

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](mailto:mary.weaver@health.qld.gov.au)

**Queensland Health**

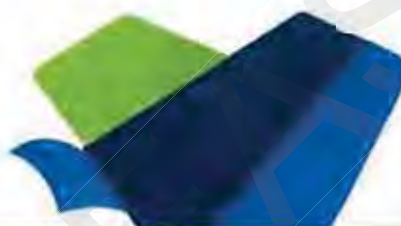
Office of the Director-General



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

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**From:** Estimates  
**Sent:** Thursday, 6 February 2020 4:40 PM  
**To:** Meagan Mahaffey  
**Subject:** Re: Estimates 2020: Draft Briefing Index - for review and feedback

Hi Meagan

Good talking to you on the phone today. Thanks for sending that through and it all looks fine.

And as I said there is the potential to add to the list down the track should emergent issues arise.

Regards

Mary

Regards

Mary

Mary Weaver  
 Director, Estimates

---

**From:** Meagan Mahaffey <Meagan.Mahaffey@health.qld.gov.au>  
**Sent:** Thursday, February 6, 2020 3:41:09 PM  
**To:** Estimates <Estimates@health.qld.gov.au>  
**Subject:** RE: Estimates 2020: Draft Briefing Index - for review and feedback

Good Afternoon

Please find attached the updated spreadsheet from Darling Downs Hospital and Health Service.

The information added to the briefing index is as follows:

- [REDACTED]
- [REDACTED]

The information has been approved by Dr Peter Gillies, Health Service Chief Executive.

Kind Regards  
 Meagan

**Meagan Mahaffey**

*Principal Policy Officer*  
 Legal and Governance Division

**p:** [REDACTED]  
**a:** Level 2 Jofre, Baillie Henderson Hospital, Hogg & Tor Streets, Toowoomba QLD 4350  
**e:** [meagan.mahaffey@health.qld.gov.au](mailto:meagan.mahaffey@health.qld.gov.au) | **w:** [Darling Downs Health](#)

## Darling Downs Health

Caring for our communities - *healthier together*



**From:** Estimates <Estimates@health.qld.gov.au>  
**Sent:** Friday, 24 January 2020 4:58 PM  
**To:** DDHHS <DDHHS@health.qld.gov.au>  
**Cc:** Meagan Mahaffey <Meagan.Mahaffey@health.qld.gov.au>; Kristine Vergara <Kristine.Vergara@health.qld.gov.au>  
**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 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

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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](mailto:mary.weaver@health.qld.gov.au)

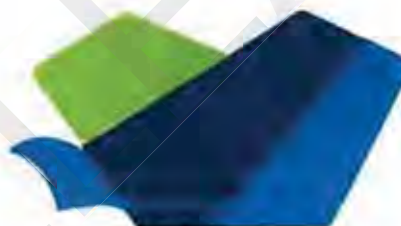
**Queensland Health**  
Office of the Director-General



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



**Queensland  
Government**



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



**Estimates**

**From:** Estimates  
**Sent:** Thursday, 6 February 2020 4:41 PM  
**To:** MD13-CentralQLD-HSD  
**Subject:** Re: Estimates 2020; Draft Briefing Index - for review and feedback

That's great, Di and thank you for letting me know.

Regards

Mary

Regards

Mary

Mary Weaver  
 Director, Estimates

---

**From:** MD13-CentralQLD-HSD <MD13-CentralQLD-HSD@health.qld.gov.au>  
**Sent:** Thursday, February 6, 2020 4:03:34 PM  
**To:** Estimates <Estimates@health.qld.gov.au>  
**Subject:** RE: Estimates 2020: Draft Briefing Index - for review and feedback

Good afternoon Mary

CQHHS has reviewed the briefing index and there are no proposed amendments, removals or suggestions of new topics at this stage.

Regards  
 Di

Dianne Spiller  
 CQHHS Departmental Correspondence Coordinator  
 Central Queensland Hospital and Health Service | Queensland Government  
 Phone. 07 4671 1111  
 Email. MD13-CentralQLD-HSD@health.qld.gov.au



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



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**From:** Estimates <Estimates@health.qld.gov.au>  
**Sent:** Friday, 24 January 2020 4:55 PM  
**To:** MD13-CentralQLD-HSD <MD13-CentralQLD-HSD@health.qld.gov.au>  
**Cc:** Michael Rutherford <Michael.Rutherford@health.qld.gov.au>; Dianne Spiller

<Dianne.Spiller@health.qld.gov.au>

**Subject:** Estimates 2020: Draft Briefing Index - for review and feedback

Dear Key Contacts

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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](mailto:mary.weaver@health.qld.gov.au)

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## Estimates

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**From:** Estimates  
**Sent:** Thursday, 6 February 2020 5:04 PM  
**To:** CSD-Estimates  
**Cc:** Amy Cook; Barbara Phillips; General - CSD Estimates 2020  
**Subject:** Re: CSD4926 RE: Estimates 2020; Draft Briefing Index - CSD

And here it is!



Regards

Mary

Mary Weaver  
 Director, Estimates

---

**From:** CSD-Estimates <CSD-Estimates@health.qld.gov.au>  
**Sent:** Thursday, February 6, 2020 4:27:59 PM  
**To:** Estimates <Estimates@health.qld.gov.au>; CSD-Estimates <CSD-Estimates@health.qld.gov.au>  
**Cc:** Amy Cook <Amy.Cook@health.qld.gov.au>; Barbara Phillips <Barbara.Phillips@health.qld.gov.au>; General - CSD Estimates 2020 <6073352f.healthqld.onmicrosoft.com@apac.teams.ms>  
**Subject:** CSD4926 RE: Estimates 2020: Draft Briefing Index - CSD

Hi Team

Please see attached CSD feedback on the draft CSD Estimate Brief index – cleared by the Director - ODDG CSD.  
 Please refer to **red text** and ~~strikethroughs~~.

Happy to discuss.

Thanks

Sean

### Sean Conway

Manager Governance and Executive Services

Phone: 07 : [REDACTED]  
 Address: 33 Charlotte St, Brisbane, QLD 4000  
 Email: [sean.conway@health.qld.gov.au](mailto:sean.conway@health.qld.gov.au)

### Queensland Health

Office of the Deputy Director-General  
 Corporate Services Division



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



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**From:** Estimates <Estimates@health.qld.gov.au>  
**Sent:** Friday, 24 January 2020 5:41 PM  
**To:** CSD-Estimates <CSD-Estimates@health.qld.gov.au>  
**Cc:** Sean Conway <Sean.Conway@health.qld.gov.au>; Amy Cook <Amy.Cook@health.qld.gov.au>  
**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 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**

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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](mailto:mary.weaver@health.qld.gov.au)

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## Estimates

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**From:** Estimates  
**Sent:** Thursday, 6 February 2020 5:05 PM  
**To:** MD25-Townsville-HSD  
**Cc:** Billy Bragg  
**Subject:** Re: Estimates 2020: Draft Briefing Index - for review and feedback

Hi Narelle

Thanks for that.

