Verna Young

From:	Barbara Phillips
Sent:	Monday, 17 August 2020 10:45 AM
To:	FBC-StaffClaims
Cc:	Trish Nielsen; BusinessServices_ODG; Barbara Phillips
Subject:	FW: DG travel expenses : Cairns 27 and 28 July 2020
Attachments:	Wakefield_Staff Expense Claim_200817.pdf; trish.nielsen-health.qld.gov.au_
	31-07-2020_11-38-47.pdf; trish.nielsen-health.qld.gov.au_31-07-2020_11-37-37.pdf;
	B9465477-WAKEFIELDJOHN DR-27072020-Ticketed.pdf

Good morning,

Please find attached a Staff Expense Claim for Dr John Wakefield's recent trip to Cairns (27/07-28/07/2020) totalling \$62.90

Thanks



Barbara Phillips

Deputy Director-General Corporate Services Division and Strategy, Policy and Planning | Queensland Health

- P (07) 3082 0507 |
- E barbara.phillips@health.gld.gov.au
- W health.qld.gov.au
- A IVI 14, 33 Charlotte Street, Brisbane

CLEAN HANDS SAVE LIVES

Wash your hands regularly to stop the spread of germs



Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.

From: FBC-StaffClaims <<u>FBC-StaffClaims@health.qld.gov.au</u>> Sent: Monday, 17 August 2020 9:41 AM To: BusinessServices_ODG <<u>BusinessServices_ODG@health.qld.gov.au</u>>; Trish Nielsen <<u>Trish.Nielsen@health.qld.gov.au</u>> Subject: RE: DG travel expenses : Cairns 27 and 28 July 2020

Good morning,

Thank you for your email.

However, we require the email to be sent by the Expenditure Approval officer stating she approves the claim and what she approves (e.g. the name of claimant, total of claim, cost centre and date).

Please have the Expenditure Approval officer to send us an email with this attachment and stating in her email the abovementioned.

Thank you.

Kind Regards,



Salvinder Kaur

Assistant Finance Officer - Finance Business Centre

Finance Transactional Services, Finance Branch, Corporate Services Division | Queensland Health

- E FBC-Accounts Payable@health.gld.gov.au
- W health.qld.gov.au

CLEAN HANDS SAVE LIVES

Wash your hands regularly to stop the spread of germs



Queensland Health acknowledges the Traditional Custodians of the land across Queensland, and pays respect to First Nations Elders past, present and future.

From: BusinessServices_ODG <<u>BusinessServices_ODG@health.qld.gov.au</u>> Sent: Monday, 17 August 2020 9:16 AM To: FBC-StaffClaims <<u>FBC-StaffClaims@health.qld.gov.au</u>> Subject: FW: DG travel expenses : Cairns 27 and 28 July 2020

Good morning,

Please see the attached itinerary and claim form for the DGs recent travel to Cairns.

If there are any issues please let me know, Alex



Alexandra Mitchell

Business Support Officer Business Services Team Office of the Director-General | Queensland Health

- P (07) 3082 0567
- E BusinessServices ODG@health.qld.gov.au
- W health.qld.gov.au
- A Lvl 11, 33 Charlotte Street Brisbane

QUEENSLAND HEALTH VISION By 2026 Queenslanders will be among the healthiest people in the world.



Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.

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Employee Reference	Surname Wakefield	Given Names		Person ID (Pay	roll)
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	TO BE COMPLETED	and a second second second			
PLEASE COMPLETE TABLI	E ON PAGE 3 PRIOR TO COMPLETI	NG THIS PAGE AS SEVER	AL TOTALS	WILL AUTO P	OPUL
Purpose of claim: Over	night trip to Cairns				
Work base Headquarters: 33 Ch	arlotte Street, Brisbane				
Travel claim or advance: 🔽 🛛	aim 🔲 Advance				
Travelling Allowance:	Number of overnight stays	Accommodation \$			
	Number of overnight stays 1	Incidental Allowance \$	17.3		
Meal Allowance:		Breakfast \$			
		Lunch \$			=
			45.6		
Actual Expenses:					
(attach receipts)			[-
					-
					-
					-
					-
		SUB-TOTAL \$	62.9		=
		Less advance payment \$	02.5		-
		CLAIM AMOUNT \$	62.9		=
			02.9		_
Reason for claim: Over	rnight trip to Cairns for meeting.				



EXPENSE REIMBURSEMENT OR ADVANCE CLAIM FORM PAYMENT TRAVEL AND ALLOWANCES - CLAIM SUMMARY

lueensland iovernment		and the same of	Surname	Giver	n Names		Pers	on ID (Payroll)			
		Employee Reference	Wakefield	Johi	n						
		Deta	ils required if claiming travelling a	llowance /	actual exp	enses / mea	lallowance	e			
Days of the	Date	Towns or centers in v	vhich journey started and finished,	Ti	mes	Types of Accom.	Travelling	Allowance	M	eal Allowan	ce
week		also towns which acco	mmodation or meals were obtained	Depart	Arrive	A, B, C, D (see below)	Accom.	Incidentals	Breakfast	Lunch	Dinne
Saturday											
Sunday							-				
Monday	27/07/2020	В	risbane-Cairns	12:30	16:30	C		17.3			45.6
Tuesday	28/07/2020	C	airns-Brisbane	15:45	18:45	C					
Wednesday									I 1		
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						TOTALS \$		17.3			45.6
								GRANE	STOTAL \$	63	2.9
A Accata	commodation n motel or regist	ecessarily obtained ered lodging house	incidental expenses where accommodation and meals are provided at no expense to the office	er C		re accommoda t no expense t		D an	nere an office d meals other rt A <b c<="" or="" td=""><td></td><td></td>		
	urcomont-or-adu	-claim_05August19_v1.1									Page 3 o



RTI 2389/21
Print Form Reset Form

QTravel Booking and Approval Form

Privacy Statement: The collection of personal information on this form is authorised under the Information Privacy Act 2009. The information will be disclosed to relevant third parties to arrange official travel. Use and disclosure of your personal information for any other purpose requires your consent or must be legally authorised. The Department of Health's privacy obligations can be accessed at http://www.health.gld.gov.au/privacy/default.asp

	er Details etails must be as they a	ppear on passport/	driver licence and tra	veller must have a <u>C</u>	Travel profile.		
All trave	I must be for official pu	irposes and comply	with whole-of-gover	mment and Departm	nent of Health trave	el policies, guideli	nes & directives.
Title	Dr First Nam	e JOHN		Last Na	me WAKEFIELD	6	
E-mail	John.Wakefield@hea	alth.qld.gov.au					
Travel	Details						
Reason f	for Travel						
Intra-age	ency Travel (within age	ency)					
Details Participa	te on interview panel l	for recruitment of C	airns Hospital and He	alth Service Chief Ex	Recutive		
ravellin	g with other officers?	Yes No	If yes, their full nar	nes			
Air Trav	rel						
Air Trave	el Required?	ONO O	Domestic CInter	national (needs DG/	Ministerial approv	al <u>prior</u> to booking	g)
	Airport From	Airport To	Departure Date	Earliest Departure Time	Latest Departure Time	Flight number (if known)	Cost
+ -	BRISBANE	CAIRNS	27/07/2020		1.30pm	QF714	320
+ -	CAIRNS	BRISBANE	28/02/2020		4.40PM	QF719	320
+ +							
+ -							
r	ked baggage equired? • Y I special handling requ		ing with other guest		imated cost for ai		640 equipment, etc)
lease se	lect the type of fare yo	u require: G Flevi	hle OBe	st Fare			
	e fare may breach the p				minate a reason fro	om below.	
	ay be cancelled						
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	Request	ed Venue		Location	Check	-in Date	Check-out Dat
+ -	PULLMAN IN	TERNATIONAL	16 ABB	OTT ST CAIRNS	27/07	7/2020	28/07/2020
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ar Hire			Control Contro			- sies, massage))	, reg on ruce
	Required? C Yes	(No	The B	ost effective ve	hicle will be booke	d from either Avi	s. Hertz or Budget



Print Form Reset Form

QTravel Booking and Approval Form

Other Travel - Ferry, Bus, Rail or Air Charter

Do you r	equire ferry, bus, ra	il or air charter?	C Yes	(No	Qld Government contrac			
	Travel Type	From		То	Departure Date	Earliest Departure Time	Latest Departure Time	Cost
+ -								

Charter flights should be booked directly with Independent Aviation or AVMIN.

Charter flights and ferry travel are also able to be booked with CTM via the 'notes to travel agency' field in QTravel, however this will incur a \$10 special handling fee.

Estimated cost for car hire (inc GST)

Additional Comments

Please provide any further details the travel co-ordinator may require to book travel. (Include passport details for all overseas travel).

Division / Branch / Cost Centre /Internal Order

If you're charging more than one cost centre, detail how the expenses are to be split. Expenses can be split either by percentage (eg.70%,30%), or by nominating cost centres for different elements of your travel (eg. cc123456 for flights, cc987654 for accommodation).

Cost Centre	Internal Order	Branch	Split by %	Split by item
1000852		OFFICE OF THE DG	100%	

T		mark	e	
lotal	estimated	cost	of tr	avel:

Travel Item	\$Amt inc GST
Air Travel	640
Accommodation	200
Car Hire	200
Ferry/Bus/Rail/Charter	
Total	1,040

This does not include travel allowances, travel booking fees or credit card charges.

Line Manager Support Is line manager endorsement required? Yes In some circumstances only approving officer certification is required. For example if the line manager and approving officer are the same person or if the traveller is a DLT member. Do you support this travel to occur and confirm it is for official purposes? Yes Line Manager Name Signature Position Title Line Manager Email (Mandatory)

I certify that the above travel request complies with whole-of-government and Department of Health policies and directives.



RTI 2389/21 Print Form

Reset Form

Queensland Government	QTravel Bookir		
Approving Officer Certification (Must be Di	rector or above - <u>http://qheps.health.qld.gov.au/trave</u>	el/trav-ap	provals.htm)
certify that:	and the second		14.0
. I have the authority as per <u>DoH travel appr</u>		(Yes	C No
. This travel is required for official purposes	ment and Department of Health policies and directives	(Yes	C No
	el be booked as per the details contained in this form	Yes Yes	C No C No
Approving Officer Name	Signature	(• res	Date
BARBARA PHILLIPS			6.7.20
Position Title	E-mail		
DEPUTY DG CORPORATE SERVICES	Barbara.Phillips@health.qld.gov.au		
to complete a QTravel Profile Form an	Submit th the traveller and line manager must have a QTravel profile. To have ad submit it to your local verifying officer for on-forwarding to QHTMS.		
 To enable this travel to be booked, bot to complete a <u>QTravel Profile Form</u> and At the time of booking, travel costs material information regarding travel booked in manager highlighting lost travel saving Overseas travel must have DG/ministe Travellers, approving officers and trave activities. Each of us has a duty to ensor responsibility for our actions and decided to a construct on the saving officers have and the saving officers have and billing the saving officers and the saving of the saving officers and travel constructions and decided to a saving of the savi	th the traveller and line manager must have a QTravel profile. To have d submit it to your local verifying officer for on-forwarding to QHTMS, w increase up to 10% of the estimated costs approved on this form with n Serko/with CTM and the costs incurred will be emailed to the person figs associated with the booking. rial approval as per the DoH <u>Overseas Travel Standard</u> . el co-ordinators must understand their obligation to act appropriately ure that public resources are managed in an effective and accountable sions.	thout the ne nominated when enga e way and w	eed for further approval. l in QTravel as the line ging in travel related ve must accept
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27 Moi	' Ju nday	uly 2020	July 2020 <u>Mo TuWe Th Fr Sa Su</u> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August 2020 <u>Mo TuWe Th Fr Sa Su</u> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
-		MONDAY		
		27		
		ADVICE TO ELT RE DG TRA Haylene Grogan and Lisa Davies-Jones in Cairns 27/07/20		To 28 Jul To 28 Jul
vdnov	Brisban	**CANCELLED*		
7 ^{AM}	7 ^{AM}		6	
8	8			
		OFFICE	CA DEL	en prinse. Suite (S. S.
9	9			
10	10	OFFICE Travel to 33CS		
11	11			
12 ^{PM}	12 ^{PM}	Travel to airport		
1	1	Traver to anpoir		
2	2	**UPDATED DEPARTURE** 2.15pm to 4.40pm QF714 Brisbane to Cairns		
3	3			
4	4			
5	5	CAIRNS		
6	6	Dinner Water Bar and Grill Steakhouse, 1 Pier Point Rd Cairns		
		10:00pm - 11:30pm Overnight : Pullman International, 17 Abbott St Cairns ph. 07 40311:	300	

