

## Annexure "A"



Sydney  
Local Health District

### **CONFIDENTIAL**

**16<sup>th</sup> January 2023**

Dear Dr Lloyd Ridley,

**RE: Internal Audit – Fact-finding interview – Allegation of time not worked**

The Internal Audit Unit of Sydney Local Health District (SLHD) has been requested to investigate an allegation that has been raised in relation to your role within the radiology department.

The allegation raised is that you have not worked your agreed number of hours.

You are requested to attend a face-to-face fact-finding interview:

**Time:** 1:30pm.

**Date:** 19<sup>th</sup> January 2023.

**Venue:** Workforce Services, Building 68, Concord Repatriation General Hospital (CRGH).

**Interviewers:** Terence Yang (Senior Internal Auditor) and Lily Cao (Acting Director, Internal Audit).

If for any reason you are unable to attend this meeting, please contact Terence Yang on (02) [REDACTED] or email [REDACTED] as soon as possible to make alternative arrangements.

The interview will be electronically recorded and you will be provided with a transcript of the interview. You will also be given an opportunity to comment on whether it is a true and accurate record and/or add comments or make amendments if you wish. The information obtained from this interview will constitute evidence in the investigation.

You may bring a support person to be present during the interview. The role of the support person is as observer, not advocate, and to provide a witness should a complaint of unfairness be raised after the interview. The support person is to be impartial and not be involved in the current investigation process (e.g. a witness). Please note that it is not appropriate to nominate your direct manager as your support person, or an immediate work colleague who may be deemed a possible witness in the matter.

This is being investigated as a **public interest disclosure (PID)** under the NSW Health PID Policy (*PD2016\_027*). Please treat this as a confidential matter and as such you are required to maintain confidentiality. The investigation is not to be discussed with anyone other than

your support person. Any breach of confidentiality, including discussing or speculating about the matters that are subject of this investigation, may result in disciplinary action.

In addition, each allegation will be reviewed in the context (but not limited to) the following policies:

- *PD2015\_049* Code of Conduct.
- *PD2015\_045* Conflicts of Interest.

I recognise that this may be a difficult time for you and want to remind you of staff counselling services available through the Employee Assistance Program (EAP). EAP can be contacted during business hours through (02) 9767 6726 or request the "EAP Counsellor on-call" outside of those hours through the CRGH Switchboard at (02) 9767 5000.

Yours Sincerely,



Terence Yang

Senior Internal Auditor

**Internal Audit, Sydney Local Health District**

**Unit 2-3, 31-41 Bridge Road, Stanmore, NSW 2048**