Regards

Mary

Regards

Mary

Mary Weaver  
 Director, Estimates

---

**From:** MD25-Townsville-HSD <MD25-Townsville-HSD@health.qld.gov.au>  
**Sent:** Thursday, February 6, 2020 4:28:16 PM  
**To:** Estimates <Estimates@health.qld.gov.au>  
**Cc:** Billy Bragg <Billy.Bragg@health.qld.gov.au>  
**Subject:** RE: Estimates 2020: Draft Briefing Index - for review and feedback

Good Afternoon Mary,

Please find attached updated listing from the Townsville HHS.

Kind Regards,

**Narelle Baker**  
 Executive Assistant to the Chief Executive  
 Office of the Chief Executive



T 07 [REDACTED]  
 E [narelle.baker@health.qld.gov.au](mailto:narelle.baker@health.qld.gov.au)  
 W [www.health.qld.gov.au/townsville](http://www.health.qld.gov.au/townsville)

**Townsville Hospital and Health Service**  
 100 Angus Smith Drive, Douglas, QLD 4814



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**From:** Estimates <Estimates@health.qld.gov.au>  
**Sent:** Friday, 24 January 2020 5:12 PM  
**To:** MD25-Townsville-HSD <MD25-Townsville-HSD@health.qld.gov.au>  
**Cc:** Alycia Lone <Alycia.Lone@health.qld.gov.au>; Billy Bragg <Billy.Bragg@health.qld.gov.au>  
**Subject:** Estimates 2020: Draft Briefing Index - for review and feedback

Dear Key Contacts

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### **2020 Draft Briefing Index**

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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](mailto:mary.weaver@health.qld.gov.au)

**Queensland Health**  
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## Estimates

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**From:** Estimates  
**Sent:** Thursday, 6 February 2020 9:09 PM  
**To:** Jasmina Joldic; Mary Weaver  
**Cc:** Michelle Phillips  
**Subject:** Re: ODG Estimates briefs for 2020

Hi Jasmina

That is totally fine. I can't even imagine what you have been dealing with in the past week or so. All good. There is nothing pressing from my side to discuss and I am just doing a lot of ground work and preparation.

I probably will need more of your time in months to come but I'm doing okay at the moment.

Thanks for checking in and happy to catch up whenever.

Regards

Mary

Regards

Mary

Mary Weaver  
 Director, Estimates

---

**From:** Jasmina Joldic <Jasmina.Joldic@health.qld.gov.au>  
**Sent:** Thursday, February 6, 2020 8:19:46 PM  
**To:** Mary Weaver <Mary.Weaver@health.qld.gov.au>  
**Cc:** Estimates <Estimates@health.qld.gov.au>; Michelle Phillips <Michelle.Phillips3@health.qld.gov.au>  
**Subject:** Re: ODG Estimates briefs for 2020

Hi Mary

I sincerely apologise for not replying to your emails - it has been incredibly busy.

I am so pleased you are on board and running with Estimates - I said to the team last week how important it was to continue with BAU and that certainly applies to you and Estimates.

I will ask Shelley to schedule our regular catch up.

Shelley - can you also please print the list.

Jasmina

**Jasmina Joldić**  
 Executive Director  
 Office of the Director-General  
 Queensland Health

On 5 Feb 2020, at 15:13, Mary Weaver <Mary.Weaver@health.qld.gov.au> wrote:

Hi Jasmina

I know you are up to you neck in the Corona virus matter at the moment but attached is a list of the 2020 briefs that ODG will prepare for Estimates.

Last year there was also one on [REDACTED]

If you could approve the list when you get the chance, that would be good. Please add any other topics you feel are needed. We will action out once round 1 commences in the last week of February.

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](mailto:mary.weaver@health.qld.gov.au)

**Queensland Health**  
Office of the Director-General

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<image002.png>

<image003.png>

<image004.png>

<image005.png>

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<image006.png>

<image007.png>

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<List of ODG estimates briefs for 2020.docx>

RTI RELEASE



## Estimates

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**From:** Estimates  
**Sent:** Friday, 7 February 2020 8:26 AM  
**To:** QAS Reporting  
**Subject:** RE: Estimates 2020: Draft Briefing Index - for review and feedback

Thanks, Verity.

Regards

Mary

**From:** QAS Reporting <qasreporting@ambulance.qld.gov.au>  
**Sent:** Thursday, 6 February 2020 6:07 PM  
**To:** Estimates <Estimates@health.qld.gov.au>  
**Cc:** QAS Reporting <qasreporting@ambulance.qld.gov.au>  
**Subject:** RE: Estimates 2020: Draft Briefing Index - for review and feedback

Hi Estimates Team

Please find attached QAS's endorsed estimates brief index with amendments/comments highlighted in red text.

Kind Regards



**Verity Ney**

Systems Coordinator Policy and Reporting  
 Executive Services | Office of the Commissioner  
 Queensland Ambulance Service | Department of Health  
 Emergency Services Complex Cnr Park & Kedron Park Roads Kedron Q 4031  
 GPO Box 1425 Brisbane Q 4001  
 T: 07 [REDACTED]  
 E: [qasreporting@ambulance.qld.gov.au](mailto:qasreporting@ambulance.qld.gov.au) | [www.ambulance.qld.gov.au](http://www.ambulance.qld.gov.au)



Patients first • Health and safety • Ideas into action • Unleash potential • Be courageous • Empower people



**From:** Estimates <Estimates@health.qld.gov.au>  
**Sent:** Friday, 24 January 2020 5:27 PM  
**To:** QAS Reporting <qasreporting@ambulance.qld.gov.au>  
**Cc:** Darren Hall <Darren.Hall@ambulance.qld.gov.au>; Verity Ney <Verity.Ney@ambulance.qld.gov.au>  
**Subject:** Estimates 2020: Draft Briefing Index - for review and feedback

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Please provide your feedback back to the Estimates Team, cleared by your Commissioner, 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](mailto:mary.weaver@health.qld.gov.au)

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RTI RELEASED

## Estimates

---

**From:** Estimates  
**Sent:** Friday, 7 February 2020 8:37 AM  
**To:** Sarah Nolan  
**Subject:** RE: Estimates 2020: Draft Briefing Index - for review and feedback

Thank you, Sarah.

Regards

Mary

**From:** Sarah Nolan <Sarah.Nolan@health.qld.gov.au>  
**Sent:** Friday, 7 February 2020 8:31 AM  
**To:** Estimates <Estimates@health.qld.gov.au>  
**Cc:** Janet Geisler <Janet.Geisler@health.qld.gov.au>; MackayHHSEstimates <MackayHHSEstimates@health.qld.gov.au>; MD23-Mackay-HSD <MD23-Mackay-HSD@health.qld.gov.au>  
**Subject:** RE: Estimates 2020: Draft Briefing Index - for review and feedback

Good morning,

Please find **attached** MHHS's feedback on the Draft Briefing Index. We agree with the provided index and have added an additional topic.

Kind regards,

**Sarah Nolan**

Board Secretary | Strategy, Governance and Engagement

**Mackay Hospital and Health Service**

P: 07 [REDACTED]

E: [sarah.nolan@health.qld.gov.au](mailto:sarah.nolan@health.qld.gov.au) | [MackayBoard@health.qld.gov.au](mailto:MackayBoard@health.qld.gov.au)

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

Mackay Hospital and Health Service



We respectfully acknowledge the Traditional Custodians of the land, and pay respect to Elders past, present and future.



