

**From:** [Phillippa Cock](#)  
**To:** [CO-PFM; Graeme Smith](#)  
**Cc:** [Kylie Ramsden; Ngawai Toto](#)  
**Subject:** RE: Jasmina's office and Room 14.10 on Level 14, 33 Charlotte Street  
**Date:** Monday, 6 April 2020 1:28:20 PM  
**Attachments:** [image024.png](#)  
[image025.png](#)  
[image026.png](#)  
[image027.png](#)  
[image028.png](#)  
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[image003.png](#)  
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[image005.png](#)  
[image006.png](#)  
[image007.png](#)

Hi All,

I spoke to Barb and she is aware of the request but agrees it's not a priority at the moment. Can you please let Michelle/Jasmina know that the request will be put on the list but at this stage COVID-19 items are being dealt with first.

If there is any pushback can please advise Jasmina can speak with Barb.

Thanks,  
Pip

### Phillippa Cock

A/Director, Office of the Deputy Director-General

Mobile: **Irrelevant**

Address: Level 14, 33 Charlotte Street, Brisbane QLD 4000

Email: [phillippa.cock@health.qld.gov.au](mailto:phillippa.cock@health.qld.gov.au)

**Queensland Health**  
 Corporate Services Division



[www.health.qld.gov.au](http://www.health.qld.gov.au)



**Queensland  
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*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.

**From:** CO-PFM <[CO-PFM@health.qld.gov.au](mailto:CO-PFM@health.qld.gov.au)>  
**Sent:** Monday, 6 April 2020 12:19 PM  
**To:** Graeme Smith <[Graeme.Smith2@health.qld.gov.au](mailto:Graeme.Smith2@health.qld.gov.au)>  
**Cc:** Kylie Ramsden <[Kylie.Ramsden@health.qld.gov.au](mailto:Kylie.Ramsden@health.qld.gov.au)>; Phillippa Cock <[Phillippa.Cock@health.qld.gov.au](mailto:Phillippa.Cock@health.qld.gov.au)>;  
 Ngawai Toto <[Ngawai.Toto@health.qld.gov.au](mailto:Ngawai.Toto@health.qld.gov.au)>  
**Subject:** FW: Jasmina's office and Room 14.10 on Level 14, 33 Charlotte Street

Hi all,

I'm happy to respond in the first instance to advise that all accommodation projects are on hold, unless it is Covid-19 related and urgent.

Kind Regards,

**Luis Fornazarc**

Space Planning, Project Management Officer

Phone: Irrelevant

Phone:

Address: Level 4, 33 Charlotte Street, Brisbane QLD 4000

Email: [Luis.Fornazarc@health.qld.gov.au](mailto:Luis.Fornazarc@health.qld.gov.au)

**Queensland Health**

Corporate Facilities, Sustainable Operations, Capital & Asset Services Branch



[www.health.qld.gov.au](http://www.health.qld.gov.au)



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**From:** Michelle Phillips <[Michelle.Phillips3@health.qld.gov.au](mailto:Michelle.Phillips3@health.qld.gov.au)>

**Sent:** Monday, 6 April 2020 11:50 AM

**To:** CO-PFM <[CO-PFM@health.qld.gov.au](mailto:CO-PFM@health.qld.gov.au)>

**Subject:** Jasmina's office and Room 14.10 on Level 14, 33 Charlotte Street

Good morning,

Jasmina has asked if you could please make arrangements to knock down the wall between her office and Room 14.10 and turn it into one room i.e. Jasmina's desk at one end and a meeting table at the other end.

She would like this arranged over a weekend please as soon as possible.

Please let me know what paperwork you need to start this process.

Kind regards,

Shelly.

