

Cost Elem.	Cost element name	Doc. Date	Ref. document no	Doc	Posting Date	Offst.acct	Name of offsetting account	Name	Val.in RG
573001	Ex Gratia Payment	19.10.2015	100245522	SA	19.10.2015	530190	Other Offender Expenses	REIM OFFENDER Sch4/3/3	90.00
573001	Ex Gratia Payment	23.10.2015	1900536530	KR	28.10.2015	6109599	DEPARTMENT OF JUSTICE AND	REIM OFFENDER	590.98
573001	Ex Gratia Payment	21.01.2016	1900557252	KR	22.01.2016	6109599	DEPARTMENT OF JUSTICE AND	REIM OFFENDER	300.00
573001	Ex Gratia Payment	26.05.2016	100259725	SA	26.05.2016	530190	Other Offender Expenses	REIM OFFENDER	30.00
573001	Ex Gratia Payment	26.05.2016	100259725	SA	26.05.2016	530190	Other Offender Expenses	REIM OFFENDER	44.75
573001	Ex Gratia Payment	26.05.2016	100259725	SA	26.05.2016	530190	Other Offender Expenses	REIM OFFENDER	20.00
573001	Ex Gratia Payment	26.05.2016	100259725	SA	26.05.2016	530190	Other Offender Expenses	REIM OFFENDER	57.35
573001	Ex Gratia Payment	26.05.2016	100259725	SA	26.05.2016	530190	Other Offender Expenses	REIM OFFENDER	60.00
573001	Ex Gratia Payment	26.05.2016	100259725	SA	26.05.2016	530190	Other Offender Expenses	REIM OFFENDER	12.85
573001	Ex Gratia Payment	07.06.2016	100260754	SA	07.06.2016	530190	Other Offender Expenses	REIM OFFENDER	86.65
573001	Ex Gratia Payment	07.06.2016	100260754	SA	07.06.2016	530190	Other Offender Expenses	REIM OFFENDER	18.00
573001	Ex Gratia Payment	07.06.2016	100260754	SA	07.06.2016	530190	Other Offender Expenses	REIM OFFENDER	57.95
573001	Ex Gratia Payment	13.06.2016	100260753	SA	13.06.2016	530190	Other Offender Expenses	REIM OFFENDER	38.75
573001	Ex Gratia Payment	13.06.2016	100260753	SA	13.06.2016	530190	Other Offender Expenses	REIM OFFENDER	37.75
573001	Ex Gratia Payment	13.06.2016	100260753	SA	13.06.2016	530190	Other Offender Expenses	REIM OFFENDER	80.00
573001	Ex Gratia Payment	13.06.2016	100260753	SA	13.06.2016	530190	Other Offender Expenses	REIM OFFENDER	100.00
573001	Ex Gratia Payment	13.06.2016	100260753	SA	13.06.2016	530190	Other Offender Expenses	REIM OFFENDER	50.00
573001	Ex Gratia Payment	13.06.2016	100260753	SA	13.06.2016	530190	Other Offender Expenses	REIM OFFENDER	15.00
573001	Ex Gratia Payment	16.06.2016	1900599726	KR	20.06.2016	6109599	DEPARTMENT OF JUSTICE AND	GLASSES	420.00
								REIM OFFENDER	110.00

Cost Elem.	Cost element name	Doc. Date	Ref. document no.	Doc	Posting Date	Offst.acct	Name of offsetting account	Name	Val.in RC
573001	Ex Gratia Payment	30.03.2017	1900685002	KR	10.04.2017	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT Sch4/3/3 LOSS OF PROPER...	39.67
573001	Ex Gratia Payment	17.02.2017	1900672723	KR	28.02.2017	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSS OF PROPERTY	26.85
573001	Ex Gratia Payment	15.02.2017	1900668663	KR	16.02.2017	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSSOFFPROPE...	6.26
573001	Ex Gratia Payment	07.02.2017	1900668634	KR	16.02.2017	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSSOFFPROPERTY	45.15
573001	Ex Gratia Payment	02.02.2017	1900666348	KR	09.02.2017	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSS OF PROPERTY	5.24
573001	Ex Gratia Payment	02.02.2017	1900666342	KR	09.02.2017	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSS OF PROPER...	197.20
573001	Ex Gratia Payment	31.01.2017	1900666310	KR	09.02.2017	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSS OFFPROPERTY	5.40
573001	Ex Gratia Payment	20.12.2016	1900658573	KR	05.01.2017	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSSOFFPROPERTY	161.17
573001	Ex Gratia Payment	28.11.2016	1900651797	KR	07.12.2016	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSS OF PROPERTY	11.35
573001	Ex Gratia Payment	19.10.2016	1900641860	KR	08.11.2016	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSS OF BUY...	18.92
573001	Ex Gratia Payment	15.10.2016	1900649260	KR	29.11.2016	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSS OF BUY UP	19.95
573001	Ex Gratia Payment	10.10.2016	1900635557	KR	20.10.2016	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSS OF BUY ...	40.21
573001	Ex Gratia Payment	06.10.2016	1900633086	KR	12.10.2016	6109599	DEPARTMENT OF JUSTICE AND	SPECIAL PAYMENT LOSS OF BUY UP	17.06
573001	Ex Gratia Payment	26.09.2016	1900629836	KR	28.09.2016	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSSOFFPROPE...	10.50
573001	Ex Gratia Payment	16.09.2016	1900628031	KR	21.09.2016	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSS OF BUY...	65.44
573001	Ex Gratia Payment	19.08.2016	1900623984	KR	09.09.2016	6109599	DEPARTMENT OF JUSTICE AND	REIM LOSS OF PERSONAL PROPERTY	120.00
573001	Ex Gratia Payment	18.08.2016	1900620270	KR	29.08.2016	6109599	DEPARTMENT OF JUSTICE AND	REIM LOSS OF BUY UP	42.34
573001	Ex Gratia Payment	15.08.2016	1900629151	KR	26.09.2016	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSS OF BUY UP	31.36
573001	Ex Gratia Payment	22.07.2016	1900613510	KR	05.08.2016	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSS OF BUY UP	51.56
573001	Ex Gratia Payment	22.07.2016	1900613449	KR	05.08.2016	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSSOFFPROPERTY	8.11
573001	Ex Gratia Payment	20.07.2016	1900610914	KR	27.07.2016	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSS OF BUY UP	25.25
573001	Ex Gratia Payment	12.07.2016	1900609099	KR	20.07.2016	6109599	DEPARTMENT OF JUSTICE AND	SPECIALPAYMENT LOSS OF BUY UP	29.14
573001	Ex Gratia Payment	24.06.2016	1900605155	KR	06.07.2016	6109599	DEPARTMENT OF JUSTICE AND	SPECIAL PAYMENT LOSS OF PROPER...	110.00
* 573001	Ex Gratia Payment								1,088.13
** Cost Center 2361005 Townsville - Corpora									1,088.13

