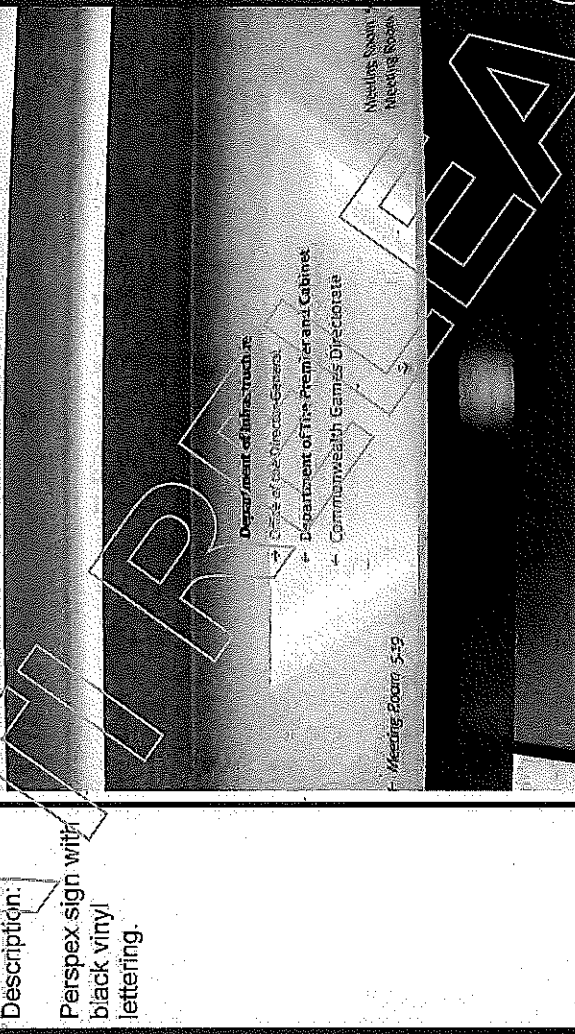


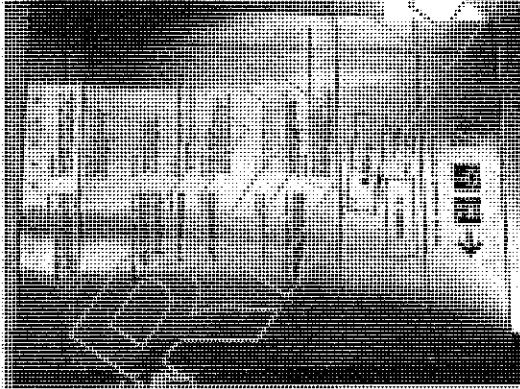
# MINISTERIAL SIGNAGE UPDATE – 11 April 2012

**Minister:** Hon Ros Bates  
**Portfolio:** Minister for Science, Information Technology, Innovation and the Arts  
**Location:** Level 5, Executive Building, 100 George Street

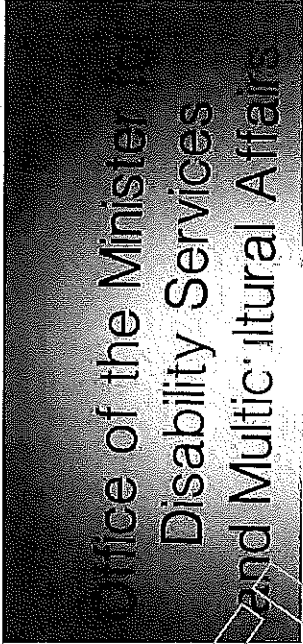
Location in Building	Existing Signage & Wording	New Wording
<p><b>Level 5, Lift Lobby</b>                      (Above entry to corridor)</p>	<p><b>Description:</b>                      Perspex sign with black vinyl lettering.</p> 	<p>"Office of the" to remain on the sign</p> <p>Add wording:  <b>Minister for Science, Information Technology, Innovation and the Arts</b></p>

**MINISTERIAL SIGNAGE UPDATE – 11 April 2012**

**Minister:** Hon Jack Dempsey  
**Portfolio:** Minister for Aboriginal and Torres Strait Islander Affairs and Minister Assisting the Premier  
**Location:** Level 6B Neville Bonner Building

Location in Building	Existing Signage & Wording	New Wording
<p>Ground Floor Lobby</p>	<p>Description:                      Polished stainless steel signage, 1500mm L x 1980mm H, with black vinyl lettering (no slats – one flat surface).</p>  <p>Close up:</p>	<p>"Office of the" to remain on the sign</p> <p>Add wording:                      Minister for Aboriginal and Torres Strait Islander and Multicultural Affairs                      and                      Minister Assisting the Premier</p>

MINISTERIAL SIGNAGE UPDATE – 11 April 2012

<p>Office Reception / Waiting Area Signage</p>	<p>Description: Aluminium panel, 1000mm L x 800mm W with black vinyl lettering</p>		<p>"Office of the" to remain on the sign</p> <p>Add wording:</p> <p>Minister for Aboriginal and Torres Strait Islander and Multicultural Affairs and Minister Assisting the Premier</p>
--	--	--	---

RTI RELEASE

## Rod Moreno

---

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Monday, 16 April 2012 3:03 PM  
**To:** Ian Street  
**Cc:** Rod Moreno  
**Subject:** FW: Signage Templates Updated for Ministerial Offices - Email 5  
**Attachments:** Level 15 Executive Building Signage.doc; Level 17 61 Mary Street Min Signage PS.DOC; Level 18 MH Signage.doc; Level 24 SLB signage.doc; Level 18 SLB signage.doc

Hi Ian,

Just following up for your review and approval on the signage templates in email 5.

Please note, Level 15 Executive Building is a duplicate of the template in Email 4.

Thanks Ian.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner

Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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---

**From:** DOYLE Antonia  
**Sent:** Thursday, 12 April 2012 9:51 AM  
**To:** 'Rod.Moreno@premiers.qld.gov.au'  
**Cc:** 'ian.street@premiers.qld.gov.au'; DETTRICK Sally; HANNAWAY Frances  
**Subject:** Signage Templates Updated for Ministerial Offices - Email 5

<<Level 15 Executive Building Signage.doc>> <<Level 17 61 Mary Street Min Signage PS.DOC>> <<Level 18 MH Signage.doc>> <<Level 24 SLB signage.doc>>

Hi Rod,

Email 5.

Please review and advise if you are happy to proceed with the installation of new signage per the templates.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner

Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office

Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia

T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537

E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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<<Level 18 SLB signage.doc>>

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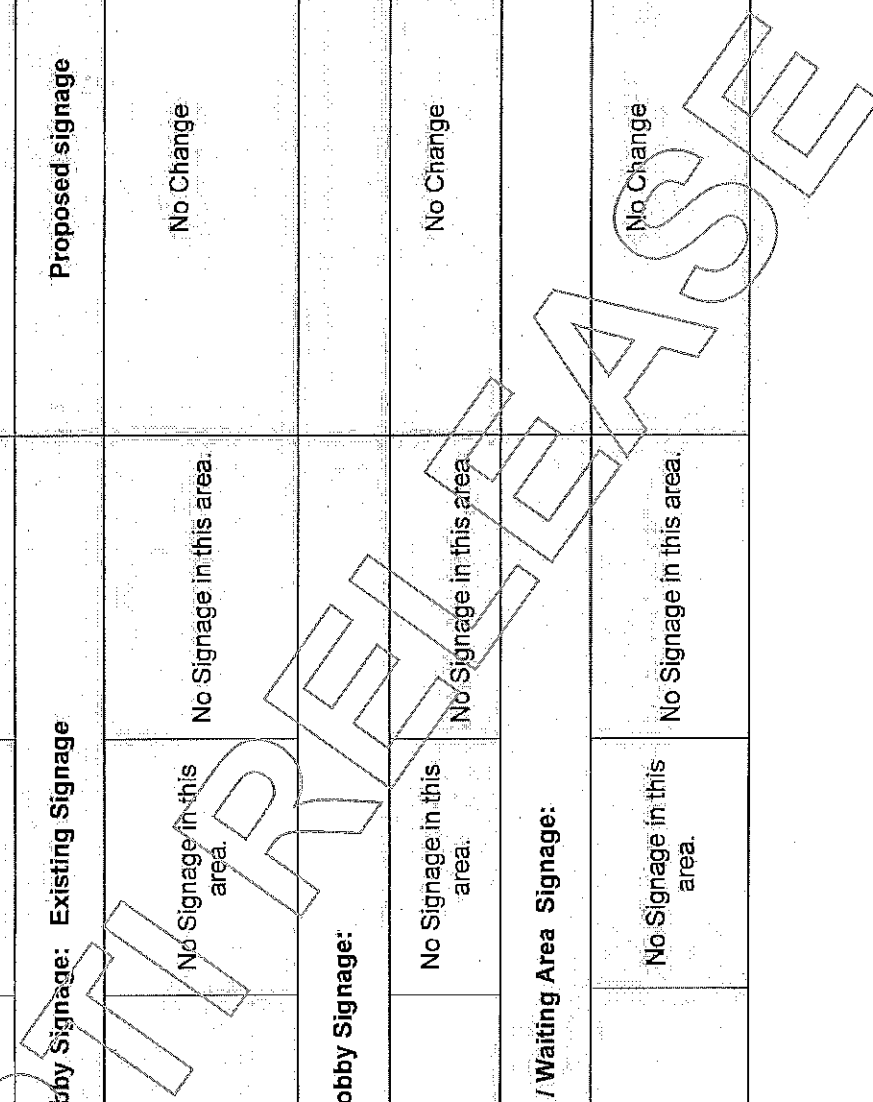
Thank you.

{delstamp}


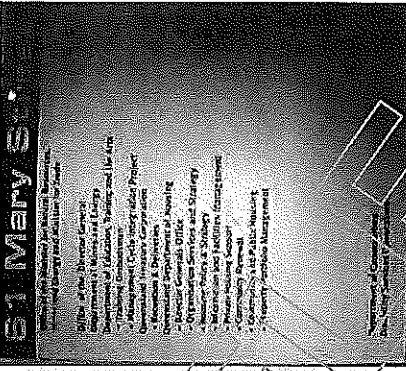
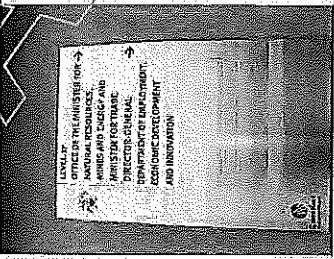
RTI RELEASED

**MINISTERIAL SIGNAGE AUDIT 11 April, 2012**

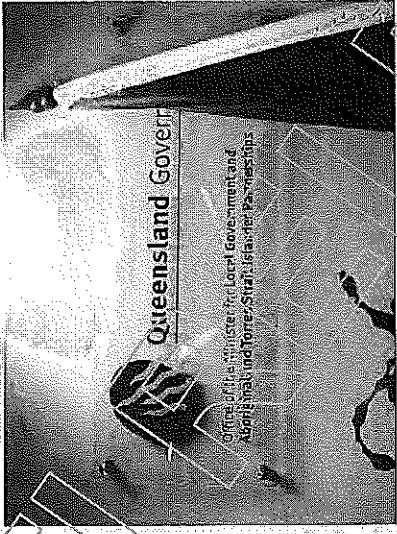
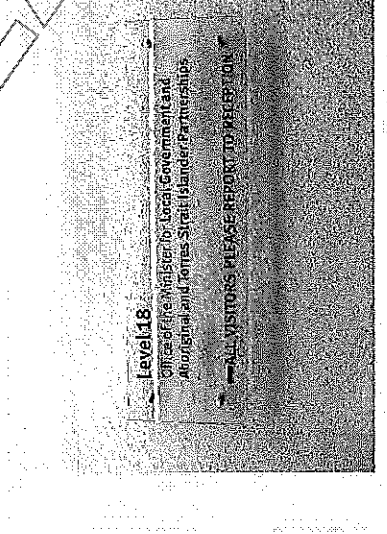
Hon Campbell Newman MP	Premier	Level 15 Executive Building	
<b>Ground Floor Lobby Signage: Existing Signage</b>			
Description:	No Signage in this area.	No Signage in this area.	Proposed signage
<b>Directional Lift Lobby Signage:</b>			
Description:	No Signage in this area.	No Signage in this area.	No Change
<b>Office Reception / Waiting Area Signage:</b>			
Description:	No Signage in this area.	No Signage in this area.	No Change



PARLIAMENTARY SECRETARY SIGNAGE - 11 April 2012

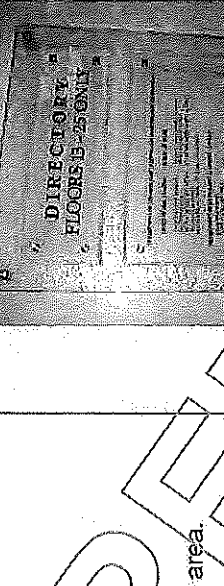
PARLIAMENTARY SECRETARY	PORTFOLIO	LOCATION	
Hon Andrew Cripps	Minister for Natural Resources and Mines	Level 17 61 Mary Street	
<b>Ground Floor Lobby Signage: Existing Signage</b>			
<p><b>Description:</b> Clear anodised aluminium slatted sign, 900mm L x 1030mm H, with black film and cut-out letters at top and black vinyl lettering on slats.</p> <p><b>Slats:</b> Small: 30mm H Medium: 60mm H Large: 90mm H</p>			<p><b>Proposed Changes</b></p> <p>"Office of the" to remain on the sign</p> <p>Add wording: <b>Minister for Natural Resources and Mines</b></p>
<b>Directional Lift Lobby Signage:</b>			
<p><b>Description:</b> Clear anodised aluminium slatted sign with black vinyl lettering.</p> <p><b>Slats:</b> Small: 40mm H Medium: 80mm H Large: 120mm H</p>			<p>"Office of the" to remain on the sign</p> <p>Add wording: <b>Minister for Natural Resources and Mines</b></p>

MINISTERIAL SIGNAGE AUDIT 11 APRIL 2012

Hon David Crisafulli	Minister Local Government	Level 18 Mineral House
<b>Reception/ Waiting Signage:</b>		
<p><b>Description:</b> Acrylic Panel with black vinyl lettering and coloured logo</p>		<p>Office of the Minister for Local Government and Aboriginal and Torres Strait Islander Partnerships</p> <p>Office of the Minister for Local Government</p> <p>Minister for Local Government</p> <p>Add wording:</p>
<b>Directional Lift Lobby Signage:</b>		
<p><b>Description:</b> Acrylic Panel with black vinyl lettering.</p>		<p>Office of the Minister for Local Government</p> <p>Minister for Local Government</p> <p>Add wording:</p> <ul style="list-style-type: none"> <li>Retain Arrow and text under</li> </ul>





MINISTERIAL SIGNAGE AUDIT 11 April 2012

		<p><b>Hon Dave Gibson</b></p>	<p>Minister for Police and Community Safety</p>	<p>Level 24 State Law Building</p>	
<p><b>Ground Floor Lobby Signage:</b></p>					
<p>Description:</p>	<p>Clear glass panel fixed to textured glass panel, 850mm L x 1200mm H, with black vinyl lettering.</p>		<p>No specific signage in this area.</p>		<p>To be removed. (TBC)</p>
<p><b>Directional Lift Lobby Signage:</b></p>					