**Michelle Phillips**

Senior Executive Support Officer

Phone: Irrelevant

Mobile:

Address: Level 14, 33 Charlotte Street, Brisbane QLD 4000

Email: [michelle.phillips3@health.qld.gov.au](mailto:michelle.phillips3@health.qld.gov.au)

Queensland Health  
Office of the Director-General



[www.health.qld.gov.au](http://www.health.qld.gov.au)



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Memo; ODDG-CSD SIGN-OFF

To: ODDG-CSD

Accommodation Request – Level 14 / ODG / ED Office

<input checked="" type="checkbox"/> Approved	Signature..... <i>YH</i>
<input type="checkbox"/> Not approved	Date..... 7/15/20...
<input type="checkbox"/> Further information required (see comments)	Barbara Phillips, Deputy Director-General, Corporate Services Division
Comments: AS PER SIGN OFF - BUT NOTE NOT CONSISTENT WITH THE ACCOM STRATEGY AGREED BY ELT TO NOT HOLD ON ANY ADDITIONAL CHANGES TO 33 C. <i>YH</i>	





**Queensland  
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**Department of Health  
Corporate Facilities**

## Accommodation request form— space management

Complete this form to request an accommodation change for a Department of Health division, branch or unit.

1. An Internal Memorandum is required to accompany this request form;
2. A business case is required to support this request. The business case should include background information, purpose, scope timeframe, financial impact, communication proposal to staff, duration of occupancy and space requirements. The business case should also include current and proposed benefits and workforce impacts
3. Confirmed Funding must be in place prior to submission of this form.
4. The Accommodation Request shall not be progressed until a job is logged with IT for network capacity checks. Please provide the RITM number (If Applicable)

Send the completed form and business case to the Corporate Facilities Manager at [CO-PFM@health.qld.gov.au](mailto:CO-PFM@health.qld.gov.au).

### Applicant details

Contact name

Leanne Aiken

Position title

Executive Support Officer

Email address

[Leanne.Aiken@health.qld.gov.au](mailto:Leanne.Aiken@health.qld.gov.au)

Division/branch or unit name

Office of the Director-General

Phone number

Irrelevant

Location:

Building 33CS Level 14 W/Station / 14.63

### Accommodation information

Brief / Memo:

Is a Memorandum attached?

- ☒ Yes  
☐ No

(Templates can be found at the QHEPS website)

Reason for additional space (Business Case):

Is a Business Case attached?

- ☒ Yes  
☐ No

(Templates can be found at the QHEPS website)

Funding:

Has funding been approved?

- ☒ Yes  
☐ No

Funding will be sourced from Office of the D-G / 1000852.

Lease costs are to be met by the occupant in the accordance with standard departmental practice, unless otherwise agreed.

Type of accommodation required:

- ☐ Additional staff ☐ Temporary Project  
☐ Workstation(s) Number of work stations:  
☒ Other: Combine ED office & adjacent meeting room 14.10  
Building: 33CS Level: 14

Time Frame:

When is the accommodation required?

Start date: as soon as possible

Duration of occupancy: ongoing

Network capacity:

Network capacity approved by eHealth?

- ☐ Yes  
☒ No – subject to any ICT needs that may be determined

Approved by: Position at eHealth:

IT Ticket Raised? ☐ Yes

RITM No. (Required) May be r

### Approval

Financial delegate

Name

Renaie Tesch

Signature

Division/ branch or unit name

Office of the Director-General

Date

7/5/2020

Send the completed form and business case to the Corporate Facilities Manager at [CO-PFM@health.qld.gov.au](mailto:CO-PFM@health.qld.gov.au).

