

Estimates

From: Estimates
Sent: Friday, 24 January 2020 5:20 PM
To: HSQ-Corro
Cc: Russell Percival; Amy Louise Melville
Subject: Estimates 2020: Draft Briefing Index - for review and feedback
Attachments: Attachment 2 - Column descriptions.docx; 2020 Draft Index HSQ.xlsx

Dear Key Contacts

Thank you again for your nomination as the estimates key contact for your division. Laura Kanaris and I look forward to working with you.

We are looking to schedule a key contact information session for Tuesday 11 February 2020 at 10 am but we will send through a meeting invite once this is confirmed. This will be helpful if you have never been through an estimates before.

2020 Draft Briefing Index

Following a review of last year's briefing index, the Estimates Team has prepared a draft briefing index for this year's Estimates Hearing for your review and feedback. **Attached** is the draft list of briefs that have been assigned to Health Support Queensland as the lead author or as a collaborator.

This year's estimates briefing process will be similar to previous years where briefs will be drafted over two distinct briefing rounds – Round 1 will commence earlier in the year with Round 2 occurring around the time the State Budget Papers are tabled (28 April 2020). In the briefing index you will note that, as per last year's briefing process, some topics have been identified as being authored in briefing Round 1 or briefing Round 2 (column G). If a brief has been identified as being authored in Round 2, it is proposed that the brief will not be required to be submitted to the Estimates Team in Round 1. Briefs nominated to be authored in Round 2 generally have a strong focus on budget initiatives or performance.

It would be greatly appreciated if you could please review the briefing index for your division and advise of the following:

- proposed amendments to any of the briefing details – i.e. correct lead area, appropriate title, adequate description of the brief, briefing round etc;
- any briefs that should be removed – a short statement needs to be provided in support of this; and
- any new topics that should be included – please complete all columns in the spreadsheet when proposing a new topic.

Guidance around each of the columns in the briefing index is also provided for your information (Attachment 2).

Please don't hesitate to make amendments or additions to this draft briefing index. When undertaking this review, please consider the impact of the commitments made by the Government regarding the Health portfolio during the last State election and any potential issues identified during the development of the proposed 2020-21 Budget.

Please provide your feedback back to the Estimates Team, cleared by your Deputy Director-General, by **COB Thursday 6 February 2020**. Thank you.

If you have any queries or concerns, please don't hesitate to give Laura or me a call.

Regards

Mary

Mary Weaver
Director, Estimates

Telephone: [REDACTED]
Mobile: [REDACTED]
Address: Level 13, 33 Charlotte Street, Brisbane QLD 4000
Email: mary.weaver@health.qld.gov.au

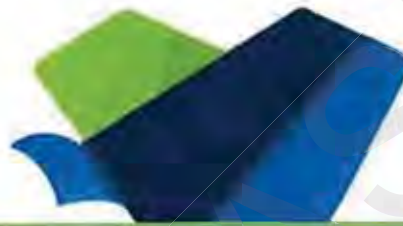
Queensland Health
Office of the Director-General



www.health.qld.gov.au



**Queensland
Government**



Queensland's 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.

Estimates

From: Estimates
Sent: Wednesday, 29 January 2020 12:00 PM
To: Giovanna Franze
Cc: 'Michael Corne'; Laura Kanaris
Subject: Estimates 2020: Draft Briefing Index - for review and feedback

Dear Key Contacts

Thank you again for your nomination as the estimates key contact for your statutory authority. I look forward to working with you.

We are looking to schedule a key contact information session for Tuesday 11 February 2020 at 10 am but we will send through a meeting invite once this is confirmed. This will be helpful if you have never been through an estimates before.

2020 Draft Briefing Index

This year's estimates briefing process will be similar to previous years where briefs will be drafted over two distinct briefing rounds – Round 1 will commence earlier in the year with Round 2 occurring around the time the State Budget Papers are tabled (28 April 2020).

Following a review of last year's briefing index, the Estimates Team has prepared a draft briefing index for this year's Estimates Hearing for your review and feedback. The below list of briefs that have been assigned to the Queensland Mental Health Commission as the lead author:



It would be greatly appreciated if you could please review the briefing index and advise of the following:

- proposed amendments to any of the briefing details – i.e. correct lead area, appropriate title, adequate description of the brief etc;
- any briefs that should be removed or consolidated – a short statement needs to be provided in support of this; and
- any new topics that should be included – please complete all columns in the spreadsheet when proposing a new topic.