**From:** Estimates <Estimates@health.qld.gov.au>  
**Sent:** Friday, 24 January 2020 5:02 PM  
**To:** MackayHHSEstimates <MackayHHSEstimates@health.qld.gov.au>; MD23-Mackay-HSD <MD23-Mackay-HSD@health.qld.gov.au>  
**Cc:** Janet Geisler <Janet.Geisler@health.qld.gov.au>; Sarah Nolan <Sarah.Nolan@health.qld.gov.au>  
**Subject:** Estimates 2020: Draft Briefing Index - for review and feedback

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.

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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](mailto:mary.weaver@health.qld.gov.au)

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RTI RELEASE

## Estimates

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**From:** Estimates  
**Sent:** Friday, 7 February 2020 10:38 AM  
**To:** MD06-GoldCoast-HSD  
**Subject:** RE: Gold Coast HHS re: Estimates 2020: Draft Briefing Index - updated

That's fine, Sue. There has been a lot happening so don't worry at all.

Thanks for getting that to me.

Regards

Mary

**From:** MD06-GoldCoast-HSD <MD06-GoldCoast-HSD@health.qld.gov.au>  
**Sent:** Friday, 7 February 2020 9:58 AM  
**To:** Estimates <Estimates@health.qld.gov.au>  
**Subject:** Gold Coast HHS re: Estimates 2020: Draft Briefing Index - updated

Good morning Estimates  
 My apologies for late response.

The Index List for Gold Coast HHS has been updated and is attached.  
 Ron Calvert, Health Service Chief Executive, Gold Coast HHS, has removed briefing note [REDACTED]  
 [REDACTED] There are no other changes.

Regards  
 Sue

**Sue Coventry**  
 Health Service Correspondence Coordinator | People and Corporate Services  
 Gold Coast Hospital and Health Service

Gold Coast University Hospital  
 'A' Block, Level 4  
 1 Hospital Boulevard  
 Southport QLD 4215  
 P: 07 5687 0145  
 E: [MD06-GoldCoast-HSD@health.qld.gov.au](mailto:MD06-GoldCoast-HSD@health.qld.gov.au)

Web: [www.goldcoast.health.qld.gov.au](http://www.goldcoast.health.qld.gov.au)  
 Intranet: [gchweb.sth.health.qld.gov.au](http://gchweb.sth.health.qld.gov.au)  
 Social: [Facebook](#) | [LinkedIn](#) | [Twitter](#) | [YouTube](#)

Our values Integrity | Community first | Excellence | Respect | Compassion | Empower

**From:** Estimates <Estimates@health.qld.gov.au>  
**Sent:** Friday, 24 January 2020 4:59 PM  
**To:** MD06-GoldCoast-HSD <MD06-GoldCoast-HSD@health.qld.gov.au>  
**Cc:** Kimberley Pierce <Kimberley.Pierce2@health.qld.gov.au>; Sue Coventry <Sue.Coventry@health.qld.gov.au>  
**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 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**

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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](mailto:mary.weaver@health.qld.gov.au)

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## Estimates

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**From:** Estimates  
**Sent:** Friday, 7 February 2020 2:59 PM  
**To:** MD20-Cairns&Hinterland-HSD  
**Subject:** RE: Estimates 2020: Draft Briefing Index - for review and feedback

Excellent, thanks for letting me know, Trish.

Regards

Mary

**From:** MD20-Cairns&Hinterland-HSD <MD20-CairnsHinterland-HSD@health.qld.gov.au>  
**Sent:** Friday, 7 February 2020 2:58 PM  
**To:** Estimates <Estimates@health.qld.gov.au>  
**Subject:** FW: Estimates 2020: Draft Briefing Index - for review and feedback

Dear Mary

No changes for the Cairns and Hinterland HHS and apologies for the delay.

Regards, Trish



**Trish McIntyre**

*Senior Correspondence and Liaison Officer*  
 Communications, Office of the Chief Executive,  
 Cairns and Hinterland Hospital and Health Service

p: 07 4122 2222  
 a: GHD Building, 85 Spence Street, Cairns Q 4870  
 w: Queensland Health | e: [MD20-CairnsHinterland-HSD@health.qld.gov.au](mailto:MD20-CairnsHinterland-HSD@health.qld.gov.au)



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**From:** Estimates <Estimates@health.qld.gov.au>  
**Sent:** Friday, 24 January 2020 4:52 PM  
**To:** MD20-Cairns&Hinterland-HSD <MD20-CairnsHinterland-HSD@health.qld.gov.au>  
**Cc:** Salli Graham <[salli.graham@health.qld.gov.au](mailto:salli.graham@health.qld.gov.au)>; Patricia McIntyre <[Patricia.mcIntyre@health.qld.gov.au](mailto:Patricia.mcIntyre@health.qld.gov.au)>  
**Subject:** Estimates 2020: Draft Briefing Index - for review and feedback

Dear Key Contacts

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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](mailto:mary.weaver@health.qld.gov.au)

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## Estimates

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**From:** Estimates  
**Sent:** Friday, 7 February 2020 3:10 PM  
**To:** md22NWHHS  
**Subject:** RE: Estimates 2020: Draft Briefing Index - for review and feedback

Thanks, Rhi, great news.

Have a good weekend.

Regards

Mary

**From:** md22NWHHS <MD22-MtIsa-HSD@health.qld.gov.au>  
**Sent:** Friday, 7 February 2020 3:06 PM  
**To:** Estimates <Estimates@health.qld.gov.au>  
**Subject:** Estimates 2020: Draft Briefing Index - for review and feedback

Good afternoon,

Our Chief Executive has reviewed and we can confirm that all details are correct and that we propose no deletions or additions to the list.

Regards,  
 Rhi

### Rhiannon Campbell

A/Manager Executive Support Services  
 North West Hospital and Health Service | Queensland Government

p: 07 [REDACTED]  
 a: Mount Isa Hospital Block A, 30 Camooweal Street, Mount Isa, QLD, 4825  
 w: [www.health.qld.gov.au](http://www.health.qld.gov.au)  
 e: [rhiannon.campbell2@health.qld.gov.au](mailto:rhiannon.campbell2@health.qld.gov.au)



Pathways to better health for our North West communities

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**From:** Estimates <Estimates@health.qld.gov.au>  
**Sent:** Friday, 24 January 2020 5:06 PM  
**To:** NWHHS.CFO <NWHHS.CFO@health.qld.gov.au>  
**Cc:** Rod Margetts <Rod.Margetts@health.qld.gov.au>; [nwhhs\\_communications@health.qld.gov.au](mailto:nwhhs_communications@health.qld.gov.au) <[nwhhs\\_communications@health.qld.gov.au](mailto:nwhhs_communications@health.qld.gov.au)>  
**Subject:** Estimates 2020: Draft Briefing Index - for review and feedback

Dear Key Contacts

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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](mailto:mary.weaver@health.qld.gov.au)

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RTI RELEASE

## Estimates

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**From:** Estimates  
**Sent:** Friday, 7 February 2020 3:56 PM  
**To:** CEQ\_Estimates  
**Subject:** RE: Reminder that estimates briefs lists were due yesterday

That's fine, Marco. I have a few others coming in on Monday so that OK.