20 December 2016

Our Reference: M401.16

Case Number: C2016/787

Sch4/3/3


Dear [REDACTED]

**Re: Your Written Complaint with Case Number: C2016/787**  
**Received: Tuesday, 4 October 2016**

I refer to your correspondence received 4 October 2016, in relation to missing property and [REDACTED]

It has been determined that you are to be reimbursed for \$161.17 for items [REDACTED]

Yours sincerely



Jon Francis-Jones  
Townsville Correctional Complex

# Townsville Correctional Complex

## Business Services

### Offender Property Right Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3 Date: **10/06/2016**

Write Off: **\$37.75**

Approved by Delegate / ~~Not Approved by Delegate~~

Sign/Name/Date

*[Signature]*  
13/06/2016

#### Reimbursement

Item	Condition on property sheet	cost	Poor (25%)	Average (50%)	Good (75%)	New/Canteen Item (100%)
Asics (Blue & Silver) Runners	Poor	\$139.00	\$34.75			
Clock Radio	Poor	\$12.00	\$3.00			



# Townsville Correctional Complex

## Business Services

### Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner:  Date: **6/10/2016**

Write Off: **\$17.06**

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor Business Services.

Approved by Delegate / Not Approved by Delegate

Sign/Name/Date:

*Tom MUEAN* 7/10/16.

#### Reimbursement

Item	Condition on property sheet	cost	Poor (25%)	Average (50%)	Good (75%)	New/Canteen Item (100%)
Missing Buy up		\$17.06				\$17.06

# Townsville Correctional Complex

## Business Services

### Offender Property Right Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3 Date: **23 Oct 2015**

Write Off: **\$590.98**

Approved by Delegate ~~/ Not Approved by Delegate~~

Sign/Name/Date:

*[Signature]*  
BSM  
23/10/2015

Note: Line manager is required to outline corrective action undertaken to eliminate future occurrences.  
Via email. Reimbursement

Item	Condition on property sheet	cost	Poor (25%)	Average (50%)	Good (75%)	New/Canteen Item (100%)
Asics Runners	Average	\$139.95		\$69.98		
16 CD's	Good	Avg \$18			\$216	
Watch	Canteen	\$20				\$20
Oakley Sunglasses	Good	\$380			\$285	

# Townsville Correctional Complex

## Business Services

### Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3 Date: **15/11/2016**

Write Off: **\$19.95**

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor Business Services.

Approved by Delegate / ~~Not Approved by Delegate~~

Sign/Name/Date:   
Orehuris  
15/11/2016

Item	Condition on property sheet	cost	Reimbursement			New/Canteen Item (100%)
			Poor (25%)	Average (50%)	Good (75%)	
CD -Decade of number 1's	GOOD	\$19.95				\$19.95

# Townsville Correctional Complex

## Business Services

### Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3

Date: 22/02/2016

Write Off: \$51.56

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor Business Services.

Approved by Delegate / Not Approved by Delegate

Sign/Name/Date:

Item	Condition on property sheet	cost	Poor (25%)	Reimbursement			New/Canteen Item (100%)
				Average (50%)	Good (75%)		
Buy Up 15/7/16	New	\$51.56					\$51.56



SAVILLE, Karen

---

From: DRIEHUIS, Paul  
Sent: Wednesday, 1 June 2016 10:25 AM  
To: SAVILLE, Karen  
Subject: Sch4/3/3

Hello Karen

No I'm not aware.

[REDACTED]  
[REDACTED] the property existed  
and has been replaced and the replacement pair is of like value  
I will approve the write off -\$438.00.

[REDACTED]  
Bec will be able to assist getting these documents as we have done before.

Regards Paul.  
Sent from my iPhone

On 1 Jun 2016, at 10:07 AM, SAVILLE, Karen <[Karen.Saville@dcsgld.gov.au](mailto:Karen.Saville@dcsgld.gov.au)> wrote:

S73 RTI

**SAVILLE, Karen**

---

**From:** DRIEHUIS, Paul  
**Sent:** Monday, 23 May 2016 12:50 PM  
**To:** JACKSON, Peter; TCC Trust Accounts  
**Cc:** Anderson, Mike; SAVILLE, Karen  
**Subject:** RE: Send data from MFP07614790 20/05/2016 16:28



Good morning.