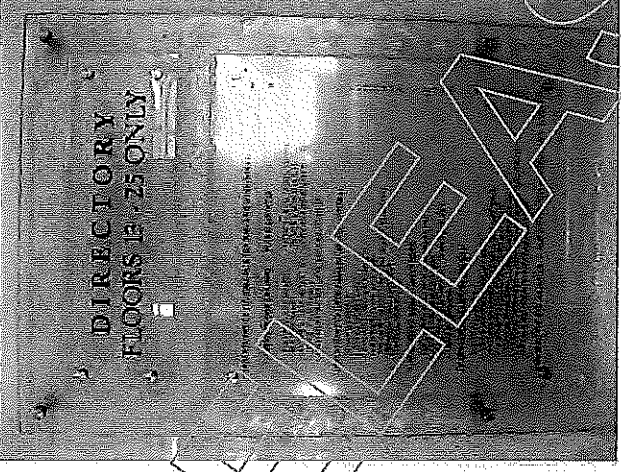
RTI RELEASE

MINISTERIAL SIGNAGE AUDIT 11 April 2012

<p>Description: Coloured logo and black lettering on white acrylic sign.</p>			<p>"Office of the" to remain on the sign  Add wording: <b>Minister for Police and Community Safety</b></p>
<p><b>Office Reception / Waiting Area Signage:</b></p>			
<p>Description:</p>	<p>No signage in this area.</p>	<p>No signage in this area.</p>	<p>N/A</p>

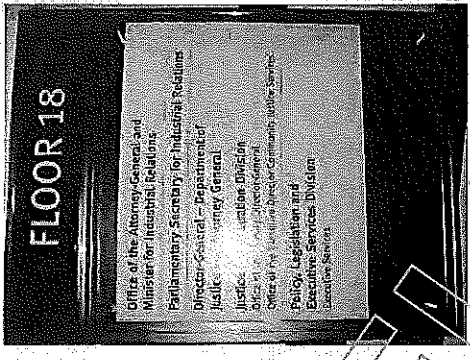

RTI RELEASE

MINISTERIAL SIGNAGE AUDIT 11 April 2012

<p>Hon Jarrod Bleijie</p>	<p>Attorney General and Minister for Justice</p>	<p>Level 18 State Law Building</p>	
<p>Ground Floor Lobby Signage: Existing Signage</p>			<p>Proposed Changes</p>
<p>Description: Clear glass panel fixed to textured glass panel, 850mm L x 1200mm H, with black vinyl lettering</p>	<p>No specific signage.</p>		<p>Formerly Attorney General's, now vacated.  Remove Ministerial Signage</p>

C:\Users\smthindaniel\Local Settings\Temporary Internet Files\Content.Outlook\PSFECOPC\Level 18 SLB Signage.docx

MINISTERIAL SIGNAGE AUDIT 11 April 2012

Directional Lift Lobby Signage:	Existing Signage	Proposed Changes
<p>Description:</p> <p>Gloss black powdercoated aluminium panel, 750mm L x 1000mm H, with white raised lettering.</p> <p>Acrylic panels with removable poster in between fixed to back panel.</p>		<p>"Office of the" to remain on the sign</p> <p>Add wording:</p> <p><b>Attorney General and Minister for Justice</b></p>
Office Reception / Waiting Area:	Existing Signage	Proposed Changes
<p>Description:</p> <p>Coloured vinyl lettering and graphics on wall.</p>		<p>To be removed.</p> <p>Replacement wording TBC</p>

**Rod Moreno**

---

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Monday, 16 April 2012 3:06 PM  
**To:** Ian Street  
**Cc:** Rod Moreno  
**Subject:** FW: Signage Templates Updated for Ministerial Offices - Email 6  
**Attachments:** Level 22 Educ House signage .doc

Hi Ian,

Just following up for your review and approval on the signage template in email 6.

Thanks Ian.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner

Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
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---

**From:** DOYLE Antonia  
**Sent:** Thursday, 12 April 2012 2:48 PM  
**To:** 'ian.street@premiers.qld.gov.au'  
**Cc:** 'Rod.Moreno@premiers.qld.gov.au'; DETTRICK Sally; HANNAWAY Frances  
**Subject:** Signage Templates Updated for Ministerial Offices - Email 6

<<Level 22 Educ House signage .doc>>

Hi Ian,

Email 6.

Please review and advise if you are happy to proceed with the installation of new signage per the template attached.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner

Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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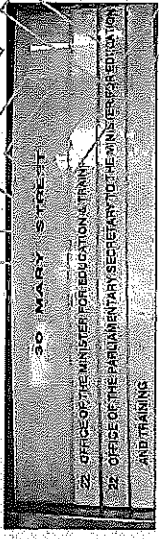

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Thank you.

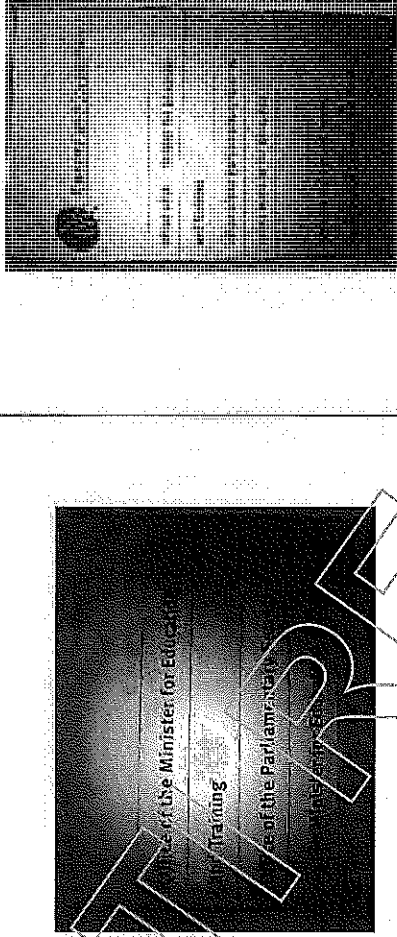
ldctstamp!

RTI RELEASED

MINISTERIAL SIGNAGE UPDATE 11 April 2012

<p>Hon John-Paul Langbroek</p>	<p>Minister for Education, Training and Employment</p>	<p>Level 22 30 Mary Street Education House</p>	
<p><b>Ground Floor Lobby Signage: Existing Signage</b></p>		<p>Description: Clear acrylic slatted sign with metal frame, 2000mm L x 1340mm H, with black vinyl lettering. Slats: Small: 35mm H Medium: 60mm H Large: 75mm H</p>	
			<p>Proposed Changes</p>
			<p>“Office of the” to remain on the sign  Add wording: <b>Minister for Education, Training and Employment</b></p>

MINISTERIAL SIGNAGE UPDATE 11 April 2012

<p><b>Directional Lift Lobby Signage:</b></p>		<p>"Office of the" to remain on the sign. Add wording: <b>Minister for Education, Training and Employment</b> "Office of the Parliamentary Secretary to the Minister for Education" to be removed completely</p>
<p><b>Office Reception / Waiting Area Signage</b></p>	<p>No signage in this area.</p>	<p>No signage in this area.</p>
<p><b>Description:</b></p>	<p>No signage in this area.</p>	<p>No signage in this area.</p>

RTI RELEASE



**Rod Moreno**

---

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Monday, 16 April 2012 3:25 PM  
**To:** DOYLE Antonia; McDonnell Sid; Rod Moreno; HUTCHINSON Christopher N  
**Cc:** DETTRICK Sally; CORBETT Shane; BARTKAITIS Lucinda; MORISON Marshall  
**Subject:** Level 12 Exec Building - Revised copy  
**Attachments:** Level 12 Exec - revised Priority Listx.pdf

Good afternoon,

Please refer to revised list attached, with a few minor additions further to some comments from Antonia. Rod, this can be issued to staff for their information also.

thanks

**Regards**

**Caroline**

T: (07) 3225 8175 | F: (07) 3224 6436

*exceeding expectations*

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Thank you.

ldetstamp1

Revised  
Priority List of works - Issue B

Address	Room/Area	Issue	Priority	Timeframe for completion
100 George St - Executive Building	Level 12		Px = Urgent 24 hours	
	13.04.12		P1 = within 1 week	
Ministerial			P2 = within 2-3 weeks	
Contact for Audit:	Caroline Brumpton		P3 = requires investigation/quote prior to action	
<p><b>MINOR WORKS:</b></p> <p><i>NB: Red &amp; ITALICS text = Outstanding from 29.03.12. Black text = new issues identified.</i></p>				
Ministers office - Room 12.16		<ul style="list-style-type: none"> <li>Patch and painting to walls. Refer to attached plan for painting scope of work. To match existing colour.</li> <li>Clean and polish desk, desk return, storage units &amp; meeting table.</li> <li>Clean ceiling tiles, swap worst tiles with other back of house areas</li> </ul>	P3 Px P1	17-18.04.12 Quotation required ASAP completed 14.04.12 Removed 14.04.12, painting 17-18.04
General/Office		<ul style="list-style-type: none"> <li>remove previous curtain track fixtures - patch &amp; paint ceiling behind helmet</li> <li>Door locks re-setting required - BSC to action</li> <li>Pinboards/whiteboard to be hung - see Mary</li> <li>Refer to attached plan for painting scope of work. To match existing colour.</li> <li>Ceiling tiles to be cleaned. Q/BUILD to check any bent or damaged tiles, repair or replace. Some bit tack noted eg..</li> </ul>	Px Px P1 P2	14.04.12 completion TBC completed 16.04.12 17-18.04.12 05.05.12
Hallway outside 12.10		Ceiling tile not aligned	P2	05.05.12
12.12		key required for filing cabinet	P1	20.04.12
12.18 Waiting		White spots on carpet - Waiting Area 12.18	Px	14.04.12 completed
12.19		Broken blind within window to be repaired	P1	20.04.12
12.23-27		Remove glazing film from Rooms No. 12.23 - 27	P3	Quotation required ASAP prior to action??
12.16-21 & 19		Room No. 12.17 - Carpet fraying - requires edging strip? Between Room No 12.16 & 19. Check-all	Px	14.04.12 completion TBC
12.20. Conference		Carpet lifting - requires edging strip? Between Room No 12.20 & 21	Px	14.04.12 completion TBC
		Elec cupboard on perimeter - dobs don't stay shut	P1	20.04.12
		Coffee table leg broken	P1	20.04.12
		Patch & paint damaged skirting	P1	17-18.04.12
12.21. Chief of Staff		Room No. 12.21 - re-fit broken skirting near door.	Px	14.04.12 completed

	Door locks re-setting required - BSC to action	Px	14.04.12 completion TBC
	Entry door scraping on timber floor	P1	20.04.12
12.17A Kit	<ul style="list-style-type: none"> <li>Room No. 12.17A - re-grout Kitchen floor tiles</li> <li>Room No. 12.17A - check cupboard doors and fix hinges and readjust where necessary. 1 x fixed, but door below is mis-aligned.</li> </ul>	Px	14.04.12
12.11	Brown stain on carpet	P1	20.04.12
12.24	Remove door stop	P3	Referred to Building Manager
		P1	20.04.12
<b>ELECTRICAL</b>			
Ministers office - Room 12.16	1 feature downlight not working - now wrong colour bulb has been put in	Px	14.04.12 completion TBC
12.24 -	GPO required in corner of room to prevent cord running across floor in front of door	P1	20.04.12
<b>CLEANING</b>			
Ministers office - Room 12.16	Brown stain on carpet from former plant	P3	Referred to Building Manager
12.16a	Full clean require to ensuite	Px	14.04.12 completion TBC
12.18 Waiting	Credenza dusty under glass top	P1	20.04.12
	Plants dusty	P1	20.04.12
12.13	Remove texta marks form door frame	P1	20.04.12
<b>FURNITURE</b>			
12.17	Remove surplus wall shelving & chairs	Rx	14.04.12 completed
<b>OPERATIONAL CHANGES</b>			
12.20 conference room	Remove fabric panelling from room, re-sheet & re-paint. Design & Quote required.	P3	Design & details for wall treatment required ASAP
12.19	Roller blinds requested	P3	Referred to Building Manager

**Rod Moreno**

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Monday, 16 April 2012 4:16 PM  
**To:** McDonnell Sid  
**Cc:** DOYLE Antonia; Rod Moreno  
**Subject:** FW: Scanned from MFP-05371670 16/04/2012 16:09  
**Attachments:** DOC160412.pdf

Sid,

As requested, here is marked up plan to indicate the furniture moves for level 15 that can happen ASAP.

Can you please consult with Kristian or Zoe prior to actioning.

We need to see if there are 2 x straight desk available from store for the drivers room (15.32) Can you please let me know if anything is available or otherwise I can check with AD on this further.

Thanks

Regards

Caroline

T: (07) 3225 8175 | F: (07) 3224 6436

exceeding expectations

-----Original Message-----

**From:** TOSHIBA COPIER ID:72112 [mailto:helpdesk@publicworks.qld.gov.au]  
**Sent:** Monday, 16 April 2012 4:10 PM  
**To:** VEAL Peter; BRUMPTON Caroline  
**Subject:** Scanned from MFP-05371670 16/04/2012 16:09

Scanned from MFP-05371670.  
Date: 16/04/2012 16:09  
Pages:1  
Resolution:200x200 DPI

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Thank you.

!detstamp!

RTI RELEASE



**Daniel Smith**

---

**From:** Rod Moreno  
**Sent:** Friday, 13 July 2012 3:29 PM  
**To:** Daniel Smith  
**Subject:** FW: Workstation and PC required - Level 15

---

**From:** McDonnell Sid [mailto:Sid.McDonnell@qbuild.qld.gov.au]  
**Sent:** Tuesday, 17 April 2012 7:56 AM  
**To:** Rod Moreno  
**Subject:** RE: Workstation and PC required - Level 15

Rod, I will be meeting with Kristan this morning.

**Sidney McDonnell**  
Qbuild  
Work 32245009  
Mob 0419789899

---

**From:** Rod Moreno [mailto:Rod.Moreno@premiers.qld.gov.au]  
**Sent:** Monday, 16 April 2012 7:15 PM  
**To:** DOYLE Antonia  
**Cc:** BRUMPTON Caroline; BARTKATTIS Lucinda; McDonnell Sid  
**Subject:** RE: Workstation and PC required - Level 15

Hi Guys,

As we are finding more and more, operational requests from level 15 EB should all be treated as P1 where possible. A new workstation is definitely in this category.

Rod

---

**From:** DOYLE Antonia [mailto:Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Monday, 16 April 2012 2:46 PM  
**To:** Rod Moreno  
**Cc:** BRUMPTON Caroline; BARTKATTIS Lucinda; McDonnell Sid  
**Subject:** RE: Workstation and PC required - Level 15

Hi Rod,

When is the installation of a work station in room 15.28 required by?

Kind Regards,

**Antonia Doyle**  
Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

---

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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**From:** Rod Moreno [<mailto:Rod.Moreno@premiers.qld.gov.au>]  
**Sent:** Monday, 16 April 2012 1:18 PM  
**To:** DOYLE Antonia  
**Cc:** 'it.servicedesk@ministerial.qld.gov.au'  
**Subject:** FW: Workstation and PC required - Level 15

Hi Antonia,

Can you please arrange for Qbuild to install a work station in room 15.28 as per attached plan. There is currently a couch in there that they will want relocated within the office.

Site contact is Kristian or Zoe x58800

If you have any questions, please don't hesitate to contact me.

