

**Kylie Rika**

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**From:** Therese O'Connor  
**Sent:** Monday, 21 May 2018 7:44 AM  
**To:** Kylie Rika  
**Subject:** RE: For Therese's eyes only

Hi Kylie

I have been able to establish Workplace Edge is not to be contracted again and that their recommendations shouldn't be acted upon. I have spoken to Michel Lok and he was going to emphasize this again. I am following up next week to ensure that he has done so and then I can raise it with Cathie.

Regards  
 Therese

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**From:** Kylie Rika  
**Sent:** Thursday, 10 May 2018 10:51 AM  
 Therese O'Connor  
**Subject:** For Therese's eyes only

Hi Therese

Below is an email string regarding a change that has occurred that has had no consultation with me.

My concerns to you are:

- A possible conflict of interest with having one person conduct the HP5 and HP6 roles concurrently
- Decisions made regarding my team without consultation or collaboration with me (and a lack of pulling on my experience with such decisions when the decision maker has only just started doing the HP5 role.)

I perceive a negative change in the way Justin and other managers now work with me because of my previous working relationship with Amanda

thanks



**Kylie Rika DipMgt PGradDipForensic BSc**  
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**From:** Kylie Rika  
**Sent:** Thursday, 10 May 2018 10:28 AM  
**To:** Justin Howes  
**Subject:** RE: Casefile creation

Hi Justin

I am in favour of using the FR for everything where we can however I have a couple of concerns:

Self-allocation of statements and reviews:

- I have had feedback from at least half of the staff in RT1 and RT2 that the Workplace Edge feedback did not represent their views
- Some staff will cherry pick say all the small ones for example and leave the big ones for the next rotation (particularly in light of the focus on KPIs and tallies).
- Some staff will cherry pick say the high profile ones only and leave the others
- Some staff will self-allocate such that certain silos of people will only work with each other ie. Person A only reviewing Person B's work etc....

Using only the Unallocated statement worklist:

- It might be hard to keep track of timeframes and court dates

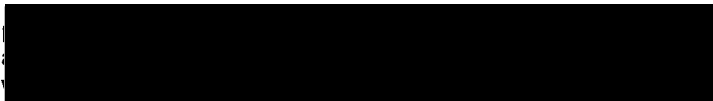
Given that this change impacts on my team, can we please collaborate on future changes that will affect both RT1 and RT2? I send this request to you as my HP5 colleague (not my HP6 supervisor)

thanks



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**From:** Justin Howes  
**Sent:** Wednesday, 9 May 2018 3:19 PM  
**To:** Adrian Pippia; Alicia Quartermain; Allan McNevin; Allison Lloyd; Angela Adamson; Angelina Keller; Anne Finch; Cassandra James; Cathie Allen; Claire Gallagher; Deborah Nicoletti; Emma Caunt; Hannah Pattison; Ingrid Moeller; Jacqui Wilson; Josie Entwistle; Justin Howes; Kylie Rika; Luke Ryan; Matthew Hunt; Paula Brisotto; Penelope Taylor;

Rhys Parry; Sharon Johnstone; Thomas Nurthen

**Cc:** Vicki Jarrett; Yvonne Connolly; Wendy Harmer; Paige Rosekrans; Andrea Norton

**Subject:** Casefile creation

Hi all

This week RT1 have been self-allocating statements and reviews and will continue to do this through next week. This was a point raised during Workplace Edge discussions and can be achieved sensibly in the FR.

Expanding further, in supervising RT1 for now, I am no longer using the BIOSTA spreadsheet. This means the sole use of the FR for allocations/self-allocations. SSLU are ensuring that all statement requests (ie including AUSLAB cases) are listed in the Unallocated Statement worklist – this task is now complete.

Admin will be using the Unallocated Statement Worklist to make casefiles up. In doing this, they will go to the Statement Request, edit this by adding their initials etc and that a casefile is created. This will give the immediate visual indication that they have created a casefile when on the Unallocated Statement Worklist. A casefile barcode and tracking will continue as per normal. Because they are adding this info, there is no need for Admin to add an additional note (Casefile Notation) that a casefile is created. However, if Admin assistance is requested to compile a casefile without a statement request, they will add a Casefile Notation.

This information is being added to the Admin SOP, and a comment will be added to the allocation/prioritisation SOP.

Please let me know if there are further improvements that can be made.

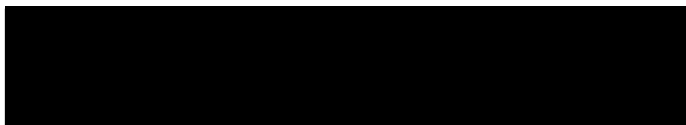
Justin



**Justin Howes**

Team Leader – Forensic Reporting and Intelligence Team

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