Regards

Mary

**From:** CEQ\_Estimates <CEQ\_Estimates@health.qld.gov.au>  
**Sent:** Friday, 7 February 2020 3:45 PM  
**To:** Estimates <Estimates@health.qld.gov.au>  
**Subject:** RE: Reminder that estimates briefs lists were due yesterday

Hi Mary

Thanks for your email. CEQ is finalising its feedback and consideration of Estimates topics and should have these to you on Monday. I hope that this is OK. Apologies for not yet providing our advice.

Regards

**Marco D'Arbe** BSc(Hons), PhD  
 Manager  
 Clinical Policy Coordination

Phone: (07) [REDACTED]  
 Address: 33 Charlotte St, BRISBANE, QLD. 4000.  
 Email: [marco.darbe@health.qld.gov.au](mailto:marco.darbe@health.qld.gov.au)

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 Office of the Deputy Director-General



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



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**From:** Estimates <[Estimates@health.qld.gov.au](mailto:Estimates@health.qld.gov.au)>  
**Sent:** Friday, 7 February 2020 2:14 PM  
**To:** Estimates <[Estimates@health.qld.gov.au](mailto:Estimates@health.qld.gov.au)>  
**Subject:** Reminder that estimates briefs lists were due yesterday

Hi Everyone

Just a gentle reminder that your lists of estimates briefs were due by COB yesterday.

I know that it has been a difficult time with large parts of Queensland Health impacted by managing the Corona virus situation so please let me know if you need more time.

If you have any other queries or concerns, please do not hesitate to get in touch.

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](mailto:mary.weaver@health.qld.gov.au)

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## Estimates

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**From:** Estimates  
**Sent:** Friday, 7 February 2020 3:57 PM  
**To:** MD16-MetroNorthHHS  
**Subject:** RE: J20/702 Estimates 2020: Draft Briefing Index - for review and feedback

Thanks, Alan and have a good weekend.

Regards

Mary

**From:** MD16-MetroNorthHHS <MD16-MetroNorthHHS@health.qld.gov.au>  
**Sent:** Friday, 7 February 2020 3:47 PM  
**To:** Estimates <Estimates@health.qld.gov.au>  
**Subject:** RE: J20/702 Estimates 2020: Draft Briefing Index - for review and feedback

Good afternoon Mary

Apologies for the delay in responding.

Our amended 2020 Draft Briefing Index is attached.

Item highlighted yellow is suggested to be removed – reasons provided.

Item highlighted green – awaiting advice on whether this should be removed.

Items highlighted blue – new items suggested for Minister's pack.

Regards

Alan

**Alan Costin**

Senior Briefings Officer – Correspondence Unit  
 Office of the Chief Executive

Level 14, Block 7  
 Royal Brisbane and Women's Hospital  
 Herston Qld 4029  
 Phone: [REDACTED]  
[MD16-MetroNorthHHS@health.qld.gov.au](mailto:MD16-MetroNorthHHS@health.qld.gov.au)  
[www.health.qld.gov.au/metronorth](http://www.health.qld.gov.au/metronorth)



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**From:** Estimates <Estimates@health.qld.gov.au>  
**Sent:** Friday, 24 January 2020 5:03 PM  
**To:** MD16-MetroNorthHHS <MD16-MetroNorthHHS@health.qld.gov.au>  
**Cc:** Alan Costin <Alan.Costin@health.qld.gov.au>; Vivienne Hassed <Vivienne.Hassed@health.qld.gov.au>  
**Subject:** J20/702 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 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**

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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](mailto:mary.weaver@health.qld.gov.au)

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## Estimates

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**From:** Estimates  
**Sent:** Monday, 10 February 2020 10:36 AM  
**To:** MD16-MetroNorthHHS  
**Subject:** Re: J20/702 Estimates 2020: Draft Briefing Index - for review and feedback

Thanks for clarifying, Alan. We will keep it on the list.

Regards

Mary

Regards

Mary

Mary Weaver  
 Director, Estimates

---

**From:** MD16-MetroNorthHHS <MD16-MetroNorthHHS@health.qld.gov.au>  
**Sent:** Monday, February 10, 2020 10:27:43 AM  
**To:** Estimates <Estimates@health.qld.gov.au>  
**Subject:** J20/702 Estimates 2020: Draft Briefing Index - for review and feedback

Good morning Mary

I've received that additional advice regarding the green item mentioned below. Metro North suggest this brief remain in the Minister's pack as this matter [REDACTED]

Regards  
 Alan

**Alan Costin**  
 Senior Briefings Officer – Correspondence Unit  
 Office of the Chief Executive

Level 14, Block 7  
 Royal Brisbane and Women's Hospital  
 Herston Qld 4029

Phone: [REDACTED]  
[MD16-MetroNorthHHS@health.qld.gov.au](mailto:MD16-MetroNorthHHS@health.qld.gov.au)  
[www.health.qld.gov.au/metronorth](http://www.health.qld.gov.au/metronorth)



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**From:** MD16-MetroNorthHHS  
**Sent:** Friday, 7 February 2020 3:47 PM  
**To:** Estimates <Estimates@health.qld.gov.au>  
**Subject:** HPE CM: RE: J20/702 Estimates 2020: Draft Briefing Index - for review and feedback

Good afternoon Mary

Apologies for the delay in responding.

Our amended 2020 Draft Briefing Index is attached.

Item highlighted yellow is suggested to be removed – reasons provided.

Item highlighted green – awaiting advice on whether this should be removed.

Items highlighted blue – new items suggested for Minister's pack.

Regards  
 Alan

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 Senior Briefings Officer – Correspondence Unit  
 Office of the Chief Executive

Level 14, Block 7  
 Royal Brisbane and Women's Hospital  
 Herston Qld 4029  
 Phone: [REDACTED]  
[MD16-MetroNorthHHS@health.qld.gov.au](mailto:MD16-MetroNorthHHS@health.qld.gov.au)  
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**From:** Estimates <Estimates@health.qld.gov.au>  
**Sent:** Friday, 24 January 2020 5:03 PM  
**To:** MD16-MetroNorthHHS <MD16-MetroNorthHHS@health.qld.gov.au>  
**Cc:** Alan Costin <Alan.Costin@health.qld.gov.au>; Vivienne Hassed <Vivienne.Hassed@health.qld.gov.au>  
**Subject:** J20/702 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 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](mailto:mary.weaver@health.qld.gov.au)

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RTI RELEASE

**Estimates**

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**From:** Estimates  
**Sent:** Monday, 13 January 2020 11:06 AM  
**To:** BusinessServices\_ODG; Renaie Tesch  
**Subject:** RE: AO5 RD

Thanks everyone. 😊  
 L

**From:** BusinessServices\_ODG <BusinessServices\_ODG@health.qld.gov.au>  
**Sent:** Monday, 13 January 2020 10:18 AM  
**To:** Renaie Tesch <Renaie.Tesch@health.qld.gov.au>; Estimates <Estimates@health.qld.gov.au>  
**Subject:** RE: AO5 RD

Hi Renaie and Laura,

I can confirm the attached RD is the most current version for this role.