**Rod Moreno**  
Administration Manager  
Ministerial Services  
Department of Premier & Cabinet

---

Level 1, 100 George St | Brisbane Queensland 4000  
t: (07) 322 58381 | f: (07) 3221 0794  
e: [rod.moreno@premiers.qld.gov.au](mailto:rod.moreno@premiers.qld.gov.au)

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**From:** Kristian Schluter [<mailto:Kristian.Schluter@ministerial.qld.gov.au>]  
**Sent:** Monday, 16 April 2012 1:03 PM  
**To:** Rod Moreno  
**Subject:** Workstation and PC required - Level 15

Hi Rod

One of our sections needs one workstation put in, as well as a PC etc.

I can take the QBuild staff to the room to show them where etc.

Pls let me know when you think QBuild can come up.

Thanks

Kristian

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Thank you.

!detstamp!

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-----

**Rod Moreno**

---

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Tuesday, 17 April 2012 12:36 PM  
**To:** BRUMPTON Caroline  
**Cc:** Rod Moreno; HANNAWAY Frances; DETTRICK Sally; BARTKAITIS Lucinda  
**Subject:** FW: Chairs

Hi Caroline,

Can you please arrange a work order for the delivery of 25 black based zody chairs to Level 15, Executive Building.

Thanks.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
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---

**From:** Rod Moreno [mailto:Rod.Moreno@premiers.qld.gov.au]  
**Sent:** Monday, 16 April 2012 11:16 AM  
**To:** DOYLE Antonia  
**Subject:** FW: Chairs

FYI please see Kristian's email.

**From:** Kristian Schluter [mailto:Kristian.Schluter@ministerial.qld.gov.au]  
**Sent:** Monday, 16 April 2012 8:47 AM  
**To:** Rod Moreno  
**Subject:** Chairs

Hi Rod

I was hoping to confirm the number of chairs we require – at this stage it is 25, but this number will grow a little bit further. The feedback from the staff about the new design of chairs was very positive.

Pls call me if this doesn't make sense.

Thanks

Kristian

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Thank you.

!delstamp!

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---

## Rod Moreno

---

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Tuesday, 17 April 2012 2:53 PM  
**To:** Rod Moreno  
**Cc:** BRUMPTON Caroline; BARTKAITIS Lucinda  
**Subject:** FW: Revised Priority List - level 22 Education House  
**Attachments:** Level 22 Education House- revised Priority Listx.pdf

Hi Rod,

For your information and update.

Revised Priority List for level 22 Education House.

Kind Regards,

### Antonia Doyle

Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
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---

**From:** BRUMPTON Caroline  
**Sent:** Tuesday, 17 April 2012 2:32 PM  
**To:** McDonnell Sid; HUTCHINSON Christopher N  
**Cc:** DETTRICK Sally; DOYLE Antonia; BARTKAITIS Lucinda; PEACOCK Greg  
**Subject:** Revised Priority List - level 22 Education House

Sid,

Attached please find copy of revised priority list further to walkthrough with client last Friday afternoon. I have also left A3 colour copy on my desk for you!

I believe the priority is to swap the workstations around & set up the Assistant Minister's office. Antonia - did you have a suite in mind for this or shall we look further at the ones coming out of PIB?

Sid - can you please determine estimated timeframes for each item ASAP so this can be forwarded to the clients - happy to sit down and go through this with you later this afternoon? or otherwise maybe Greg or Lucinda can do this with you tomorrow?

Please let me know of any queries or comments..

Regards

Caroline

T: (07) 3225 8175 | F: (07) 3224 6436

exceeding

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Thank you.

ldetstamp

RTI RELEASE

Revised  
Priority List of works

Address	30 Mary Street	Priority	Timeframe for completion
Level:	Level 22	PX = Urgent 24 hours	
Date Of Audit	13.04.12	P1 = within 1 week	
Ministerial or Part Sec:	Ministerial	P2 = within 2-3 weeks	
Contact for Audit:	Caroline Brumpton	P3 = Requires investigation/quote prior to action	
Room/Area	Issue		

NB:  
*Red & ITALICS text = Outstanding from 29.03.12:*  
Black text = new issues identified

MINOR WORKS:

Ministers office - Room 22.01	<p>Marks to fabric wallpaper to be removed where possible. If trial paint over wallpaper in office manager is successful, repair &amp; re-paint over wallpaper in entire room.</p> <p>Ceiling tiles to be replaced where there are chips &amp; scratches</p> <p>Door panels to side board cracking - needs fixing. Fridges to go back into unit further so door shuts properly.</p> <p>repair damaged panel on side of desk &amp; minor marks on edges of desk</p>	P3 P2 P1 P1
Ministers ensuite - Room 22.01A	<p>Shower screen hard to move - needs adjustment</p> <p>Glass around handle to built in wardrobe cracked - needs replacement</p> <p>Ceiling tiles to be replaced where there are chips &amp; dirty marks</p>	P1 P2 P2
General Office	<p>Refer to attached plan for painting scope of work. To match existing colour - some areas outstanding. Not all done, refer to additional for room 22.01/ 22.02 &amp; 22.08</p>	P2
22.13	<p>Cupboards and drawers in kitchen need aligning. 1X broken handle and odd handle needs replacing</p> <p>Skirting to be replaced to most rooms where it has fallen off</p>	P2 P1
22.14 Waiting	<p>Remove 2 x large black lounge chairs &amp; replace with more suitable seating</p>	P3

22.04 conference	Remove broken chair	P1
22.11 Office	Hang wall mounted shelf, whiteboards and pinboard	P1
	Remove surplus table (black round)	
22.09 Small meeting	Remove surplus furniture to store - for future meeting room set-up (see furniture list below)	P1
22.08 Assistant Minister	Repaint feature wall - colour to suit (TBA)	P1
	Remove surplus furniture to store - incl 3 x workstations & other items as directed - for future Assistant Minister setup	P1
	Repair/ replace damaged door and remove sticky marks	P1
	Re-paint feature wall - colour to suit new furnishings (TBA)	P1
22.07 Office	Remove grey bookcase to store	P1
	Swap "P" end workstation with "L" shape from to adjacent office 22.06	P1
22.06	Remove surplus workstation to store	P1
Office Manager	Repair marks in fabric wallpaper & thal paint over wallpaper (to match general wall colour)	P1
	Replace damaged chair	P1
<b>ELECTRICAL</b>		
Ministers office - Room 22.01	Review lighting over minister's desk, seems dark	P3
General Office	4 rows of downlights do not work in room 22.04 - needs replacing. Mostly done - only 2 x above serventry still not on.	P1
<b>CLEANING</b>		
Utility	Mark on wall above shelving - clean	P2
Ministers office - Room 22.01	External windows to be cleaned	P3
	Blinds to be cleaned	P3
	All glass tops on desk and joinery units to be cleaned underneath	P1
Ministers ensuite - Room 21	Clean rust to plumbing connection at floor below basin	P1
	Day bed fabric to be cleaned	P3
<b>FURNITURE</b>		
22.08 Assistant Minister	Assistant minister desk & suite to be sourced and installed	P1

Revised priority list 16.04.12

Executive Building Level 15

22.09 Small meeting Remove surplus furniture & replace with suitable 6-seater table & chairs P1

OPERATIONAL CHANGES

22.04 conference Review of furniture required. Only 9 reasonable chairs in room + 1 chair of different type. Credenza/side unit also does not match & glass display shelving is not required. Better seating and side unit recommended. P3

RTI RELEASE SE



**Rod Moreno**

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**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Tuesday, 17 April 2012 5:00 PM  
**To:** CORBETT Shane  
**Cc:** Rod Moreno  
**Subject:** FW: Level 5, 9, 12 and 15 Executive Building - Upgrade of Blinds in Ministerial Tenancies

Hi Shane,

When quotes have been obtained, please refer to Rod Moreno from Ministerial Services for review.

Thanks.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner

Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

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**From:** DOYLE Antonia  
**Sent:** Wednesday, 11 April 2012 5:33 PM  
**To:** CORBETT Shane  
**Cc:** 'Marshall MORISON (Works)'; DETTRICK Sally; HANNAWAY Frances; BRUMPTON Caroline; 'Rod Moreno'; BARTKAITIS Lucinda  
**Subject:** Level 5, 9, 12 and 15 Executive Building - Upgrade of Blinds in Ministerial Tenancies

Hi Shane,

As discussed, audits of the Ministerial Offices on Level 5, 9, 12 and 15 Executive Building have taken place over the last two weeks.

In all tenancies, blinds have been identified by staff as a general item to be addressed (i.e broken, missing, old, mismatched).

In particular, the following has been requested/identified:

- Level 9 (Treasurer) - Blinds in Ante room to match existing blinds (roller blinds) in Treasurers office
- Level 12 (Deputy Premier)- conference room and adjoining Deputy Manager's office, venetian blinds (mostly faulty) to be removed and replaced by internal roller blinds
- Level 5, Executive Building (Minister for Science, Information technology and the Arts) – Blinds broken in Minister's Office and blinds missing from Minister's Office.

Can you please assist with addressing the items listed above and longer term, a rolling upgrade to roller blinds across all Ministerial Tenancies on Level 5, 9, 12 and 15 Executive Building as part of Building Owner works?

Thanks Shane.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner

Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
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Thank you.

Idetstamp

**Daniel Smith**

---

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Tuesday, 17 April 2012 5:21 PM  
**To:** DOYLE Antonia; Rod Moreno  
**Subject:** RE: Level 18 State Law Building - JAG

Antonia/ Rod,

I've just issued the work order to Sid for these as I believe we agreed today in conversation that the tubs would be acceptable.

If this is not the case, can you please let Sid know directly tomorrow (I am out of the office). I will also be remoting in via email on occasion tomorrow so please keep me in the loop.

Many thanks

**Regards**

**Caroline**

T: (07) 3225 8175 | F: (07) 3224 6436

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*exceeding expectations*

---

**From:** DOYLE Antonia  
**Sent:** Tuesday, 17 April 2012 11:38 AM  
**To:** Rod Moreno  
**Cc:** BRUMPTON Caroline  
**Subject:** RE: Level 18 State Law Building - JAG

Hi Rod,

There are no suitable couches in stock but we have 5 black leather tub chairs in stock.

Would you be happy for these to be put forth to Amy Andrews as an option?

We would propose 2 tub chairs to replace the 2 seater and 3 tub chairs to replace the 3 seater

Kind Regards,

**Antonia Doyle**  
Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

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Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
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**From:** Rod Moreno [mailto:Rod.Moreno@premiers.qld.gov.au]  
**Sent:** Wednesday, 11 April 2012 5:19 PM  
**To:** DOYLE Antonia  
**Subject:** Level 18 State Law Building - JAG

Hi Antonia,

I've just been to level 18 State Law Building who have complained about the condition of the lounges in the minister's waiting area.

I've attached a photograph for your records, there is another 3 seater in a similar condition across from these that they would like changed as well. I do agree that this are of a below standard for a minister's suite.

Options can be run past Amy Andrews on 3239 3486

RTI RELEASES



RTI RELEASE CASE



If you have any questions, please don't hesitate to contact me.

**Rod Moreno**  
**Administration Manager**  
**Ministerial Services**  
**Department of Premier & Cabinet**

Level 1, 100 George St | Brisbane Queensland 4000  
t: (07) 322 58381 | f: (07) 3221 0794  
e: rod.moreno@premiers.qld.gov.au

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Thank you.

ldetstamp!

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**Rod Moreno**

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Tuesday, 17 April 2012 5:38 PM  
**To:** Rod Moreno  
**Cc:** BRUMPTON Caroline; BARTKAITIS Lucinda  
**Subject:** Level 9 Executive Building - items referred to Ministerial Services

Hi Rod,

As discussed, I have referred Gerard Benedict to you for the following items relating to level 9 Executive Building:

- Removal of a electronic whiteboard
- Relocation of a TV from one room to another
- New TV for Assistant Ministers office.
- Removal of artwork/posters

Happy to log a job with QBuild for the above on your instruction/approval.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner

Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
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Thank you.

[delstamp]

RTI RELEASE

**Rod Moreno**

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Wednesday, 18 April 2012 12:54 PM  
**To:** McDonnell Sid; HUTCHINSON Christopher N  
**Cc:** DOYLE Antonia; Rod Moreno  
**Subject:** FW: Level 9 Exec - revised Priority List.xlsx  
**Attachments:** Level 9 Exec - revised Priority List.pdf

Hi Sid,

Please find attached list of priority work identified yesterday for level 9 Executive Building. Of urgent note is the swapping of a desk for the Assistant Minister's office and also the installation of 4 x additional workstations for rooms 9.36 & 9.37. These rooms need to be set up by the end of this week.

I am not in the office today, but can get you the A3 colour printouts and can discuss the details with you tomorrow morning. At that time I would also like to discuss timeframes with you so I can finalise the list for the clients.

Many thanks  
Caroline

---

**From:** Darryl & Caroline [mailto:dazcaz@tpg.com.au]  
**Sent:** Wed 18/04/2012 12:52 PM  
**To:** BRUMPTON Caroline  
**Subject:** Level 9 Exec - revised Priority List.xlsx

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Thank you.

!detstamp!

Revised  
Priority List of works

Address	Room/ Area	Issue	Priority	Timeframe for completion
Executive Building, 100 George St Level 9 Date Of Audit 17.04.12 Ministerial or Ast Min: Ministerial Contact for Audit: Caroline Brukator				
		<p>Issue</p> <p>NB: Red + ITA/CS text = Outstanding from 29.03.12. Black text = new issues identified</p>	<p>Px = Urgent 24 hours</p> <p>P1 = within 1 week</p> <p>P2 = within 2-3 weeks</p> <p>P3 = requires investigation/quote prior to action</p>	
<b>MINOR WORKS:</b>				
	Ministers office - Room 9.24	Significant damage to desk and return. To be repaired or replaced.	P3	
		Blinds in room 9.23. Ante room to match existing blinds (roller/blinds) in office.	P3	
		All fluoro light diffusers to be cleaned	P2	
		Key required to lock rear credenza filing drawers	P1	
	9.23 ante room	Cupboard door to towels in room 9.23 Ante room does not close properly. To be re-aligned. On both sides of cupboard.	P1	
		light diffuser hanging down	P1	
	9.20. Assistant Minister	Remove wall hung shelving, patch & paint wall (subject to test of paint on wallpaper)	P1	20.04.12
		2 x damaged ceiling tiles to be replaced, 1 x other ceiling tile to be pushed down flush	P1	20.04.12
	9.21. Chief of Staff	Artwork to be hung	P2	
		Door stop broken in this & several other rooms (eg 9.36. 9.38, general check & repair of all is required	P1	
		Raise height of desk - consult with Gerard prior for level	P1	
	9.35	Relocate wall mt. TV to this room from 9.36	P1	20.04.12
	9.36	Mobile elec whiteboard to be removed to MSB	P1	Rod Moreno to advise action