Office use only – PFM processing

Request number: CFRFA/

DOH-DL 20/21-003



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Government**

# MEMORANDUM

**To:** ODDG CSD  
c/o Corporate Facilities

**Copies to:** Luis Fornazaric, Space Planning, Project Management Officer, Corporate Facilities, Sustainable Operations, Capital and Asset Services Branch

**From:** Jasmina Joldić, Executive Director Office of the Director-General

**Contact No:** Irrelevant

**Subject:** Accommodation Request

*7 May 2020*

**Site / Floor:** 33 Charlotte Street (Level 14)

It is requested that two adjacent rooms in the Office of the Director-General on level 14 at 33 Charlotte Street be combined to create one room for the Executive Director, Office of the Director-General to be used as a single office/meeting room. The rooms to be combined are meeting room 14.10 and the Executive Director's (Jasmina Joldić) current office. The re-configuration will provide a secure space for the Executive Director to discuss matters of a sensitive and confidential nature, particularly with activities relating to the COVID-19 pandemic. The current soundproofing between the two rooms is inadequate with conversations being heard by occupants between the rooms. Soundproofing insulation has been installed previously, however has been unsuccessful in reducing noise levels.

As a consequence, meeting room 14.10 will be lost as an available resource. Meeting room 14.10 is currently not a bookable resource and is generally only utilised by a few staff from the Office of the Director-General resulting in minimal impact.

The costs for the work activities will be fully funded by the Office of the Director-General (1000852).

## Attachments:

- Accommodation request form – space management.
- Business case.

Feel free to contact us.

Regards

*[Signature]*  
Dr John Wakefield  
Director-General  
Queensland Health

*7 15/2020*





**Queensland  
Government**

## **Business Case - Level 14, 33 Charlotte Street, Office of the Director-General**

### *1. Background / introduction*

Two adjacent rooms in the Office of the Director-General area on level 14, 33 Charlotte Street can be combined and re-configured to provide a single secured space for Jasmina Joldić, Executive Director, Office of the Director-General to hold discussions of a sensitive and confidential nature. The rooms are the office of Executive Director and meeting room 14.10.

The office of the Executive Director currently has limited capacity, only permitting two visitors at a time, and does not have the capability to hold meetings around a meeting table. Currently the two rooms separately permeate a high sound level with conversations being heard by occupants in both rooms. Soundproofing insulation has been installed previously, however has been unsuccessful in reducing noise levels.

Preliminary consultations occurred in April 2020 with Luis Fornazario, Corporate Facilities, Sustainable Operations, Capital and Asset Services Branch.

### *2. Scope / Proposal*

The two adjacent rooms, office of the Executive Director and meeting room 14.10, are to be combined and re-configured to create one large office space and include a meeting table. A meeting table and chairs is likely the only additional furniture required.

No additional ICT network capacity is required; however, existing ICT arrangements may need to be re-configured to align with the new office configuration.

### *3. Timeframe*

Work activities to commence as a priority due to the Executive Director regularly participating in sensitive activities and discussions.

### *4. Financial impact*

The costs for the work activities will be fully funded by the Office of the Director-General (1000852).

### *5. Communication proposals to adjacent depts./ units*

The Office of the Deputy Director-General Healthcare Purchasing and System Performance (HPSP) adjoins the Office of the Director-General accommodation area and will be consulted prior to the commencement of the work activities.

### *6. Benefits*

The re-configuration will maximise the space for the Executive Director allowing greater ease and flexibility to host meetings and will provide a secure space for the Executive Director to discuss matters of a sensitive and confidential nature, particularly in the current environment with activities relating to the COVID-19 pandemic.

### *7. Workforce Impacts*

There will be limited disruption to current staff as the work activities are to be carried out over a weekend or out of standard office working hours.

As a consequence, meeting room 14.10 will be lost as an available resource. However, meeting room 14.10 is currently not a bookable resource and therefore the impact will be minimal.