Thanks,  
 Keith

**Keith Rooney**  
 Business Manager

Address: Level 11, 33 Charlotte Street Brisbane  
 Phone: 07 [REDACTED]  
 Email: [BusinessServices\\_ODG@health.qld.gov.au](mailto:BusinessServices_ODG@health.qld.gov.au)

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 Business Services Unit  
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**From:** Renaie Tesch <[Renaie.Tesch@health.qld.gov.au](mailto:Renaie.Tesch@health.qld.gov.au)>  
**Sent:** Monday, 13 January 2020 9:59 AM  
**To:** Estimates <[Estimates@health.qld.gov.au](mailto:Estimates@health.qld.gov.au)>  
**Cc:** BusinessServices\_ODG <[BusinessServices\\_ODG@health.qld.gov.au](mailto:BusinessServices_ODG@health.qld.gov.au)>  
**Subject:** RE: AO5 RD

I have located the attached PD.

Business Services – can you please confirm this is the most current.

Thanks  
 Ren

### Renaie Tesch

Director, Ministerial and Executive Services Unit  
 Office of the Director-General

Phone: 07 [REDACTED] Mobile: [REDACTED]  
 Address: Level 37, 1 William Street, Brisbane, 4000  
 Email: [renaie.tesch@health.qld.gov.au](mailto:renaie.tesch@health.qld.gov.au)

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**From:** Renaie Tesch  
**Sent:** Monday, 13 January 2020 9:55 AM  
**To:** Estimates <[Estimates@health.qld.gov.au](mailto:Estimates@health.qld.gov.au)>  
**Cc:** BusinessServices\_ODG <[BusinessServices\\_ODG@health.qld.gov.au](mailto:BusinessServices_ODG@health.qld.gov.au)>  
**Subject:** RE: AO5 RD

Hi Laura,

Yes, happy Monday (are Monday's really ever happy though!!! Lol).

Business Services – can you please send the AO5 Briefing and Liaison Officer PD to Laura.

Laura – happy for the estimates position to be called the same.

Thanks  
 Ren



**Renaie Tesch**

Director, Ministerial and Executive Services Unit  
Office of the Director-General

Phone: 07 [redacted] Mobile: [redacted]  
Address: Level 37, 1 William Street, Brisbane, 4000  
Email: [renaie.tesch@health.qld.gov.au](mailto:renaie.tesch@health.qld.gov.au)

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**From:** Estimates <[Estimates@health.qld.gov.au](mailto:Estimates@health.qld.gov.au)>  
**Sent:** Monday, 13 January 2020 9:47 AM  
**To:** Renaie Tesch <[Renaie.Tesch@health.qld.gov.au](mailto:Renaie.Tesch@health.qld.gov.au)>  
**Subject:** AO5 RD

Hey Renaie

Happy Monday! I hope you had a lovely weekend.

Are you able to share the RD for the AO5 Briefings and Liaison Officer please? I'm just looking at the RD for the AO5 in my team and am wanting to standardise some of the duties with other roles across the ODG. Would you any issues with us naming the role the same – Briefing and Liaison Officer, Estimates Team?

Thanks  
Laura

**Laura Kanaris**  
Manager - Estimates

Mobile: [redacted]  
Address: Level 13, 33 Charlotte Street, Brisbane CBD 4000  
Email: [Laura.Kanaris@health.qld.gov.au](mailto:Laura.Kanaris@health.qld.gov.au)

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RTI RELEASE

## Estimates

---

**From:** Estimates  
**Sent:** Monday, 13 January 2020 9:47 AM  
**To:** Renaie Tesch  
**Subject:** AO5 RD

Hey Renaie

Happy Monday! I hope you had a lovely weekend.

Are you able to share the RD for the AO5 Briefings and Liaison Officer please? I'm just looking at the RD for the AO5 in my team and am wanting to standardise some of the duties with other roles across the ODG. Would you any issues with us naming the role the same – Briefing and Liaison Officer, Estimates Team?

Thanks  
Laura

**Laura Kanaris**  
Manager - Estimates

Mobile: [REDACTED]  
Address: Level 13, 33 Charlotte Street, Brisbane CBD 4000  
Email: [Laura.Kanaris@health.qld.gov.au](mailto:Laura.Kanaris@health.qld.gov.au)

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**Laura Kanaris**

---

**From:** Gemma Hodgetts  
**Sent:** Monday, 13 January 2020 4:11 PM  
**To:** Mary Weaver; Jasmina Joldic  
**Cc:** Laura Kanaris  
**Subject:** RE: Briefing role

Great Mary thanks.

**Gemma Hodgetts**

Senior Director, Office of the Director-General

Mobile: [REDACTED]  
 Address: Lvl 37, 1 William Street, Brisbane QLD 4000  
 Email: [Gemma.Hodgetts@health.qld.gov.au](mailto:Gemma.Hodgetts@health.qld.gov.au)

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**From:** Mary Weaver <Mary.Weaver@health.qld.gov.au>  
**Sent:** Monday, 13 January 2020 2:52 PM  
**To:** Gemma Hodgetts <Gemma.Hodgetts@health.qld.gov.au>; Jasmina Joldic <Jasmina.Joldic@health.qld.gov.au>  
**Cc:** Laura Kanaris <Laura.Kanaris@health.qld.gov.au>  
**Subject:** RE: Briefing role

Hi Jasmina and Gemma

Just FYI, this is now being advertised as a Briefing and Liaison Officer (consistent with MESU's AO5 position title) and many of the duties have been made more generic.

It does not require re-JEMS-ing.

Regards

Mary

**From:** Gemma Hodgetts <[Gemma.Hodgetts@health.qld.gov.au](mailto:Gemma.Hodgetts@health.qld.gov.au)>  
**Sent:** Friday, 10 January 2020 2:52 PM  
**To:** Mary Weaver <[Mary.Weaver@health.qld.gov.au](mailto:Mary.Weaver@health.qld.gov.au)>; Jasmina Joldic <[Jasmina.Joldic@health.qld.gov.au](mailto:Jasmina.Joldic@health.qld.gov.au)>  
**Cc:** Laura Kanaris <[Laura.Kanaris@health.qld.gov.au](mailto:Laura.Kanaris@health.qld.gov.au)>  
**Subject:** RE: Briefing role

Hi Mary and Laura

While you are contemplating this, can I suggest we get some consistency across the A05's in ODG – ie consider what the A05 is called in MESU / Exec Support – I think it is Briefings Officer. It would add to the mobility of the position outside of the peek Estimates period.

Food for thought.

GH

## Gemma Hodgetts

Senior Director, Office of the Director-General

Mobile: [REDACTED]

Address: Lvl 37, 1 William Street, Brisbane QLD 4000

Email: [Gemma.Hodgetts@health.qld.gov.au](mailto:Gemma.Hodgetts@health.qld.gov.au)

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**From:** Mary Weaver <[Mary.Weaver@health.qld.gov.au](mailto:Mary.Weaver@health.qld.gov.au)>  
**Sent:** Friday, 10 January 2020 2:29 PM  
**To:** Jasmina Joldic <[Jasmina.Joldic@health.qld.gov.au](mailto:Jasmina.Joldic@health.qld.gov.au)>  
**Cc:** Laura Kanaris <[Laura.Kanaris@health.qld.gov.au](mailto:Laura.Kanaris@health.qld.gov.au)>; Gemma Hodgetts <[Gemma.Hodgetts@health.qld.gov.au](mailto:Gemma.Hodgetts@health.qld.gov.au)>  
**Subject:** Briefing role

Hi Jasmina

That was fine to reschedule our catch up. You must be so busy with lots happening.