Please don't hesitate to make amendments or additions to this draft briefing index. When undertaking this review, please consider the impact of the commitments made by the Government regarding the Health portfolio during the last State election and any potential issues identified during the development of the proposed 2020-21 Budget.

Please provide your feedback back to the Estimates Team, cleared by your Chief Executive, by **COB Thursday 6 February 2020**. Thank you.

If you have any queries or concerns, please don't hesitate to give Laura or me a call.

Regards

Mary

Mary Weaver
Director, Estimates

Telephone [REDACTED]
Mobile [REDACTED]
Address: Level 13, 33 Charlotte Street, Brisbane QLD 4000
Email: mary.weaver@health.qld.gov.au

Queensland Health
Office of the Director-General



www.health.qld.gov.au



**Queensland
Government**



Queensland's 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.

Estimates

From: Estimates
Sent: Wednesday, 29 January 2020 11:58 AM
To: 'executive@oho.qld.gov.au'
Cc: halie.geissmann@oho.qld.gov.au; Laura Kanaris
Subject: Estimates 2020: Draft Briefing Index - for review and feedback

Dear Key Contacts

Thank you again for your nomination as the estimates key contact for your statutory authority. Laura Kanaris and I look forward to working with you.

We are looking to schedule a key contact information session for Tuesday 11 February 2020 at 10 am but we will send through a meeting invite once this is confirmed. This will be helpful if you have never been through an estimates before.

2020 Draft Briefing Index

This year's estimates briefing process will be similar to previous years where briefs will be drafted over two distinct briefing rounds – Round 1 will commence earlier in the year with Round 2 occurring around the time the State Budget Papers are tabled (28 April 2020).

Following a review of last year's briefing index, the Estimates Team has prepared a draft briefing index for this year's Estimates Hearing for your review and feedback. The below represents a draft list of briefs that have been assigned to the Office of the Health Ombudsman as the lead author:

It would be greatly appreciated if you could please review the briefing index for your division and advise of the following:

- proposed amendments to any of the briefing details – i.e. correct lead area, appropriate title, adequate description of the brief etc;
- any briefs that should be removed – a short statement needs to be provided in support of this; and
- any new topics that should be included – please complete all columns in the spreadsheet when proposing a new topic.

Please don't hesitate to make amendments or additions to this draft briefing index. When undertaking this review, please consider the impact of the commitments made by the Government regarding the Health portfolio during the last State election and any potential issues identified during the development of the proposed 2020-21 Budget.

Please provide your feedback back to the Estimates Team, cleared by your Chief Executive, by **COB Thursday 6 February 2020**. Thank you.

If you have any queries or concerns, please don't hesitate to give Laura or me a call.

Regards

Mary

Mary Weaver
Director, Estimates

Telephone: [REDACTED]
Mobile: [REDACTED]
Address: Level 13, 33 Charlotte Street, Brisbane QLD 4000
Email: mary.weaver@health.qld.gov.au

Queensland Health
Office of the Director-General



www.health.qld.gov.au



**Queensland
Government**



Queensland's 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.

Estimates

From: Estimates
Sent: Wednesday, 29 January 2020 11:53 AM
To: Info
Cc: Mark Tuohy; Laura Kanaris
Subject: Estimates 2020: Draft Briefing Index - for review and feedback

Dear Key Contacts

Thank you again for your nomination as the estimates key contact for your statutory authority. Laura Kanaris and I look forward to working with you.

We are looking to schedule a key contact information session for Tuesday 11 February 2020 at 10 am but we will send through a meeting invite once this is confirmed. This will be helpful if you have never been through an estimates before.

2020 Draft Briefing Index

The estimates briefing process is conducted over two distinct briefing rounds – Round 1 will commence earlier in the year (late February) with Round 2 occurring around the time the State Budget Papers are tabled (28 April 2020). More detail around the briefing rounds will be discussed at the key contact information session.

As a starting point, the Estimates Team has proposed the following brief for Health and Wellbeing Queensland (HWQ) to be included in the main briefing pack for the Minister and Director-General:

It would be greatly appreciated if you could please advise whether any additional briefs should be included in the main briefing pack for Health and Wellbeing Queensland. When undertaking this review, please consider the impact of the commitments made by the Government regarding the Health portfolio during the last State election and any potential issues identified during the development of the proposed 2020-21 Budget.