Dr John Wakefield  
Director-General  
Queensland Health

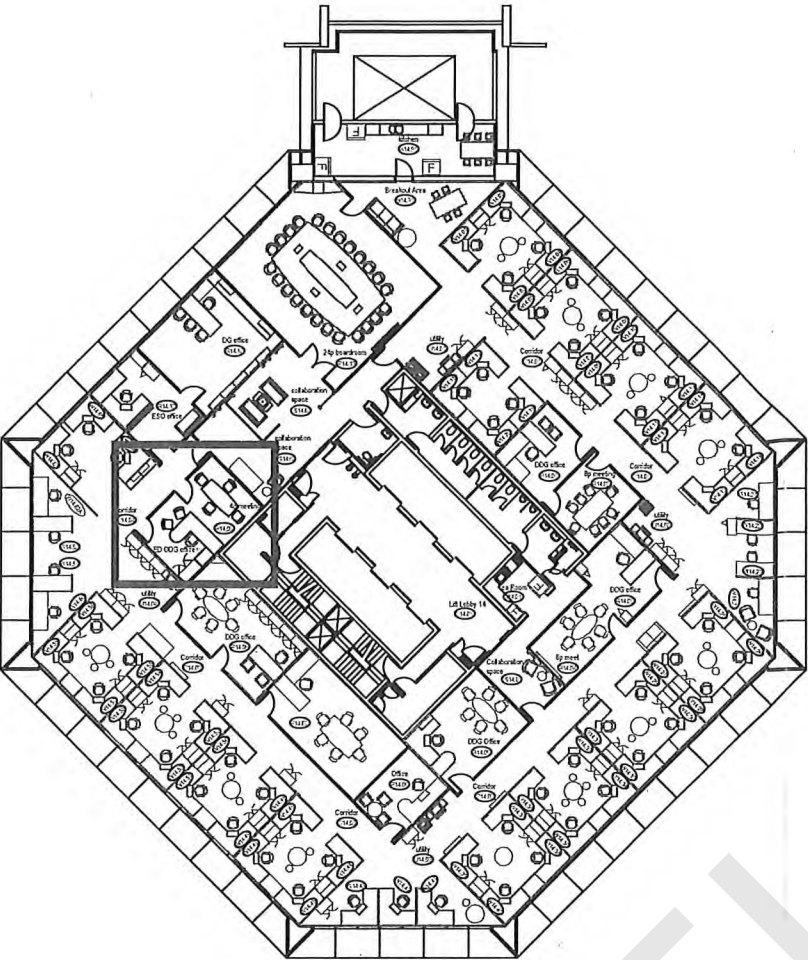
7/15/2020



General Notes

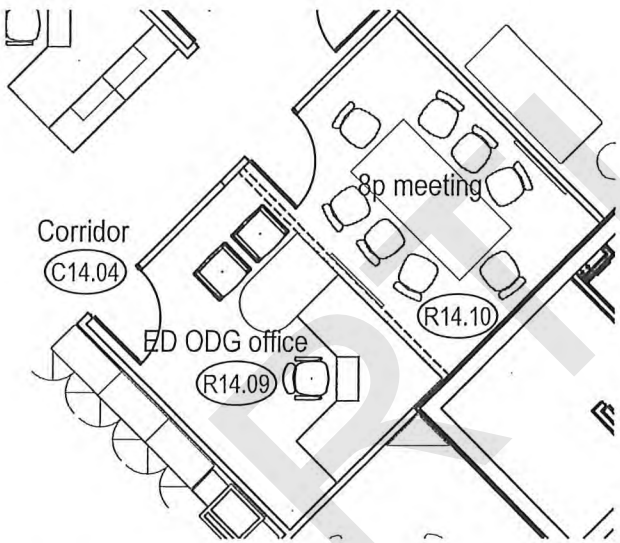
- 1. DO NOT SCALE THIS DRAWING. USE FIGURED DIMENSIONS ONLY AND VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION
- 2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE SPECIFIED
- 3. THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT DRAWINGS, SCHEDULES & SPECIFICATIONS.
- 4. ALL WORKS MUST COMPLY WITH THE BUILDING CODE OF AUSTRALIA & RELEVANT AUSTRALIAN STANDARDS AND ANY OTHER CODES APPLICABLE
- 6. COPYRIGHT OF THIS DRAWING REMAINS THE PROPERTY OF QLD HEALTH.