John Wakefield

RTI 2389/21

28 Tue	B Ju esday	ıly 2020	July 2020 <u>Mo TuWe Th</u> Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August 2020 Mo TuWe Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
		TUESDAY		
		28 ss.47(3)(b)		
		From 27 Jul ADVIC	E TO ELT RE DG TRAVEL ATTACHED	
vdpov	Brisbane	From 27 Jul Haylene Grogan and Lisa Davies-Jone	es in Cairns 27/07/20 and 28/07/20 at Torres and (Cape Workshop
7 ^{AM}	7 AM			
8	8		Travel to Hospital	
		CHHHS Chief Executive Interviews		
9	9	Executive Boardroom, Level 4, A Block, Cairns Hospital CHHHS_Board		
10	10			
11	11			
12 ^{PM}	12 ^{PM}			
Ú.				
1	1			
2	2			
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			Travel to airport	
4	4			
		4.40pm to 6.45pm QF719 Cairns to Brisbane		
5	5			
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6	6			
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RTI 2389/21



Friday 03 July 2020 14:53 - Brisbane, QLD

Itinerary for	Booking Number:	B9465477
WAKEFIELD/JOHN DR	PNR Reference:	IBVBIY
	Consultant:	Qld Govt Online
	Booked By:	Trish Nielsen
	Departure Date:	27 Jul 20
	Debtor:	Dept of Health
	Department:	ODG (Office of the DG)
	Cost Centre:	ODG DG (Office of the DG)
	Order Number:	1000852
	Return Date:	28 Jul 20
	Reason for Travel:	EXTERNAL

CTM EMERGENCY AFTER HOURS

Should you require assistance with booking changes or amendments relating to imminent departures, please contact our emergency afterhours service on the number printed on the footer of this itinerary.

Please note that if you are calling from outside Australia please use the main office number which will divert to our Emergency Team.

DUE TO PRIVACY LAWS WE ARE UNABLE TO RELEASE TRAVEL DETAILS TO ANYONE OTHER THAN THE PASSENGER.

Date	Service	Details		
Monday	Flight	Airline:	QANTAS AIRWAYS	light QF0714
27 Jul 20		Departure Date:	Mon 27 Jul 20 at 13:35	RISBANE, AUSTRALIA
		Arrival Date:	Mon 27 Jul 20 at 16:00 C	AIRNS, AUSTRALIA
		Aircraft:	Boeing 737-800 (winglets)	
		Class:	M - Economy FLEX	
		Stops:	Non-Stop	
		Airline Reference:	PSV4OM	
		Status:	Confirmed	
		Baggage:	1 piece	
		TER	BANE, AUSTRALIA (TERMINAL - DOMESTI MINAL 2 - DOMESTIC), Dept Time 27-07-2 0 - Travelling time: 2 hrs 25 mins - Meal S	020 13:35, Arrival Time 27-07-2020
Monday	Hotel	Hotel Name:	PULLMAN CAIRNS INTERNATIONAL	
27 Jul 20		Check-In Date:	Mon 27 Jul 20	
		Check-Out Date:	Tue 28 Jul 20	
		Hotel Address:	17 ABBOTT STREET	
			CAIRNS	
			QLD, 4870, Australia	
			P-61 7 4031 1300	
			F-61 7 4031 1801	
		Booking Reference:	2552367	
		Booking Reference: Status:	2552367 Confirmed	
		-		tals
		Status:	Confirmed	tals
		Status: Payment Method:	Confirmed Chargeback - Bill-back room and inciden	tals

Tuesday Fi 28 Jul 20	[]	QANTAS AIRWAYS Tue 28 Jul 20 at 16:40 Tue 28 Jul 20 at 18:45 Boeing 737-800 (winglets) M - Economy FLEX Non-Stop PSV40M Confirmed 1 piece AIRNS, AUSTRALIA (TERMINAL - TE FERMINAL - DOMESTIC), Dept Time Travelling time: 2 hrs 5 mins - Meal	28-07-2020 16:40, Arrival Tim	BANE, AUSTR	
Frequent Flyer N	umbers				
WAKEFIELD/JOHN	DR	FF QF 4499275			
Ticket Numbers					
TKT QF 952796101	0 - WAKEFIELD/JOHN DR - ADULT - BNE	-CNS-BNE	0.		
Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Service Fee	Booking-Dom-Online (A)	8.42	0.00	0.84	9.26
Ticket	QF - M - Economy FLEX 9527961010 - 03 Jul 20 - ADULT 27 Jul 20 BRISBANE- CAIRNS- BRISBANE	522.41	59.80	58.23	640.44
	Due	530.83	59.80	59.07	649.70
Pay Direct	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Hotel	The Lido Group (Hotel provider for Queensland Government) - 2552367 CAIRNS Date: 27 Jul 20/28 Jul 20	143.68	0.00	14.37	158.05
	Total Booking Cost Inc Pa	y Direct		73.44	807.75
Final Ticket Dat	e: 06 Jul 20				

Page 12 of 66

CTM Global Privacy Policy

For more information on the CTM Global Privacy Policy please refer to https://investor.travelctm.com.au/privacy/

SKYTRANS IMPORTANT INFORMATION

Please note that from Wednesday 1st April 2020 ALL Departures and Arrivals, in Cairns, will take place from the Skytrans Hangar in General Aviation. 11 Bush Pilots Avenue, Aeroglen. (This is located on the airport but on the opposite side to the Domestic Terminal)

DOMESTIC BAGGAGE (JQ/QF/VA)

JETSTAR

Economy Starter fare includes 7kg of carry- on luggage, customise your requirements at time of booking. http://www.jetstar.com/au/en/planning-and-booking/baggage/checked-baggage

QANTAS

Economy Class: 1 piece of cabin baggage weighing 7kg + 1 piece of checked baggage weighing maximum 23kg. Business Class: 1 piece of cabin baggage weighing 7kg + 1 piece of checked baggage weighing 32kg per piece. Silver/Gold/Platinum frequent flyers receive extra baggage concessions. http://www.qantas.com.au/travel/airlines/checked-baggage/global/en

VIRGIN AUSTRALIA

For all Virgin Australia bookings please refer to the link below: http://www.virginaustralia.com/au/en/plan/baggage/checked-baggage/

DOMESTIC CHECK IN (JQ/QF/VA)

JETSTAR

Check-in for Jetstar flights leaving from any domestic Australian destination is a minimum (recommended 60 minutes) before your scheduled flight. Check in opens 2 hours prior to the scheduled flights and closes 30 minutes prior to scheduled departure time.

http://www.jetstar.com/au/en/planning-and-booking/checking-in/web-check-in

NOTE: Check in for domestic flights departing from an international terminal closes 60 minutes prior to departure.

www.jetstar.com/au/en/planning-and-booking/checking-in/domestic

QANTAS

QANTAS domestic flights check-in closes 30 minutes prior to scheduled departure time - except for flights numbered QF2000-QF2299 and QF7000-QF7299 departing from Sydney, check-in time is 1 hour. Online check-in is now available for QANTAS and QANTAS Link Australian domestic bookings between 24 hours and 1 hour before your flight departure.

http://www.qantas.com.au/travel/airlines/checkin/global/en

VIRGIN AUSTRALIA

Virgin Australia domestic flights check-in closes 30 minutes prior to scheduled departure time. Virgin Australia online check-in is available and opens 24 hours before departure of your flights. Passengers wanting to utilise this facility must present a print out of your boarding pass at check in. http://www.virginaustralia.com/Personal/Services/Check-inoptions/index.htm

DOMESTIC FARE CONDITIONS (JQ/QF/VA)

JETSTAR - http://www.jetstar.com/au/en/planning-and-booking/fares/fare-types

QANTAS - http://www.travelctm.com/uploads/QFDomesticFareGrid.pdf

VIRGIN - https://www.virginaustralia.com/au/en/plan/fare-types/Domestic/

NOTE: Business Class Virgin Australia only offered on A330-200 aircraft (subject to change).

E-TICKET

E ticket identification required by airlines:

Photo identification that has been issued by the Commonwealth of Australia or an Australian State or Territory. Acceptable photo identification includes: drivers license, passport, any state, territory or federal government issued card, company issued identification, or a student card. Qantas acceptable non photo identification includes: credit card used to pay for the ticket, other credit or debit cards, social security card, QF club or frequent flyer card, certified copy/original of a birth of citizenship document. All ID's must be current and valid.

FREQUENT FLYER

 Please advise your airline loyalty number if applicable. Once received we will enter this into your booking and your profile for future flight reservations.

 To ensure you receive your frequent flyer points, please retain tickets and boarding passes where possible until your points have appeared on your frequent flyer statement.

 Should your points not appear on your statement, please send copies of your boarding passes, tickets and supporting information to the relevant airline.

Tel: 1300 368 145 Toll Free: 1800 663 622 Emergency: 61 7 3211 2400

Email: gldgov@travelctm.com Internet: www.travelctm.com ABN: 52 005 000 895

QANTAS - SPECIAL INFORMATION

Qantas Domestic flights with a flight number under 400 (e.g. QF001) and Jetstar flights with a flight number under 201 depart from the International Terminals of your Australian State Capital City. Travellers will need to be at the International Terminal at least 90 minutes prior to the flight departure and photographic identification (e.g. licence or passport) is mandatory.

EXCEPTION - Jetstar flight numbers 61, 73 and 81 depart from Domestic Terminals.

SYDNEY Terminal Information

There are 3 terminals in Sydney

- T1 Sydney International Terminal: Qantas flights QF1-QF399 and oneworld flights operate from this terminal.
- T2 Sydney Domestic Airport: JetStar flights operate from this terminal.
- T3 Qantas Sydney Domestic Airport: Qantas Domestic flights QF400-QF1599 and QantasLInk flights 1600 and above operate from this terminal.

Verna Young

From:	Barbara Phillips
Sent:	Tuesday, 15 September 2020 2:50 PM
То:	FBC-StaffClaims
Cc:	Trish Nielsen; BusinessServices_ODG
Subject:	Travel Expenses : Dr John Wakefield, Director-General : August/September 2020
Attachments:	FLIGHTS DG_UPDATED_CAIRNS 30 AUGUST 2020.pdf; trish.nielsen-
	health.gld.gov.au_27-08-2020_12-03-35.pdf; trish.nielsen-health.gld.gov.au_
	2-09-2020_9-28-49.pdf

Hello

Please find attached 2 Staff Expense Claims for Dr John Wakefield as follows:

Cairns Community Cabinet (30/08/20 to 01/09/20) totalling \$245.25 Reimbursement of Taxi Fares (24/08/20) City to Milton and return for Health and Wellbeing Queensland Board Meeting totalling \$24.04

Thanks



Barbara Phillips

Deputy Director-General

Corporate Services Division and Strategy, Policy and Planning | Queensland Health

- P (07) 3082 0507 |
- E barbara.phillips@health.qld.gov.au
- W health.qld.gov.au
- A Ivi 14, 33 Charlotte Street, Brisbane

CLEAN HANDS SAVE LIVES

Wash your hands regularly to stop the spread of germs



Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.