It would be greatly appreciated if you could please provide your feedback back to the Estimates Team, cleared by your Chief Executive, by **COB Thursday 6 February 2020**. Thank you.

If you have any queries or concerns, please don't hesitate to give Laura or me a call.

Regards

Mary

Mary Weaver
Director, Estimates

Telephone: [REDACTED]
Mobile: [REDACTED]
Address: Level 13, 33 Charlotte Street, Brisbane QLD 4000
Email: mary.weaver@health.qld.gov.au

Queensland Health
Office of the Director-General



www.health.qld.gov.au



**Queensland
Government**



Queensland's 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.

RTI RELEASES

Estimates

From: Estimates
Sent: Wednesday, 29 January 2020 11:29 AM
To: 'donna.hancock@qimrberghofer.edu.au'; Siobhan Barry
Cc: Laura Kanaris
Subject: Estimates 2020: Draft Briefing Index - for review and feedback

Hi Donna and Siobhan

Thank you again for your nomination as the estimates key contact for your statutory authority. I look forward to working with you.

We are looking to schedule a key contact information session for Tuesday 11 February 2020 at 10 am but we will send through a meeting invite once this is confirmed. This will be helpful if you have never been through an estimates before.

2020 Draft Briefing Index

This year's estimates briefing process will be similar to previous years where briefs will be drafted over two distinct briefing rounds – Round 1 will commence earlier in the year with Round 2 occurring around the time the State Budget Papers are tabled (28 April 2020).

Following a review of last year's briefing index, the Estimates Team has prepared a draft briefing index for this year's Estimates Hearing for your review and feedback.

The following has been assigned to Queensland Institute of Medical Research as the lead author:



It would be greatly appreciated if you could please review the briefing index and advise of the following:

- proposed amendments to any of the briefing details – i.e. correct lead area, appropriate title, adequate description of the brief, etc;
- if the brief should be removed – a short statement needs to be provided in support of this; and
- any new topics that should be included – please complete all columns in the above table when proposing a new topic.

Please don't hesitate to make amendments or additions when undertaking this review. Please consider the impact of the commitments made by the Government regarding the Health portfolio during the last State election and any potential issues identified during the development of the proposed 2020-21 Budget.

Please provide your feedback back to the Estimates Team, cleared by your Chief Executive, by **COB Thursday 6 February 2020**.

If you have any queries or concerns, please don't hesitate to give Laura or me a call.

Thank you.

Regards

Mary

Mary Weaver

Director, Estimates

Telephone: [REDACTED]

Mobile: [REDACTED]

Address: Level 13, 33 Charlotte Street, Brisbane QLD 4000

Email: mary.weaver@health.qld.gov.au

Queensland Health
Office of the Director-General



www.health.qld.gov.au



Queensland's 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.

Estimates

From: Estimates
Sent: Friday, 24 January 2020 4:58 PM
To: DDHHS
Cc: Meagan Mahaffey; Kristine Vergara
Subject: Estimates 2020: Draft Briefing Index - for review and feedback
Attachments: Attachment 2 - Column descriptions.docx; 2020 Draft Index DD.xlsx

Dear Key Contacts

Thank you again for your nomination as the estimates key contact for your Hospital and Health Service (HHS). Laura Kanaris and I look forward to working with you.

We are looking to schedule a key contact information session for Tuesday 11 February 2020 at 10 am but we will send through a meeting invite once this is confirmed. This will be helpful if you have never been through an estimates before.

2020 Draft Briefing Index

Following a review of last year's briefing index, the Estimates Team has prepared a draft briefing index for this year's Estimates Hearing for your review and feedback. **Attached** is the draft list of briefs that have been assigned to Darling Downs HHS as the lead author or as a collaborator.

This year's estimates briefing process will be similar to previous years where briefs will be drafted over two distinct briefing rounds – Round 1 will commence earlier in the year with Round 2 occurring around the time the State Budget Papers are tabled (28 April 2020). In the briefing index you will note that, as per last year's briefing process, some topics have been identified as being authored in briefing Round 1 or briefing Round 2 (column G). If a brief has been identified as being authored in Round 2, it is proposed that the brief will not be required to be submitted to the Estimates Team in Round 1. Briefs nominated to be authored in Round 2 generally have a strong focus on budget initiatives or performance.

It would be greatly appreciated if you could please review the briefing index for your division and advise of the following:

- proposed amendments to any of the briefing details – i.e. correct lead area, appropriate title, adequate description of the brief, briefing round etc;
- any briefs that should be removed – a short statement needs to be provided in support of this; and
- any new topics that should be included – please complete all columns in the spreadsheet when proposing a new topic.