Revised priority list: 16.04.12

Executive Building Level 15

	2-3 ceiling tiles not aligned	P2
9.37	Repaint damaged & discoloured wall - tiral textured paint over wallpaper.	P2
9.38	Conference	P3
	Re-finish/repair to scratched joinery units x 2	
	Repaint damaged wall (textured paint over wallpaper)	P2
	Door half leaf has no hole in floor for securing flush bolt, provide hole	P2
General Office	Letter "S" missing from the Lift Lobby is missing from door vinyl lettering/signage -	P2
	Pinboards/whiteboards to be hung once staff fully occupy	P2
	Await direction from staff on timing	
hallway outside room 9.34	Wallpaper starting to peel off along joins	P2
hallway door outside 9.36	Light fitting scratched - touch up with paint?	P2
9.21, 9.32, 9.33, 9.36, hallway outside 9.22, 9.24 & 9.25	Door half leaf has no hole in floor for securing flush bolt, provide hole or remove entire door & make good?? Workstation keyboard platforms hanging. Carpet fraying along joins (broadloom). 3 x places noted.	P1 P3
	Building manager to investigate	
<b>ELECTRICAL</b>		
9.33	URGENT: switch board covers required for open electrical and phone outlets under workstation in area 9.33. Not done + check ducted skirting - some covers missing in this room	Px
Hallways	Dark lighting generally, solution to be found to brighten up	P3
9.27 utility/store	Ceiling tile with sensor in in not sitting flush. Lower.	P2
<b>CLEANING</b>		
General Office	All ceiling tiles throughout to be cleaned. Currently very dirty.	P3
	All fluoro light diffusers to be cleaned	P3
	Perimeter glazing to be cleaned	P3
	All wallpaper walls to be cleaned. Blue Tac to be removed from wallpaper walls. Pins throughout the office in the partitions with wall paper. To be removed throughout the office. (TBC) Blue tac noted in room 9.34	P1
	Building Manager to investigate	
	Building Manager to investigate	

FURNITURE		
9.20. Assistant Minister	Remove filing cabinets (1 x can go to room 9.21 if key can be found)	P1 20.04.12
	Switch desk between room 9.37	P1 20.04.12
	4x replacement visitor chairs to be sourced	P1 20.04.12
	1x small round meeting table required, to match in with desk	P1 20.04.12
9.21. Chief of Staff	6 x replacement visitor chairs to be sourced (temporarily can use 4 from room 9.36)	P1 20.04.12
	secure filing cabinet required, preferably with combination lock, but key is acceptable if none available	P1 20.04.12
9.34	Remove PB bookcase	P1 20.04.12
9.36	Remove small round table & chairs (chairs to room 9.21)	P1 20.04.12
	add 2 x workstations (obtain 2 x "L" shaped from store). Short return required on 1 x workstation due to angled wall	P1 20.04.12
9.37	Remove old bookcase (broken)	P1 20.04.12
	add 2 x workstations (use one from room 9.20 if suitable, or obtain 2 x "L" shaped from store)	P1 20.04.12
9.38 Conference	Remove 4 x lounge chairs & coffee table (not required)	P2 01.05.12
OPERATIONAL CHANGES		

**Rod Moreno**

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Wednesday, 18 April 2012 2:31 PM  
**To:** McDonnell Sid; HUTCHINSON Christopher N  
**Cc:** DOYLE Antonia; Rod Moreno  
**Subject:** FW: Level 8 PIB - revised Priority List.xlsx  
**Attachments:** Level 8 PIB - revised Priority List.pdf

Sid,

Please refer to attached revised priority list for Level 8 Primary Industries, there are not many urgent action items apart from a few minor electrical issues. Painting scope needs to be discussed also.

I'd like to discuss this one further with you all tomorrow to confirm priorities & timeframes prior to finalising for issue to the client.

Regards  
Caroline

---

**From:** Darryl & Caroline [mailto:dazcaz@tpg.com.au]  
**Sent:** Wed 18/04/2012 2:29 PM  
**To:** BRUMPTON Caroline  
**Subject:** Level 8 PIB - revised Priority List.xlsx

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Thank you.

ldetstamp!

Revised  
Priority List of works

Address	Primary Industries Building, 80 Ann Street	List issue date:	18.04.12
Level:	Level 8	Revision	
Date Of Audit:	13.04.12		
Ministerial or Asst Min:	Ministerial		
Contact for Audit:	Caroline Prumpton		
Room/Area	Issue	Priority	Timeframe for completion

NB:  
Red + ITALICS text = Outstanding from 29.03.12;  
Black text = new issues identified

Px = Urgent 24 hours  
P1 = within 1 week  
P2 = within 2-3 weeks  
P3= requires investigation/quote prior to action

Room/Area	Issue	Priority	Timeframe for completion
<b>MINOR WORKS:</b>			
General Office	Re-paint required to marked up walls where walls are damaged. Some areas may need good clean - completed except for 8.05 - walls to be repainted. Many walls including main hallway and most offices require a re-paint. Recommend quotation prior to re-paint throughout.	P3	
8.14 chief of staff	Water leak mark on ceiling above window. Patch & paint	P3	Cause to be referred to building owner
8.07	Broken skirting along hallway	P2	
8.03 conference	Hung clock to cover dirty mark & hole from previous hard wired clock	P2	
8.22 copy room	section of skirting missing	P2	Low priority
<b>ELECTRICAL</b>			
Ministers Office Room 8.12	Dimmer switch not working	P2	
Ministers Waiting Area 8.13	Some light bulbs not working	P1	
Assistant Policy Advisor 8.02	Light not working, light switch & diffuser broken. LIGHT NOW WORKS.	P2	
8.22 copy room	BUT DIFFUSER NOT SITTING FLAT. Cover missing from switchboard	P1	
<b>CLEANING</b>			
8.07	Remove stickers from window	P2	
8.22 copy room	Clean very dusty door at top	P2	
<b>FURNITURE</b>			
<b>OPERATIONAL CHANGES</b>			

**Rod Moreno**

**Subject:** Level 17, 61 Mary Street - Fitout Inspection  
**Location:** Level 17, 61 Mary Street

**Start:** Thu 19/04/2012 11:00 AM  
**End:** Thu 19/04/2012 11:30 AM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** DOYLE Antonia

Hi All,

The purpose of the fitout inspection is to identify any minor works or operational fitout works required for the office.

If this time is not suitable, please let me know and I will reschedule.

Thanks.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner  
 Planning, Policy and Decentralisation Group  
 Queensland Government Accommodation Office  
 Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
 T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
 E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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Thank you.



!dcstamp!

RTI RELEASE

**Rod Moreno**

---

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Thursday, 19 April 2012 12:34 PM  
**To:** Rod Moreno  
**Cc:** PEACOCK Greg; BRUMPTON Caroline; BARTKAITIS Lucinda  
**Subject:** FW: Work order #77 - Level 9 Executive Building  
**Attachments:** EMW077.pdf

Hi Rod,

For your information.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
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**From:** PEACOCK Greg  
**Sent:** Thursday, 19 April 2012 12:32 PM  
**To:** McDonnell Sid; HUTCHINSON Christopher N  
**Cc:** DETTRICK Sally; BARTKAITIS Lucinda; HANNAWAY Frances; BRUMPTON Caroline; DOYLE Antonia  
**Subject:** Work order #77 - Level 9 Executive Building

Hi Sid & Chris,

Please see work order attached for completion C.O.B. 20.04.12  
Drawing or site direction will be given in addition our site visit today.

Regards,

Greg.

Greg Peacock | Office Interiors | Project Services | T 3224 6557 / F 3224 6436

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Thank you.

delstamp

RTI RELEASE



**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW077**

**Requested By:** Antonia Doyle/  
Frances  
Hannaway      **Contact Number:** 340 48357/  
322 44721

<b>Q-Build</b>	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	19.04.12
<b>To:</b>	Qbuild – Sid McDonnell & Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Lucinda Bartkaitis, Sally Detrick, Frances Hannaway
<b>Subject:</b>	Ministerial Relocation/Minor Works <input type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input checked="" type="checkbox"/> Executive Building
<b>Address:</b>	Executive Building
<b>Level:</b>	Level 9
<b>Office Name</b>	
<b>Ministerial or Director - General (Min/DG)</b>	- DG
<b>Scope of Works:</b>	1. Swap workstations in rooms as show on plan. Provide extra workstation in nominated room. 2. Provide and install 2 of 1800 x 2100 workstations (one left hand and one right hand) as shown on plan. Required C.O.B. 20.04.12.
<b>Cost Estimate:</b>	
<b>Client Contact on Site:</b>	Kym McGuiness
<b>Telephone:</b>	
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Greg Peacock
<b>Contact Number:</b>	3224 6557
<b>Date:</b>	19.04.12
To be Completed by Q-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle
<b>Completed Work Order to be Attached with Invoice</b>	

**Rod Moreno**

---

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Thursday, 19 April 2012 12:44 PM  
**To:** BRUMPTON Caroline  
**Cc:** Rod Moreno; McDonnell Sid  
**Subject:** FW: lights- Deputy Premier's Office  
**Attachments:** lmg-4181731-0001.pdf

Hi Caroline,

Please progress as discussed this morning i.e. arrange an engineer and contact from QBuild to visit site this week.

It might be a two stage approach with an interim solution and a longer term solution.

Please include the Treasures tenancy on Level 9, Executive Building in this scope of work as well.

Thanks.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
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---

**From:** Rod Moreno [mailto:Rod.Moreno@premier.qld.gov.au]  
**Sent:** Wednesday, 18 April 2012 5:51 PM  
**To:** DOYLE Antonia  
**Cc:** BRUMPTON Caroline; McDonnell Sid  
**Subject:** FW: lights- Deputy Premier's Office

Hi Antonia,

Could you please log a job for lighting work in the office of the Deputy Premier on level 12 of the Executive Building. It would be good for the electricians to at least scope it out this week with the work being done by next week.

Site contact is Mary Sharp on 3224 4600

Priority for this is a P1 (within a week)

Job Details: Replace down lights with long fluorescent light panels.

1. Entrance between glass doors – total 3
2. Entrance after 2<sup>nd</sup> glass door – total 1
3. In foyer between Deputy Premier's office and entrance to Boardroom – total 4

If you have any questions, please don't hesitate to contact me.

**Rod Moreno**  
Administration Manager  
Ministerial Services  
Department of Premier & Cabinet

Level 1, 100 George St | Brisbane Queensland 4000  
t: (07) 322 58381 | f: (07) 3221 0794  
e: rod.moreno@premiers.qld.gov.au

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**From:** Ian Street  
**Sent:** Wednesday, 18 April 2012 5:31 PM  
**To:** Rod Moreno  
**Subject:** FW: lights

Rod,

Can we get someone up to look at this ASAP. Happy to discuss.

*Ian Street*  
Director  
Ministerial Services  
Department of the Premier and Cabinet  
Ph(07)322 46922  
Email [ian.street@premiers.qld.gov.au](mailto:ian.street@premiers.qld.gov.au)

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**From:** Mary Sharp [<mailto:Mary.Sharp@ministerial.qld.gov.au>]  
**Sent:** Wednesday, 18 April 2012 5:02 PM  
**To:** Ian Street  
**Subject:** lights

Hi Ian

Following our earlier discussion about lighting in the foyer of the Deputy Premier's office I would like to request that the following down lights be replaced with long fluorescent ones as per the others on this level;

4. Entrance between glass doors – total 3
5. Entrance after 2<sup>nd</sup> glass door – total 1
6. In foyer between Deputy Premier's office and entrance to Boardroom – total 4

Appreciate your assistance.

Regards

*Mary Sharp*

Deputy Chief of Staff & Executive Assistant to the Deputy Premier  
Ph: +61 7 3224 4600

Fax: +61 7 3224 2490  
[Mary.Sharp@ministerial.qld.gov.au](mailto:Mary.Sharp@ministerial.qld.gov.au)

**Office of The Hon Jeff Seeney MP**  
**Deputy Premier**  
**Minister for State Development, Infrastructure and Planning.**  
Level 12, Executive Building  
100 George Street Brisbane Qld 4000

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Thank you.

[detstamp]

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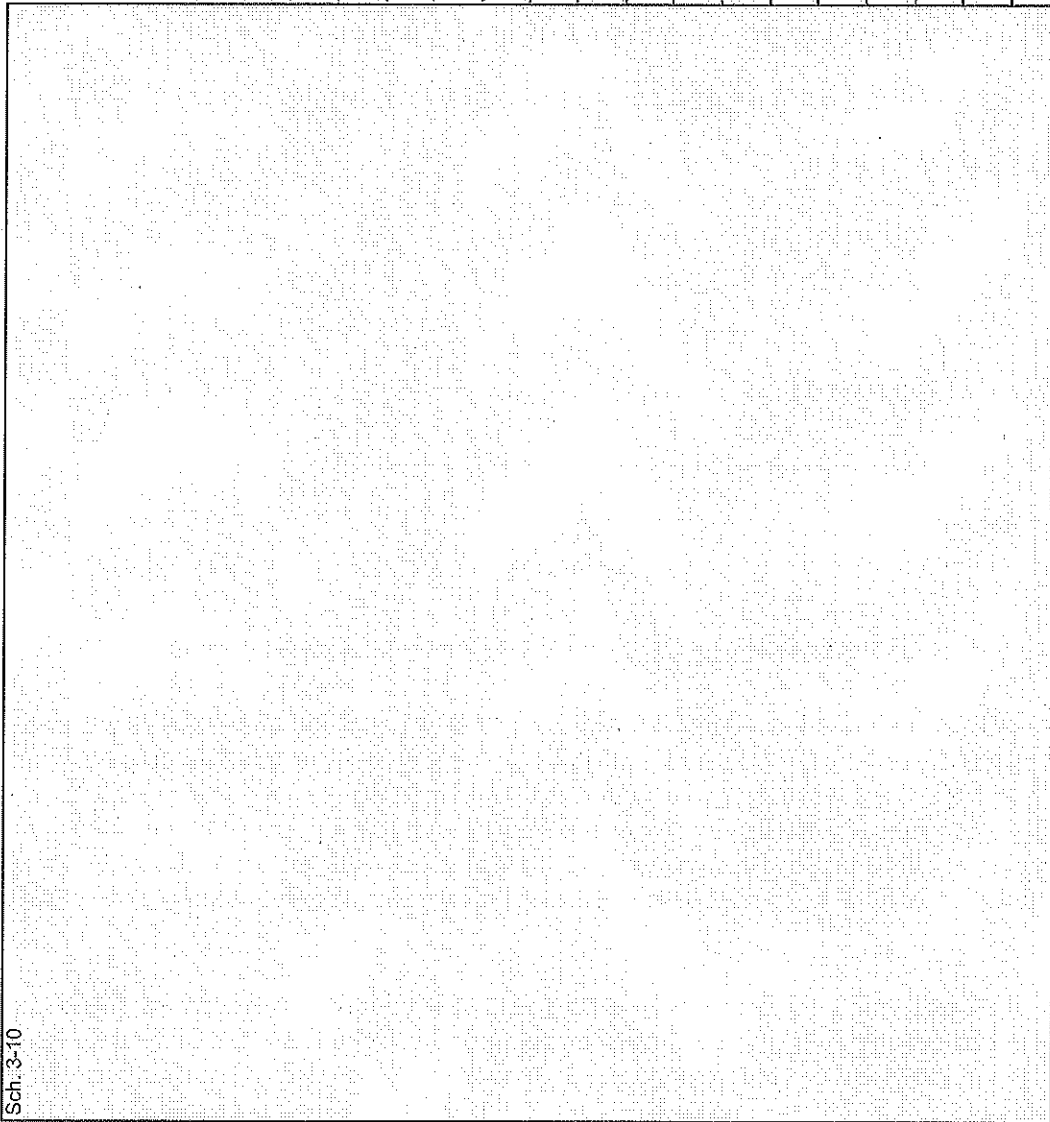
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RTI RELEASE



## Level 12, Executive Building



Sch: 3-10

**Rod Moreno**

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Thursday, 19 April 2012 12:45 PM  
**To:** McDonnell Sid; HUTCHINSON Christopher N  
**Cc:** DOYLE Antonia; Rod Moreno  
**Subject:** Level 13 111 George Rev Priority List  
**Attachments:** Leve 13 111 George St- revised Priority Listx.pdf

Hi Sid,

Please refer to attached list of action items for above location. Priority is to get the Assistant Minister's Office established this week (with paint of walls maybe the following weekend???)

