
From: Cathie Allen
Sent: Wednesday, 18 April 2018 11:22 AM
To: Andrew Riddell
Subject: RE: Catch up

Hi Andrew

Yes, I'm available for a chat after 2.30pm today.

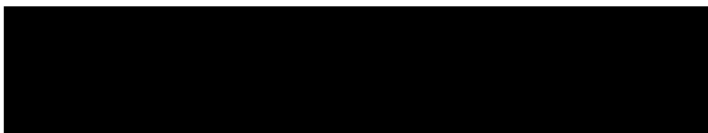
Cheers
Cathie



Cathie Allen

Managing Scientist – Police Services Stream

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



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From: Andrew Riddell
Sent: Wednesday, 18 April 2018 11:12 AM
To: Cathie Allen
Subject: Catch up

Hi Cathie

I just wanted to touch base to see if you have time this afternoon over the phone to discuss the bin issue we discussed last week? I am available after 2.30pm? If not I'm on site tomorrow morning.

Regards Andrew



Andrew Riddell

Manager HR & Business Relationships

People Performance and Excellence
Health Support Queensland, Department of Health



From: Andrew Riddell
Sent: Friday, 27 April 2018 12:06 PM
To: Cathie Allen
Subject: Draft Email - Incident Paper shredding

Hi Cathie

Please see draft email below for consideration relating to the paper shredding incident for the 3 employees involved, as we need to provide 48hrs if you send the below on Monday we can meet on Wednesday afternoon? I would also recommend obtaining the training records for each staff member to identify if they have ever completed Records management training. Happy to discuss further. Regards Andrew

Dear XXXXXX

I would like to meet with you on **DAY at TIME** in the **MEETING ROOM**, to discuss a workplace matter relating to compliance with workplace record keeping practices in which you may have further information and or have been involved. Before I decide how to proceed in this matter I would like to give you an opportunity to respond.

Andrew Riddell Manager HR and Business Relationships will be in attendance at the meeting. You may bring a support person with you. Your support person may be a union representative, friend or family member, your support person does not participate in the interview. If you cannot have a support person attend the interview face-to-face, arrangements can be made so that they can attend by telephone.

I reiterate I am only considering this matter at this stage. No decision has been made as to what, if any, further action will be taken in relation to this matter. If, after considering your response I determine further action is required, I will contact you again to provide details of the further action.

Lawful directions

Confidentiality

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or employee assistance. If you need to discuss this matter with any staff member you should make this request through myself on telephone XXXX XXXX in the first instance.

Employee assistance

Employee assistance offers a confidential counselling service which is free of charge to all employees of HSQ for up to six sessions per calendar year. Access to this service is by self-referral. If you wish to utilise this service, please contact Optum on 1800 604 640. More information on employee assistance can be found at

[REDACTED]

Regards Cathie



Andrew Riddell

Manager HR & Business Relationships

People Performance and Excellence
Health Support Queensland, **Department of Health**

[REDACTED]

From: Cathie Allen
Sent: Monday, 30 April 2018 1:54 PM
To: Andrew Riddell
Subject: RE: Meeting

Sensitivity: Confidential

Thanks Andrew. I think that Ingrid genuinely doesn't know what its regarding, so prior to her meeting with us, she would like additional information.

Cheers
Cathie



Cathie Allen

Managing Scientist – Police Services Stream

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



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From: Andrew Riddell
Sent: Monday, 30 April 2018 1:33 PM
To: Cathie Allen
Subject: RE: Meeting
Sensitivity: Confidential

Yes Agree. You could offer to all of them to meet earlier if they would like but it's by their agreement. I'm available tomorrow morning from 9-11am.

Regards Andrew

From: Cathie Allen
Sent: Monday, 30 April 2018 12:25 PM
To: Andrew Riddell
Subject: FW: Meeting
Importance: High
Sensitivity: Confidential

Hi Andrew

How would you like me to respond? Simply say 'I'd like to discuss a workplace matter regarding compliance with workplace record keeping practices' etc etc?

Cheers
Cathie

**Cathie Allen**

Managing Scientist – Police Services Stream

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



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From: Ingrid Moeller
Sent: Monday, 30 April 2018 11:52 AM
To: Cathie Allen
Subject: RE: Meeting
Sensitivity: Confidential

Hi Cathie,

I'm sorry but I have no idea what you are talking about. Would you mind shedding some light on the matter,

Thanks,

Ingrid

From: Cathie Allen
Sent: Monday, 30 April 2018 11:25 AM
To: Ingrid Moeller
Cc: Andrew Riddell
Subject: Meeting
Sensitivity: Confidential

Hi Ingrid

I would like to meet with you on Wednesday, 2nd of May at 3.30pm in Conference Room 113, to discuss a workplace matter relating to compliance with workplace record keeping practices in which you may have further information and or have been involved. Before I decide how to proceed in this matter I would like to give you an opportunity to respond.

Andrew Riddell, Manager HR and Business Relationships, will be in attendance at the meeting. You may bring a support person with you. Your support person may be a union representative, friend or family member, your support person does not participate in the interview. If you cannot have a support person attend the interview face-to-face, arrangements can be made so that they can attend by telephone. Can you please advise Andrew of your support person to ensure appropriateness.

I reiterate I am only considering this matter at this stage. No decision has been made as to what, if any, further action will be taken in relation to this matter. If, after considering your response I determine further action is required, I will contact you again to provide details of the further action.

Lawful directions*Confidentiality*

You are directed to keep the details of this matter confidential as far as possible. You may however discuss the matter with your support person, union, legal representative or employee assistance. If you need to discuss this matter with any staff member you should make this request through myself on telephone 3096 2751 in the first instance.

Employee assistance

Employee assistance offers a confidential counselling service which is free of charge to all employees of HSQ for up to six sessions per calendar year. Access to this service is by self-referral. If you wish to utilise this service, please contact Optum on 1800 604 640. More information on employee assistance can be found at <http://qheps.health.qld.gov.au/eap>.

Cheers

Cathie

**Cathie Allen**

Managing Scientist – Police Services Stream

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

p | 07 3096 2751 **m** | 0409 649 428

a | 39 Kessels Road, Coopers Plains, QLD 4108

w | www.health.qld.gov.au **e** | Cathie.Allen@health.qld.gov.au

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