ABN: 52 005 000 895

Tuesday 25 August 2020 12:53 - Brisbane, QLD

Dept of Health	Booking Number:	B9524707
ODG DG (Office of the DG)	PNR Reference:	XNANST
Queensland Health Building	Debtor:	Dept of Health
147-163 Charlotte Street	Department:	ODG
Brisbane	Cost Centre:	ODG DG
QLD, 4000, Australia	Booked By:	Trish Nielsen
	Order Number:	1000852
	Reason for Travel:	CONF/EVENT

Tax Invoice - I.0012848839

Issue Date	25/08/2020	Due Date	25/08/2020	Terms	Zero Days
Departure Date	30/08/2020	Return Date	01/09/2020	Consultant	Qld Govt Online

Passengers

Description	Fare	Тах	GST	Due
1 Ticket	\$72.54	\$0.00	\$7.25	\$79.79
QANTAS AIRWAYS				
Ticket Class: H - Economy FLEX				
Itinerary: BRISBANE- CAIRNS- BRISBANE				
Ticket No: 9528200062				
Passenger: WAKEFIELD/JOHN DR				
Issue Date: 22-08-2020				
Paid by CC 555005XXXXX3399 - 79.79 - WAKEFIELD/JOHN DR				
Invoice Total	\$72.54	\$0.00	\$7.25	\$79.79
		Total(ex GST)		\$72.54
		GST		\$7.25
		Total Inc GST		\$79.79
overnment Payment				

This invoice has been paid in full, no further payment is required.



Saturday 22 August 2020 10:44 - Brisbane, QLD

Booking Number:	B9524707
PNR Reference:	XNANST
Consultant:	Qld Govt Online
Booked By:	Trish Nielsen
Departure Date:	30 Aug 20
Debtor:	Dept of Health
Department:	ODG (Office of the DG)
Cost Centre:	ODG DG (Office of the DG)
Order Number:	1000852
Return Date:	01 Sep 20
Reason for Travel:	CONF/EVENT
	PNR Reference: Consultant: Booked By: Departure Date: Debtor: Department: Cost Centre: Order Number: Return Date:

CTM EMERGENCY AFTER HOURS

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Please note that if you are calling from outside Australia please use the main office number which will divert to our Emergency Team.

DUE TO PRIVACY LAWS WE ARE UNABLE TO RELEASE TRAVEL DETAILS TO ANYONE OTHER THAN THE PASSENGER.

Date	Service	Details		
Sunday 23 Aug 20	Hotel	Hotel Name: Check-In Date: Check-Out Date: Hotel Address:	RILEY A CRYSTALBROOK RES Sun 23 Aug 20 Tue 25 Aug 20 131 TO 141 ESPLANADE CAIRNS QLD 04870 Australia P-1300 00 20 50 F-61-2-90484499	SORT
		Booking Reference: Status: Payment Method: Local Rate: Rate: Duration:	2580980 Confirmed Chargeback - Bill-back room and AUD178.50 Per Night AUD178,50 Per Night 2 (Nights)	incidentals
Sunday 30 Aug 20	Flight	Airline: Departure Date: Arrival Date: Aircraft: Class: Stops: Airline Reference: Code Share: Status:	QANTAS AIRWAYS Sun 30 Aug 20 at 16:20 Sun 30 Aug 20 at 18:45 Boeing 717 H - Economy FLEX Non-Stop J8DKW5 /QANTASLINK - NATIONAL JET S Confirmed	Flight QF1716 BRISBANE, AUSTRALIA CAIRNS, AUSTRALIA SYSTEMS
		TER		OOMESTIC) CAIRNS, AUSTRALIA (TERMINAL - 30-08-2020 16:20, Arrival Time 30-08-2020 - Meal Service: Refreshment

Saturday 22 August 2020 10:44 - Brisbane, QLD

Tuesday	Flight	Airline:	QANTAS AIRWAYS	Flight QF1721
01 Sep 20		Departure Date:	Tue 01 Sep 20 at 19:25	CAIRNS, AUSTRALIA
		Arrival Date:	Tue 01 Sep 20 at 21:30	BRISBANE, AUSTRALIA
		Aircraft:	Boeing 717	
		Class:	M - Economy FLEX	
		Stops:	Non-Stop	
		Airline Reference:	J8DKW5	
		Code Share:	/QANTASLINK - NATIONAL JET S	SYSTEMS
		Status:	Confirmed	
		(T		MINAL 2 - DOMESTIC) BRISBANE, AUSTRALIA 01-09-2020 19:25, Arrival Time 01-09-2020 21:30 Service: Refreshment

Frequent Flyer Numbers

WAKEFIELD/JOHN DR

FF QF 4499275

Ticket Numbers

TKT QF 9528200062 - WAKEFIELD/JOHN DR - ADULT - BNE-CNS-BNE TKT QF 9528179863 - WAKEFIELD/JOHN DR - ADULT - BNE-CNS-BNE

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Service Fee	Booking-Dom-Online (A)	8.42	0.00	0.84	9.26
Ticket	QF - M - Economy FLEX 9528179863 - 18 Aug 20 - ADULT 23 Aug 20 BRISBANE- CAIRNS- BRISBANE	527.26	48.22	57.54	633.02
Ticket	QF - H - Economy FLEX 9528200062 - 22 Aug 20 - ADULT 30 Aug 20 BRISBANE- CAIRNS- BRISBANE	72.54	0.00	7.25	79.79
	Due	608.22	48.22	65.63	722.07
Pay Direct	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Hotel	The Lido Group (Hotel provider for Queensland Government) - 2580980 CAIRNS Date: 23 Aug 20/25 Aug 20	324.55	0.00	32.45	357.00
	Total Booking Cost Inc Pay I	Divert		98.08	1079.07

Final Ticket Date:

20 Aug 20

Page 2 of 4

Corporate Travel Management Level 24 307 Queen St Brisbane QLD 4000
 Tel:
 1300 368 145

 Toll Free:
 1800 663 622

 Emergency:
 61 7 3211 2400

Email:qldgov@travelctm.comInternet:www.travelctm.comABN:52 005 000 895

Queensland Government RTI 2389/21
Print Form Reset Form

QTravel Booking and Approval Form

Privacy Statement: The collection of personal information on this form is authorised under the Information Privacy Act 2009. The information will be disclosed to relevant third parties to arrange official travel. Use and disclosure of your personal information for any other purpose requires your consent or must be legally authorised. The Department of Health's privacy obligations can be accessed at http://www.health.qld.gov.au/privacy/default.asp

All travel r Title D – E-mail Ja – Travel Da Reason for External M Details COMMUN Fravelling Air Trave	ohn.Wakefield@health etails r Travel Aeeting/Site Visit ITY CABINET MEETING IN with other officers?	ses and comply JOHN .qld.gov.au CAIRNS /es (`No	with whole-of-gover	veller must have a <u>C</u> nment and Departm Last Na 	ent of Health trave	l policies, guidelir	nes & directives.
E-mail Jo Travel Do Reason for External M Details COMMUN Fravelling Air Trave	ohn.Wakefield@health etails r Travel Aeeting/Site Visit ITY CABINET MEETING IN with other officers?	.qld.gov.au CAIRNS /es (`No	If yes, their full nam		me WAKEFIELD	0	
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11. J. 120.					с		
\ir Travel	Required? (Yes						
-		CNO C	Domestic CInter	national (needs DG/	Ministerial approva	l <u>prior</u> to booking)
	Airport From	Airport To	Departure Date	Earliest Departure Time	Latest Departure Time	Flight number (if known)	Cost
+ -	BRISBANE	CAIRNS	30/08/2020		4.20PM	QF1716	80
	ed baggage quired?	No No		Feti	imated cost for air	travel (inc GST)	80
DDITIOI lease sele flexible i	special handling requirer NAL COLLECTION FOR ect the type of fare you re fare may breach the poli	TO CHANGE D equire: (Flexi	DATES AS ORIGINAL	. FARE UNAVAILAE st Fare	BLE - ALSO 1 NIGH	IT EXTRA ACCON	A CONTRACTOR OF THE OWNER
	y be cancelled odation						
	odation required?	les C No		ation booking is long am for advice on Liv			
	Requested	Venue		Location	Check-	in Date	Check-out Date
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	overnment contracted ho g in with password QTrav		ctm.lido.com.au/	Estimated cost	for accommodati	ion (inc GST)	400
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	ment Method C Bill b	ack to Lido (roo	m only) (• Bill back	to Lido (meals & roo	om (exc minibar, mo	ovies, massage))	C Pay own accour
ar Hire	equired? C Yes (No	The w	nost cost effective ve	hisle will be beeke	d from oithor Avis	Hortz or Budget
ar Hire Re ther Tra	avel - Ferry, Bus, Rail		10-11	lost cost ellective ve	ancie will be booke	a nom either Avis	, nertz or budget
	quire ferry, bus, rail or air			d Government contract	s for air charter are wi	ith Independent Avi	ation and AVMIN
	Travel Type	From	То	Departure Date	Earliest Departure Time	e Latest Departu Time	ure Cost
+ -			P	age 19 of 66			



RTI 2389/21 **Print Form**

Reset Form

QTravel Booking and Approval Form

Charter flights should be booked directly with Independent Aviation or AVMIN. Charter flights and ferry travel are also able to be booked with CTM via the 'notes to travel agency' field in QTravel, however this will incur a \$10 special handling fee.

Estimated cost for car hire (inc GST)

Additional Comments

Please provide any further details the travel co-ordinator may require to book travel. (Include passport details for all overseas travel).

Division / Branch / Cost Centre /Internal Order

If you're charging more than one cost centre, detail how the expenses are to be split. Expenses can be split either by percentage (eg.70%, 30%), or by nominating cost centres for different elements of your travel (eg. cc123456 for flights, cc987654 for accommodation).

Cost Centre	Internal Order	Branch	Split by %	Split by item
1000852		ODG	100%	

Total estimated cost of travel:

Travel Item	\$Amt inc GST
Air Travel	80
Accommodation	400
Car Hire	
Ferry/Bus/Rail/Charter	
Total	480

This does not include travel allowances, travel booking fees or credit card charges.

Line Manager Support

Is line manager endorsement required? (Yes (No

In some circumstances only approving officer certification is required. For example if the line manager and approving officer are the same person or if the traveller is a DLT member.