I did just have one concern, however, that I was going to raise with you and that's in relation to the A05 role that we are about to advertise for the third member of this team.

I think, given the media coverage of the director role, to have another role that had Estimates in its title is not a good look.

I have attached the role as it currently is and then a version with some suggested changes. I don't think removing references to Estimates will in any way substantively change the role or affect the JEMS-ing.

The only other issue is that this is a direct report to Laura whose own title also has Estimates in it. Not sure if there is a way around that or if this will draw any attention.

We have put a hold on any recruitment until we 'workshop' this.

Your thoughts appreciated.

Regards

Mary

**Mary Weaver**  
Director, Estimates

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

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**From:** DOHrecruitment <[DOHrecruitment@health.qld.gov.au](mailto:DOHrecruitment@health.qld.gov.au)>  
**Sent:** Friday, 31 January 2020 3:54 PM  
**To:** Laura Kanaris <[Laura.Kanaris@health.qld.gov.au](mailto:Laura.Kanaris@health.qld.gov.au)>  
**Cc:** DOHrecruitment <[DOHrecruitment@health.qld.gov.au](mailto:DOHrecruitment@health.qld.gov.au)>; Susan Mosemann <[Susan.Mosemann@health.qld.gov.au](mailto:Susan.Mosemann@health.qld.gov.au)>; Mary Wilson <[Mary.Wilson@health.qld.gov.au](mailto:Mary.Wilson@health.qld.gov.au)>  
**Subject:** QLD/ODG333947 - Briefings and Liaison Officer - Interviews confirmed

Good Afternoon Laura

Shortlisted candidates for QLD/ODG333947 - Briefings and Liaison Officer have been contacted and interviews are now confirmed. Please find attached the interview schedule for your viewing.

To align with the Recruitment and Selection Directive, all records relating to the recruitment and selection of employees are required to be collected and stored at a local level for up to seven years after recruitment process has been finalised. Please treat the interview notes document as a formal account of the interview and please also be aware that the notes contained may be requested and reviewed.

Once interviews and assessments are complete, please contact the Recruitment Team to commence with pre-employment checking.

***Please note:** Selection reports must only be approved by the delegate with confirmation of a Criminal History Clearance and attached reference checks.*

Should you require anything further please do not hesitate to let our team know.

Kind Regards

James

James Garthe  
 Assistant Advisor  
 Recruitment and Capability Unit, Human Resources Branch, Department of Health

Phone: [REDACTED]  
 Address: 33 Charlotte Street, Brisbane City, QLD, 4000  
 Email: [james.garthe@health.qld.gov.au](mailto:james.garthe@health.qld.gov.au)

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## Estimates

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**From:** Estimates  
**Sent:** Tuesday, 14 January 2020 12:00 PM  
**To:** Luis Fornazaric; BusinessServices\_ODG  
**Cc:** CO-PFM  
**Subject:** RE: Estimates Room - 13.09

Hi Luis

We are all set up in Room 13.09 – thank you for all of your assistance with this.

We would actually like to retain 4 chairs if possible please? We have pushed 3 chairs outside that are to be removed.

No rush, but could we also please get a set of drawers to go under each of the 3 desks please? The 3 draw stack if possible please.

Thank you!  
 Laura

**From:** Luis Fornazaric <Luis.Fornazaric@health.qld.gov.au>  
**Sent:** Tuesday, 14 January 2020 8:07 AM  
**To:** BusinessServices\_ODG <BusinessServices\_ODG@health.qld.gov.au>  
**Cc:** Estimates <Estimates@health.qld.gov.au>; CO-PFM <CO-PFM@health.qld.gov.au>  
**Subject:** RE: Estimates Room - 13.09

Hi Cassie,  
 There will be power and data connectivity in the room this morning, either temporary or permanent.

Team,  
 Can we arrange to have 5 chairs to be removed from this room. This was on Allied Pickfords list last week, but it hasn't been done. Retain 2 no. best chairs (of the 7) in the room.

Kind Regards,

**Luis Fornazaric**  
 Space Planning, Project Management Officer  
 Phone: [REDACTED]  
 Phone: [REDACTED]  
 Address: Level 4, 33 Charlotte Street, Brisbane QLD 4000  
 Email: [Luis.Fornazaric@health.qld.gov.au](mailto:Luis.Fornazaric@health.qld.gov.au)

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**From:** BusinessServices\_ODG <[BusinessServices\\_ODG@health.qld.gov.au](mailto:BusinessServices_ODG@health.qld.gov.au)>  
**Sent:** Monday, 13 January 2020 12:51 PM  
**To:** Luis Fornazaric <[Luis.Fornazaric@health.qld.gov.au](mailto:Luis.Fornazaric@health.qld.gov.au)>  
**Cc:** Estimates <[Estimates@health.qld.gov.au](mailto:Estimates@health.qld.gov.au)>  
**Subject:** RE: Estimates Room - 13.09

Hi Luis

Just checking in to see how the power and network point installations are going in room 13.09?

Laura and Mary will be moving in tomorrow so if the power/network ports are not yet installed can we please have an extension lead in the interim.

Thanks  
 Cassie

**From:** Luis Fornazaric <[Luis.Fornazaric@health.qld.gov.au](mailto:Luis.Fornazaric@health.qld.gov.au)>  
**Sent:** Wednesday, 8 January 2020 8:54 AM  
**To:** BusinessServices\_ODG <[BusinessServices\\_ODG@health.qld.gov.au](mailto:BusinessServices_ODG@health.qld.gov.au)>  
**Subject:** RE: Estimates Room - 13.09

Yes please

Kind Regards,

**Luis Fornazaric**

Space Planning, Project Management Officer

Phone: [REDACTED]

Phone: [REDACTED]

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

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

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**From:** BusinessServices\_ODG <[BusinessServices\\_ODG@health.qld.gov.au](mailto:BusinessServices_ODG@health.qld.gov.au)>  
**Sent:** Wednesday, 8 January 2020 8:53 AM  
**To:** Luis Fornazaric <[Luis.Fornazaric@health.qld.gov.au](mailto:Luis.Fornazaric@health.qld.gov.au)>  
**Subject:** RE: Estimates Room - 13.09

Hi Luis

I have the keys ☺ Did you want me to bring them down?

Ta  
Cass

**From:** Luis Fornazaric <[Luis.Fornazaric@health.qld.gov.au](mailto:Luis.Fornazaric@health.qld.gov.au)>  
**Sent:** Tuesday, 7 January 2020 5:02 PM  
**To:** BusinessServices\_ODG <[BusinessServices\\_ODG@health.qld.gov.au](mailto:BusinessServices_ODG@health.qld.gov.au)>  
**Cc:** Laura Kanaris <[Laura.Kanaris@health.qld.gov.au](mailto:Laura.Kanaris@health.qld.gov.au)>; Keith Rooney <[Keith.Rooney@health.qld.gov.au](mailto:Keith.Rooney@health.qld.gov.au)>; Mary Weaver <[Mary.Weaver@health.qld.gov.au](mailto:Mary.Weaver@health.qld.gov.au)>  
**Subject:** RE: Estimates Room - 13.09

Thanks Cassie,  
 That's great news as we would have had to have gone through an approval process with ODG-CSD to have the room locked. The swap has avoided this delay and paperwork.  
 Cheers.