Guidance around each of the columns in the briefing index is also provided for your information (Attachment 2).

Please don't hesitate to make amendments or additions to this draft briefing index. When undertaking this review, please consider the impact of the commitments made by the Government regarding the Health portfolio during the last State election and any potential issues identified during the development of the proposed 2020-21 Budget.

Please provide your feedback back to the Estimates Team, cleared by your Chief Executive, by **COB Thursday 6 February 2020**. Thank you.

If you have any queries or concerns, please don't hesitate to give Laura or me a call.

Regards

Mary

Mary Weaver
Director, Estimates

Telephone: [REDACTED]
Mobile: [REDACTED]
Address: Level 13, 33 Charlotte Street, Brisbane QLD 4000
Email: mary.weaver@health.qld.gov.au

Queensland Health
Office of the Director-General



www.health.qld.gov.au



**Queensland
Government**



Queensland's 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.

Estimates

From: Estimates
Sent: Friday, 24 January 2020 5:02 PM
To: MackayHHSestimates; MD23-Mackay-HSD
Cc: Janet Geisler; Sarah Nolan
Subject: Estimates 2020: Draft Briefing Index - for review and feedback
Attachments: Attachment 2 - Column descriptions.docx; 2020 Draft Index Mackay.xlsx

Dear Mackay HHS correspondence team

Recently I emailed seeking a contact for estimates 2020 and I have not heard back as yet as to who will be the key contact for your HHS. I am cc-ing the contacts from last year so apologies if these are not to be the contacts in 2020.

2020 Draft Briefing Index

Following a review of last year's briefing index, the Estimates Team has prepared a draft briefing index for this year's Estimates Hearing for your review and feedback. **Attached** is the draft list of briefs that have been assigned to Mackay HHS as the lead author or as a collaborator.

This year's estimates briefing process will be similar to previous years where briefs will be drafted over two distinct briefing rounds – Round 1 will commence earlier in the year with Round 2 occurring around the time the State Budget Papers are tabled (28 April 2020). In the briefing index you will note that, as per last year's briefing process, some topics have been identified as being authored in briefing Round 1 or briefing Round 2 (column G). If a brief has been identified as being authored in Round 2, it is proposed that the brief will not be required to be submitted to the Estimates Team in Round 1. Briefs nominated to be authored in Round 2 generally have a strong focus on budget initiatives or performance.

It would be greatly appreciated if you could please review the briefing index for your division and advise of the following:

- proposed amendments to any of the briefing details – i.e. correct lead area, appropriate title, adequate description of the brief, briefing round etc;
- any briefs that should be removed – a short statement needs to be provided in support of this; and
- any new topics that should be included – please complete all columns in the spreadsheet when proposing a new topic.

Guidance around each of the columns in the briefing index is also provided for your information (Attachment 2).

Please don't hesitate to make amendments or additions to this draft briefing index. When undertaking this review, please consider the impact of the commitments made by the Government regarding the Health portfolio during the last State election and any potential issues identified during the development of the proposed 2020-21 Budget.

Please provide your feedback back to the Estimates Team, cleared by your Chief Executive, by **COB Thursday 6 February 2020**. Thank you.

If you have any queries or concerns, please don't hesitate to give Laura or me a call.

Regards

Mary

Mary Weaver

Director, Estimates

Telephone:

Mobile: [REDACTED]
Address: Level 13, 33 Charlotte Street, Brisbane QLD 4000
Email: mary.weaver@health.qld.gov.au

Queensland Health
Office of the Director-General



www.health.qld.gov.au



**Queensland
Government**



Queensland's 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.

RTI RELEASE

Estimates

From: Estimates
Sent: Friday, 24 January 2020 5:03 PM
To: MD16-MetroNorthHHS
Cc: Alan Costin; Vivienne Hased
Subject: Estimates 2020: Draft Briefing Index - for review and feedback
Attachments: Attachment 2 - Column descriptions.docx; 2020 Draft Index MN.xlsx

Dear Key Contacts

Thank you again for your nomination as the estimates key contact for your Hospital and Health Service (HHS). Laura Kanaris and I look forward to working with you.

We are looking to schedule a key contact information session for Tuesday 11 February 2020 at 10 am but we will send through a meeting invite once this is confirmed. This will be helpful if you have never been through an estimates before.

