 1,472,351.

318,122 documents needed to be reviewed.

Reviewed and categorised by Crown Law:

<b>Date</b>	<b>Reviewed (cumulative)</b>	<b>Remaining</b>
11/11/15	99,168	213,129
12/11/15	168,340	143,957
13/11/15	242,793	69,504
16/11/15	302,096	20,454
17/11/15 -18/11/15	318,122	0

**Objective Coding Progress (in accordance with the protocol)**

Note that 24 hours is required once coding is completed to convert into a readable format for the Commission.

<b>Date objective coding completed</b>	<b>Number of Documents available per day once coding occurs</b>	<b>Date provided/ to be provided to the Commission</b>
13-15/11/15	6,645	17/11/15
16/11/15	2,548	18/11/15
17/11/15	4,230	18/11/15
18/11/15 – 21/11/15	16,691	19/11/15 – 21/11/15
<b>Total</b>	<b>29,884</b>	

\*these were also provided non-compliant to the protocol to the Commission on 13/11/15 and have subsequently been coded.

Estimates are based on advice from FTI that LitSupport will be ramping up to 6,000 per day to enable delivery of documents to Commission by cob 21/11/15.

Excluded at this stage is objective coding for LPP, PP and Cabinet documents. The following indicates the number of documents that have been identified as relevant in these categories:

<b>As at</b>	<b>Cabinet Documents</b>	<b>Legal Professional Privilege</b>	<b>Parliamentary Privilege</b>	<b>Public Interest Immunity</b>
<b>18/11/15</b>	2,457	113	944	59



**In the matter of the *Commissions of Inquiry Act 1950*****Commissions of Inquiry Order (No.4) 2015****Barrett Adolescent Centre Commission of Inquiry****INDEX TO EXHIBITS**

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