Considering the findings of the supervisor were addressed with the said staff member, and validation that the item was not issued I approve the write off and subsequent reimbursement of \$57.92 to Sch4/3/3

Kind regards Paul.

Paul Driehuis  
Business Services Manager  
Townsville Correctional Complex  
Department of Justice and Attorney-General  
Ph: 47998400/47998454  
Mob: [REDACTED]

Microsoft Word 2010 document  
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-----Original Message-----

**From:** JACKSON, Peter  
**Sent:** Friday, 20 May 2016 4:36 PM  
**To:** DRIEHUIS, Paul  
**Subject:** FW: Send data from MFP07614790 20/05/2016 16:28

Hi Paul,

S73 RTI

Sch4/3/3

\$57.92:

ref below emails -

Good morning Paul,

Please read below info ref missing buy up for [REDACTED] Can you please email back approval for write off of items and the reissue of buy up.

Thank you

Peter Jackson  
Stores Supervisor | Townsville Correctional Complex

Tel: (07) 4799 8413 | Fax: (07) 4799 8503 PO Box 5574 | Townsville, QLD 4810 Peter.Jackson2@dcs.qld.gov.au

Queensland Corrective Services

Department of Justice and Attorney-General | Queensland Government

S73 RTI



**Shann, Leanne**

---

**From:** DRIEHUIS, Paul  
**Sent:** Tuesday, 12 April 2016 11:45 AM  
**To:** Dwyer, Anita; JACKSON, Peter  
**Cc:** Shann, Leanne; WILLIAMS, Rebecca  
**Subject:** [Write Off] RE: [Sch4/3/3] Buy UP

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



Good morning trust accounts/stores.

S73 RTI

Given this approval for write off and reimbursement of \$12.84 is granted.

Kind regards Paul.

Paul Driehuis  
Business Services Manager  
Townsville Correctional Complex  
Department of Justice and Attorney-General  
Ph: 47998400/47998454  
Mob: [REDACTED]

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**From:** Dwyer, Anita  
**Sent:** Tuesday, 12 April 2016 11:38 AM  
**To:** DRIEHUIS, Paul  
**Subject:** FW: [REDACTED] Buy UP

**From:** JACKSON, Peter  
**Sent:** Monday, 11 April 2016 2:53 PM  
**To:** DRIEHUIS, Paul  
**Cc:** Dwyer, Anita  
**Subject:** FW: [REDACTED] Buy UP

Hi Paul,





Queensland Corrective Services

Department of  
Justice and Attorney-General

24 August 2015

Our reference: M258.15

Sch4/3/3

Dear [REDACTED]

I refer to your correspondence with regard your missing runners.

Records indicate you purchased a pair of runners for \$90 during October 2014. Investigation demonstrates that the runners have been misplaced. A refund for the cost of the runners will be reimbursed to your trust account.

Regards

A handwritten signature in black ink, appearing to read "Jon Francis-Jones".

Jon Francis-Jones  
General Manager

JFJ:GR

Townsville Correctional Complex  
22 Dwyer Street Townsville Queensland 4811  
PO Box 5574 Townsville Queensland 4810  
Telephone +61 7 4799 8440  
Facsimile +61 4799 8500  
Website [www.justice.qld.gov.au](http://www.justice.qld.gov.au)

Batch #: 2808990  
Centre: Townsville Correctional Centre  
Transaction Type: RECEIPT OF MONIES - TRUST  
Ledger: Trust

## Batch Report

Date: 07 Jun 2016

Posted by: RUSSELL, Chloe

Posted: Yes

Total: \$50.00 ✓

ENTERED

6.0

L.S.  
7/6/16

Description	Voucher #	Docket #	Comments	Amount
UNBANKED MONEYS - TRUST - Townsville Correctional Centre			REIMBURSEMENT FOR LOSS OF PROPERTY	-\$50.00
PRISONER TRUST ACC - OPERATING	Sch4/3/3		REIMBURSEMENT FOR LOSS OF PROPERTY (Receipt: TVT50483)	\$50.00 ✓

**Shann, Leanne**

---

**From:** EMANUEL, Barrie  
**Sent:** Thursday, 9 June 2016 3:29 PM  
**To:** Shann, Leanne  
**Subject:** Sch4/3/3



**Barrie Emanuel**  
Accommodation Manager | Townsville Correctional Complex  
(07) 4799 8411 | (07) 4799 8545 (Fax)  
[Barrie.Emanuel@dcs.qld.gov.au](mailto:Barrie.Emanuel@dcs.qld.gov.au)  
P O Box 5574, Townsville QLD 4810

Queensland Corrective Services  
Department of Justice and Attorney-General | Queensland Government

**From:** EMANUEL, Barrie  
**Sent:** Thursday, 9 June 2016 2:49 PM  
**To:** DRIEHUIS, Paul  
**Cc:** GORDON, David  
**Subject:** [REDACTED]

Hi Paul,

A review has occurred with regards to [REDACTED] footwear that cannot be accounted for.

I have provided the subsequent details surrounding this request to DGM Dave Gordon and seek your support to have \$80 credited to [REDACTED] trust account as a matter of urgency. [REDACTED]

Thanks.

Regards,  
Barrie.