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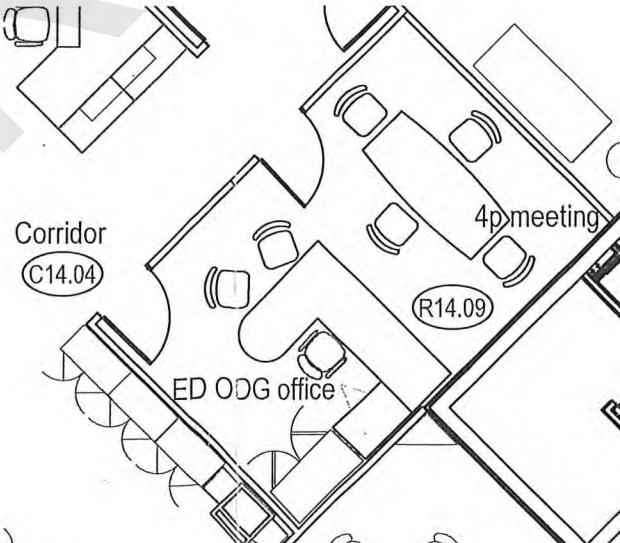


Budget Estimate:	
- Power & data relocations	\$350
- Sprinkler head compliance	\$500
- Wall removal	\$1000
- Make good existing / adjacent	\$1500
- Acoustic treatments	\$1000
- New meeting table & chairs	\$2550
- Make good carpet	\$nil
- Security costs	\$1200
TOTAL	
\$8100	

Level 14; 33 Charlotte Street  
1:100 @ A3



Existing & Demo's  
1:50 @ A3



Proposed  
1:50 @ A3

No.	Revision/Issue	Date
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Queensland Health

Corporate Facilities,  
Sustainable Operations  
Capital and Asset Services Branch  
Level 4, 33 Charlotte Street  
BRISBANE QLD. 4000

p: 1 800 400 007  
e: co-pfm@health.qld.gov.au

Project Name and Address  
ED-ODG Office proposals  
Level 14  
33 Charlotte Street  
Brisbane, QLD. 4000

Project 33CS-L14-20-58	Drawn LPF
Date 07.05.2020	Sheet A14-01
Scale As Noted	



## INTERIOR FIT-OUT

## TAX INVOICE

Queensland Health  
Locked Bag 8200  
CHERMESIDE QLD 4032

**Invoice Date**  
3 Jun 2020

**Invoice Number**  
INV-0669

**Reference**  
Job Address: level 14 33  
Charlotte street. Order  
Number: Luis

**ABN**  
21 604 511 711

CFI Contracting  
Unit 16  
33 Mornington Crescent  
MORNINGSIDE QLD 4170  
AUSTRALIA

Description	Quantity	Unit Price	GST	Amount AUD
PRELIMS	1.00	CTP	10%	CTP
-Freight & loading -Rubbish removal [CFI waste only] -Site safety and inductions -Workcover -Management of CFI staff -Insurances -Administration				
DEMOLITION	1.00		10%	
-Demo, remove and dump plasterboard partition & solid core door **Allowance for electrician to relocate existing power and data**  -Allowance for base building protection				
CEILINGS	1.00		10%	
-Supply and install baffle block to perimeter walls of 2 offices				
Supply of glass and aluminium	1.00		10%	
note: we received glass and aluminium after order was canceled				
			Subtotal	6,789.00
			TOTAL GST 10%	678.90
			<b>TOTAL AUD</b>	<b>7,467.90</b>

**Due Date: 3 Jul 2020**



## PAYMENT ADVICE

To: CFI Contracting  
Unit 16  
33 Mornington Crescent  
MORNINGSIDE QLD 4170  
AUSTRALIA

Customer	Queensland Health
Invoice Number	INV-0669
Amount Due	<b>7,467.90</b>
Due Date	3 Jul 2020

Amount Enclosed

Enter the amount you are paying above