2020 Draft Briefing Index

Following a review of last year's briefing index, the Estimates Team has prepared a draft briefing index for this year's Estimates Hearing for your review and feedback. **Attached** is the draft list of briefs that have been assigned to Metro North HHS as the lead author or as a collaborator.

This year's estimates briefing process will be similar to previous years where briefs will be drafted over two distinct briefing rounds – Round 1 will commence earlier in the year with Round 2 occurring around the time the State Budget Papers are tabled (28 April 2020). In the briefing index you will note that, as per last year's briefing process, some topics have been identified as being authored in briefing Round 1 or briefing Round 2 (column G). If a brief has been identified as being authored in Round 2, it is proposed that the brief will not be required to be submitted to the Estimates Team in Round 1. Briefs nominated to be authored in Round 2 generally have a strong focus on budget initiatives or performance.

It would be greatly appreciated if you could please review the briefing index for your division and advise of the following:

- proposed amendments to any of the briefing details – i.e. correct lead area, appropriate title, adequate description of the brief, briefing round etc;
- any briefs that should be removed – a short statement needs to be provided in support of this; and
- any new topics that should be included – please complete all columns in the spreadsheet when proposing a new topic.

Guidance around each of the columns in the briefing index is also provided for your information (Attachment 2).

Please don't hesitate to make amendments or additions to this draft briefing index. When undertaking this review, please consider the impact of the commitments made by the Government regarding the Health portfolio during the last State election and any potential issues identified during the development of the proposed 2020-21 Budget.

Please provide your feedback back to the Estimates Team, cleared by your Chief Executive, by **COB Thursday 6 February 2020**. Thank you.

If you have any queries or concerns, please don't hesitate to give Laura or me a call.

Regards

Mary

Mary Weaver
Director, Estimates

Telephone: [REDACTED]
Mobile: [REDACTED]
Address: Level 13, 33 Charlotte Street, Brisbane QLD 4000
Email: mary.weaver@health.qld.gov.au

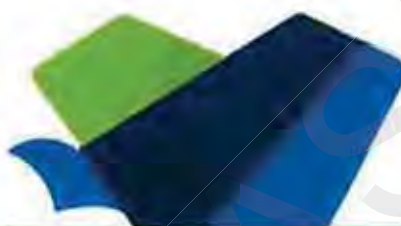
Queensland Health
Office of the Director-General



www.health.qld.gov.au



**Queensland
Government**



Queensland's 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.

Estimates

From: Estimates
Sent: Friday, 24 January 2020 5:05 PM
To: 'MD05-MetroSouthHSD'
Cc: Matthew Rigby; Marissa Tilby
Subject: Estimates 2020: Draft Briefing Index - for review and feedback
Attachments: Attachment 2 - Column descriptions.docx; 2020 Draft Index MS.xlsx

Dear Key Contacts

Thank you again for your nomination as the estimates key contact for your Hospital and Health Service (HHS). Laura Kanaris and I look forward to working with you.

We are looking to schedule a key contact information session for Tuesday 11 February 2020 at 10 am but we will send through a meeting invite once this is confirmed. This will be helpful if you have never been through an estimates before.

2020 Draft Briefing Index

Following a review of last year's briefing index, the Estimates Team has prepared a draft briefing index for this year's Estimates Hearing for your review and feedback. **Attached** is the draft list of briefs that have been assigned to Metro South HHS as the lead author or as a collaborator.

This year's estimates briefing process will be similar to previous years where briefs will be drafted over two distinct briefing rounds – Round 1 will commence earlier in the year with Round 2 occurring around the time the State Budget Papers are tabled (28 April 2020). In the briefing index you will note that, as per last year's briefing process, some topics have been identified as being authored in briefing Round 1 or briefing Round 2 (column G). If a brief has been identified as being authored in Round 2, it is proposed that the brief will not be required to be submitted to the Estimates Team in Round 1. Briefs nominated to be authored in Round 2 generally have a strong focus on budget initiatives or performance.

It would be greatly appreciated if you could please review the briefing index for your division and advise of the following:

- proposed amendments to any of the briefing details – i.e. correct lead area, appropriate title, adequate description of the brief, briefing round etc;
- any briefs that should be removed – a short statement needs to be provided in support of this; and
- any new topics that should be included – please complete all columns in the spreadsheet when proposing a new topic.

Guidance around each of the columns in the briefing index is also provided for your information (Attachment 2).