Approving Officer Certification (Must be Director or I certify that:	above - <u>http://qneps.nearth.qru.gov.au/trav</u>	el/trav-a	pprovais.intili)
 I have the authority as per <u>DoH travel approvals</u> to a This travel is required for official purposes and the a This travel complies with whole-of-government and Funds are available and I approve the travel be boo 	cost is justified d Department of Health policies and directives	 Yes Yes Yes Yes Yes 	C No C No C No C No
Approving Officer Name BARBARA PHILLIPS	Signature	290.8.	Date Lo
Position Title DEPUTY DIRECTOR-GENERAL CORPORATE SERVICES	E-mail Barbara.Phillips@health.qld.gov.au		
	Submit		



Reset Form

Queensland Government

QTravel Booking and Approval Form

Print Form

NOTES:

- To enable this travel to be booked, both the traveller and line manager must have a QTravel profile. To have a new profile created you will need to complete a <u>QTravel Profile Form</u> and submit it to your local verifying officer for on-forwarding to QHTMS.
- At the time of booking, travel costs may increase up to 10% of the estimated costs approved on this form without the need for further approval.
 Information regarding travel booked in Serko/with CTM and the costs incurred will be emailed to the person nominated in QTravel as the line manager highlighting lost travel savings associated with the booking.
- · Overseas travel must have DG/ministerial approval as per the DoH Overseas Travel Standard.
- Travellers, approving officers and travel co-ordinators must understand their obligation to act appropriately when engaging in travel related activities. Each of us has a duty to ensure that public resources are managed in an effective and accountable way and we must accept responsibility for our actions and decisions.
- Travel co-ordinators have an obligation to be aware of whole-of-government and departmental policies as they relate to travel and bring any concerns they have about non-compliance to the attention of their managers.
- Approving officers are accountable for all the elements that they approve in the QTravel Booking and Approval Form and must ensure that the arrangements they approve are policy-aligned and supportive of public sector values and ethics.
- It is not appropriate for private travel to be booked using government contracted arrangements regardless of personal payment of private travel. This includes the use of CTM, Lido, airlines, car hire companies, air charter companies.
- Further information and assistance is available on <u>QHEP5</u> or by contacting your local travel co-ordinator or the DoH, <u>QTravel System</u> <u>Administrator</u>.

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THANK YOU FOR USING GM CABS

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CALL 131 001 OR DOWNLOAD THE RYDO APP AND GET \$20 OFF YOUR FIRST RIDE! PROMO CODE: GMCABS

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** CARDHOLDER COPY **

10.00

BLACK&WHITE CABCHARGE TAX INVOICE NAB EFTPOS

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EXTRAS: Booking		\$1.50
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TOTAL	AUD	\$13,34
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APPROVED 00 AUTH NO 087663

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** 刘建筑后	RTI 2389/21
	Print Form Reset Form
Queensland Government	QTravel Booking and Approval Form

Privacy Statement: The collection of personal information on this form is authorised under the Information Privacy Act 2009. The information will be disclosed to relevant third parties to arrange official travel. Use and disclosure of your personal information for any other purpose requires your consent or must be legally authorised. The Department of Health's privacy obligations can be accessed at http://www.health.qld.gov.au/privacy/default.asp

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-	CAIRNS	BRISBANE	24/08/2020		7.25PM	QF1721	350
-							
-	-						
Checked b		(No	1	Esti	mated cost for air	travel (inc GST)	700
require r travel spec		ements (eg.travell	ing with other guest	s, extra baggage, wh	eelchair, vision imp	paired, medical/IT	equipment, etc)
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111	Requested	Venue		Location	Check-	in Date	Check-out Date
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	nment contracted h with password QTra		tm.lido.com.au/	Estimated cost	for accommodat	ion (inc GST)	200

Car Hire



RTI 2389/21

Print Form

QTravel Booking and Approval Form

Reset Form

Other Travel - Ferry, Bus, Rail or Air Charter

Do you r	equire ferry, bus, rai	l or air charter?	(Yes	C No	Qld Government contrac	cts for air charter are with	h Independent Aviation	and AVMIN
	Travel Type	From		То	Departure Date	Earliest Departure Time	Latest Departure Time	Cost
+ -								

Charter flights should be booked directly with Independent Aviation or AVMIN.

Charter flights and ferry travel are also able to be booked with CTM via the 'notes to travel agency' field in QTravel, however this will incur a \$10 special handling fee.

Estimated cost for car hire (inc GST)

Additional Comments

Please provide any further details the travel co-ordinator may require to book travel. (Include passport details for all overseas travel).

Division / Branch / Cost Centre /Internal Order

If you're charging more than one cost centre, detail how the expenses are to be split. Expenses can be split either by percentage (eg.70%,30%), or by nominating cost centres for different elements of your travel (eg. cc123456 for flights, cc987654 for accommodation).

Cost Centre	Internal Order	Branch	Split by %	Split by item
1000852		OFFICE OF THE DG	100%	1
			7	

Total estimated cost of travel:

Travel Item	\$Amt inc GST
Air Travel	700
Accommodation	200
Car Hire	300 N/A
Ferry/Bus/Rail/Charter	
Total	1,100

This does not include travel allowances, travel booking fees or credit card charges.

Line Manager Support

Position Title	Line Manager Em	ail (Mandatory	()	
Line Manager Name	Signature	- L.		Date
Do you support this travel to occur and confirm it is for	official purposes?	() Yes	(No	
In some circumstances only approving officer certification if the traveller is a DLT member.	ation is required. For ex	xample if the li	ne manager and ap	oproving officer are the same person or
Is line manager endorsement required? C Yes	(No			

I certify that the above travel request complies with whole-of-government and Department of Health policies and directives.

为游戏吧				RTI 238	89/21
	P		Print For	rm	Reset Form
Queensland Governmen		QTravel Bookin	ng an	d Appr	oval Form
Approving (Officer Certification (Must be Director o	or above - <u>http://qheps.health.qld.gov.au/trave</u>	el/trav-a	pprovals.	1 <u>tm</u>)
2. This travel 3. This travel 4. Funds are	available and I approve the travel be bo	e cost is justified nd Department of Health policies and directives poked as per the details contained in this form	 Yes Yes Yes Yes Yes 	C No C No C No C No	
	Officer Name	Signature		Date	
BARBARA PH	IILLIPS		19.8.20		
Position Title DEPUTY DG	e CORPORATE SERVICES	E-mail Barbara.Phillips@health.qld.gov.au			
		Submit			
NOTES:			Θ		
 To enable this travel to be booked, both the to complete a <u>QTravel Profile Form</u> and sub At the time of booking, travel costs may incomplete a <u>Information regarding travel booked in Serk</u> manager highlighting lost travel savings as Overseas travel must have DG/ministerial ap Travellers, approving officers and travel coord activities. Each of us has a duty to ensure the responsibility for our actions and decisions 		veller and line manager must have a QTravel profile. To have t it to your local verifying officer for on-forwarding to QHTMS ie up to 10% of the estimated costs approved on this form wi with CTM and the costs incurred will be emailed to the persor iated with the booking. oval as per the DoH <u>Overseas Travel Standard</u> . nators must understand their obligation to act appropriately public resources are managed in an effective and accountable ware of whole-of-government and departmental policies as t	thout the n nominated when enga e way and v	need for furth d in QTravel a aging in trave we must acce	er approval. as the line el related ept
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	Further information and assistance is available of <u>Administrator</u> .	on <u>QHEPS</u> or by contacting your local travel co-ordinator or the second s	he DoH, <u>QT</u>	Travel System	0

Verna Young

From:	Barbara Phillips
Sent:	Friday, 23 October 2020 2:01 PM
To:	FBC-StaffClaims
Cc:	Trish Nielsen; BusinessServices_ODG
Subject:	Travel Expense Claim : Dr John Wakefield, Director-General, visit to Wide Bay HHS
	15 and 16 October 2020
Attachments:	DG TRAVEL EXPENSE CLAIM FORM_BUNDABERG 151020.pdf; WIDE BAY ITINERARY
	EMAILS.pdf; DG DIARY 15 AND 16 OCTOBER 2020.pdf; DG TRAVEL WIDE BAY 15
	AND 16 OCTOBER 2020.pdf; TRAVEL APPROVAL FORM_DG BUNDABERG
	151020.pdf

Hello

Please find attached, a Staff Travel Expense Claim and supporting documents, for Dr John Wakefield.

Dr Wakefield visited the Wide Bay Hospital and Health Service on 15 and 16 October 2020.

Regards



Government

Barbara Phillips

Deputy Director-General Corporate Services Division and Strategy, Policy and Planning | Queensland Health

- (07) 3082 0507 P
- barbara.phillips@health.qld.gov.au E
- W health.qld.gov.au
- Ivl 14, 33 Charlotte Street, Brisbane A



Wash your hands regularly to stop the spread of germs

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Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.

		TO BE	COMPLET	ED BY	CLAIMA	NT	
urname	Giv	en Names		Person	ID (Payroll)	Position	
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Travel and Allowa Expense claim or	nces advance	Payment Telepho	one and Enterta	ainment			s application for reimbursement and rivate medical indemnity premium
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Employee Reference	Surname	Given Names		Person ID (Payroll)
	Wakefield	John		
	TO BE COMPLETE	D BY CLAIMAINT		
PLEASE COMPLETE TABLE	ON PAGE 3 PRIOR TO COMPLET	ING THIS PAGE AS SEVER	AL TOTALS	WILL AUTO POPULA
Purpose of claim: Wide B	ay HHS visit to facilities and mee	et and thank staff		
/ork base Headquarters: 33 Cha	rlotte St Brisbane			
Travel claim or advance: 📝 Clai	m 🗌 Advance			
Travelling Allowance:	Number of overnight stays	Accommodation \$	EFZ	
	Number of overnight stays 1	Incidental Allowance \$	17.3	
Meal Allowance:		Breakfast \$	21.15	
		Lunch \$		
		Dinner \$	41.65	
Actual Expenses: (attach receipts)				
		Θ		
		SUB-TOTAL \$	80.1	
		Less advance payment \$		
		CLAIM AMOUNT \$	80.1	
Reason for claim: Wide	Bay HHS visit to facilities and me	et and thank staff		
lease attach: 1) Original re	ceipts 2) Travel itinerary 3) !	Supporting documenta	tion	

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EXPENSE REIMBURSEMENT OR ADVANCE CLAIM FORM PAYMENT TRAVEL AND ALLOWANCES - CLAIM SUMMARY

overnment			Surname	Giver	Names		Pers	son ID (Payroll)			
		Employee Reference	Wakefield	Johi	n						
		Detai	ils required if claiming travelling a	llowance /	actual exp	enses / mea	lallowanc	e			
			which journey started and finished,	Ti	mes	Types of Accom.	Travelling Allowance		Meal Allowance		ice
week		also towns which acco	mmodation or meals were obtained	Depart	Arrive	A, B, C, D (see below)	Accom.	Incidentals	Breakfast	Lunch	Dinner
Saturday											
Sunday											
Monday											
Tuesday		6				TOP					
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Thursday	15/10/2020					C		17.3			41.65
Friday	16/10/2020								21.15		
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Thursday											
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						TOTALS \$		17.3	21.15		41.65
								GRAND	TOTAL \$	80	0.1
		ecessarily obtained ered lodging house	incidental expenses where accommodation and meals are provided at no expense to the office	, C		re accommoda : no expense to		D and	nere an officer d meals other rt A <b c<="" or="" td=""><td></td><td></td>		
-expense-reimb	oursement-or-adv	r-claim_05August19_v1.1									Page 3 of
			Pa	age 32 of 60	0						

Trish Nielsen

From: Sent: To: Subject: WBHHS-HSCE Tuesday, 13 October 2020 9:24 AM Trish Nielsen RE: Accommodation : Bundaberg

Fantastic!

Just to confirm the DG's schedule for the day whilst visiting the Bundaberg Hospital:

- 9.15am Collected from Bundaberg airport
- 10.00am WBHHS + DoH Meeting
- 11.30am Shatter the Stigma and hospital tour
- 1.00pm Lunch with Executive team
- 2.00pm Staff forum
- 3.00pm New hospital site visit

Can you please advise if the DG has any preferred catering preferences and his preferred hot drink (i.e. coffee or tea)?

Our <u>Shatter the Mental Health Stigma</u> campaign launched this week and we had arranged photos with our HSCE and Board Chair regarding their pledges and viewing the hospital display. If the DG is happy to participate and join the HSCE and Chair for some photos, this will be coordinated prior to the hospital tour.

Please do not hesitate to contact me if you would like anything further arranged for the DG while he is visiting Bundaberg, or if you have any queries.

