
From: Cathie Allen [REDACTED]
Sent: Thursday, 19 April 2018 5:44 PM
To: Andria Wyman-Clarke; Paul Csoban
Subject: FW: Thursday afternoon
Attachments: IMG_9855.JPG; IMG_9858.JPG; IMG_9856.jpg; IMG_9854.JPG; FW_ Diary Orders 2018_example of AJR email to others.pdf; Work related items_AJR.doc; Training Record for AJR re Recordkeeping.doc

Hi Andria

I'm just following up on the below and also the return of Amanda Reeves ID card which has Forensic & Scientific Services on the bottom of it.

A number of items were located in the Confidential Bin that should be retained indefinitely - examples of this are original examination notes from a sexual assault case, original signed Intelligence Reports and QPS documentation. Attached is a list of documents that were retrieved from the Confidential Bin and I have ranked these in priority (attachment - Work related items AJR). Can you please provide me with an update on where this is up to?

I had listed below that Diaries from 2017 and 2018 were not located, I should also include that the Diary from 2016 was not located. Given the notes within the diaries were most likely about staff members and QPS cases, these should be retained by the work unit as per Queensland Government Record Retention guidelines. Attached is the QIS Record which shows that Amanda undertook the Recordkeeping Training in 2011.

Cheers
Cathie

Cathie Allen
Managing Scientist - Police Services Stream

Forensic & Scientific Services,
Health Support Queensland, Department of Health

[REDACTED]

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Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.

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

From: Cathie Allen
Sent: Friday, 30 March 2018 1:53 PM
To: Andria Wyman-Clarke; Andrew Riddell
Cc: Paul Csoban
Subject: Thursday afternoon

Hi Andria & Andrew

Briefly, below are the actions that were taken late on Thursday afternoon and Friday:

- Paul and I attended Block 3 with a key to the Confidential Bin
- Upon opening the bin, we noted loose diary notes with staff members details on them, and loose notebook pages with QPS case numbers on them
- We secured the entire bin in Paul Csoban's office
- We also noted paper from notebooks on the floor in the area of Amanda's desk (see attached pic IMG 9856)
- We noted a brochure regarding verbal and physical assault was left on the keyboard of Amanda's desk (see attached pic IMG 9854 & 9855)
- Also noted attached to the computer is image 9858
- Paul and I tidied the desk area as there was a considerable amount of material left behind that could be discarded
- Diaries were left behind, however 2017 and 2018 diaries have not been located. Diaries are ordered in the previous year, so I believe as Amanda was present up to mid November 2016, so it is assumed that she would have had a diary ordered for her and when she returned to FSS in early 2017, she requested to retrieve personal items from her desk, which I would assume includes the work diary. Attached is her request for a 2018 diary. I can follow up and request the email for the 2017 diary if its required.
- Notebooks with blank pages were left
- All the casefiles were removed from the desk area and will be stored appropriately

██████████ is the staff member that raised the issue of a 'shredding party' with ██████████, as ██████████ was in the area when Amanda was packing up her belongings. Its my understanding that Emma, Kylie and Ingrid assisted Amanda. QIS records should indicate that Amanda and Kylie as line managers have undertaken Record Keeping training (I'm unsure if HP4 staff undergo this training as well, however all staff are aware that records regarding murder etc are required to be held indefinitely).

Other than yourselves, I have not discussed this with anyone other than ██████████ (who provided me with ██████████ account) and Paul Csoban.

I await your advice on any next steps that I should take.

Cheers
Cathie