Please don't hesitate to make amendments or additions to this draft briefing index. When undertaking this review, please consider the impact of the commitments made by the Government regarding the Health portfolio during the last State election and any potential issues identified during the development of the proposed 2020-21 Budget.

Please provide your feedback back to the Estimates Team, cleared by your Chief Executive, by **COB Thursday 6 February 2020**. Thank you.

If you have any queries or concerns, please don't hesitate to give Laura or me a call.

Regards

Mary

Mary Weaver
Director, Estimates

DOH RTI 0521

Telephone: [REDACTED]
Mobile: [REDACTED]
Address: Level 13, 33 Charlotte Street, Brisbane QLD 4000
Email: mary.weaver@health.qld.gov.au

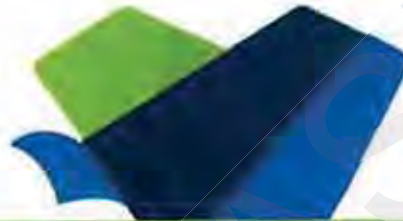
Queensland Health
Office of the Director-General



www.health.qld.gov.au



**Queensland
Government**



Queensland's 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.

Estimates

From: Estimates
Sent: Friday, 24 January 2020 5:10 PM
To: SC-HHS-Official-Corro
Cc: Renee Cullen; Patricia Taylor
Subject: Estimates 2020: Draft Briefing Index - for review and feedback
Attachments: Attachment 2 - Column descriptions.docx; 2020 Draft Index SC.xlsx

Dear Key Contacts

Thank you again for your nomination as the estimates key contact for your Hospital and Health Service (HHS). Laura Kanaris and I look forward to working with you.

We are looking to schedule a key contact information session for Tuesday 11 February 2020 at 10 am but we will send through a meeting invite once this is confirmed. This will be helpful if you have never been through an estimates before.

2020 Draft Briefing Index

Following a review of last year's briefing index, the Estimates Team has prepared a draft briefing index for this year's Estimates Hearing for your review and feedback. **Attached** is the draft list of briefs that have been assigned to Sunshine Coast HHS as the lead author or as a collaborator.

This year's estimates briefing process will be similar to previous years where briefs will be drafted over two distinct briefing rounds – Round 1 will commence earlier in the year with Round 2 occurring around the time the State Budget Papers are tabled (28 April 2020). In the briefing index you will note that, as per last year's briefing process, some topics have been identified as being authored in briefing Round 1 or briefing Round 2 (column G). If a brief has been identified as being authored in Round 2, it is proposed that the brief will not be required to be submitted to the Estimates Team in Round 1. Briefs nominated to be authored in Round 2 generally have a strong focus on budget initiatives or performance.

It would be greatly appreciated if you could please review the briefing index for your division and advise of the following:

- proposed amendments to any of the briefing details – i.e. correct lead area, appropriate title, adequate description of the brief, briefing round etc;
- any briefs that should be removed – a short statement needs to be provided in support of this; and
- any new topics that should be included – please complete all columns in the spreadsheet when proposing a new topic.

Guidance around each of the columns in the briefing index is also provided for your information (Attachment 2).

Please don't hesitate to make amendments or additions to this draft briefing index. When undertaking this review, please consider the impact of the commitments made by the Government regarding the Health portfolio during the last State election and any potential issues identified during the development of the proposed 2020-21 Budget.

Please provide your feedback back to the Estimates Team, cleared by your Chief Executive, by **COB Thursday 6 February 2020**. Thank you.

If you have any queries or concerns, please don't hesitate to give Laura or me a call.

Regards

Mary

Mary Weaver
Director, Estimates

Telephone: [REDACTED]
Mobile: [REDACTED]
Address: Level 13, 33 Charlotte Street, Brisbane QLD 4000
Email: mary.weaver@health.qld.gov.au

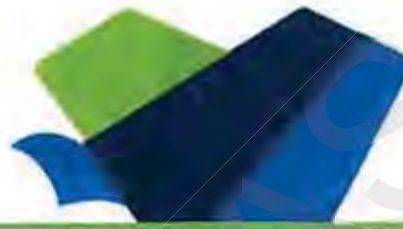
Queensland Health
Office of the Director-General



www.health.qld.gov.au



**Queensland
Government**



Queensland's 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.