Kind Regards,

**Luis Fornazaric**

Space Planning, Project Management Officer

Phone: [REDACTED]

Phone: [REDACTED]

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

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

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**From:** BusinessServices\_ODG <[BusinessServices\\_ODG@health.qld.gov.au](mailto:BusinessServices_ODG@health.qld.gov.au)>  
**Sent:** Tuesday, 7 January 2020 4:59 PM  
**To:** Luis Fornazarcic <[Luis.Fornazarcic@health.qld.gov.au](mailto:Luis.Fornazarcic@health.qld.gov.au)>  
**Cc:** Laura Kanaris <[Laura.Kanaris@health.qld.gov.au](mailto:Laura.Kanaris@health.qld.gov.au)>; Keith Rooney <[Keith.Rooney@health.qld.gov.au](mailto:Keith.Rooney@health.qld.gov.au)>; Mary Weaver <[Mary.Weaver@health.qld.gov.au](mailto:Mary.Weaver@health.qld.gov.au)>  
**Subject:** RE: Estimates Room - 13.09

Hi Luis

Yes we have those keys, happy for the change of locks to occur ☺

Thanks  
Cass

**From:** Luis Fornazarcic <[Luis.Fornazarcic@health.qld.gov.au](mailto:Luis.Fornazarcic@health.qld.gov.au)>  
**Sent:** Tuesday, 7 January 2020 4:56 PM  
**To:** BusinessServices\_ODG <[BusinessServices\\_ODG@health.qld.gov.au](mailto:BusinessServices_ODG@health.qld.gov.au)>  
**Cc:** Laura Kanaris <[Laura.Kanaris@health.qld.gov.au](mailto:Laura.Kanaris@health.qld.gov.au)>; Keith Rooney <[Keith.Rooney@health.qld.gov.au](mailto:Keith.Rooney@health.qld.gov.au)>; Mary Weaver <[Mary.Weaver@health.qld.gov.au](mailto:Mary.Weaver@health.qld.gov.au)>  
**Subject:** RE: Estimates Room - 13.09

Thanks Cassie,

One thing that I forgot to mention- The Estimates team former room on Level 11- this was a locked room. We can simply change the locks from the old room to the new on Level 13. Estimates should still have these keys?

Kind Regards,

### **Luis Fornazarcic**

Space Planning, Project Management Officer

Phone: [REDACTED]

Phone: [REDACTED]

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

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

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**From:** BusinessServices\_ODG <BusinessServices\_ODG@health.qld.gov.au>  
**Sent:** Tuesday, 7 January 2020 4:52 PM  
**To:** Luis Fornazaric <Luis.Fornazaric@health.qld.gov.au>  
**Cc:** Laura Kanaris <Laura.Kanaris@health.qld.gov.au>; Keith Rooney <Keith.Rooney@health.qld.gov.au>; Mary Weaver <Mary.Weaver@health.qld.gov.au>  
**Subject:** RE: Estimates Room - 13.09

Hi Luis

Thanks for responding, See our response below;

Thanks  
Cassie

**From:** Luis Fornazaric <Luis.Fornazaric@health.qld.gov.au>  
**Sent:** Tuesday, 7 January 2020 3:59 PM  
**To:** BusinessServices\_ODG <BusinessServices\_ODG@health.qld.gov.au>; Graeme Smith <Graeme.Smith2@health.qld.gov.au>  
**Cc:** Laura Kanaris <Laura.Kanaris@health.qld.gov.au>; Keith Rooney <Keith.Rooney@health.qld.gov.au>; Mary Weaver <Mary.Weaver@health.qld.gov.au>  
**Subject:** RE: Estimates Room - 13.09

Hello Cassie,

Thank you for this.

I have provided a quick sketch of the room along with a proposed layout. **The desk with the round end, can we rotate that along the back wall (when the 2 new desks come).**

First thing to note is that there is a distinct lack of existing power in this room, with only one starter socket supplied. There are 6 no. data ports in two locations.

In order for 3 full time employees to effectively use this room I propose the following: **IT/Electrical sounds good – if possible can this happen this week?**

1. Provide 2 additional power points as shown with starter sockets to enable 4 power outlet;
2. Provide an additional data point with 2 ports as shown, re-patching 2 ports from the existing 4 port data outlet;
  - a. Effectively, each corner shall have 2 data points and 4 power points from a starter socket.
    - i. This is based on the assumption that an electrician can provide the outlets at these locations. TBC
    - ii. Cost of this work TBC, but electrical / data installations are never cheap. I can find out in the next couple days. **Once costs are advised we will provide an appropriate cost centre.**

2 additional workstations can be procured. However, there is a minimum lead time of 20 working days on these items. **We will use the desks that are currently in the room until the 2 additional workstations are provided.**



Most of our suppliers do not return until next Monday. Therefore I do not presume to have these on site before Monday 10<sup>th</sup> February.

The existing electric sit-stand desk is an 1800 x 750. We can supply 2 additional 1800 x750 workstations for parity size-wise (not electric) or we can supply with slightly larger 2100 x 750 workstations. The room can accommodate these along with other items of furniture as shown.

The cost of the larger 2100 x 750 desks (x2), delivered and installed is approximately \$1800 - \$2000. **Happy to keep them all 1800 x 750.**

Corporate Facilities shall have the furniture removed and 3 sets of keys cut for staff as you have requested. Nil charge to yourselves. However, additional lost keys shall be subject to charge. **Can we please ask that no furniture (desks or cabinets) is moved until the new desks arrive. Can you also please provide an ETA on the keys.**

Other items:

1. I assume all other items of furniture shall remain. **Filing cabinet to be removed. Is it possible to get a lockable cupboard? There is one in there at present but doesn't have a key.**
2. There are 7 chairs in this room. 6 chairs are labelled as 13.09, so they have obviously been moved to this room from previous locations. I am sure all 6 are not needed, therefore can staff allocate which chair is to remain please. **5 chairs to be removed – this can happen straight away.**
3. There are various empty files and boxed in this room. Are these to remain? **Yes to remain**
4. There is a ladies handbag under the electric sit-stand desk. I've enough wisdom never to look into the contents of a ladies handbag, so I will leave this well alone. **Yes to remain.**

I hope this has answered everything. I'm happy to discuss anything further with yourself.