Kind regards,

llea Costin

A/ Executive Secretary Office of the Chief Executive Wide Bay Hospital and Health Service

 Phone:
 (07) 4150 2020

 Address:
 Bundaberg Hospital, 271-275 Bourbong Street | PO Box 34, Bundaberg Qld 4670

 Email:
 WBHHS-HSCE@health.qld.gov.au

www.health.qld.gov.au/widebay



Wide Bay Hospital and Health Service

Care Comes First... Through Patients' Eyes



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From: Trish Nielsen <Trish.Nielsen@health.qld.gov.au> Sent: Monday, 12 October 2020 12:28 PM To: WBHHS-HSCE <WBHHS-HSCE@health.qld.gov.au> Subject: RE: Accommodation : Bundaberg

Sorry Iliea - forgot to mention - yes he would like that.

Regards Trish

From: WBHHS-HSCE <<u>WBHHS-HSCE@health.qld.gov.au</u>> Sent: Monday, 12 October 2020 12:16 PM To: Trish Nielsen <<u>Trish.Nielsen@health.qld.gov.au</u>> Subject: RE: Accommodation : Bundaberg

Hi Trish

Did you have time to ask the DG about visiting the new Bundaberg Hospital site at all?

Kind regards,

Ilea Costin A/ Executive Secretary Office of the Chief Executive Wide Bay Hospital and Health Service

Phone: (07) 4150 2020 Address: Bundaberg Hospital, 271-275 Bourbong Street | PO Box 34, Bundaberg Qld 4670 Email: WBHHS-HSCE@health.qld.gov.au

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From: Trish Nielsen <<u>Trish.Nielsen@health.qld.gov.au</u>> Sent: Monday, 12 October 2020 11:40 AM To: WBHHS-HSCE <<u>WBHHS-HSCE@health.qld.gov.au</u>> Subject: RE: Accommodation : Bundaberg

Good to hear - yes mine was nice as well thanks!

Thanks for confirming the answers to my questions.

The DG is travelling alone so only him 😳

Kind regards Trish



Trish Nielsen

Senior Executive Assistant to Dr John Wakefield Director-General Queensland Health Office of the Director -General | Queensland Health

- P 0737085988
- E trish.nielsen@health.qld.gov.au
- W health.qld.gov.au
- Level 39, 1 William St Brisbane (Mon-Tues) & Level
- 14, 33 Charlotte Street (Wed-Fri)

CLEAN HANDS SAVE LIVES

Wash your hands regularly to stop the spread of germs



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From: WBHHS-HSCE <<u>WBHHS-HSCE@health.qld.gov.au</u>> Sent: Monday, 12 October 2020 11:32 AM To: Trish Nielsen <<u>Trish.Nielsen@health.qld.gov.au</u>> Subject: RE: Accommodation : Bundaberg

Hi Trish

I did thank you, and I hope yours was nice as well.

We are absolutely happy to arrange collection for the DG from the Bundaberg Airport on Thursday morning. Can you please advise how many people in total will be travelling with the DG?

The walkaround Bundaberg Hospital is from 11.30am-12.30pm, directly following the WBHHS/DoH Meeting at 10.00am.

The Staff Forum is scheduled at 2.00-3.00pm.

Kind regards,

Ilea Costin A/ Executive Secretary Office of the Chief Executive Wide Bay Hospital and Health Service



 Phone:
 (07) 4150 2020

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From: Trish Nielsen <<u>Trish.Nielsen@health.qld.gov.au</u>> Sent: Monday, 12 October 2020 10:35 AM To: WBHHS-HSCE <<u>WBHHS-HSCE@health.qld.gov.au</u>> Subject: RE: Accommodation : Bundaberg

Morning Ilea

I hope you had a great weekend. 🎯

I am writing to confirm the DG's travel and accommodation details for Thursday and Friday this week.

<u>Thursday 15 October</u> 8.20am to 9.15am QF2320 Brisbane to Bundaberg

<u>Overnight</u> Takalvan Motel

<u>Friday 16 October</u> 9.45am to 10.40am QF2323 Bundaberg to Brisbane

Would it be possible for the DG to be collected from the airport on Thursday morning – if not too much trouble. He should be ok to catch a cab on Friday morning from accommodation to the airport though. He won't be requiring a hire car.

Could I please confirm once again, the duration of the walk through of the hospital and the staff forum?

I am adding to the calendar and just wanted to be accurate.

Thank you. Trish



Trish Nielsen

Senior Executive Assistant to

Dr John Wakefield Director-General Queensland Health

Office of the Director -General | Queensland Health

- P 0737085988
- E trish.nielsen@health.qld.gov.au
- W health.qld.gov.au
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From: WBHHS-HSCE <<u>WBHHS-HSCE@health.qld.gov.au</u>> Sent: Friday, 9 October 2020 12:16 PM To: Trish Nielsen <<u>Trish.Nielsen@health.qld.gov.au</u>> Subject: RE: Accommodation : Bundaberg

Sounds good, thanks Trish! Have a great weekend and I look forward to speaking with you next week.

Kind regards,

Ilea Costin

A/ Executive Secretary Office of the Chief Executive Wide Bay Hospital and Health Service

 Phone:
 (07) 4150 2020

 Address:
 Bundaberg Hospital, 271-275 Bourbong Street | PO Box 34, Bundaberg Qld 4670

 Email:
 WBHHS-HSCE@health.qld.gov.au

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From: Trish Nielsen <<u>Trish.Nielsen@health.qld.gov.au</u>> Sent: Friday, 9 October 2020 12:11 PM To: WBHHS-HSCE <<u>WBHHS-HSCE@health.qld.gov.au</u>> Subject: RE: Accommodation : Bundaberg

Hi llea

Thank you so much for this. That is very helpful.

I appreciate all your help with this.

Once I book flights and accommodation I will confirm with you.

Regards Trish



Government

Trish Nielsen

Senior Executive Assistant to Dr John Wakefield Director-General Queensland Health Office of the Director -General | Queensland Health

- P 0737085988
- E trish.nielsen@health.gld.gov.au
- W health.gld.gov.au

A

Level 39, 1 William St Brisbane (Mon-Tues) & Level 14, 33 Charlotte Street (Wed-Fri)

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From: WBHHS-HSCE <<u>WBHHS-HSCE@health.qld.gov.au</u>> Sent: Friday, 9 October 2020 12:01 PM To: Trish Nielsen <<u>Trish.Nielsen@health.qld.gov.au</u>> Subject: RE: Accommodation : Bundaberg

Hi Trish

I have asked around our team and the following accommodation options were recommended within Bundaberg:

- Alexandra Apartments
- Takalvan Motel
- Sugar Country Motor Inn

If you were looking at hiring at hiring a car while the DG is visiting, there are some accommodation options at Bargara – a local beach community approximately 10-15minutes from central Bundaberg:

- The Point Resort
- Bargara Blue Resort

As discussed, we have the 10.00am meeting with Nick Steele, the walkaround Bundaberg Hospital at 11.30am, and the Staff Forum at 2.00pm. I have booked out our Boardroom for your convenience on the day. We would also be happy to collect the DG from the airport if that suits him.

If there is anything else I can assist with, please do not hesitate to contact me. I look forward to speaking with you next week to confirm the visit details.

Kind regards,

Ilea Costin A/ Executive Secretary Office of the Chief Executive Wide Bay Hospital and Health Service

 Phone:
 (07) 4150 2020

 Address:
 Bundaberg Hospital, 271-275 Bourbong Street | PO Box 34, Bundaberg Qld 4670

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From: Trish Nielsen <<u>Trish.Nielsen@health.qld.gov.au</u>> Sent: Friday, 9 October 2020 10:27 AM To: Ilea Costin <<u>Ilea.Costin@health.qld.gov.au</u>> Subject: Accommodation : Bundaberg

Hi llea

Happy Friday!

I was wondering if you could suggest accommodation options for the DG in Bundaberg – is there somewhere you could recommend?

Thanks Trish



Trish Nielsen

Senior Executive Assistant to Dr John Wakefield

Director-General Queensland Health

Office of the Director -General | Queensland Health

- P 0737085988
- E trish.nielsen@health.qld.gov.au
- W health.qld.gov.au
- A Level 39, 1 William St Brisbane (Mon-Tues) & Level 14, 33 Charlotte Street (Wed-Fri)

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1.	s O rsday	ctober 2020	October 2020 Mo TuWe Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November 2020 Mo TuWe Th Fr Sa Su 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
		THURSDAY		
		15		
Sudaay	Brisbane			
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8 ^{AM}	7 ^{AM}	Travel to airport		_
9	8	8.20am to 9.15am Qantas QF2320 Brisbane to Bundaberg	00	
10	9	CE to collect you from airport		
11	10	WBHHS + DoH Re - Financial outlook, challenges and sustainability plan for 2 Via QH VC - Details in meeting invite Nick Steele	2020-21	
12 ^{PM}	11	"Shatter the Stigma" and Bundaberg Hospital Tour with Chief Executive WBH	HS	
1	12 ^{PM}	LUNCH		
2	1			
3	2	Staff Forum - WBHHS		
4	3	WORK FROM BOARDROOM, WIDE BAY HOSPITAL		
5	4			
6	5			
7	6			
	8	3:00pm - 11:00pm Overnight : Takalvan Motel(11 Takalvan Street Bundaberg)		

	ctober 2020	Mo TuWe Th Fr Sa Su	Mo TuWe Th Fr Sa Su
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	FRIDAY		
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8		Travel to airport - work from airport	
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		Friday 09 October 2020 12:27 - Brisbane, QLD
Itinerary for	Booking Number:	B9597317
WAKEFIELD/JOHN DR	PNR Reference:	ZMLPEK
	Consultant:	Qld Govt Online
	Booked By:	Trish Nielsen
	Departure Date:	15 Oct 20
	Debtor:	Dept of Health
	Department:	ODG (Office of the DG)
	Cost Centre:	ODG DG (Office of the DG)
	Order Number:	700160
	Return Date:	16 Oct 20
	Reason for Travel:	DEPT NORMAL

CTM EMERGENCY AFTER HOURS

Should you require assistance with booking changes or amendments relating to imminent departures, please contact our emergency afterhours service on the number printed on the footer of this itinerary.

Please note that if you are calling from outside Australia please use the main office number which will divert to our Emergency Team.

DUE TO PRIVACY LAWS WE ARE UNABLE TO RELEASE TRAVEL DETAILS TO ANYONE OTHER THAN THE PASSENGER.

COVIDSafe app

While voluntary, travellers should consider downloading the official Australian Government COVIDSafe app on your mobile device.