Estimates

From: Estimates
Sent: Friday, 24 January 2020 5:10 PM
To: MD07-SouthWest-HHS
Cc: Donna Burke; Lisa Qualischefski
Subject: Estimates 2020: Draft Briefing Index - for review and feedback
Attachments: Attachment 2 - Column descriptions.docx; 2020 Draft Index SW.xlsx

Dear Key Contacts

Thank you again for your nomination as the estimates key contact for your Hospital and Health Service (HHS). Laura Kanaris and I look forward to working with you.

We are looking to schedule a key contact information session for Tuesday 11 February 2020 at 10 am but we will send through a meeting invite once this is confirmed. This will be helpful if you have never been through an estimates before.

2020 Draft Briefing Index

Following a review of last year's briefing index, the Estimates Team has prepared a draft briefing index for this year's Estimates Hearing for your review and feedback. **Attached** is the draft list of briefs that have been assigned to South West HHS as the lead author or as a collaborator.

This year's estimates briefing process will be similar to previous years where briefs will be drafted over two distinct briefing rounds – Round 1 will commence earlier in the year with Round 2 occurring around the time the State Budget Papers are tabled (28 April 2020). In the briefing index you will note that, as per last year's briefing process, some topics have been identified as being authored in briefing Round 1 or briefing Round 2 (column G). If a brief has been identified as being authored in Round 2, it is proposed that the brief will not be required to be submitted to the Estimates Team in Round 1. Briefs nominated to be authored in Round 2 generally have a strong focus on budget initiatives or performance.

It would be greatly appreciated if you could please review the briefing index for your division and advise of the following:

- proposed amendments to any of the briefing details – i.e. correct lead area, appropriate title, adequate description of the brief, briefing round etc;
- any briefs that should be removed – a short statement needs to be provided in support of this; and
- any new topics that should be included – please complete all columns in the spreadsheet when proposing a new topic.

Guidance around each of the columns in the briefing index is also provided for your information (Attachment 2).

Please don't hesitate to make amendments or additions to this draft briefing index. When undertaking this review, please consider the impact of the commitments made by the Government regarding the Health portfolio during the last State election and any potential issues identified during the development of the proposed 2020-21 Budget.

Please provide your feedback back to the Estimates Team, cleared by your Chief Executive, by **COB Thursday 6 February 2020**. Thank you.

If you have any queries or concerns, please don't hesitate to give Laura or me a call.

Regards

Mary

Mary Weaver
Director, Estimates

Telephone: [REDACTED]
Mobile: [REDACTED]
Address: Level 13, 33 Charlotte Street, Brisbane QLD 4000
Email: mary.weaver@health.qld.gov.au

Queensland Health
Office of the Director-General



www.health.qld.gov.au



**Queensland
Government**



Queensland's 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.

Estimates

From: Estimates
Sent: Friday, 24 January 2020 5:11 PM
To: MD21-Torres&Cape-HHS
Cc: Deborah Stoffell; Sonja Varglien
Subject: Estimates 2020: Draft Briefing Index - for review and feedback
Attachments: Attachment 2 - Column descriptions.docx; 2020 Draft Index T and C.xlsx

Dear Key Contacts

Thank you again for your nomination as the estimates key contact for your Hospital and Health Service (HHS). Laura Kanaris and I look forward to working with you.

We are looking to schedule a key contact information session for Tuesday 11 February 2020 at 10 am but we will send through a meeting invite once this is confirmed. This will be helpful if you have never been through an estimates before.

2020 Draft Briefing Index

Following a review of last year's briefing index, the Estimates Team has prepared a draft briefing index for this year's Estimates Hearing for your review and feedback. **Attached** is the draft list of briefs that have been assigned to Torres and Cape HHS as the lead author or as a collaborator.

This year's estimates briefing process will be similar to previous years where briefs will be drafted over two distinct briefing rounds – Round 1 will commence earlier in the year with Round 2 occurring around the time the State Budget Papers are tabled (28 April 2020). In the briefing index you will note that, as per last year's briefing process, some topics have been identified as being authored in briefing Round 1 or briefing Round 2 (column G). If a brief has been identified as being authored in Round 2, it is proposed that the brief will not be required to be submitted to the Estimates Team in Round 1. Briefs nominated to be authored in Round 2 generally have a strong focus on budget initiatives or performance.

It would be greatly appreciated if you could please review the briefing index for your division and advise of the following:

- proposed amendments to any of the briefing details – i.e. correct lead area, appropriate title, adequate description of the brief, briefing round etc;
- any briefs that should be removed – a short statement needs to be provided in support of this; and
- any new topics that should be included – please complete all columns in the spreadsheet when proposing a new topic.

