



G4S Australia Pty Ltd

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2 March 2012

Team One  
Coroners Court of Victoria  
Level 12  
222 Exhibition Street  
Melbourne VIC 3000

Dear Team One,

**Inquest into the Death of Garry Stephens**  
**Case Number: 3546 07**

We refer to the findings of Deputy State Coroner West delivered on 2 December 2011 in relation to the death of Garry Stephens.

G4S is the operator of Port Phillip Prison (PPP). St Vincent's Hospital Melbourne (SVHM) contracts with G4S to provide medical services at PPP.

**The Coroner's Recommendations**

Deputy State Coroner West made two recommendations in respect of his findings:

- 1. That the Melbourne Assessment Prison and PPP ensure protocols are in place that confirm the original medical file accompanies a prisoner upon transfer to another prison; ie that transfer does not occur until the file is available.*
- 2. That the Melbourne Assessment Prison and PPP ensure protocols are in place that confirm timely dispensing of prescribed medication and that a prisoner's medication accompanies him upon transfer to another prison.*

**G4S' Response to the Recommendations**

G4S has reviewed the Coroner's finding and recommendations to ensure the protocols in place at PPP are appropriate and effective.

A prisoner's medical records and medication pack are transported in a sealed "red bag".

G4S employs correctional officers at PPP to work in the area of Admissions which processes prisoners transferring to or from PPP.



Due to the need to maintain confidentiality of a prisoner's medical information and given correctional officers are not qualified to review or assess the contents of a prisoner's medical records or assess and/or administer medication, the contents of a prisoner's red bag is not inspected by G4S staff. However, admission protocol at PPP does require G4S staff to confirm and record on the prisoner's admission documentation that the prisoner was received at PPP along with his red bag.

Whether the full medical file or medication pack has accompanied the prisoner is determined by SVHM staff upon their review of the contents of the red bag. If a prisoner's medical records or medication is incomplete, SVHM will liaise with the medical staff from the originating prison to arrange file retrieval. SVHM staff may also consider whether it is necessary to review or administer medication. Placement options may be reviewed subject to operational requirements and the clinical judgment of SVHM's medical professionals.

G4S protocol requires a prisoner transferring from PPP to another prison to be accompanied by his medical records and, if necessary, his medication. SVHM are required to prepare the medical file and medication prior to transfer. G4S protocol requires its employees ensure that the red bag and any prescribed medication which is dispensed by SVHM is transferred with the prisoner on departure from PPP. A prisoner's warrant for transfer may not be signed by the transferring officer until these, and other steps, have been confirmed.

The correctional environment is a dynamic environment. There may be some necessary exceptions to the usual practice due to security or operational reasons for transfers which arise at the request of the State. At those times, SVHM will make contact with the medical provider at the receiving location in order to provide continuing medical care and treatment to the prisoner. G4S will become involved, if necessary.

Inter-prison prison transfers are determined by Department of Justice personnel on behalf of the Secretary to the Department of Justice. G4S employees may raise the absence of full medical information and seek review by the appropriate personnel at Department of Justice of the placement determination with respect to a prisoner.

We trust this information is of assistance to the Court and responds to the recommendations of Deputy State Coroner West. G4S is happy to provide any further information to the Court, if necessary.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Dennis Roach', written in a cursive style.

Dennis Roach  
Director Custodial Services