*Approved*  
*[Signature]*  
*9/6/16.*

**Barrie Emanuel**  
Accommodation Manager | Townsville Correctional Complex  
(07) 4799 8411 | (07) 4799 8545 (Fax)  
[Barrie.Emanuel@dcs.qld.gov.au](mailto:Barrie.Emanuel@dcs.qld.gov.au)  
P O Box 5574, Townsville QLD 4810  
Queensland Corrective Services  
Department of Justice and Attorney-General | Queensland Government

# Townsville Correctional Complex

## Business Services

### Offender Property Right Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3 Date: 03/03/2016

Write Off: \$60

Approved by Delegate / ~~Not Approved by Delegate~~

Sign/Name/Date:

#### Reimbursement

Item	Condition on property sheet	cost	Poor (25%)	Average (50%)	Good (75%)	New/Canteen Item (100%)
Asics Runners	<del>Poor</del> Good	\$80.00			\$60.00	



# Townsville Correctional Complex

## Business Services

### Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3

Date: 20/07/2016

Write Off: \$25.25

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor Business Services.

Approved by Delegate / ~~Not Approved by Delegate~~

Sign/Name/Date:

#### Reimbursement

Item	Condition on property sheet	cost	Poor (25%)	Average (50%)	Good (75%)	New/Canteen Item (100%)
Prisoner Canteen	New	\$25.25				\$25.25

# Townsville Correctional Complex

## Business Services

### Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3

Date: 22/07/2016

Write Off: **\$8.11**

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor Business Services.

Approved by Delegate / ~~Not Approved by Delegate~~

Sign/Name/Date:

Item	Condition on property sheet	cost	Reimbursement			New/Canteen Item (100%)
			Poor (25%)	Average (50%)	Good (75%)	
Packet disposable razors		\$3.71				\$3.71
4 pre-paid envelopes		\$4.40				\$4.40

Shann, Leanne

---

**From:** DRIEHUIS, Paul  
**Sent:** Thursday, 14 April 2016 3:51 PM  
**To:** Anderson, Mike; JACKSON, Peter; Shann, Leanne  
**Subject:** RE: Sunglassess

Sch4/3/3



Hello Mike.

Peter did raise this point with me also.

Given this point, I'm happy to authorise a write off and subsequent reimbursement of the glasses, noting there value of less than \$30.00.

Kind Regards Paul.

Paul Driehuis  
Business Services Manager  
Townsville Correctional Complex  
Department of Justice and Attorney-General  
Ph: 47998400/47998454

S88

13 January 2016

Case Number: C2015/652

Sch4/3/3

Dear [REDACTED]

**Re: Your Written Complaint with Case Number: C2015/652**  
**Received: Friday, 18 December 2015**

I refer to the abovementioned matter, and advise that your complaint has now been determined.

I refer to your correspondence received on 16 December 2015, in relation getting your missing mobile phone, a Samsung Galaxy S4.

[REDACTED]

While we note that the phone had a crack on the screen you will be reimbursed for the cost of replacing a Samsung Galaxy S4 which is approximately \$300.00.

In this particular case you cannot request an internal review of this outcome. However, this does not remove your right to submit your complaint to an external agency for consideration.

Please contact the Advisor Business Services on 47998401 to arrange pickup or postage of a cheque.

Yours sincerely



Dave Gordon  
Townsville Correctional Complex



# Townsville Correctional Complex

## Business Services

### Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3

Date: 28/11/2016

Write Off: \$11.35

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor Business Services.

Approved by Delegate / Not Approved by Delegate

Sign/Name/Date:

Item	Condition on property sheet	cost	Reimbursement			New/Canteen Item (100%)
			Poor (25%)	Average (50%)	Good (75%)	
7 X Bonds socks (approx, 21/2 years old) size 6-10		\$23.38	# \$5.85			
8 X Bonds underpants (approx. 2 ½ years old) Size XL		\$22.00	\$5.50			

4 April 2016

Our Reference: M098.16

Case Number: C2016/238

Sch4/3/3

C/O Townsville Correctional Centre  
PO Box 5574  
Townsville QLD 4810

Dear [REDACTED]

**Re: Your Written Complaint with Case Number: C2016/238**  
**Received: Thursday, 10 March 2016**

I refer to the abovementioned matter, and advise that your complaint has now been determined.

[REDACTED]

[REDACTED] Based on further investigations conducted I will approve the reimbursement of the items you have mentioned namely;

8 x pair of socks @ 5.68c per pair and 1 pair of jocks @ \$11.92c per pair = total \$57.36c

[REDACTED]

In this particular case you may not request an internal review of this outcome. However, this does not remove your right to submit your complaint to an external agency for consideration.

Yours sincerely



Jon Francis-Jones  
Townsville Correctional Centre

# Townsville Correctional Complex

## Business Services

### Offender Property Right Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3 Date: **10/06/2016**

Write Off: **\$37.75**

Approved by Delegate / ~~Not Approved by Delegate~~

Sign/Name/Date

*[Signature]*  
13/06/16

#### Reimbursement

Item	Condition on property sheet	cost	Poor (25%)	Average (50%)	Good (75%)	New/Canteen Item (100%)
Asics (Blue & Silver) Runners	Poor	\$139.00	\$34.75			
Clock Radio	Poor	\$12.00	\$3.00			