Again, can you please discuss with me timeframes against each item so we can finalise for the end user client.

Please let me know if any queries.

Regards

Caroline

T: (07) 3225 8175 F: (07) 3224 6436

*exceeding expectations*

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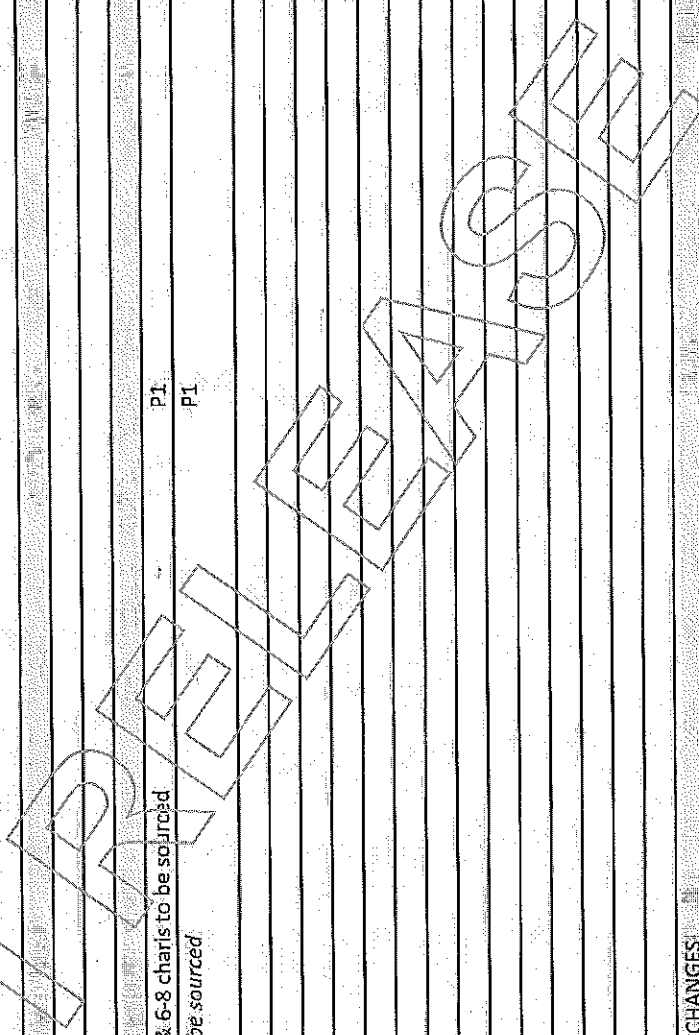
Thank you.

ldelstapp!

Revised  
Priority List of works

Address	111 George St	List Issue Date:	19.04.12
Level:	Level 13	Revision:	
Date Of Audit	16/04/12		
Ministerial or Asst MInr:	Ministerial		
Contact for Audit:	Caroline Brumpton		
Room/ Area	Issue	Priority	Timeframe for completion
	NB:	PX = Urgent 24 hours	
	<u>Red + ITALICS text = Outstanding from 29.03.12:</u>	P1 = within 1 week	
	<u>Black text = new issues identified</u>	P2 = within 2-3 weeks	
		P3 = requires investigation/quote prior to action	
	<b>MINOR WORKS:</b>		
13.14	relocate furniture out of room for future setup as meeting room: Workstations to store Other items as directed	P1	
	Patch & repaint all walls	P2	
13.09 Minister's office	Clean and polish desk and return	P3	
	Remove screws from ceiling tile	P2	
	Cupboard under TV - doors not aligned. Needs rectification	P2	
	Entry door does not always close flush	P2	
13.10 ensuite	Ensure horizontal blinds bent blades	P2	
13.08	Room No. 13.08 - Entry door spitting around door hardware - possible replacement?	P1	
	P. End of desk to be rotated around 180 deg.	P1	
13.12 Reception	Pot. plant covering stain on carpet tile (swap tile to a store room)	P2	
	String hanging from ceiling about reception counter	P2	
	Air is hot at reception desk, requires review	P3	
	Water damage around sensor in ceiling - patch & paint	P2	
	Plinth of reception counter damaged - black finished come off. Rectify	P2	
13.13 Assistant Minister	Relocate coat cupboard to back corner of room	P1	

	Refinish desk top	P3
	Repaint bright blue wall & entry wall - to match gen. wall colour	P2
	Remove spare mobile	P1
13.07	Fabric coming off workstation screens x 2	P2
	1 x broken keyboard (vacant desk)	P2
13.03	corner of desk broken	P1
ELECTRICAL		
CLEANING		
FURNITURE		
13.14	Meeting table & 6-8 chairs to be sourced	P1
13.13	Assistant Minister. Better chair to be sourced	P1
OPERATIONAL CHANGES		





## Rod Moreno

---

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Thursday, 19 April 2012 12:53 PM  
**To:** BRUMPTON Caroline  
**Cc:** Rod Moreno; BARTKAITIS Lucinda  
**Subject:** FW: Chairs required - Premier's Office

Hi Caroline,

Can you please check in with Sid and Lucinda to see how many Zody chairs we have left as Level 15, Exec Building have requested a further 6 chairs this week.

Note, a further 5 task chairs will be needed in the near future.

Per Rod's email below, can we please prioritise the replacement of the two under draw cabinets for Zoe Wilson (Premier's office) - (1x 3 draw cabinet & 1x2 draw cabinet with keys). Please arrange to select matching units from storage.

If possible, it would be great to include the replacement of the under draw cabinets for other staff on the floor with the delivery of Zoe's under draw cabinets (matching units a preference).

Thanks.

Kind Regards,

### Antonia Doyle

Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
E: antonia.doyle@publicworks.qld.gov.au | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | [www.towardQ2.qld.gov.au](http://www.towardQ2.qld.gov.au)

---

**From:** Rod Moreno [mailto:Rod.Moreno@premiers.qld.gov.au]  
**Sent:** Wednesday, 18 April 2012 4:37 PM  
**To:** DOYLE Antonia  
**Subject:** FW: Chairs required - Premier's Office

Hi Antonia,

Please note Kristian's email below about additional chairs for their office (final count). The 10 for their informal conference room can be matching the rest of their chairs as this would provide an emergency pool for any damaged chairs as time goes on, it would also mean that for bigger meetings they could bring their existing desk chairs into the conference room without changing the ascetics of the room. Existing matching meeting room chairs may also be considered.

Please let me or Kristian know if the 6 by the end of the week are likely to be a problem.

Also are you able to please prioritise the two under draw cabinets for Zoe Wilson (Premier's office) - (1x 3 draw cabinet & 1x2 draw cabinet with keys)

Thanks Antonia

Rod

**From:** Kristian Schluter [mailto:Kristian.Schluter@ministerial.qld.gov.au]  
**Sent:** Wednesday, 18 April 2012 4:05 PM  
**To:** Rod Moreno  
**Subject:** Chairs required

Hi Rod

I wanted to get back to you about the number of office chairs we require in our area – the number is 23. This number includes 10 for the informal meeting space, which may only require 8 but I wanted to play it safe when ordering (don't want to be left short).

With new staff coming on board progressively, can I pls request that 6 of the 23 are delivered to us before the end of this week?

Regards

Kristian

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Thank you.

ideistamp

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---

RTI RELEASE



**Rod Moreno**

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Thursday, 19 April 2012 1:16 PM  
**To:** PEACOCK Greg  
**Cc:** BRUMPTON Caroline; Rod Moreno  
**Subject:** Assistant Ministers Office - Level 7, 111 George Street - meeting table required  
**Attachments:** Min C Safety & Sport\_LEV\_07 111G.pdf

<<Min C Safety & Sport\_LEV\_07 111G.pdf>>

Hi Greg,

Assistant Ministers Office in to be room 7.09 (refer plan attached)

The scope is to provide a meeting table.

Please contact Rod (mobile 0412 288 155) for a site contact to gain access to site

When a meeting table option has been selected from the stock of furniture available, please send through a picture to Rod and myself for approval before delivery is arranged.

Thanks,

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner

Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4024 | M: 0411 303 537  
E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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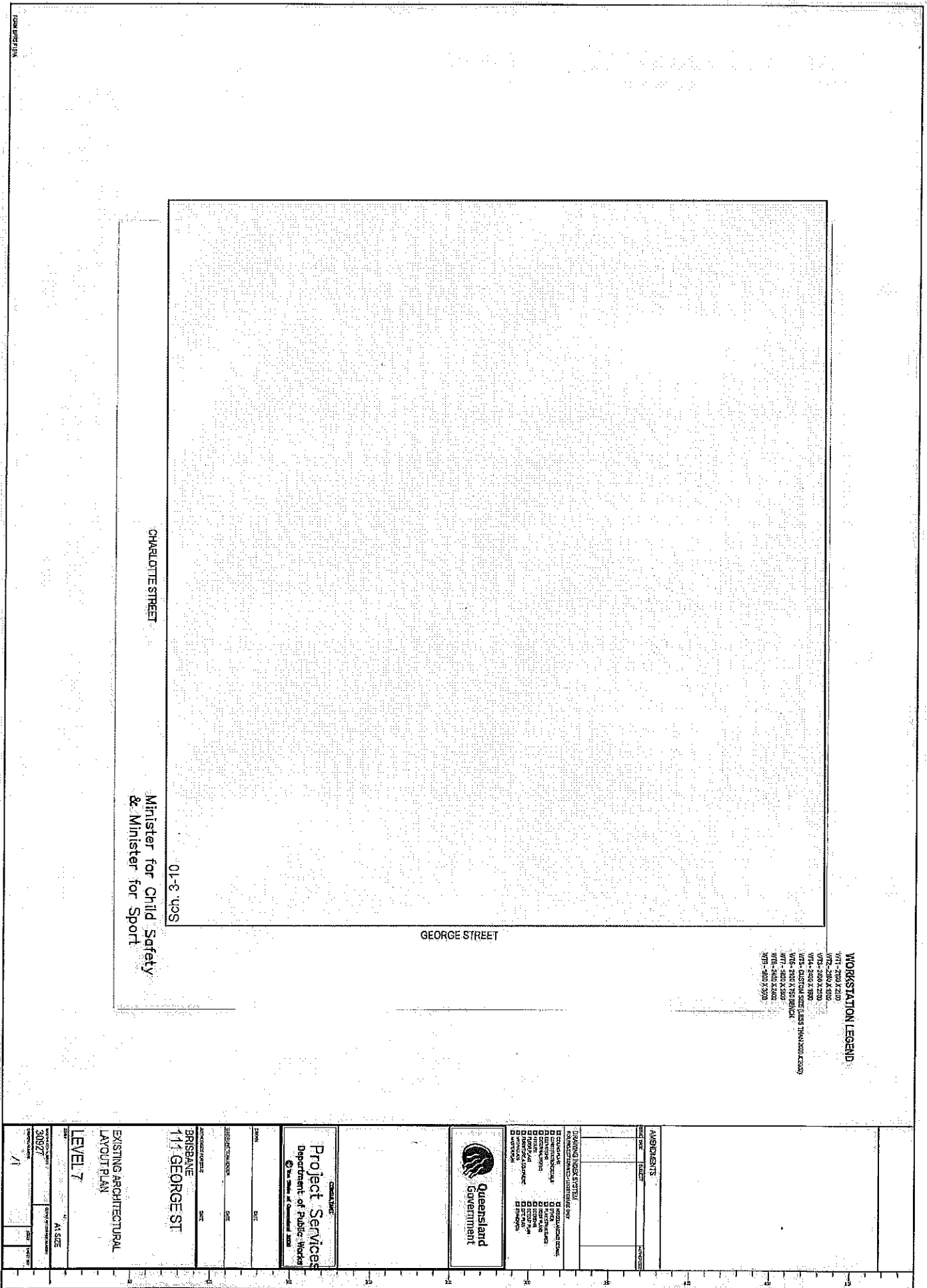
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Thank you.

[de]stamp!

RTI RELEASE



**WORKSTATION LEGEND**  
 W11-2013 X 2100  
 W12-2003 X 2100  
 W14-2000 X 1180  
 W15-CUSTOM SIZE (LESS THAN 200 X 200)  
 W16-2100 X 1180 BENCH  
 W17-2000 X 2100  
 W18-2000 X 2100  
 W19-2000 X 2100

CHARLOTTE STREET  
 Sch. 3-10  
 Minister for Child Safety  
 & Minister for Sport

GEORGE STREET

<p>Queensland Government</p>		<p><b>Project Services</b>                  Department of Public Works  <small>The State of Queensland 2010</small></p>
<p>PROJECT NO: 30827</p>	<p>DATE: 1/11/10</p>	<p>SCALE: A1 SEE</p>
<p>EXISTING ARCHITECTURAL LAYOUT PLAN                  LEVEL 7</p>		
<p>111 GEORGE ST                  BRISBANE</p>		

**Rod Moreno**

---

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Thursday, 19 April 2012 1:27 PM  
**To:** Rod Moreno  
**Cc:** DOYLE Antonia; BARTKAITIS Lucinda; PEACOCK Greg  
**Subject:** Proposed couches for LLevel 22 Education house waiting area  
**Attachments:** PIB 155.jpg

<<PIB 155.jpg>>  
Hi Rod,

The attached pic show the 2 x small couches available from Primary Industries Building. I beleive these may be suitable for level 22 Education House where the 2 x large black couches are not suitable for them. Can you please confirm?

Many thanks  
Caroline

\*\*\*\*\* Disclaimer \*\*\*\*\*

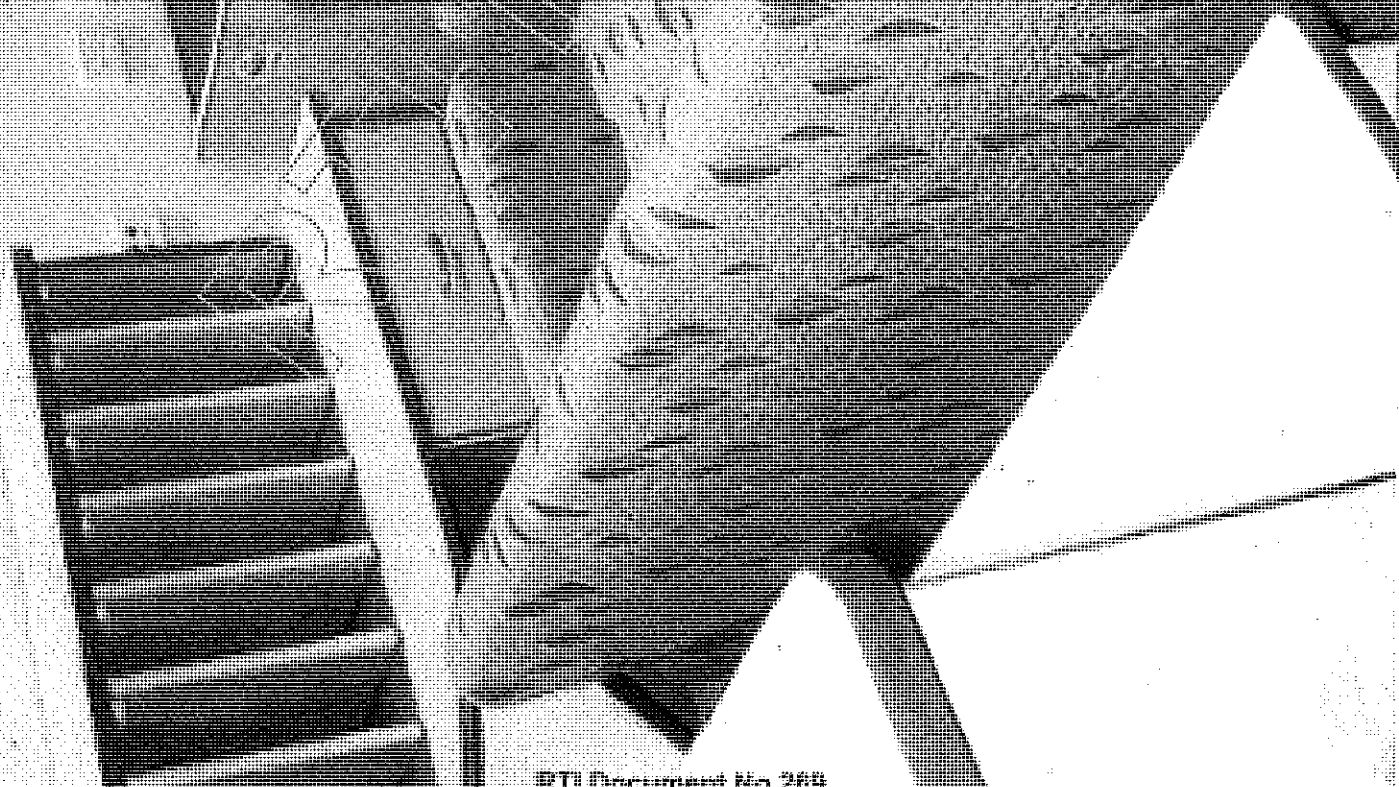
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Thank you.