Date	Service	Details		
Thursday 15 Oct 20	Flight	Airline: Departure Date: Arrival Date: Aircraft: Class: Stops: Airline Reference: Code Share: Status: Baggage:	QANTAS AIRWAYS Thu 15 Oct 20 at 08:20 Thu 15 Oct 20 at 09:15 De Havilland Canada DHC-8-400 M - Economy FLEX Non-Stop JE9V9A /QANTASLINK - SUNSTATE AIRL Confirmed 1 piece	
		Details: BRI -),	SBANE, AUSTRALIA (TERMINAL - D	DOMESTIC) BUNDABERG, AUSTRALIA (TERMINAL val Time 15-10-2020 09:15 - Travelling time: 0 hr
Thursday 15 Oct 20	Hotel	Hotel Name: Check-In Date: Check-Out Date: Hotel Address:	TAKALVAN MOTEL Thu 15 Oct 20 Fri 16 Oct 20 11 TAKALVAN STREET BUNDABERG QLD 04670 Australia P-61-7-41326999 F-61-7-41532294	
		Booking Reference: Status: Payment Method: Local Rate: Rate: Duration:	2616004 Confirmed Chargeback - Bill-back room and AUD138.00 Per Night AUD138.00 Per Night 1 (Nights)	l incidentals

 Tel:
 1300 368 145

 Toll Free:
 1800 663 622

 Emergency:
 61 7 3211 2400

Email: qldgov@travelctm.com Internet: www.travelctm.com ABN: 52 005 000 895 Page 1 of 4

Friday 09 October 2020 12:27 - Brisbane, QLD

Friday	Flight	Airline:	QANTAS AIRWAYS	Flight QF2323
16 Oct 20		Departure Date:	Fri 16 Oct 20 at 09:45	BUNDABERG, AUSTRALIA
		Arrival Date:	Fri 16 Oct 20 at 10:40	BRISBANE, AUSTRALIA
		Aircraft:	De Havilland Canada DHC-8-400	Dash 8Q
		Class:	M - Economy FLEX	
		Stops:	Non-Stop	
		Airline Reference:	JE9V9A	
		Code Share:	/QANTASLINK - SUNSTATE AIRL	INES
		Status:	Confirmed	
		Baggage:	1 piece	
				-) BRISBANE, AUSTRALIA (TERMINAL - 9:45, Arrival Time 16-10-2020 10:40 - Travelling eshment

Frequent Flyer Numbers

FF QF 4499275

Ticket Numbers

WAKEFIELD/JOHN DR

TKT QF 9528456628 - WAKEFIELD/JOHN DR - ADULT - BNE-BDB-BNE

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Service Fee	Booking-Dom-Online (A)	8.42	0.00	0.84	9.26
Ticket	QF - M - Economy FLEX 9528456628 - 09 Oct 20 - ADULT 15 Oct 20 BRISBANE- BUNDABERG- BRISBANE	703.86	70.51	77.43	851.80
	Due	712.28	70.51	78.27	861.06
Pay Direct	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Hotel	The Lido Group (Hotel provider for Queensland Government) - 2616004 BUNDABERG Date: 15 Oct 20/16 Oct 20	125.45	0.00	12.55	138.00
	Total Booking Cost Inc Pay I	Direct		90.82	999.06
Final Ticket Dat	te: 12 Oct 20				

Page 2 of 4

1.1

RTI 2389/21



Reset Form

QTravel Booking and Approval Form

Print Form

Privacy Statement: The collection of personal information on this form is authorised under the Information Privacy Act 2009. The information will be disclosed to relevant third parties to arrange official travel. Use and disclosure of your personal information for any other purpose requires your consent or must be legally authorised. The Department of Health's privacy obligations can be accessed at http://www.health.qld.gov.au/privacy/default.asp

	ler Details						
	details must be as they a el must be for official po					l policies, guideli	nes & directives.
itle	Dr First Nam	e JOHN		Last Na	me WAKEFIELD		
mail	John.Wakefield@he	alth.qld.gov.au					
ave	Details				-		
ason	for Travel						
tra-a	gency Travel (within age	ency)					
etails							
	it - Wide Bay HHS - inclu		c meeting with Board	d Chair and HSCE			
_	ng with other officers?	• Yes C No	If yes, their full nan	nes Nick Steele			
r Tra							
r Tra	vel Required? (• Yes	ONO OI	Domestic 🔿 Inter	national (needs DG/	Ministerial approva	l <u>prior</u> to booking	a)
	Airport From	Airport To	Departure Date	Earliest Departure Time	Latest Departure Time	Flight number (if known)	Cost
-	BRISBANE	BUNDABERG	15/10/2020		8.20am	QF2320	470
+	BUNDABERG	BRISBANE	16/10/2020		9.45am	QF2323	470
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Che	ecked baggage	Yes (No		Esti	mated cost for air	travel (inc GST)	940
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r Old	Government contracte	d hotels visit http://c	tm.lido.com.au/			ion (inc GST)	150

Hotel Payment Method () Bill back to Lido (room only) (Bill back to Lido (meals & room (exc minibar, movies, massage)) (Pay own account



Print Form

QTravel Booking and Approval Form

Reset Form

Other Travel - Ferry, Bus, Rail or Air Charter

Do you	require ferry, bus, ra	il or air charter?	(Yes	∩ No	Qld Government contrac			
	Travel Type	From		То	Departure Date	Earliest Departure Time	Latest Departure Time	Cost
+ -								
Charter flig	ints should be booked di	rectly with Independe	nt Aviation or	AVMIN				

Charter flights and ferry travel are also able to be booked with CTM via the 'notes to travel agency'

field in QTravel, however this will incur a \$10 special handling fee.

Estimated cost for car hire (inc GST)

Additional Comments

Please provide any further details the travel co-ordinator may require to book travel. (Include passport details for all overseas travel).

Division / Branch / Cost Centre /Internal Order

If you're charging more than one cost centre, detail how the expenses are to be split. Expenses can be split either by percentage (eg.70%,30%), or by nominating cost centres for different elements of your travel (eg. cc123456 for flights, cc987654 for accommodation).

Cost Centre	Internal Order	Branch	Split by %	Split by item
1000852		OFFICE OF THE DG	100%	
_				

Total estimated cost of travel:

Travel Item	\$Amt inc GST
Air Travel	940
Accommodation	150
Car Hire	
Ferry/Bus/Rail/Charter	
Total	1,090

This does not include travel allowances, travel booking fees or credit card charges.

Line Manager Support

Is line manager endorsement required	? C Yes	(No			
In some circumstances only approving of if the traveller is a DLT member.	ficer certifi	cation is required. For e	xample if the l	ine manager and a	pproving officer are the same person or
Do you support this travel to occur and co	nfirm it is fo	r official purposes?	C Yes	() No	
Line Manager Name		Signature			Date
Position Title		Line Manager Em	ail (Mandatory	/)	

I certify that the above travel request complies with whole-of-government and Department of Health policies and directives.

	Print	RTI 2389/21 Form Reset Form
Queensland Government	QTravel Booking a	and Approval Form
oproving Officer Certification (Must be Di	rector or above - <u>http://qheps.health.qld.gov.au/travel/tra</u>	v-approvals.htm)
		es CNo es CNo
pproving Officer Name	Signature	Date
ARBARA PHILLIPS		9.10.20
osition Title EPUTY DG CORPORATE SERVICES	E-mail Barbara.Phillips@health.qld.gov.au	
to complete a <u>QTravel Profile Form</u> an At the time of booking, travel costs ma		he need for further approval.

Verna Young

From:	Barbara Phillips
Sent:	Friday, 7 May 2021 3:35 PM
To:	Trish Nielsen
Subject:	FW: Travel Expense Claim: Dr John Wakefield, DG Expense Claim : Cairns and Torres trip with Minister for Health 14 to 16 April 2021
Attachments:	JW-calendar.pdf; JW-invoice.pdf; JW-claim form.pdf; JW-Itinerary.pdf

From: Barbara Phillips
Sent: Friday, 7 May 2021 3:34 PM
To: FBC-StaffClaims <FBC-StaffClaims@health.qld.gov.au>
Subject: Travel Expense Claim: Dr John Wakefield, DG Expense Claim : Cairns and Torres trip with Minister for Health 14 to 16 April 2021

Hi

I approve the attached updated expense claim for Dr John Wakefield, totalling \$226.20, for travel allowances due to a trip to Cairns and Torres 14-16 April 2021, under cost centre 1000852.

Thanks



Queensland Government Barbara Phillips A/Director-General Queensland Health

- P (07) 3082 0557 |
- E barbara.phillips@health.qld.gov.au
- W health.qld.gov.au
 - A Ivi 14, 33 Charlotte Street, Brisbane

CLEAN HANDS SAVE LIVES

Wash your hands regularly to stop the spread of germs



Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.

1 2 We	4 A dnes	pril 2021 _{day}	April 2021 <u>Mo TuWe Th</u> Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May 2021 Mo TuWe Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
			26 27 28 29 30	24 25 26 27 28 29 30 31
		WEDNESDAY		
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		-		
Sydney	Brisbane		0	
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1	1			
8	8	Ĩ		
9	9			
	-			
10	10			
11	11			
12 ^{PM}	12 PM			
12	12			
1	1			
2	2			
3	3	Travel to airport		
4	4			
5	5	Travel to Cairns - Gov Jet		
5	J			
6	6			
		7:00pm - 11:30pm Overnight : Riley a Crystalbrook Resort(131-141 Esplanade Cairns)		1

	5 A ursda	pril 2021 y	April 2021 Mo TuWe Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May 2021 <u>Mo TuWe Th Fr Sa Su</u> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
-		THURSDAY		
		15		
		PAPERS FROM TODAY'S MEETINGS NOT IN APPOINTMENTS (ATTACHED)	TO CAIRNS TORRES AND CAPE TOWNSVILLE	
Sydney	Brisbane			
7 ^{AM}	7 ^{AM}	CAIRNS	A	
8	8		0,	
9	9	0		
10	10	0-0		
11	11			
12 ^{PM}	12 PM			
1	1			
2	2			
3	3		SITE VISIT : Cairns Hospital Hospital, 165 Esplanade Cairns	
4	4		Topping to const	
5	5			
6	6			-
		7:00pm - 11:30pm Overnight : Riley a Crystalbrook Resort(131-141 Esplanade Cairns)		

1 (Fric	5 A lay	pril 2021	April 2021 <u>Mo TuWe Th</u> Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May 2021 <u>Mo TuWe Th Fr Sa Su</u> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
		FRIDAY		
		16		
Sydney	Brisbane			
7 ^{AM}	7 ^{AM}	7.15am to 8.45am Flight - Calms to Horn Island Gov Jet	6	
8	8			
9	9	Bus connection to Ferry	10	
10	10	Ferry Horn Island to Thursday Island Site Visit to Thursday Island Ambulance Station	2	
11	11	Visit Thursday Island Hospital Upgrade site		
12 ^{PM}	12 PM	Lunch with Mayor and local community leaders		
1	1			
2	2	Travel to Ferry		
3	3		Ferry Thursday Island to Horn Island Bus connection to airport	
4	4		Fly Horn Island to Brisbane Gov Jet	
5	5			
6	6			
-	-			



Hotel Booking Confirmation

То	Wakefield, John
Company	QTravel
Subject	HRS: Booking 2745791 - Wakefield / John Dr - Tue 13 Apr 21

From	HRS
Phone	1300 368 145 press 1 for CTM and 2 for HRS
Email	govt@hrs.com

Date/Time Monday 12/04/2021 12:28 PM

** PLEASE CAREFULLY CHECK ALL DETAILS BELOW- THIS IS A CHARGE BACK BOOKING** ** ONLY AUTHORISED COSTS (SEE BELOW) ARE TO BE CHARGED BACK TO HRS*

All other charges are to be paid by the Traveller. The Property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for any additional charges incurred.

If you wish to AMEND or CANCEL your booking, please do so via the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation. For contact phone numbers to amend or cancel bookings please refer to item 1 in the Terms and Conditions on the following page.

UPON ARRIVAL AT YOUR ACCOMMODATION: If there are any problems please dial 1300 368 145 and press 1 for CTM and 2 for HRS.