Guidance around each of the columns in the briefing index is also provided for your information (Attachment 2).

Please don't hesitate to make amendments or additions to this draft briefing index. When undertaking this review, please consider the impact of the commitments made by the Government regarding the Health portfolio during the last State election and any potential issues identified during the development of the proposed 2020-21 Budget.

Please provide your feedback back to the Estimates Team, cleared by your Chief Executive, by **COB Thursday 6 February 2020**. Thank you.

If you have any queries or concerns, please don't hesitate to give Laura or me a call.

Regards

Mary

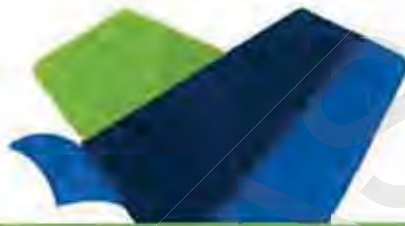
Mary Weaver
Director, Estimates

Telephone: [REDACTED]
Mobile: [REDACTED]
Address: Level 13, 33 Charlotte Street, Brisbane QLD 4000
Email: mary.weaver@health.qld.gov.au

Queensland Health
Office of the Director-General



www.health.qld.gov.au



Queensland's 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.

Estimates

From: Estimates
Sent: Friday, 24 January 2020 5:12 PM
To: MD25-Townsville-HSD
Cc: Alycia Lone; Billy Bragg
Subject: Estimates 2020; Draft Briefing Index - for review and feedback
Attachments: Attachment 2 - Column descriptions.docx; 2020 Draft Index Towns.xlsx

Dear Key Contacts

Thank you again for your nomination as the estimates key contact for your Hospital and Health Service (HHS). Laura Kanaris and I look forward to working with you.

We are looking to schedule a key contact information session for Tuesday 11 February 2020 at 10 am but we will send through a meeting invite once this is confirmed. This will be helpful if you have never been through an estimates before.

2020 Draft Briefing Index

Following a review of last year's briefing index, the Estimates Team has prepared a draft briefing index for this year's Estimates Hearing for your review and feedback. **Attached** is the draft list of briefs that have been assigned to Townsville HHS as the lead author or as a collaborator.

This year's estimates briefing process will be similar to previous years where briefs will be drafted over two distinct briefing rounds – Round 1 will commence earlier in the year with Round 2 occurring around the time the State Budget Papers are tabled (28 April 2020). In the briefing index you will note that, as per last year's briefing process, some topics have been identified as being authored in briefing Round 1 or briefing Round 2 (column G). If a brief has been identified as being authored in Round 2, it is proposed that the brief will not be required to be submitted to the Estimates Team in Round 1. Briefs nominated to be authored in Round 2 generally have a strong focus on budget initiatives or performance.

It would be greatly appreciated if you could please review the briefing index for your division and advise of the following:

- proposed amendments to any of the briefing details – i.e. correct lead area, appropriate title, adequate description of the brief, briefing round etc;
- any briefs that should be removed – a short statement needs to be provided in support of this; and
- any new topics that should be included – please complete all columns in the spreadsheet when proposing a new topic.

Guidance around each of the columns in the briefing index is also provided for your information (Attachment 2).

Please don't hesitate to make amendments or additions to this draft briefing index. When undertaking this review, please consider the impact of the commitments made by the Government regarding the Health portfolio during the last State election and any potential issues identified during the development of the proposed 2020-21 Budget.

Please provide your feedback back to the Estimates Team, cleared by your Chief Executive, by **COB Thursday 6 February 2020**. Thank you.

If you have any queries or concerns, please don't hesitate to give Laura or me a call.

Regards

Mary

Mary Weaver
Director, Estimates

Telephone: [REDACTED]
Mobile: [REDACTED]
Address: Level 13, 33 Charlotte Street, Brisbane QLD 4000
Email: mary.weaver@health.qld.gov.au

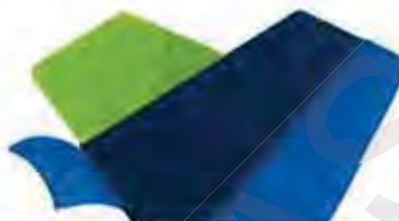
Queensland Health
Office of the Director-General



www.health.qld.gov.au



**Queensland
Government**



Queensland's 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.