!detstamp!

2012/04/17



oreno

**A:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**nt:** Thursday, 19 April 2012 1:30 PM  
**o:** Rod Moreno  
**Cc:** DOYLE Antonia; BARTKAITIS Lucinda; PEACOCK Greg  
**Subject:** Emailing: PIB 173.jpg  
**Attachments:** PIB 173.jpg

<<PIB 173.jpg>>

Hi again Rod,

The attached pic show the meeting room chairs from PIB suggested for the staff meeting room on level 15 Exec Building? Can you please let me know if you think these may be suitable?

Thanks  
Caroline

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Thank you.

!detstamp!



RTI RELEASED

**Rod Moreno**

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@prjectservices.qld.gov.au]  
**Sent:** Thursday, 19 April 2012 1:33 PM  
**To:** Rod Moreno  
**Cc:** DOYLE Antonia; PEACOCK Greg; BARTKAITIS Lucinda  
**Subject:** Black couches from Ed House - for L5 Exec?  
**Attachments:** 2012\_03\_30\_L22 Education House MOG Audit 021.jpg

<<2012\_03\_30\_L22 Education House MOG Audit 021.jpg>> Rod,

The attached photo shows 1 of the black couches I thought of for level 5 Exec, but unfortunately the one that is more of a chaise style, with a partial backrest on it has been cut off the photo (you can just see the end!) If you think one of these might be a suitable option or you'd like a better photo of the chaise, please let me know and I can arrange.

Thanks  
Caroline

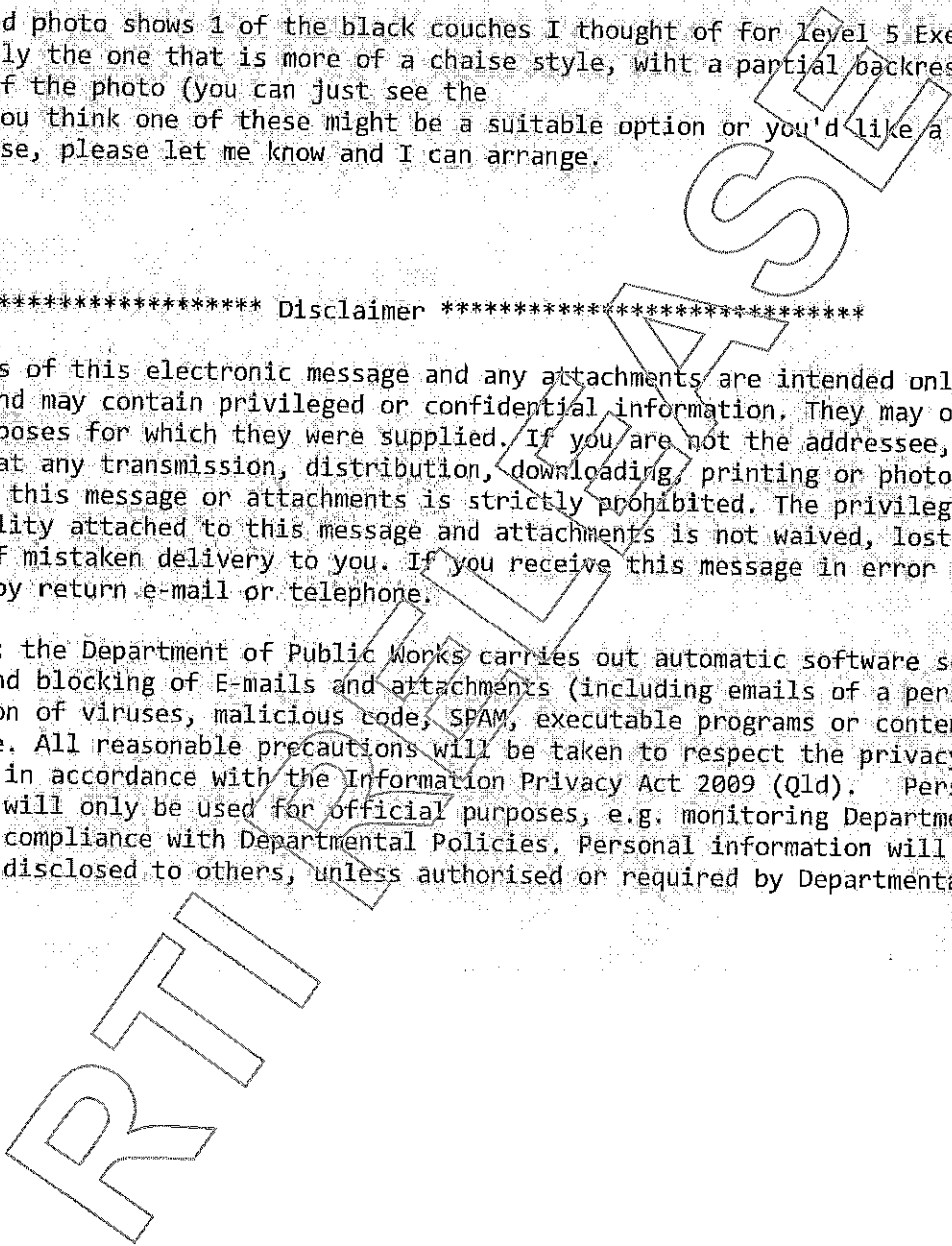
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Thank you.

!detstamp!





29/09/2012

RELEASE

**Rod Moreno**

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Thursday, 19 April 2012 1:49 PM  
**To:** Rod Moreno  
**Cc:** DOYLE Antonia  
**Subject:** Cleaning of lounges on level 15 exec Building

Hi Rod,

I'm in the process of arranging some quotes for the re-upholstery and cleaning of lounges as requested. I am expecting a quote from one of our external suppliers for both option by end of this week (they are pricing from photographs), but also, I've approached QBuild for an alternative price on the cleaning. They would like to come & inspect the lounges. We are wondering if next Monday afternoon, after 4.00pm would suit? If not, can you please advise of some other preferable timeframes for us to go there?

Many thanks

Regards

**Caroline Brumpton**

Interior Designer | Project Manager

Office Interiors | Project Services | Department of Public Works

Level 5, 80 George St, Brisbane Queensland 4000 Australia

T: (07) 3225 8175 | F: (07) 3224 6436

E: [caroline.brumpton@projectservices.qld.gov.au](mailto:caroline.brumpton@projectservices.qld.gov.au) | [www.projectservices.qld.gov.au](http://www.projectservices.qld.gov.au)

*exceeding expectations*

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Thank you.

!detstamp!

RTI RELEASE

**Rod Moreno**

**Subject:** Updated: Level 18, Mineral House - Fitout Inspection  
**Location:** Level 18, Mineral House

**Start:** Thu 19/04/2012 3:00 PM  
**End:** Thu 19/04/2012 3:30 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** DOYLE Antonia

Hi All,

The purpose of the fitout inspection is to identify any minor works or operational fitout works required for the office.

If this time is not suitable, please let me know and I will reschedule.

Thanks.

Kind Regards,  
**Antonia Doyle**  
 Senior Accommodation Planner  
 Planning, Policy and Decentralisation Group  
 Queensland Government Accommodation Office  
 Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
 T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
 E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)  
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Thank you.

!detstamp!

**Rod Moreno**

---

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Monday, 23 April 2012 8:14 AM  
**To:** Rod Moreno  
**Cc:** BRUMPTON Caroline  
**Subject:** FW: Work Order #83 for L19 Qld Health Building  
**Attachments:** EMW083-078E1220.pdf

Hi Rod,

For your information and update.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia

T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537

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---

**From:** BRUMPTON Caroline  
**Sent:** Friday, 20 April 2012 1:30 PM  
**To:** McDonnell Sid; HUTCHINSON Christopher N  
**Cc:** DOYLE Antonia; HANNAWAY Frances; DETTRICK Sally; PEACOCK Greg; BARTKAITIS Lucinda  
**Subject:** Work Order #83 for L19 Qld Health Building

Hi Sid,

Please refer to attached work order for L19 State Building. It would be good if these could be actioned early next week please.

Let me know via email today if any queries?

Full revised priority list for this location will follow next Monday am

Regards

Caroline

F: (07) 3226 9175 | F: (07) 3224 6436

exceeding expectations

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Thank you.

ldetstamp

RTI RELEASES



**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW083**

**Requested By:** Antonia Doyle/  
Frances  
Hannaway      **Contact Number:** 340 48357/  
322 44721

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	20.04.12
<b>To:</b>	Qbuild – Sid McDonnell & Chris Hutchinson Antonia Doyle, Lucinda Bartkaitis, Sally Detrick, Frances Hannaway
<b>Cc:</b>	
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/> Old Health Building
<b>Address:</b>	Old Health Building
<b>Level:</b>	Level 19
<b>Office Name</b>	
<b>Ministerial or Director - General (Min/DG)</b>	Min  19.36 Minister's office: Move TV unit (entire joinery unit) along wall by approx 1200mm so TV is closer to desk. Patch & paint wall as required.  19.36 Minister's office - Remove low height bookcase  19.23 - Remove all workstations & loose furniture from room to create meeting room.
<b>Scope of Works:</b>	Relocate meeting table & chairs from 19.34 to room 19.23  Remove all workstations, screens and loose furniture from open area 19.28 as directed  Remove other misc surplus furniture form site as directed.  <b>Priority – to be completed 24.04.12</b>
<b>Cost Estimate:</b>	
<b>Client Contact on Site:</b>	Jake Smith
<b>Telephone:</b>	
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number</b>	322 58175
<b>Date:</b>	20.04.12



**Queensland Government**  
Department of Public Works

To be Completed by Q-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle
<b>Completed Work Order to be Attached with Invoice</b>	

RTI RELEASE



**Rod Moreno**

---

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Monday, 23 April 2012 9:17 AM  
**To:** Rod Moreno  
**Cc:** DOYLE Antonia; HAVIARAS Robyn  
**Subject:** FW: Cleaning of lounges on level 15 exec Building

**Importance:** High

Hi Rod,

Will 11.30am today be a suitable time?

If so where & with who shall we meet - say level 15 lift lobby??

Regards

Caroline

T: (07) 3225 8175 | F: (07) 3224 6436

---

exceeding expectations

-----Original Message-----

**From:** HAVIARAS Robyn  
**Sent:** Monday, 23 April 2012 8:47 AM  
**To:** BRUMPTON Caroline  
**Subject:** RE: Cleaning of lounges on level 15 exec Building

11.30 today is ok. Where will I meet you?

Regards

Robyn Haviaras | A/Manager | Contract Management Services Brisbane Facilities | Level 6,  
151 Roma St, Brisbane 4000

P: 07 3224 5132 | F: 07 3224 6245  
E: robyn.haviaras@qbuild.qld.gov.au | W: <http://www.qbuild.qld.gov.au>

-----Original Message-----

**From:** BRUMPTON Caroline  
**Sent:** Monday, 23 April 2012 8:25 AM  
**To:** HAVIARAS Robyn  
**Subject:** RE: Cleaning of lounges on level 15 exec Building

Hi Robyn,

Can we do this today then? Say 11.30?

Thanks  
Caroline

-----Original Message-----

From: HAVIARAS Robyn  
Sent: Sat 21/04/2012 12:06 PM  
To: BRUMPTON Caroline  
Subject: RE: Cleaning of lounges on level 15 exec Building

Hi Caroline

Apologies for the late response; Monday and Tuesday are very busy days for me. The only substantial break I have available is between 11.30am and 1.00 pm on Monday.

Regards

Robyn Haviaras | A/Manager | Contract Management Services  
Brisbane Facilities | Level 6, 151 Roma St, Brisbane 4000

P: 07 3224 5132 | F: 07 3224 6245

E: robyn.haviaras@qbuild.qld.gov.au | W: <http://www.qbuild.qld.gov.au>

-----Original Message-----

From: BRUMPTON Caroline  
Sent: Friday, 20 April 2012 8:20 AM  
To: HAVIARAS Robyn  
Subject: FW: Cleaning of lounges on level 15 exec Building

Hi Robin,

would 9.30 next Tuesday suit you?

Thanks Caroline

-----Original Message-----

From: Rod Moreno [mailto:[Rod.Moreno@premiers.qld.gov.au](mailto:Rod.Moreno@premiers.qld.gov.au)]  
Sent: Thu 19/04/2012 5:44 PM  
To: BRUMPTON Caroline  
Cc: DOYLE Antonia  
Subject: RE: Cleaning of lounges on level 15 exec Building

Hi Caroline,

Unfortunately after office cannot be accessed until after 5:30pm Monday. However the following time are:

Monday between 9am - 1pm  
Tuesday 9-11am

Let me know if any of these suit and I can lock it in with them.

Rod

From: BRUMPTON Caroline

[mailto:Caroline.BRUMPTON@projectservices.qld.gov.au]  
Sent: Thursday, 19 April 2012 1:49 PM  
To: Rod Moreno  
Cc: DOYLE Antonia  
Subject: Cleaning of lounges on level 15 exec Building

Hi Rod,

I'm in the process of arranging some quotes for the re-upholstery and cleaning of lounges as requested. I am expecting a quote from one of our external suppliers for both option by end of this week (they are pricing from photographs), but also, I've approached QBuild for an alternative price on the cleaning. They would like to come & inspect the lounges. We are wondering if next Monday afternoon, after 4.00pm would suit? If not, can you please advise of some other preferable timeframes for us to go there?

Many thanks

Regards

Caroline Brumpton  
Interior Designer | Project Manager  
Office Interiors | Project Services | Department of Public Works

Level 5, 80 George St, Brisbane Queensland 4000 Australia  
T: (07) 3225 8175 | F: (07) 3224 6436  
E: caroline.brumpton@projectservices.qld.gov.au<mailto:caroline.brumpton@projectservices.qld.gov.au> |  
www.projects-services.qld.gov.au<http://www.projects-services.qld.gov.au/>

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Thank you.

!detstamp!