BOOKING DETAILS				
Traveller Name	Wakefield, John	Booker Name	Nielsen, Trish	
Accompanying Guest(s)	None	Booking Source	The Lido Group	
HRS Booking ID	2745791	Booking Date/Time	Monday 12/04/2021 12:28 PM	
Hotel Confirmation #	inventory booking from quote	Hotel Confirmed by	inventory booking from quote	

STAY DETAILS				
Arrival Date	Tue 13 Apr 21	Average Rate (inc. GST)	AUD 230.00	
Departure Date	Fri 16 Apr 21	Room Type	Resort Room includes wi-fi	
# Nights	3	GST	AUD 62.73	
# Rooms	1	TOTAL	AUD 690.00	

HOTEL DETAILS	
Hotel	Riley a Crystalbrook Resort
Address	131-141 Esplanade Cairns QLD 4870
Country	Australia
Phone	61 7 4252 7777
Star Rating	5
Cancellation Policy	24 hours prior to check-in
Chargeback to HRS	Room and All Charges: EXCLUDING Mini Bar, Movies, Massage, Newspaper and Gym. See also KNOWN INCIDENTALS and OTHER DETAILS below.
Other Details	
Known Incidentals	

HRS

Page 1

E: govt@hrs.com

TERMS AND CONDITIONS

1

Cancellations and amendments are to be directed to the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation, however if your booking originated within Serko Online, please contact Corporate Travel Management (CTM). If your stay is within 72 hours, please call HRS. Please see contact details below:

- Serko Online please contact Corporate Travel Management (CTM). Dial 1300 368 145 and press 1 for CTM and 2 for HRS.
 - b.
- The property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for incidental 2 charges or any property damage. IF YOU DO NOT POSSESS A CREDIT CARD, CONTACT YOUR TRAVEL BOOKER PRIOR TO TRAVELLING REGARDING YOUR OPTIONS WHEN CHECKING-IN.
- Please see HOTEL DETAILS above. HRS has advised the Property of these special requirements, however, the 3 implementation of these requirements is the responsibility of the Property and HRS cannot guarantee or be held responsible for failure to implement.
- This confirmation contains information relevant to your stay. Please take a copy to the Property at the time of check-in as 4 proof of booking.
- Only AUTHORISED ITEMS FOR CHARGEBACK (above) and any requests made within the OTHER DETAILS, KNOWN 5 INCIDENTALS and CHARGE BACK TO HRS sections (above) are charged back to HRS. All other charges are to be paid by the Guest upon check-out.
- The Property's cancellation policy is 24 hours prior to check-in unless otherwise specified in 'HOTEL DETAILS' above. 6
- 7 All amounts are shown in the hotel's local currency.
- For more information about this booking or to clarify payment arrangements, please email HRS at govt@hrs.com or call 8 1300 368 145 and press 1 for CTM and 2 for HRS.

Page 2

roama		TO BE COMPLET	ED BY CLAI	MAIN	T	1
Given Names		Names	Person ID (Payr	oll) Pos	ition	
/akefield	John			Dir	rector-Gei	neral
ome Address	_			Cor	ntact Home /	Phone
URPOSE OF THIS CLAIM - CO	MPLETE	EREQUIRED SECTION/S OV	ER THE PAGE			
Travel and Allowances Expense claim or advance		Payment Telephone and En	itertainment			l Officers application for reimbusement and nnual private medical indemnity premium
LAIMANT'S CERTIFICAT	ION					
curred by myself are in accordance come tax return or able to be sala	e with th ry packag Date	ne Public Service Act and any wo	ork expenses rein	nbursed	by my emp	declare and understand that expenses loyer are not deductible in my person
		TO BE COMPLETED BY	ACCOUNTI	NG OF	FFICER	
inature	arily incurr	proval Officer red in the provision of an approved appropriate officer / senior officer.		ice and is		r Executive Assistant
ertify that:) The charge is one which was necessa) The itinery and/or travel was approv						
The charge is one which was necessa The itinery and/or travel was approv Funds are available and the claim is a	approved		•1		Position	(Print)
The charge is one which was necessa The itinery and/or travel was approv Funds are available and the claim is a	approved Date	Name (Print)		-		(Print) Corporate Services
The charge is one which was necessa The itinery and/or travel was approv Funds are available and the claim is a	Date	Name (Print)	5	Invoice D	DDG C	An an address in the second day of the second se
The charge is one which was necessa The itinery and/or travel was approv Funds are available and the claim is a mature 101	approved Date 7 Day of Tra	Name (Print)	5	Invoice D	DDG C	Corporate Services
The charge is one which was necessary the itinery and/or travel was approv Funds are available and the claim is a grature 120 Vendor Number/Person ID Last	approved Date 7 t Day of Tra 6 0	Name (Print) Source Barbara Phillips avel = Invoice Number 4 4 2 0 2 1	s	Invoice [DDG C	Corporate Services
The charge is one which was necessar The itinery and/or travel was approv Funds are available and the claim is a inature 1-1 Vendor Number/Person ID Last G L Account Amount Travel advance credit 150041	approved Date 7 t Day of Tra 6 0	Name (Print) Source Barbara Phillips avel = Invoice Number 4 4 2 0 2 1	s	Invoice [DDG C	Corporate Services
The charge is one which was necessar The itinery and/or travel was approv Funds are available and the claim is a nature 1-J Vendor Number/Person ID Last G L Account Amount Travel advance credit 150041	approved Date 7 t Day of Tra 6 0 Tax Code	Name (Print) Savel = Invoice Number 4 2 0 2 1 Cost Centre / WBS Element Fund	s	Invoice [DDG C	Corporate Services
The charge is one which was necessar The itinery and/or travel was approv Funds are available and the claim is a nature 1-J Vendor Number/Person ID Last G L Account Amount Travel advance credit 150041	approved Date 7 t Day of Tra 6 0 Tax Code P9	Name (Print) Savel = Invoice Number 4 2 0 2 1 Cost Centre / WBS Element Fund	s d Order		DDG C	Company Code
The charge is one which was necessar The itinery and/or travel was approv Funds are available and the claim is a nature 1-1 Vendor Number/Person ID Last G L Account Amount Travel advance credit 150041	approved Date 7 t Day of Tra 6 0 Tax Code P9	Name (Print) Savel = Invoice Number 4 2 0 2 1 Cost Centre / WBS Element Fund	s d Order		DDG C	Company Code
The charge is one which was necessar The itinery and/or travel was approv Funds are available and the claim is a nature 1-J Vendor Number/Person ID Last G L Account Amount Travel advance credit 150041	approved Date Date Day of Tra 6 0 Tax Code P9 P9	Name (Print) Savel = Invoice Number 4 2 0 2 1 1 Cost Centre / WBS Element Fund 1000852 5 1 1	s d Order 0 0 1	Invoice E	DDDG C	Company Code
The charge is one which was necessar The itinery and/or travel was approv Funds are available and the claim is a gnature 1 a Vendor Number/Person ID Last United Statements of the second statement G L Account Amount 1 Travel advance credit 150041 Expense 520070 \$226.20 1 Datements of the second statements of th	approved Date Date Day of Tri- t Day of Tri- d 0 Tax Code P9 P9 P9 P9	Name (Print) Savel = Invoice Number 4 2 0 2 1 1 Cost Centre / WBS Element Fund 1000852 5 1 1	s d Order 0 0 1	invoice I	DDDG C	Company Code

		Surname	Given Names	1.1	Person ID (Payroll)	
Employ	ee Reference	Wakefield	John			
		TO BE O	COMPLETED BY CLAIMAINT			
Purpose	of claim Cairns	& Torres visit with t	he Minister.			
ork base Heado	uarters 33 Ch	arlotte St, Brisbane				
Travel Claim or Advance	✓ Claim Advance	CLAIM SUMMA	ARY - DETAILS MUST BE COMPLETED ON 1	HE BAC	K OF THIS FORM	
Travelling	Number of ov	ernight stays	Accommodation \$			
Allowance	Number of ov	ernight stavs 2	Incidental Allowance \$ 17.3	34.6		
Meal Allowance	Breakfast				47.3	
Actual Expenses		53.1				
(attach		91.2				
receipts)						
l						
l						
l						
l						
l	_		SUB-TOTAL \$	226.2		
			Less advance payment \$			
			CLAIM AMOUNT \$			
Reason fo	or claim Cairns	& Torres visit with t	he Minister.			

Please attach: 1) Original receipts 2) Travel itinerary 3) Supporting documentation

EXPENSE	REIMBURSEMENT OR ADVANCE CLAIM FORM	
	PAYMENT TRAVEL AND ALLOWANCES	

Date	Employee Reference	Surname Wakefield		n Names	- CLAI			A T		
Date		Wakefield				Pers	on ID (Payroll)			
Date	Detai		Joh							
Date		ils required if claiming travelling	allowance	actual exp	penses / mea	lallowance	e			
		/hich journey started and finished,	Times		Types of Accom.	Travelling Allowance		Meal Allowance		ice
	also towns which accol	mmodation or meals were obtained	Depart	Arrive	A, B, C, D (see below)	Accom.	Incidentals	Breakfast	Lunch	Dinner
								Dicultust	Editeri	Diffie
111111					1		1			
1/04/2021	Brisbane - Cairns		15:15		c		17.3			45.6
5/04/2021	Cairns				C	1		23.65	26.55	45.6
5/04/2021	Cairns-Thursday Islan	d-Brisbane		19:00	1					
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	W. Contraction of the second sec		1							
	5									
					TOTALS		34.6	47.3	53.1	91.2
obtained at	a motel or registered	B accommodation and meals	are C	Meals wh provided	nere accommo at no expense	dation only is to the office	D ac	commodatio	n and meals	
5	/04/2021 /04/2021	Accommodation necessarily obtained at a motel or registered lodging house	/04/2021 Cairns /04/2021 Cairns-Thursday Island-Brisbane	/04/2021 Cairns /04/2021 Cairns-Thursday Island-Brisbane	/04/2021 Cairns 19:00 /04/2021 Cairns-Thursday Island-Brisbane 19:00 Image: State of the stat	/04/2021 Cairns c /04/2021 Cairns-Thursday Island-Brisbane 19:00	/04/2021 Cairns c /04/2021 Cairns-Thursday Island-Brisbane 19:00 Image: Straight of the straight	104/2021 Cairns C 17.3 104/2021 Cairns-Thursday Island-Brisbane 19:00 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	004/2021 Cairns C 17.3 23.65 004/2021 Cairns-Thursday Island-Brisbane 19:00 23.65 0 0 0 0 0	104/2021 Cairns C 17.3 23.65 26.55 104/2021 Cairns-Thursday Island-Brisbane 19:00 23.65 26.55 104/2021 Cairns-Thursday Island-Brisbane 19:00 10 23.65 26.55 104/2021 Cairns-Thursday Island-Brisbane 19:00 10 <

Itinerary

Cairns, Mossman Gorge and Thursday Island

Wednesday, 14 April to Friday, 16 April

Attendees

- Minister D'Ath
- Dr John Wakefield, DG Health (Cairns and Thursday Island)
- Jasmina Joldic, Head of ODG Office (Cairns)
- David Mackie, DG JAG (Mossman Gorge)
- Luke Richmond, Senior Policy Advisor
- Martin Philip, Senior Media Advisor
- Cynthia Lui MP (Mossman and Thursday Island) 0427 090 329

Wednesday, 14	April	
3:15 pm – 3:45 pm	DRIVE time to 1WS to Government Airwing	30 m
4:00 pm- 6:45 pm	FLIGHT – Hawker Jet Brisbane to Cairns	2h45m
	Brisbane Government Airwing 93 Pandanus Ave, Brisbane Airport	
6:45 pm – 7:15 pm	TAXI to Cairns airport, collect car and drive to accommodation BOOKING - Maxi Black & White Taxi under Luke - 07 4048 8308 CAR HIRE - Avis Ref: 01531355AU0	30m
~ 7:15 pm	CHECK IN Accommodation Riley, A Crystalbrook Resort 131-141 Esplanade, Cairns Phone: 61 7 4252 7777	
Thursday, 15 Apr	il	
7:45 am – 9:45 am	DRIVE to Mossman Gorge Stop for Breakfast on the way	2h
10:00 am – 12:45 pm	MEETING with Mossman Gorge Community Leaders morning tea included. Informal lunch at Grand at the Gateway Centre	2h 45 m
	<i>Mossman Gorge Centre</i> 212 Mossman Gorge Road, Mossman Gorge	
12:45 pm – 1:00 pm	TRAVEL to Mossman Hospital Redevelopment	5 m