Cheers,

Kind Regards,

**Luis Fornazarc**

Space Planning, Project Management Officer

Phone: [REDACTED]

Phone: [REDACTED]

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

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

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Corporate Facilities, Sustainable Operations, Capital & Asset Services Branch



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**From:** BusinessServices\_ODG <[BusinessServices\\_ODG@health.qld.gov.au](mailto:BusinessServices_ODG@health.qld.gov.au)>  
**Sent:** Monday, 6 January 2020 4:29 PM  
**To:** Luis Fornazaric <[Luis.Fornazaric@health.qld.gov.au](mailto:Luis.Fornazaric@health.qld.gov.au)>; Graeme Smith <[Graeme.Smith2@health.qld.gov.au](mailto:Graeme.Smith2@health.qld.gov.au)>  
**Cc:** Laura Kanaris <[Laura.Kanaris@health.qld.gov.au](mailto:Laura.Kanaris@health.qld.gov.au)>; Keith Rooney <[Keith.Rooney@health.qld.gov.au](mailto:Keith.Rooney@health.qld.gov.au)>; Mary Weaver <[Mary.Weaver@health.qld.gov.au](mailto:Mary.Weaver@health.qld.gov.au)>  
**Subject:** Estimates Room - 13.09  
**Importance:** High

Good afternoon Luis & Graeme

The estimates team (3 FTE) will be moving into the room 13.09. Can we please request two workstations (desks) to replace the current two workstations in there to allow for appropriate space for the three staff to sit permanently. The third desk in the room is fine to stay there (electric sit/stand desk). The other 2 will need to be disposed of – one has a round end and the other is too long.

Can you please advise me of the cost for 2 new desks and the disposal of the 2 current desks and advise of an ETA for this. As the staff have returned from leave we would like this to be actioned within the next two weeks. Currently the team are using BPIB desks.

Can I also please ask for keys to be cut for the room – 3 keys (1 set for each staff member) as this is to be a secure room due to the nature of confidential information stored in it. – Please quote me for the cost also if we are to pay for this.

If you have any questions, please do not hesitate to contact me.

Thanks  
 Cassie

Kind Regards,

**Cassie McFarlane**  
 Assistant Business Manager

Phone: [REDACTED]  
 Address: Level 11, 33 Charlotte Street BRISBANE QLD 4000  
 Email: [cassie.mcfarlane@health.qld.gov.au](mailto:cassie.mcfarlane@health.qld.gov.au)  
 Group Email: [BusinessServices\\_ODG@health.qld.gov.au](mailto:BusinessServices_ODG@health.qld.gov.au)

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## Mary Weaver

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**From:** Mary Weaver  
**Sent:** Friday, 17 January 2020 11:09 AM  
**To:** Brendan Speirs; Catherine Stephens; Darren Hall - QAS; Dawn Schofield; Jade Daylight-Baker; Krystal Mitchell; Loretta Carr; Michael Crowe; Natalie Leach; Phillippa Cock; Renaie Tesch; Rory Barlow; Russell Percival; SDG\_secretariat; Sylvie Brdjanovic; Yvonne Li; Zoe Bishop-Kinlyside; Kyle Fogarty  
**Cc:** Laura Kanaris  
**Subject:** Opportunity - AO5 Briefings and Liaison Officer, Estimates Team

Hi everyone

The Briefings and Liaison Officer, Estimates Team, Office of the Director-General (ODG), is currently advertised on SmartJobs as a permanent full-time role within the ODG.

The Briefings and Liaison Officer performs an integral role in the development, management and review of briefing materials and correspondence for the Director-General and Minister, principally for the annual Estimates process. The role will assist in managing the development of a comprehensive briefing package to support senior executives, the annual estimates process, and assist the Director and Manager (Estimates) to review briefing materials through the application of sound editorial skills.

The role requires the coordination, tracking, storage, handling and dissemination of information in compliance with relevant guidelines and procedures and assisting with the delivery of training sessions and development of resource materials to support officers across the Health portfolio. We are looking for candidates with strong written communication skills including the ability to draft correspondence and good interpersonal skills, with a proven ability to liaise effectively using tact and diplomacy, with a broad cross-section of staff across the Queensland Health system.

This opportunity will remain open until Tuesday 28 January 2020. It would be greatly appreciated if you could please share this opportunity with anyone who you believe may be suitable for the role.

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](mailto:mary.weaver@health.qld.gov.au)

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RTI RELEASE

## Estimates

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**From:** Estimates  
**Sent:** Friday, 17 January 2020 9:55 AM  
**To:** Mary Weaver  
**Subject:** Advert Live - AO5 Briefings and Liaison Officer, Estimates Team

Hi Mary

Would you be able to send an email to the System Directors Group (SDG) regarding the AO5 position please?

I've just pulled the same text we wrote initially for the internal ODG communications.

The distribution list is for the SDG group is: DL-System-Directors Group-DOH.

Thanks!  
Laura

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Good morning colleagues

The Briefings and Liaison Officer, Estimates Team, Office of the Director-General (ODG), is currently advertised on SmartJobs as a permanent full-time role within the ODG.

The Briefings and Liaison Officer performs an integral role in the development, management and review of briefing materials and correspondence for the Director-General and Minister, principally for the annual Estimates process. The role will assist in managing the development of a comprehensive briefing package to support senior executives, the annual estimates process, and assist the Director and Manager (Estimates) to review briefing materials through the application of sound editorial skills.

The role requires the coordination, tracking, storage, handling and dissemination of information in compliance with relevant guidelines and procedures and assisting with the delivery of training sessions and development of resource materials to support officers across the Health portfolio. We are looking for candidates with strong written communication skills including the ability to draft correspondence and good interpersonal skills, with a proven ability to liaise effectively using tact and diplomacy, with a broad cross-section of staff across the Queensland Health system.

This opportunity will remain open until Tuesday 28 January 2020. It would be greatly appreciated if you could please share this opportunity with anyone who you believe may be suitable for the role.

Kind regards  
Mary

**Mary Weaver**

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**From:** Mary Weaver  
**Sent:** Monday, 3 February 2020 10:51 AM  
**To:** DOHrecruitment  
**Subject:** RE: QLD/ODG333947 - Briefings and Liaison Officer - Interviews confirmed

No worries, James. Thanks for sending through.

Regards

Mary

**From:** DOHrecruitment <DOHrecruitment@health.qld.gov.au>  
**Sent:** Monday, 3 February 2020 10:47 AM  
**To:** Mary Weaver <Mary.Weaver@health.qld.gov.au>  
**Cc:** Laura Kanaris <Laura.Kanaris@health.qld.gov.au>  
**Subject:** FW: QLD/ODG333947 - Briefings and Liaison Officer - Interviews confirmed

Hi Mary

I accidentally did not include you in this email to Laura on Friday.

Regards

James

James Garthe  
 Assistant Advisor  
 Recruitment and Capability Unit, Human Resources Branch, **Department of Health**

Phone: 07 [REDACTED]  
 Address: 33 Charlotte Street, Brisbane City, QLD, 4000  
 Email: [james.garthe@health.qld.gov.au](mailto:james.garthe@health.qld.gov.au)

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**Mary Weaver**

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**From:** Mary Weaver  
**Sent:** Tuesday, 4 February 2020 8:25 AM  
**To:** Laura Kanaris  
**Subject:** Interview questions and room

Hi Laura

Can you send me the questions so I can print copies for the candidates, please? Thanks a lot.

Also what is the room number on level 3 that I take them to and what room will you be in?

Thanks. Just aware the first person will be here in 20 minutes.

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](mailto:mary.weaver@health.qld.gov.au)

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