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RTI RELEASED

**Rod Moreno**

---

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Monday, 23 April 2012 11:56 AM  
**To:** Rod Moreno  
**Subject:** FW: Cairns William McCormack 2

**Importance:** High

Hi Rod,

Just following up for advice regarding the Ministerial office established in Cairns William McCormack Building.

Can you please confirm if this room can be reinstated as a meeting room and the furniture and remaining Laptop Computer, two printers and any other can be collected and removed?

If you could provide confirmation today that would be greatly appreciated.

Thanks,

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner

Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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**From:** DOYLE Antonia  
**Sent:** Monday, 16 April 2012 11:28 AM  
**To:** 'Rod Moreno'  
**Subject:** FW: Cairns William McCormack 2

Hi Rod,

I know we have spoken about this recently however it would be greatly appreciated if you could confirm via email if the room can be reinstated as a meeting room or if it is to remain as an office for Ministerial Services,

If the room can be.

Thanks.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner

Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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**From:** DOYLE Antonia  
**Sent:** Monday, 26 March 2012 5:02 PM  
**To:** 'Rod Moreno'  
**Subject:** Cairns William McCormack 2

Hi Rod,

Security has informed the Property Manager of Cairns William McCormack 2 that the occupant of the office that was established in late December last year has handed back the access card and keys for the room Friday last week.

Please advise if the room can be reinstated as a meeting room or if it is to remain as an office for Ministerial Services.

Thanks Rod.

**Kind Regards,**

**Antonia Doyle**

Senior Accommodation Planner

Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

ldetstamp!

RTI RELEASE

**Rod Moreno**

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Monday, 23 April 2012 12:11 PM  
**To:** McDonnell Sid; REILLY Brian M  
**Cc:** DOYLE Antonia; Rod Moreno; DOYLE Antonia; HANNAWAY Frances; PEACOCK Greg; BARTKAITIS Lucinda  
**Subject:** Work Order #87 for Premier's office - hanging of map - URGENT please  
**Attachments:** EMW087-84F2D259.pdf  
**Importance:** High

Hi Sid,

Attached please find work order #87 for action today.

Thanks  
Caroline

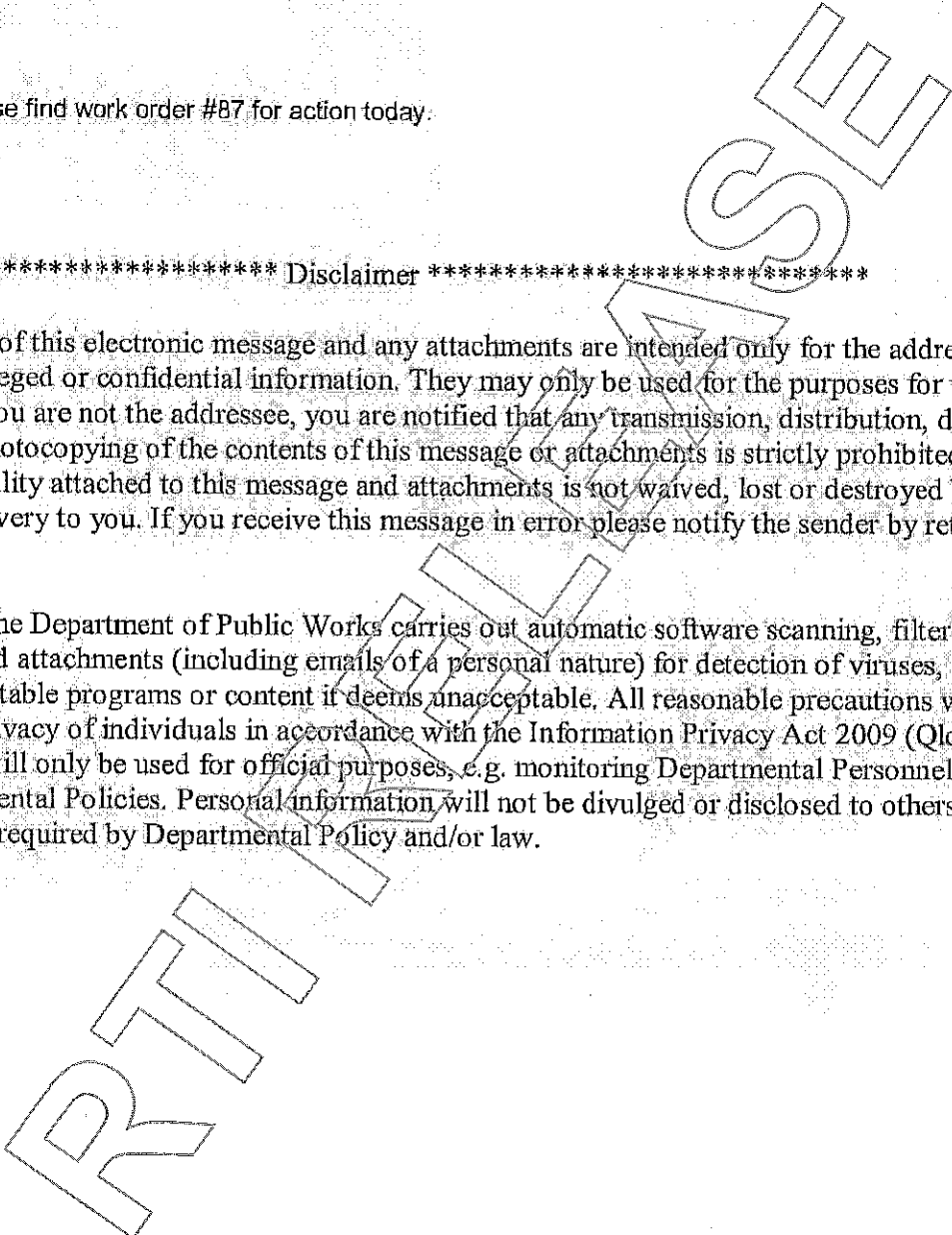
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Thank you.

[detstamp]







**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW087**

**Requested By:** Antonia Doyle/  
Frances  
Hannaway      **Contact Number:** 340 48357/  
322 44721

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	23.04.12
<b>To:</b>	Qbuild – Sid McDonnell & Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Dettrick, Ian Street/Rod Moreno, Lucinda Barkaitis, Greg Peacock
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/>
<b>Address:</b>	Executive Building
<b>Level:</b>	Level 15
<b>Office Name</b>	Premier's Office
<b>Ministerial or Director - General (Min/DG)</b>	Ministerial
<b>Scope of Works:</b>	Hang map of Queensland on wall behind Premier's desk as directed  Priority – ASAP today
<b>Cost Estimate:</b>	
<b>Client Contact on Site:</b>	Kristian Schluter
<b>Telephone:</b>	
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number</b>	322 58175
<b>Date:</b>	23.04.12

To be Completed by Q-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle
<b>Completed Work Order to be Attached with Invoice</b>	

**Rod Moreno**

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Monday, 23 April 2012 2:56 PM  
**To:** McDonnell Sid; REILLY Brian M  
**Cc:** Rod Moreno; DOYLE Antonia; PEACOCK Greg  
**Subject:** Level 26 111 George St - Revised Priority List  
**Attachments:** Level 26 111 George St - revised Priority Listx.pdf

Sid,

Please refer to attached list for action & discussion re timeframes.

I also need to clarify with Rod/Antonia on requirements for the Assistant Minister's office. Will advise...

**Regards**

**Caroline**

T: (07) 3225 8175 | F: (07) 3224 6436

*exceeding expectations*

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Thank you.

Idetstamp!

Revised  
Priority List of works

Address 111 George St Level 26	List Issue Date: 23.04.12	Priority	Timeframe for completion
Date Of Audit 17.04.12	Revision:	Px = Urgent 24 hours	
Ministerial or Asst Minr: Ministerial	Site contact: Mike Darcy	P1 = within 1 week	
Contact for Audit: Caroline Brumpton	Ph:	P2 = within 2-3 weeks	
Room/Area Issue		P3= requires investigation/quote prior to action	
<p>NB: <i>Rev + ITA/ICS text = Outstanding from 29.03.12:</i>  <i>Black text = new issues identified</i></p>			
<b>MINOR WORKS:</b>			
Main entry	Door handle loose	P1	
General	Some rubber seals hanging from a couple of doors across the floor. Also noted P2 on some glazing panels	P2	
26.27	Workstation keyboard dropping	P1	
26.32	Relocate lounge to room 26.30	P1	
26.31	Remove water marked coffee table to store & replace with coffee table from 26.23	P1	
26.29 Asst minister	Remove old paper storage unit	P1	
26.30:	Remove whiteboard as directed	P1	
20.20: Kitchen	Remove low grey bookcase & 1 x chair as directed	P1	
	Zip in the kitchen - Was away for repair at time of audit, due back by 20.04.12	P1	
	Remove unused blinds - sitting on top of shelving unit	P1	
<b>ELECTRICAL</b>			
General	Staff require advice as to how to operate lighting (no switches?)	P1	

CLEANING		
FURNITURE		
26.26	2 x replacement task chairs required	P3 furniture to be sourced
26.32	2 x visitor chairs required	P3 furniture to be sourced
	filing storage units required to suit	P3 furniture to be sourced
26.29	New furniture required - review available from store	P3 furniture to be sourced
26.30	Additional storage (filing/cabinets) required	P3 furniture to be sourced
OPERATIONAL CHANGES		

RELEASED

**Rod Moreno**

**From:** PEACOCK Greg [Greg.PEACOCK@projectservices.qld.gov.au]  
**Sent:** Tuesday, 24 April 2012 10:43 AM  
**To:** REILLY Brian M; McDonnell Sid  
**Cc:** Rod Moreno; HANNAWAY Frances; DOYLE Antonia; BARTKAITIS Lucinda; BRUMPTON Caroline; DETTRICK Sally  
**Subject:** URGENT Work Order #89 Premier's office cleaning & furniture removal.  
**Attachments:** EMW089.pdf

Hi Sid & Brian,

Please see urgent work order for Premier's office.

Please give advice regarding the carpet cleaning time frame.

Regards,

Greg.

Greg Peacock | Office Interiors | Project Services | T 3224 6557 / F 3224 6436

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Thank you.

[dotstamp]



**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW089**

**Requested By:** Antonia Doyle/  
Frances  
Hannaway      **Contact Number:** 340 48357/  
322 44721

<b>Q-Build</b>	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	24.04.12
<b>To:</b>	Qbuild – Sid McDonnell & Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Dettrick, Ian Street, Rod Moreno, Lucinda Bartkaitis, Greg Peacock
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/>
<b>Address:</b>	Executive Building
<b>Level:</b>	L15
<b>Office Name</b>	<b>Premier's Office</b>
<b>Ministerial or Director - General (Min/DG)</b>	Ministerial
<b>Scope of Works:</b>	1. Removal of surplus furniture items identified and tagged as 'Remove' 2. A thorough clean of this office including dusting of all benches & shelves and vacuuming of carpet 3. QBuild carpet clean if possible Tuesday night to allow drying on Anzac Day.  <b>Priority – Removal/Cleaning C.O.B. Tuesday 24/0412                  Carpet cleaning Tuesday night or Friday or Saturday (allowing for drying time over weekend).</b>
<b>Cost Estimate:</b>	
<b>Client Contact on Site:</b>	Kristian
<b>Telephone:</b>	x58800
To be completed by QCAO Delegated Authority	
<b>Name:</b>	Greg Peacock
<b>Contact Number</b>	322 46557
<b>Date:</b>	24.04.12

To be Completed by Q-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle
<b>Completed Work Order to be Attached with Invoice</b>	



**Queensland Government**  
Department of Public Works

RTI RELEASE

**Daniel Smith**

**From:** Rod Moreno  
**Sent:** Friday, 13 July 2012 3:26 PM  
**To:** Daniel Smith  
**Subject:** FW: Work Order #88 For Exec Bldg. Media Room.  
**Attachments:** EMW088.pdf

**From:** PEACOCK Greg [<mailto:Greg.PEACOCK@projectservices.qld.gov.au>]  
**Sent:** Tuesday, 24 April 2012 10:11 AM  
**To:** McDonnell Sid; REILLY Brian M  
**Cc:** DOYLE Antonia; HANNAWAY Frances; Rod Moreno; BRUMPTON Caroline; BARTKAITIS Lucinda  
**Subject:** Work Order #88 For Exec Bldg. Media Room.

Hi Sid & Brian,

Please find attached work order for completion by Friday 27.04.2012

Regards,

Greg.

Greg Peacock | Office Interiors | Project Services | T 3224 6557 / F 3224 6436

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Thank you.

{detstamp}





**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW088**

**Requested By:** Antonia Doyle/  
Frances  
Hannaway      **Contact Number:** 340 48357/  
322 44721

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	24.04.12
<b>To:</b>	Qbuild – Sid McDonnell & Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Dettrick, Ian Street, Rod Moreno, Lucinda Barkaitis, Greg Peacock
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/> Executive Building
<b>Address:</b>	Ground Floor
<b>Level:</b>	Media Room
<b>Office Name</b>	Ministerial
<b>Ministerial or Director - General (Min/DG)</b>	
<b>Scope of Works:</b>	1. Small piece of timber to be added to the bottom of the lectern platform so that documents stay in place and don't slide off. 2. Small loose mic box under lectern to be secured onto lectern and tied up along with cables running down to floor box (black conduit?)  Priority – By Friday 27/0412
<b>Cost Estimate:</b>	-
<b>Client Contact on Site:</b>	Rod Moreno
<b>Telephone:</b>	x58381
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Greg Peacock
<b>Contact Number</b>	322 46557
<b>Date:</b>	24.04.12

To be Completed by Q-Build	
<b>Work Complets:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle
<b>Completed Work Order to be Attached with Invoice</b>	

**Rod Moreno**

---

**From:** PEACOCK Greg [Greg.PEACOCK@projectservices.qld.gov.au]  
**Sent:** Tuesday, 24 April 2012 2:21 PM  
**To:** DOYLE Antonia  
**Cc:** Rod Moreno  
**Subject:** RE: L7 , 111G table.

Hi Antonia,

I went to L7 today. I will send some photos through.

There is a possibility the table is required in room 7.14 instead.

Regards,

Greg.

Greg Peacock | Office Interiors | Project Services | T 3224 6557 / F 3224 6436

---

**From:** DOYLE Antonia  
**Sent:** Tuesday, 24 April 2012 2:12 PM  
**To:** PEACOCK Greg  
**Cc:** BRUMPTON Caroline  
**Subject:** FW: L7 , 111G table.

Hi Greg,

Just following up on the progress of the table requirement for L7, 111G.

Thanks.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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---

**From:** PEACOCK Greg  
**Sent:** Monday, 23 April 2012 1:11 PM  
**To:** [rod.moreno@premiers.qld.gov.au](mailto:rod.moreno@premiers.qld.gov.au)  
**Cc:** DOYLE Antonia  
**Subject:** L7 , 111G table.

Hi Rod,

I'd like to checkout the table requirement on L7, 111G to bring it to a close.

Can I have the office manager name please?

It is for room 7.09.

Regards,

Greg.

Greg Peacock | Office Interiors | Project Services | T 3224 6557 / F 3224 6436

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Thank you.