1:00 pm – 2:00 pm	SITE VISIT and MEDIA Announcement - Mossman Hospital including \$6.9 million ED upgrade	1 h
	Mossman Hospital	
	9 Hospital Street, Mossman, Qld	
	Contact: Heather Robertson –	
2:00 pm – 3:30 pm	DRIVE to Cairns Hospital	1h 30m
3:30 pm – 4:30 pm	SITE VISIT Cairns Hospital	1 h
	Cairns Hospital 165 Esplanade, Cairns North QLD (NB: Lake St Entrance) <u>Contact</u> : Heather Robertson -	
4:30 pm – 4:45 pm	DRIVE to Accommodation	15 m
5:00 pm – 6:00 pm	TELECONFERENCE - Health Minister's Ministers Forum Dial-in number: Conference code:	1 h
Friday, 16 April		
6:30 am – 7:00 am	DRIVE to Cairns Airport, refuel and drop off hire car Taxi to Government Airwing NOTE: Refuel hire car on Thursday night or Friday morning	30 m
	<i>QGAir Hangar</i> Sir Robert Norman Drive, Cairns Airport, Aeroglen,QLD	
7:15 am – 8:45 am	FLIGHT – Hawker Jet	1h 30 m
	Cairns to Horn Island	
Departs at 9:00 am	TRAVEL - Bus connection outside Airport to Ferry Terminal NOTE: Booked and prepaid by CTM	
	<i>Macdonald Charter Boats</i> Phone 1300 664 874	1
9:50 am – 10:10	FERRY - Horn Island to Thursday Island	20 m
	NOTE: Ferry was rescheduled to depart at 9:50 am	
10:10 am	DAY TRANSPORT arranged by QAS	
	Warren Martin - Executive Manager, Torres and Cape Local Ambulance Service Network Mobile -	
10:10 am	DRIVE to Thursday Island Ambulance Station	3 m

10:25 am – 11:15 am	SITE VISIT to Thursday Island Ambulance Station Note: May arrive earlier, it will depend on Ferry arrival time	1 h
11:15 am	TRAVEL to Thursday Island Hospital	5 m
11:30 am – 12:30 pm	SITE VISIT to Thursday Island Hospital \$46m Upgrade Project Site including vaccination hub visit if permitted	1 h
12:30 pm – 2:00 pm	COMMUNITY MEETING on COVID-19 Vaccination rollout with Mayor and Local Community Leaders	1 h 30 m
2:15 pm – 2:30 pm	DRIVE to Thursday Island Port	15 m
2:40 pm – 3:00pm	FERRY to Thursday Island to Horn Island	20 m
3:10 pm – 3:20 pm	TRAVEL - Bus connection from ferry to airport	10 m
3:40 pm – 7:00 pm	FLIGHT – Hawker Jet Horn Island to Brisbane Government Airwing	3h 20 m

Verna Young

From: Sent: To: Subject: Attachments: Trish Nielsen Wednesday, 26 May 2021 9:32 AM ProMaster RE: Disputed Transaction(s) <Action Required> trish.nielsen-health.qld.gov.au_24-05-2021_15-17-18.pdf

Sorry Andrew.

Here you go.

Regards Trish



Trish Nielsen

Senior Executive Assistant to Dr John Wakefield Director-General Queensland Health Office of the Director -General | Queensland Health

- P 0737085988
- E trish.nielsen@health.gld.gov.au
- W health.gld.gov.au
- A Level 37, 1 William St Brisbane (Mon-Tues) & Level 14, 33 Charlotte Street (Wed-Fri)

CLEAN HANDS SAVE LIVES

Wash your hands regularly to stop the spread of germs



Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.

From: ProMaster <promaster@health.qld.gov.au> Sent: Wednesday, 26 May 2021 9:24 AM To: Trish Nielsen <Trish.Nielsen@health.qld.gov.au> Subject: RE: Disputed Transaction(s) <Action Required>

Hi Trish,

Could you please re-send the dispute form for EZYREG \$349? If you open the attached file that you have sent previously you will see it is a duplicate of the Southern phone company for \$200.

Thank you Regards



Andrew Curtis

Corporate Card Compliance (ProMaster) Team

State-wide Finance Services | Finance Transactional Services | COVID-19 Supply Chain Surety Division | Queensland Health | Queensland Health

- E ProMaster@health.gld.gov.au
- W health.gld.gov.au
- A <u>Lvl 4, Chermside Galleria, 831 Gympie Road,</u> <u>Chermside</u>

QUEENSLAND HEALTH VISION

By 2026 Queenslanders will be among the healthiest people in the world.



Queensland Health acknowledges the Traditional Custodians of the land across Queensland, and pays respect to First Nations Elders past, present and future.

From: Trish Nielsen <<u>Trish.Nielsen@health.qld.gov.au</u>> Sent: Monday, 24 May 2021 3:31 PM To: ProMaster <<u>promaster@health.qld.gov.au</u>> Subject: RE: Disputed Transaction(s) <Action Required>

Good afternoon

Please see attached disputed transaction forms.

As previously advised (copy attached), I have tried to resolve these issues.

I will wait for advice regarding a new Corporate Card.

Thanks for your assistance.

Regards Trish



Government

Trish Nielsen

Senior Executive Assistant to Dr John Wakefield Director-General Queensland Health Office of the Director -General | Queensland Health

- P 0737085988
- E trish.nielsen@health.qld.gov.au
- W health.gld.gov.au
- A Level 37, 1 William St Brisbane (Mon-Tues) & Level 14, 33 Charlotte Street (Wed-Fri)

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Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.

From: ProMaster <<u>promaster@health.qld.gov.au</u>> Sent: Monday, 24 May 2021 10:50 AM To: Trish Nielsen <<u>Trish.Nielsen@health.qld.gov.au</u>> Subject: Disputed Transaction(s) <Action Required>

Hi Trish,

We have received notification that you have marked some transactions as disputed in ProMaster.

Before proceeding with the dispute we need to clarify

- 1. Have you attempted to contact the vendor to ascertain why they have charged your credit card?
 - o If yes have they agreed to refund your card? If yes follow instructions on the attached document to
 - cancel the dispute? Once the refund has been received code both transactions with the same details
 - If no attempt to contact the vendor

(please note for transactions that are obviously suspicious this step is not required)

If after completing the above, the transaction is still un-resolved, we require you to:

- Print the dispute declaration form for all disputed transactions. This can be found by drilling into each
 - transaction and clicking on the

View Dispute Declaration Form

button at the bottom of the page

Sign and email all CBA Investigation forms to promaster@health.qld.gov.au

The Corporate Card Team will submit these transactions to the Commonwealth Bank of Australia. Once the dispute is submitted the bank will place a stop and reissue on your current corporate card. A new card and PIN will be issued and delivered to our team here at Chermside – this may take up to 10 business days.

**Could you please reply with a nominated address to send your new card? **

Regards



Andrew Curtis

Corporate Card Compliance (ProMaster) Team

State-wide Finance Services | Finance Transactional Services | COVID-19 Supply Chain Surety Division | Queensland Health | Queensland Health

- E ProMaster@health.qld.gov.au
- W health.qld.gov.au
- A <u>Lvl 4, Chermside Galleria, 831 Gympie Road,</u> Chermside

QUEENSLAND HEALTH VISION

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Queensland Health acknowledges the Traditional Custodians of the land across Queensland, and pays respect to First Nations Elders past, present and future.



for Disput	ea Corpor			0113		
 The signed f If acknowled Please ackn Please return Premium Servi 	orm must be sent to the lgement of your fax is r owledge your account completed form to:	e address indie not received wi maybe stoppe	riginal documentation. cated. ithin 5 days please follow t d and reissued as required entre, Reconciliations and d	d.		
Section 1 – Account	Details					
Credit Card account r	umber	Company nan	ne		Facility number	er
		Queensland H	Health			
litle			Surname			Initials
Mr Mrs 🗹	Miss Ms Of	ther	Nielsen			τ
ection 2 – Type of c	isputed transaction (please tick as a	appropriate)			
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Verna Young

From: Sent: To: Subject: Attachments: ProMaster Thursday, 8 July 2021 3:09 PM Trish Nielsen RE: Dispute Transactions <For Action - Resolve Disputes> NIELSEN, Trish \$200.00 - 26052021.pdf

Hi Trish,

Thanks for your time over the phone. Please attach this form to both transactions. This one only shows the last 4 digits of your credit card (as per policy). Lucy

From: Trish Nielsen <Trish.Nielsen@health.qld.gov.au> Sent: Monday, 21 June 2021 5:32 PM To: ProMaster <promaster@health.qld.gov.au> Subject: RE: Dispute Transactions <For Action - Resolve Disputes>

Hi Andrew

I hope you're well.

I am having trouble with resolving one of the disputed transactions below - \$200 Southern Phone Company.

A screen shot is attached of what I can see in Promaster. Please tell me if I am missing something.

Thank you.

Trish



Trish Nielsen

Senior Executive Assistant to **Dr John Wakefield Director-General Queensland Health** Office of the Director -General | Queensland Health

- 0737085988 P
- trish.nielsen@health.qld.gov.au E
- health.gld.gov.au w
- Level 37, 1 William St Brisbane (Mon-Tues) & Level 14, 33 Charlotte Street (Wed-Fri)

CLEAN HANDS SAVE LIVES

Wash your hands regularly to stop the spread of germs



Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.

From: ProMaster <<u>promaster@health.qld.gov.au</u>> Sent: Wednesday, 9 June 2021 11:28 AM To: Trish Nielsen <<u>Trish.Nielsen@health.qld.gov.au</u>> Subject: Dispute Transactions <For Action - Resolve Disputes>

Good Morning Trish,

We have some good news. The CBA have sent through the Credit amounts that match your disputed transactions. These are used to resolve your disputed transactions. I have attached a quick reference guide to assist, or alternatively I could assist you in reconciling these via Microsoft Teams. Please feel free contact me on 07 3170 4259, I would be happy to help.

Туре	Status	Tran Date	Merchant Name	Transaction Description	User
		31-05-2021	MISCELLANEOUS CREDIT	MISCELLANEOUS CREDIT	NIEL
	2	31-05-2021	MISCELLANEOUS CREDIT	MISCELLANEOUS CREDIT	NIEL
	25	31-05-2021	MISCELLANEOUS CREDIT	MISCELLANEOUS CREDIT	NIEL
8	0	05-05-2021	DIT - EZYREG	DIT - EZYREG ADELAIDE UNK AUS	NIEL
	Ø	03-05-2021	SOUTHERN PHONE COMP	SOUTHERN PHONE COMP MORUYA UNK AUS	NIEL
	0	08-05-2021	SOUTHERN PHONE COMP	SOUTHERN PHONE COMP MORUYA UNK AUS	NIEL

6 Transactions found to the value of 0.00

Regards



Government

Andrew Curtis

Corporate Card Compliance (ProMaster) Team

State-wide Finance Services | Finance Transactional Services | COVID-19 Supply Chain Surety Division | Queensland Health | Queensland Health E ProMaster@health.gld.gov.au

W health.qld.gov.au

A Lvl 4, Chermside Galleria, 831 Gympie Road, Chermside

QUEENSLAND HEALTH VISION

By 2026 Queenslanders will be among the healthiest people in the world.





Queensland Health acknowledges the Traditional Custodians of the land across Queensland, and pays respect to First Nations Elders past, present and future.

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