

ANNEXURE D TO STATEMENT OF ALAN GORDON HALL DATED 18 SEPTEMBER 2015*

*Please note that unless otherwise stated, estimated dates have been derived from surrounding documentation within the DHHS archival file.

No	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
1.	DHS.3035.0004.0022	Estimated to be mid 1980s	Disciplinary Decision Making Processes, Institutional Services Branch, Department of Community Services		Lays out the Department's requirements for institutions with regards to both 'minor infractions of rules' and 'major events'.
2.	DHS.3041.0001.0020	1988-1989	Liaison and Advocacy Unit and Children's Court Advisory Service Objectives - 1988/1989		An overview of the objectives of the Liaison and Advocacy Unit, including the objectives of developing the advocacy role of YTC staff.
3.	DHS.3118.011.0019	Estimated to be 1980s	Incident Classification and Reporting Procedure		Categorises incidents as "A", "B" or "C" and outlines detailed reporting procedure for each category
4.	DHS.3118.011.0008	Estimated to be 1980s	Category "C" Incidents		Description of category "C" incidents, an incident that does not fall within category "A" or "B" and the reporting procedure.
5.	DHS.3068.0003.0015	Estimated to be 1987	Major Incident Procedure - Involving Trainees 17 - 21 Years		<p>Outlines procedures for dealing with major incidents involving trainees aged 17 - 21 years.</p> <p>Contains various attachments. Attachment B refers to police involvement, Attachment C refers to referral to the Youth Parole Board and Attachment D refers to the powers of the Disciplinary Committee.</p>
6.	DHS.3068.0005.0024	Estimated to be 1980s	Critical Incident - Category 1 - Flow Chart		Diagram and flow chart of process to be followed in the occurrence of a critical incident, 'category 1'.

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7.	DHS.3111.005.0007	Undated	Draft Procedures for Carrying out Investigations		Procedures for carrying out investigations which are based on three levels of incident investigation (A, B, and C).
8.	DHS.3068.0006.0121	Estimated to be mid 1980s	Use of Electronic Mail by Institutional Services	DHS.3097.001.0006 is a partial duplicate of this document	The report discusses the use of electronic mail to exchange information between Institutional Services Section and Institutions, relating to serious incidents that occur in Institutions. The report makes recommendations on notification procedures.
9.	DHS.3090.001.0005	4 June 1983	Attachment 1 - Classification of Incidents		Attachment refers to 3 categories of incidents and outlines what each are.
10.	DHS.3118.011.0021	Estimated to be 1980s	Standardized Incident Report Proforma		Standardised incident report proforma.
11.	DHS.3123.006.0012	Undated	Protective Behaviours Training Day		Guidelines for staff upon receiving a disclosure of sexual abuse, including phases for responding to a disclosure and details of help centres.
12.	DHS.3068.0006.0068	Estimated to be late 1980s	Directors' Circular - The Incident Reporting System		Circular announcing that a new incident reporting system has been introduced for a trial period of three months.
13.	DHS.3058.0006.0048	28 November 1983	Notification to Police - YTC Inmates on leave		Director's circular sent to Superintendents of all Youth Training Centres informing them that the police must be notified when certain trainees released on leave and describes notification procedure.
14.	DHS.3058.0006.0049	28 November 1983	Notification of Temporary Release of Juvenile	Attachment to DHS.3058.0006.0048	Form for notification of release of trainee.

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15.	DHS.3127.001.0017	26 January 1984	Incident Classification and Reporting Procedure, Category 'A' Incidents		Incident Classification and reporting procedure in relation to Category 'A' incidents and procedure for reporting such incidents.
16.	DHS.3127.001.0021	26 January 1984	Incident Report Form		Form for reporting of incidents.
17.	DHS.3089.004.0003	16 May 1984	Director's Circular No. 6/84, Institutional Services Section re Sexual Assaults		Circular referring to an allegation of sexual assault by a trainee, and some evidentiary problems which arose. It refers to an attached opinion - this is not attached to this document.
18.	DHS.3106.002.0154	October 1984	Child and Adolescent Sexual Abuse - Management Guidelines		General guidelines on managing child adolescent sexual abuse, and processes for reporting.
19.	DHS.3049.0005.0034	30 January 1986	Incident Reports		Sets out the procedure for whenever any serious incident, irregularity and breach of security occurs. It also sets out the specific details which an Incident Report must contain.
20.	DHS.3044.0003.0002	21 July 1986	Departmental Instruction - "Reconvening of Case Planning Meetings"		Instruction that addresses some apparent anomalies that were occurring within the institutions with regards to use of the delegated authority to approve the release of clients from remand/reception centres without the approval of the Director-General or those with the delegated authority.
21.	DHS.3118.011.0003	4 December 1986	Incident Report Form		Memo from Regional Manager to all Work Unit Managers, including Manager Bayswater YTC, referencing document that outlines incident classification and reporting procedures within CSV and incident reporting forms.

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22.	DHS.3118.011.0004	4 December 1986	Use of Incident Report Form.	Attachment to DHS.3118.011.0003.	Distribution List.
23.	DHS.3118.011.0005	4 December 1986	Outer Eastern Suburbs Regional Centre. Incident Classification & Report Procedure. Category 'A' Incidents.	Attachment to DHS.3118.011.0003.	Description of Category 'A' incident and reporting procedure for this type of incident.
24.	DHS.3118.011.0007	4 December 1986	Category 'B' Incidents	Attachment to DHS.3118.011.0003	Description of Category 'B' incident and reporting procedure for this type of incident.
25.	DHS.3118.011.0009	4 December 1986	Appendix B	Attachment to DHS.3118.011.0003	Contact for Regional Manager, Outer east in relation to Category 'A' incidents.
26.	DHS.3044.0003.0084	2 February 1987	Departmental Instruction - "Amendments to Community Welfare Services Act 1970 Affecting Guardianship Services and Reception Care Services, Protective Workers"		Instruction providing further clarification to legislative amendments concerning the voluntary admission to care of children, medical assessments and health care provision to children and young people in custody, guidelines for ordering medical or psychiatric examinations.
27.	DHS.3068.0005.0029	Estimated to be around 1983 (due to date of attachment)	Action Following Serious Incidents		Table of processes and timeframes, and who to report to following a serious incident.
28.	DHS.3068.0005.0030	Estimated to be around 1983 (due to date of attachment)	Attachment 1	Attachment to DHS.3068.0005.0029	Refers to a list of possible stress responses to serious incidents.
29.	DHS.3068.0005.0031	1983	Stress Response Syndromes	Attachment to DHS.3068.0005.0029	List of the possible stress responses to serious incidents.