Queensland  
Corrective Services

Townsville  
Correctional Centre

10 August 2016

Our Reference: M264.16

Case Number: C2016/640

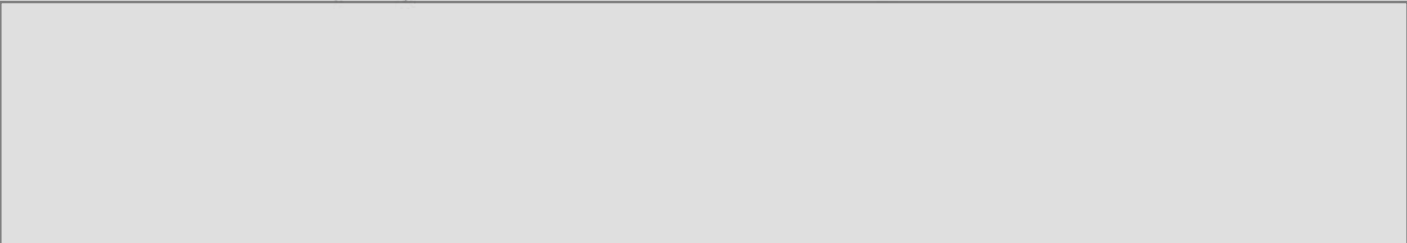
Sch4/3/3

C/O Townsville Correctional Centre  
PO Box 5574  
Townsville QLD 4810

Dear 

**Re: Your Written Complaint with Case Number: C2016/640**  
**Received: Tuesday, 5 July 2016**

I refer to your correspondence received 16 July 2016, in relation a number of property items being missing when you transferred from Wolston Correctional Centre to Townsville Correctional Centre (TCC).



\$120 will be credited to your prison account as reimbursement for lost property.

In this particular case you may not request an internal review of this outcome. However, this does not remove your right to submit your complaint to an external agency for consideration.

Yours sincerely



Jon Francis-Jones  
Townsville Correctional Centre

Leaders in corrections:  
Partners in criminal and social justice

PO BOX 5574  
TOWNSVILLE Qld 4810

Telephone +61 7 4799 8444  
Facsimile +61 7 4799 8501

ABN 19 823 962 345



17 February 2017

Our reference: M337.16

Case Number: C2016/749

Sch4/3/3

C/O Wolston Correctional Centre  
Locked Bag 2000  
ARCHERFIELD QLD 4108

Dear [REDACTED]

**Re: Your Written Complaint with Case Number: C2016/749**  
**Received: Friday, 26 August 2016**

I refer to the abovementioned matter, and advise that your complaint has now been determined.

Thank you for your patience during this period of investigation.

Your Trust Account was reimbursed \$197.20 on the 13th February 2017 for the loss of your property.

In this particular case you may not request an internal review of this outcome. However, this does not remove your right to submit your complaint to an external agency for consideration.

Yours sincerely



Jon Francis-Jones  
Townsville Correctional Complex

20 December 2016

Our Reference: M401.16

Case Number: C2016/787

Sch4/3/3

Dear [REDACTED]


**Re: Your Written Complaint with Case Number: C2016/787**  
**Received: Tuesday, 4 October 2016**

I refer to your correspondence received 4 October 2016, in relation to missing property

It has been determined that you are to be reimbursed for \$161.17 for items [REDACTED]  
[REDACTED] at Low Custody Accommodation.

Other matters documented in your letter will be addressed with the staff concerned by the Manager, Low Custody Accommodation.

Yours sincerely



Jon Francis-Jones  
Townsville Correctional Complex

Leaders in corrections:  
Partners in criminal and social justice

PO BOX 5574  
TOWNSVILLE Qld 4810

Telephone +61 7 4799 8444  
Facsimile +61 7 4799 8501

ABN 19 823 962 345



Queensland  
Corrective Services

Townsville  
Correctional Centre

17 December 2015

Case Number: C2015/650

Our Reference: M628.15

Sch4/3/3

C/O Townsville Correctional Centre  
PO Box 5574  
Townsville QLD 4810

Dear [REDACTED]

**Re: Your Written Complaint with Case Number: C2015/650**  
**Received: Thursday, 17 December 2015**

I refer to the abovementioned matter in relation to a missing pair of Asics runners, and advise that your complaint has now been determined.

[REDACTED]

Townsville Correctional Centre does not acknowledge responsibility for the loss of your runners. However, in consideration of natural justice and the age of your shoes Townsville Correctional Centre will reimburse you \$50.00.

In this particular case you cannot request an internal review of this outcome. However, this does not remove your right to submit your complaint to an external agency for consideration.

Yours sincerely

A handwritten signature in black ink, appearing to read "Jon Francis-Jones".

Jon Francis-Jones  
Townsville Correctional Centre

Leaders in corrections:  
Partners in criminal and social justice

PO BOX 5574  
TOWNSVILLE Qld 4810

Telephone +61 7 4799 8444  
Facsimile +61 7 4799 8501

ABN 19 823 962 345

# Townsville Correctional Complex

## Business Services

### Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3 Date: 30/03/2017

Write Off: \$39.67

Completed Write off sent to: Business Services Manager, Accommodation/Area Manager, Advisor  
Business Services.

Approved by Delegate / Not Approved by Delegate

Name-

Sign-

Date-

*[Handwritten Signature]*  
D. Hyslop  
BSM  
30/03/2017

#### Reimbursement

Item	Condition on property sheet	cost	Poor (25%)	Average (50%)	Good (75%)	New/Canteen Item (100%)
FAN	New	39.67				39.67

# Townsville Correctional Complex

## Business Services

### Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3

Date: 10/10/2016

Write Off: \$40.21

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor  
Business Services.

Approved by Delegate / ~~Not Approved by Delegate~~

Sign/Name/Date:

*[Signature]*  
MINEA

*Tom MINEA*  
10.10.16

Reimbursement

Item	Condition on property sheet	cost	Poor (25%)	Average (50%)	Good (75%)	New/Canteen Item (100%)
Missing Buy up		\$40.21				\$40.21



# Townsville Correctional Complex

## Business Services

### Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner:  Date: **18/08/2016**

Write Off: **\$42.34**

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor Business Services.

Approved by Delegate / ~~Not Approved by Delegate~~

  
Sign/Name/Date: 18/08/2016.

