

File 94 202 19
Attachment

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QCPCI

13th November, 1989

Date: 3.12.2012

Exhibit number: 83

Mr N. Heiner
10 Langura Crescent
FERNY HILLS QLD 4055

Dear Mr Heiner,

I refer to our recent discussions concerning the investigation of staff complaints at the John Oxley Youth Centre.

I am pleased to advise that your appointment to undertake this task has received approval. I attach also a copy of the Terms of Reference which we agreed to in our discussions.

The Honourable the Minister has also approved the terms to which we agreed - \$300 a day, two days a week and, if possible, completion of the inquiries and the report in six weeks from an agreed commencement date.

Arrangements have been made for an office to be provided for you, together with parking at the Children's Court complex. The office will be the No. 2 Magistrate's Chambers. I am also making the necessary staffing adjustments within the Department so that you will have secretarial assistance and a fairly senior officer to provide input and advice. I will introduce these to you next Wednesday morning, as planned.

I look forward to working with you on this task.

Yours sincerely,

11 56

A.C. Pettigrew
A.C. Pettigrew
Director-General

M. Nixon
I made a few changes
to your draft, as you
will see.
A.C.P.
13/11/89

*For 9/2/88
attachment*

**TERMS OF REFERENCE FOR THE INVESTIGATION OF COMPLAINTS BY
CERTAIN MEMBERS OF STAFF AT JOHN OXLEY YOUTH CENTRE**

To investigate and report to the Honourable the Minister and Director-General on the following:

1. The validity of the complaints received in writing from present or former staff members and whether there is any basis in fact for those claims.
2. Compliance or otherwise with established Government policy, departmental policy and departmental procedures on the part of management and/or staff.
3. Whether there is a need for additional guidelines or procedures or clarification of roles and responsibilities.
4. Adequacy of, and implementation of, staff disciplinary processes.
5. Compliance or otherwise with the Code of Conduct for Officers of the Queensland Public Service. ✓
6. Whether the behaviour of management and/or staff has been fair and reasonable.
7. The adequacy of induction and basic training of staff, particularly in relation to the personal safety of staff and children.
8. The need for additional measures to be undertaken to provide adequate protection for staff and children and to secure the building itself.