Item	Condition on property sheet	cost	Poor (25%)	Reimbursement		New/Canteen Item (100%)
				Average (50%)	Good (75%)	
Missing Buy Up		42.34				\$42.34

# Townsville Correctional Complex

## Business Services

### Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3 Date: **18/08/2016**

Write Off: **\$34.46**

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor Business Services.

Approved by Delegate / ~~Not Approved by Delegate~~

Sign/Name/Date:

*Dickens*  
18/08/2016

Item	Condition on property sheet	cost	Reimbursement			New/Canteen Item (100%)
			Poor (25%)	Average (50%)	Good (75%)	
Missing Buy Up		34.46				\$34.46

# Townsville Correctional Complex

## Business Services

### Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3

Date: 02/02/2017

Write Off: \$5.24

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor Business Services.

Approved by Delegate / ~~Not Approved by Delegate~~

Sign/Name/Date:

*[Signature]*  
MEHEAN.  
3/2/17.

Item	Condition on property sheet	cost	Poor (25%)	Reimbursement			New/Canteen Item (100%)
				Average (50%)	Good (75%)		
2 X Jocks (med)		6.08		3.04			
1 X Face washer		1.10		.55			
1 Fab Softener				Nil			
1 X Laundry powder		3.29		1.65			
				5.24			

# Townsville Correctional Complex

## Business Services

### Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

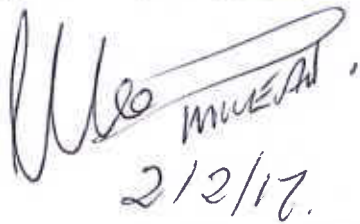
Prisoner:  Date: **2/2/2017**

Write Off: **\$197.20**

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor  
Business Services.

Approved by Delegate / ~~Not Approved by Delegate~~

Sign/Name/Date:

  
2/2/17.

Item	Condition on property sheet	cost	Reimbursement				New/Canteen Item (100%)
			Poor (25%)	Average (50%)	Good (75%)		
Portable Radio		45.00					
4 X CD's		80.00					
Headphone cable		10.00					
Fan		38.00					
Colouring Book		5.00					
Container		5.00					
56 X Photos		14.20					



# Townsville Correctional Complex

## Business Services

### Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3

Date: 25/01/2017

Write Off: \$5.40

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor Business Services.

Approved by Delegate / Not Approved by Delegate

Signature-

Name-

Date-

*[Signature]*  
DOMINIC MCHENAN.  
31/1/17.

Item	Condition on property sheet	cost	Reimbursement				New/Canteen Item (100%)
			Poor (25%)	Average (50%)	Good (75%)		
2 X Black Rio Underpants		\$5.40					\$5.40



# Townsville Correctional Complex

## Business Services

### Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at fault. To validate, the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3

Date: 14/02/2017

Write Off: \$3.39

Completed Write off send to: Business Services Manager, Accommodation/ Area Manager, Advisor Business Services.

~~Approved by Delegate~~ / Not Approved by Delegate

Sign/Name/Date:

21/02/2017

Accounted for on stock take meaning issue occurred.

#### Reimbursement

Item	Condition on property sheet	cost	Poor (25%)	Average (50%)	Good (75%)	New/Canteen Item (100%)
1 x Cadbury Dairy Milk Choc bar 135g	N/A	3.39				3.39

**SAVILLE, Karen**

---

**From:** DRIEHUIS, Paul  
**Sent:** Tuesday, 1 December 2015 12:52 PM  
**To:** SAVILLE, Karen  
**Cc:** JACKSON, Peter; EMANUEL, Barrie  
**Subject:** Sch4/3/3



Good afternoon Karen.

This write off is approved - \$44.72.

Kind regards Paul.

Paul Driehuis  
Business Services Manager  
Townsville Correctional Complex  
Department of Justice and Attorney-General  
Ph: 47998400/47998454  
[Redacted]

**From:** EMANUEL, Barrie  
**Sent:** Tuesday, 1 December 2015 10:45 AM  
**To:** DRIEHUIS, Paul  
**Cc:** JACKSON, Peter  
**Subject:** RE: [Redacted]

Thanks Paul,

I will go with this option as set out in Peter's reply. Can I please request Trust Accounts credit \$44.72 today. Am I also able to get a print out of this transaction when completed so I can include it with my letter advising him of the process [Redacted] Thanks.

Regards,  
Barrie.

**Barrie Emanuel**  
Accommodation Manager | Townsville Correctional Complex  
(07) 4799 8411 | (07) 4799 8545 (Fax)  
[Barrie.Emanuel@dcs.qld.gov.au](mailto:Barrie.Emanuel@dcs.qld.gov.au)  
P O Box 5574, Townsville QLD 4810

**SAVILLE, Karen**

---

**From:** DRIEHUIS, Paul  
**Sent:** Wednesday, 18 May 2016 3:10 PM  
**To:** TCC Trust Accounts  
**Cc:** JACKSON, Peter; GORDON, David; Anderson, Mike; SAVILLE, Karen  
**Subject:** FW: Buy up



Good afternoon Trust Accounts.

Write off approved - \$38.74

Email from line manager regarding circumstance and remedial action now in place at bottom of this correspondence.

Kind regards Paul.

Paul Driehuis  
Business Services Manager  
Townsville Correctional Complex  
Department of Justice and Attorney-General  
Ph: 47998400/47998454  
Mob: Sch4/3/3

Manager, Human Resources  
Manager, Industrial Relations  
Manager, Information Services  
Manager, Legal Services  
Manager, Logistics Services  
Manager, Maintenance Services  
Manager, Medical Services  
Manager, Mental Health Services  
Manager, Probation Services  
Manager, Prison Services  
Manager, Training Services  
Manager, Youth Services

**From:** GORDON, David  
**Sent:** Wednesday, 18 May 2016 2:57 PM  
**To:** Anderson, Mike  
**Cc:** DRIEHUIS, Paul  
**Subject:** RE: Buy up

Thanks Mike....That's approved....I'm not sure whether there is a form to fill out or whether this email will suffice.



**Dave Gordon**

Deputy General Manager | Townsville Men's Correctional Centre  
Tel: (07) 4799 8460 | Fax: (07) 4799 8500  
22 Dwyer Street | Townsville, QLD 4811  
PO Box 5574 | Townsville, QLD 4810  
[Queensland Corrective Services](#)   
[Department of Justice and Attorney-General](#) | [Queensland Government](#)



**Home Safe, Harm Free?**  
**Standing Together Against Family Violence**

The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interested immunity. As a recipient of this e-mail you are now considered an 'informed person' under Section 341(2) of the Corrective Services Act 2006.

If you are not the intended recipient you are required to delete it. Any use, disclosure, copying or dissemination of the information in this message to a third party is unauthorised and subject to a penalty of 100 penalty units or 2 years imprisonment.

---

**From:** Anderson, Mike  
**Sent:** Wednesday, 18 May 2016 2:51 PM  
**To:** GORDON, David  
**Subject:** Buy up

Dave,

Can you please authorise the reimbursement of \$38-74 into Sch4/3/3 account due to a missing buy up from his unit. I have confirmed with Trust that the amount is the correct one.  
It went missing before I had put out the previous instruction to staff about the buy up procedures.

Regards,

Mike Anderson  
Correctional Manager  
Townsville Correctional Complex  
Ph: 47998444



Queensland Corrective Services  

[Department of Justice and Attorney-General](#) | [Queensland Government](#)



**SAVILLE, Karen**

---

**From:** DRIEHUIS, Paul  
**Sent:** Wednesday, 18 May 2016 2:12 PM  
**To:** TCC Trust Accounts  
**Cc:** JACKSON, Peter; SAVILLE, Karen  
**Subject:** [REDACTED]  
**Attachments:** Report Sch4/3/3 DOC



Hello Trust Accounts.

Noting the investigation that has occurred (attached), remedial action identified by the line manager (below) and recommendation by the stores supervisor, I will approve the write off and subsequent reimbursement - \$17.99.

Kind regards Paul.

Paul Driehuis  
Business Services Manager  
Townsville Correctional Complex  
Department of Justice and Attorney-General  
Ph: 47998400/47998454  
Mob: [REDACTED]

**From:** JACKSON, Peter  
**Sent:** Wednesday, 18 May 2016 11:32 AM  
**To:** Shann, Leanne  
**Cc:** DRIEHUIS, Paul  
**Subject:** FW: [REDACTED]

Hi Leanne,

Please see attached report re [REDACTED] Once Paul gives the approval to you to reimburse the money the info is below:

1 x bottle Vitamins [REDACTED] - cost \$17.99

PTAS Transaction:  
10/05/2016

TV - EXTERNAL PURCHASE - FINALISATION - CHEMIST WAREHOUSE 09/05/2016 - TV1866/17 - VITAMINS





**Peter Jackson**

Stores Supervisor | Townsville Correctional Complex

Tel: (07) 4799 8413 | Fax: (07) 4799 8503

PO Box 5574 | Townsville, QLD 4810

[Peter.Jackson2@dcs.qld.gov.au](mailto:Peter.Jackson2@dcs.qld.gov.au)

Queensland Corrective Services

Department of Justice and Attorney-General | Queensland Government

S73 RTI



Queensland  
Corrective Services

Townsville  
Correctional Centre

6 June 2016

Our Reference: W116.16

Case Number: C2016/377

Sch4/3/3

C/O Townsville Correctional Centre (Female Farm)

Dear

**Re: Your Written Complaint with Case Number: C2016/377**  
**Received: Friday, 6 May 2016**

I refer to the abovementioned matter, and advise that your complaint has now been determined.

For this reason, arrangements were made back in April to have your account credited with the missing \$100.

In this particular case you may not request an internal review of this outcome. However, this does not remove your right to submit your complaint to an external agency for consideration.

Yours sincerely

Jon Francis-Jones  
Townsville Correctional Centre

Leaders in corrections:  
Partners in criminal and social justice

PO BOX 5574  
TOWNSVILLE Qld 4810

Telephone +61 7 4799 8444  
Facsimile +61 7 4799 8501

ABN 19 823 962 345

# CANTEEN SALES DOCKET - OFFICE COPY

## TAX INVOICE

Date: 13 Jun 2016

ABN: 13 846 673 994

Canteen: TCC ACTIVITIES @ Townsville Correctional Centre

Docket #: A0000006410S

Sold to: Sch4/3/3

Opening Bal:

Location: R34/1-1 - R BLOCK

Closing Bal:

Item	Qty	Value
MACLACE MAC1087 - PRE CUT SMALL CLUTCH PURSE EA	1	\$13.21 *
MACLACE MAC01080 PRE CUT EASY FOLD SMALL PURSE Natural EA	1	\$10.40 *
MACLACE MAC02825 20 X SAPHIRE CYRSTAL RIVETS EA	1	\$5.20 *
	GST:	\$2.62
	<b>Total:</b>	<b>\$28.81</b>

\* denotes GST included in price

RECEIVED IN GOOD ORDER

# of Items: 3

Signature: \_\_\_\_\_

Date: 13 Jun 2016

CHECK BEFORE SIGNING - NO REFUND OR EXCHANGES AFTER SIGNING

CANTEEN SALES DOCKET - OFFICE COPY

TAX INVOICE

Date: 05 Jul 2016

ABN: 13 846 673 994

Canteen: TCC ACTIVITIES @ Townsville Correctional Centre

Docket #: A0000006747S

Sold to: Sch4/3/3

Opening Bal:

Location: R34/1-1 - R BLOCK

Closing Bal:

Item	Qty	Value
MACLACE HOBBIES - MACLACE - MAC1068 - PRE CUT TRI FOLD KEY CASE EA	1	\$6.93 *
MACLACE MAC03228 MENS WALLET KIT INCLUDES INNER EA	1	\$16.75 *
MACLACE 3MM LACE RED 1 METER	7	\$6.37 *
MACLACE 3MM LACE BLUE 1 METER	7	\$6.58 *
	GST:	\$3.33
	<b>Total:</b>	<b>\$36.63</b>

\* denotes GST included in price

RECEIVED IN GOOD ORDER

# of Items: 16

Signature: \_\_\_\_\_

Date: 05 Jul 2016

CHECK BEFORE SIGNING - NO REFUND OR EXCHANGES AFTER SIGNING

# CANTEEN SALES DOCKET - PRISONER COPY

## TAX INVOICE

Date: 01 Mar 2016

ABN: 13 846 673 994

Canteen: TCC ACTIVITIES @ Townsville Correctional Centre

Docket #: A0000005457S

Sold to: Sch4/3/3

Opening Bal:   
 Closing Bal:

Location: R43/1-1 - R BLOCK

Item	Qty	Value
N/A AERIAL FITNESS/YOGA MAT EA	1	\$10.50 *
	GST:	\$0.95
	<b>Total:</b>	<b>\$10.50</b>

\* denotes GST included in price

NO REFUND OR EXCHANGES AFTER SIGNING



Batch #: 2506238  
Centre: Townsville Correctional Centre  
Transaction Type: RECEIPT OF MONIES - TRUST  
Ledger: Trust

ENTERED  
10 DEC 2015  


## Batch Report

Date: 10 Dec 2015

Posted by: Dwyer, Anita

Posted: Yes

Total: \$20.00

### Description

UNBANKED MONEYS - TRUST - Townsville Correctional Centre

PRISONER TRUST ACC - OPERATING - Sch4/3/3

### Voucher #

### Docket # Comments

### Amount

Reimbursement for Loss of Property - Magazines

-\$20.00

Reimbursement for Loss of Property - Magazines (Receipt: TVT45082)

\$20.00

# Townsville Correctional Complex

## Business Services

### Offender Property Right Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner:  Date: **30/03/2016**

Write Off: **\$86.65**

Approved by Delegate / Not Approved by Delegate

Sign/Name/Date:

*Dieters*  
30/03/2016.

Item	Condition on property sheet	cost	Reimbursement				New/Canteen Item (100%)
			Poor (25%)	Average (50%)	Good (75%)		
New Balance Runners	Good	\$115.50			\$86.65		

### Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: Sch4/3/3

Date 19/08/2016

Write Off: \$120

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor Business Services.

Approved by Delegate / ~~Not Approved by Delegate~~

Sign/Name/Date:

25/08/2016

#### Reimbursement

Item	Condition on property sheet	cost	Poor (25%)	Average (50%)	Good (75%)	New/Canteen Item (100%)
Missing Property		\$120				\$120.00

24 April 2017

Our Reference: M243.16

Case Number: C2016/552

Sch4/3/3

C/O Townsville Correctional Centre  
PO Box 5574  
Townsville QLD 4810

Dear 

**Re: Your Written Complaint with Case Number: C2016/552**  
**Received: Friday, 17 June 2016**

I refer to the abovementioned matter, and advise that your complaint has now been determined.

Your Trust Account was reimbursed \$25.25 on 29 July 2016.

In this particular case you may not request an internal review of this outcome. However, this does not remove your right to submit your complaint to an external agency for consideration.

Yours sincerely

Jon Francis-Jones  
Townsville Correctional Centre

# Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: 

Sch4/3/3

 ate: **12/07/2016**

Write Off: **\$29.14**

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor  
Business Services.

Approved by Delegate / Not Approved by Delegate

Sign/Name/Date:

			Reimbursement			
Item	Condition on property sheet	cost	Poor (25%)	Average (50%)	Good (75%)	New/Canteen Item (100%)
Canteen Sale	Never Received	\$29.14				\$29.14



# Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: 

Sch4/3/3

 Date: **24/06/2016**

Write Off: **\$27.50**

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor  
Business Services.

Approved by Delegate / Not Approved by Delegate

Sign/Name/Date:

			Reimbursement			
Item	Condition on property sheet	cost	Poor (25%)	Average (50%)	Good (75%)	New/Canteen Item (100%)
Stereo	Poor	\$110	\$27.50			

# Offender Property Write Off

The following matrix is applied to reimburse property that has been investigated, and where it is determined that QCS is at Fault. To validate the following should be used as a minimum:

- IOMs Property Sheet
- PTAS sales
- Investigation endorsed by accommodation manager

Prisoner: 

Sch4/3/3

 Date: **19/10/2016**

Write Off: **\$18.92**

Completed Write off sent to: Business Services Manager, Accommodation/ Area Manager, Advisor Business Services.

Approved by Delegate / Not Approved by Delegate

Sign/Name/Date:

			Reimbursement			
Item	Condition on property sheet	cost	Poor (25%)	Average (50%)	Good (75%)	New/Canteen Item (100%)
Missing Buy up		\$18.92				\$18.92