{detstamp}

RTI RELEASED

**Daniel Smith**

---

**From:** Rod Moreno  
**Sent:** Friday, 13 July 2012 3:00 PM  
**To:** Daniel Smith  
**Subject:** FW: Price Request 001 for Premier's office TV cabinets  
**Attachments:** EPR001-F2632F98.pdf; joinery alteration sketches.pdf

**From:** BRUMPTON Caroline [<mailto:Caroline.BRUMPTON@projectservices.qld.gov.au>]  
**Sent:** Tuesday, 24 April 2012 4:22 PM  
**To:** REILLY Brian M; McDonnell Sid  
**Cc:** DOYLE Antonia; Rod Moreno; PEACOCK Greg; BARTKAITIS Lucinda  
**Subject:** Price Request 001 for Premier's office TV cabinets

Hi Brian/Sid,

I'm trialling the new proposed template to action the first formal price request for election minor works. Can you please commence pricing ASAP for this item as it is high priority?

Let me know if you have any queries

**Regards**

**Caroline Brumpton**

Interior Designer | Project Manager

Office Interiors | Project Services | Department of Public Works

Level 5, 80 George St, Brisbane Queensland 4000 Australia

T: (07) 3225 8175 | F: (07) 3224 6436

E: [caroline.brumpton@projectservices.qld.gov.au](mailto:caroline.brumpton@projectservices.qld.gov.au) | [www.projectservices.qld.gov.au](http://www.projectservices.qld.gov.au)

*exceeding expectations*

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Thank you.

!detstamp!

RTI RELEASE

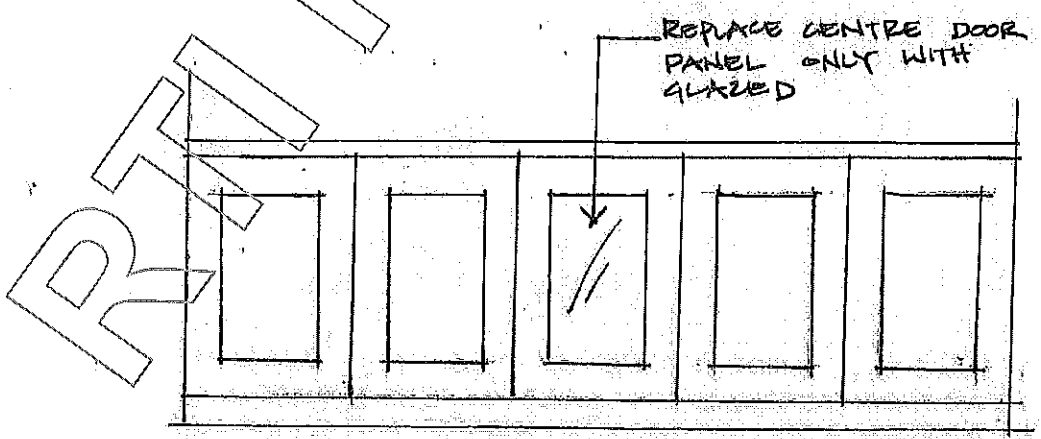
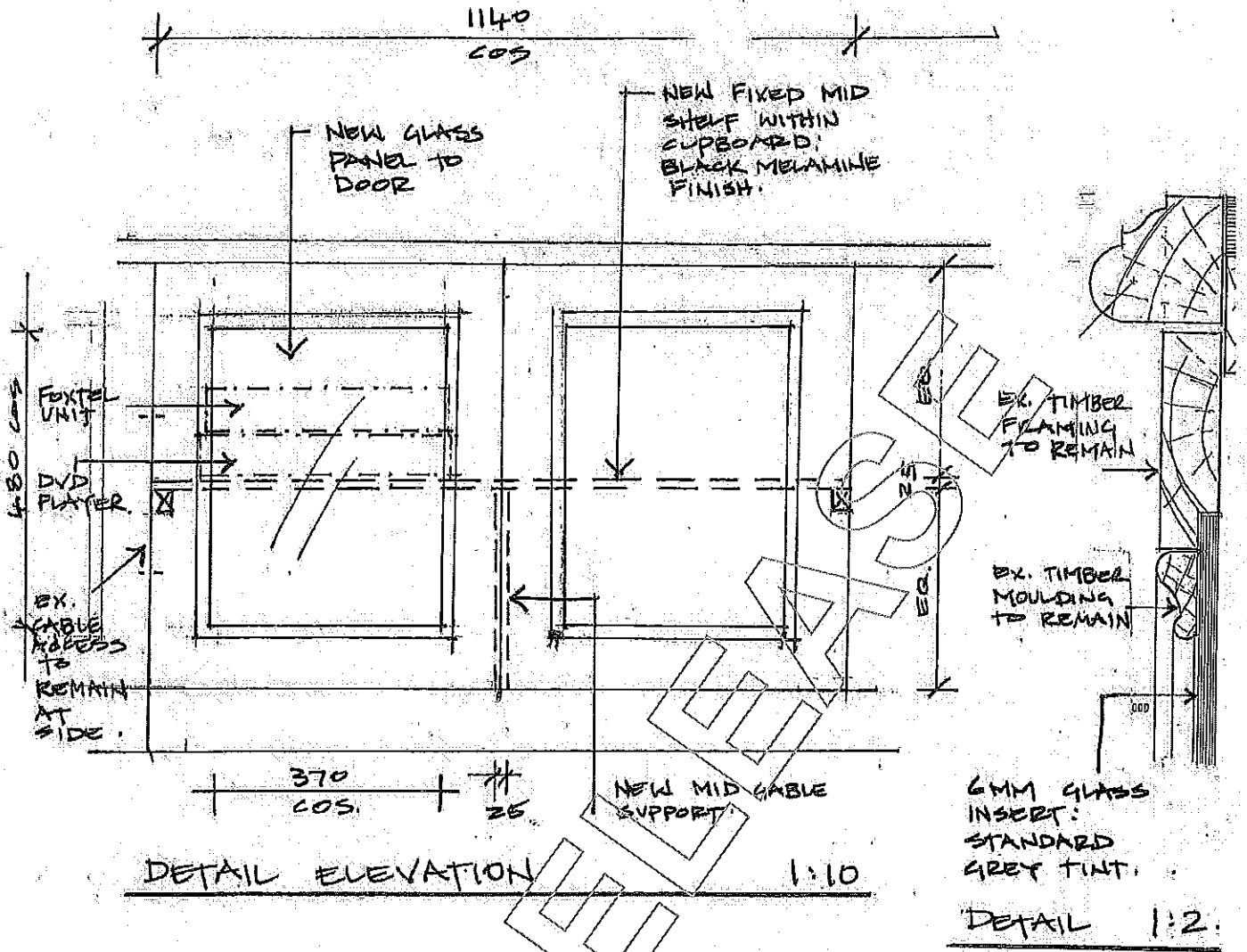


**Queensland Government**  
Department of Public Works

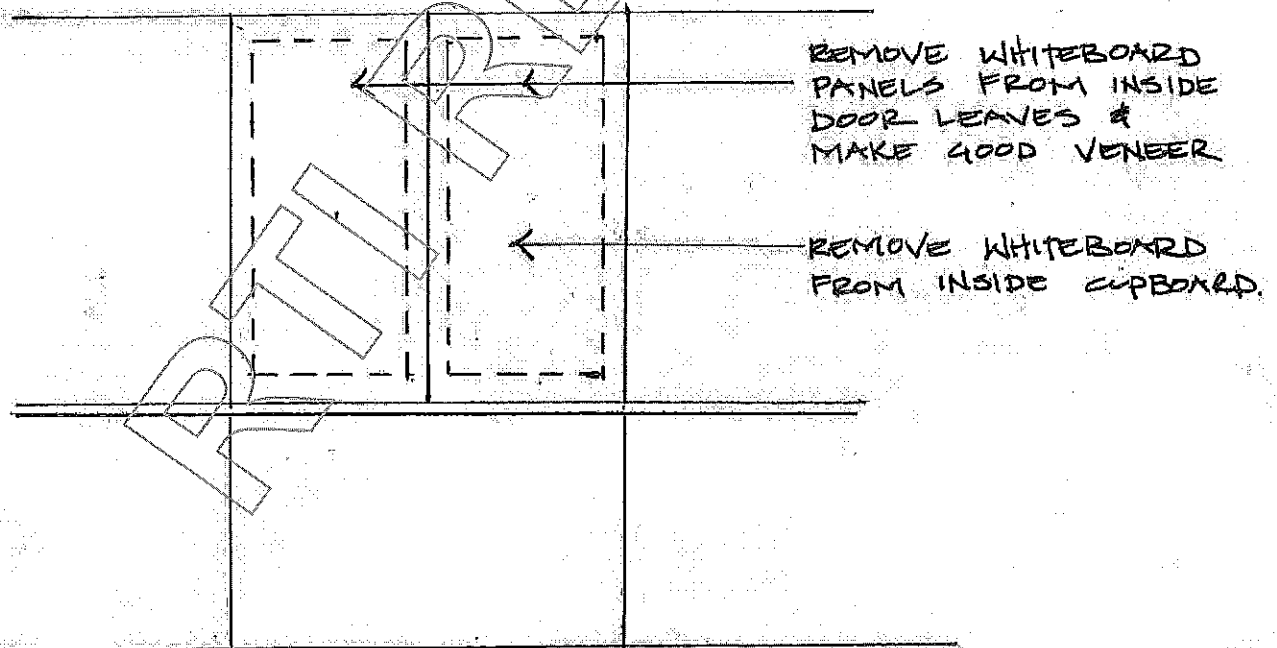
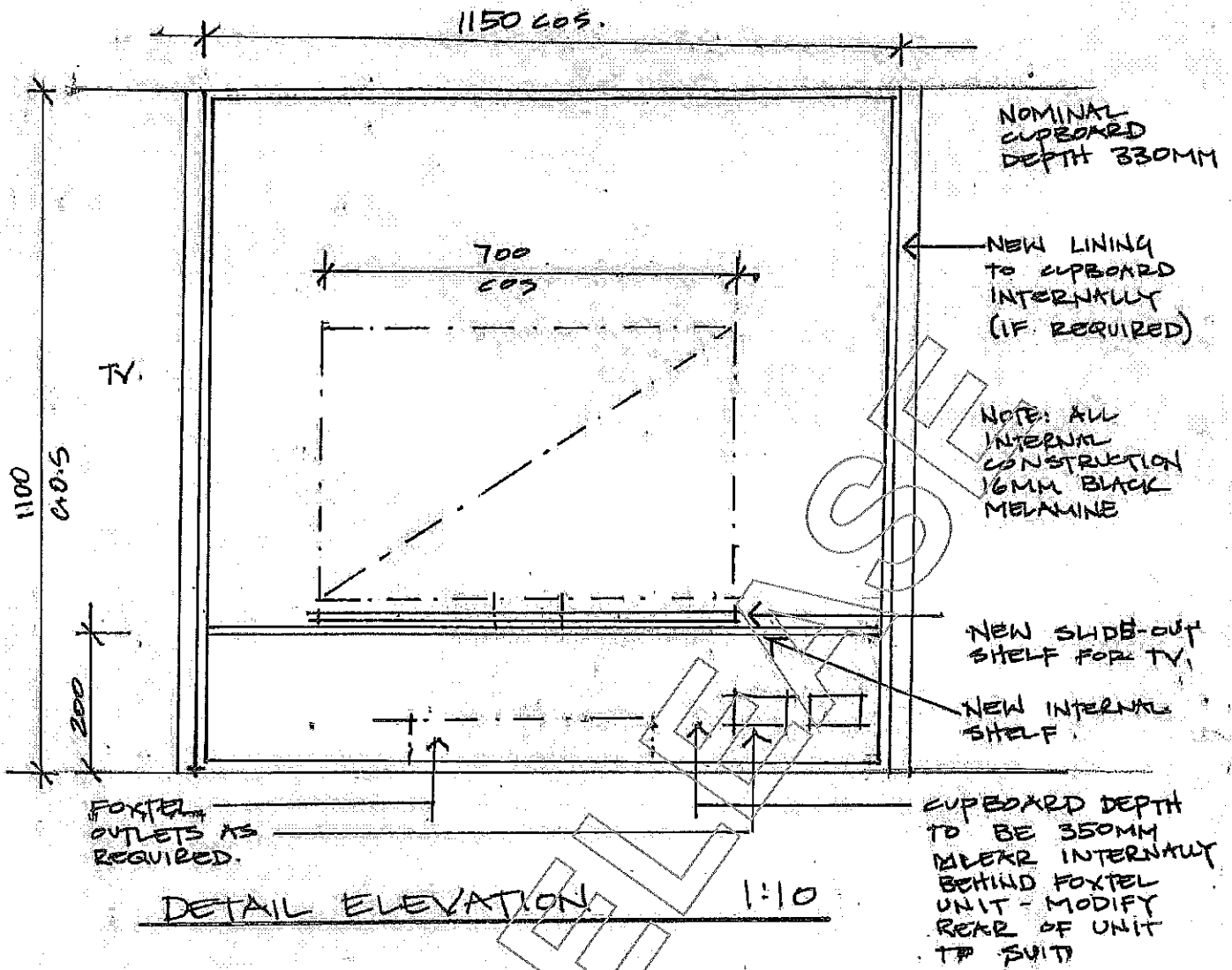
**Accommodation Office  
Price Request  
Price Request Number: #EPR001**

**Requested By:** Antonia Doyle      **Contact Number:** 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
<b>Please provide a quotation for the following work by 04.05.12 but do not proceed with work until official work order approved and issued.</b>	
<b>Date:</b>	24.04.12
<b>To:</b>	QBuild – Sid McDonnell/ Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Dettrick, Rod Moreno, Greg Peacock, Lucinda Bartkaitis
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/> Executive Building
<b>Address:</b>	Executive Building
<b>Level:</b>	Level 15
<b>Office Name</b>	Premier's
<b>Ministerial or Director - General (Min/DG)</b>	Ministerial
<b>Scope of Works:</b>	1. Premier's office, TV cabinet: Modify Door with glass panel & provide internal mid-shelf as per attached details  2. Premier's conference room: Modify whiteboard cupboard to house TV & foxtel unit as per attached detail. Note, whiteboard to be removed as part of investigations.
<b>Priority:</b>	High priority
<b>Client Contact on Site:</b>	Kristian Schluter
<b>Telephone:</b>	
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number</b>	322 46439
To be Completed by Q-Build	
<b>Contractors Price for this work:</b>	\$ _____
<b>GST:</b>	\$ _____
<b>Total Price</b>	\$ _____
<b>Contractor comments:</b>	
<b>Contractor Signed:</b>	
<b>Date:</b>	



TV UNIT - ELEVATION  
PREMIER'S OFFICE  
LEVEL 15, EXECUTIVE BUILDING. 1:20



PART ELEVATION - TV UNIT  
PREMIER'S CONFERENCE ROOM  
LEVEL 15, EXECUTIVE BUILDING



**Rod Moreno**

---

**From:** PEACOCK Greg [Greg.PEACOCK@projectservices.qld.gov.au]  
**Sent:** Tuesday, 24 April 2012 3:49 PM  
**To:** McDonnell Sid; REILLY Brian M  
**Cc:** DETTRICK Sally; HANNAWAY Frances; BRUMPTON Caroline; DOYLE Antonia; Rod Moreno; BARTKAITIS Lucinda  
**Subject:** FW: Work order #90 & 91 Couch relocations  
**Attachments:** PIB 155.jpg; 2012\_03\_30\_L22 Education House MOG Audit 021.jpg; EMW091.pdf; EMW090.pdf

Hi Sid & Brian,

Please see work orders attached.

The order in which you do these relocations depends on the collection time of nominated couches from Go print stores (see photos attached).

Regards,

Greg.

Greg Peacock | Office Interiors | Project Services | T 3224 6557 / F 3224 6436

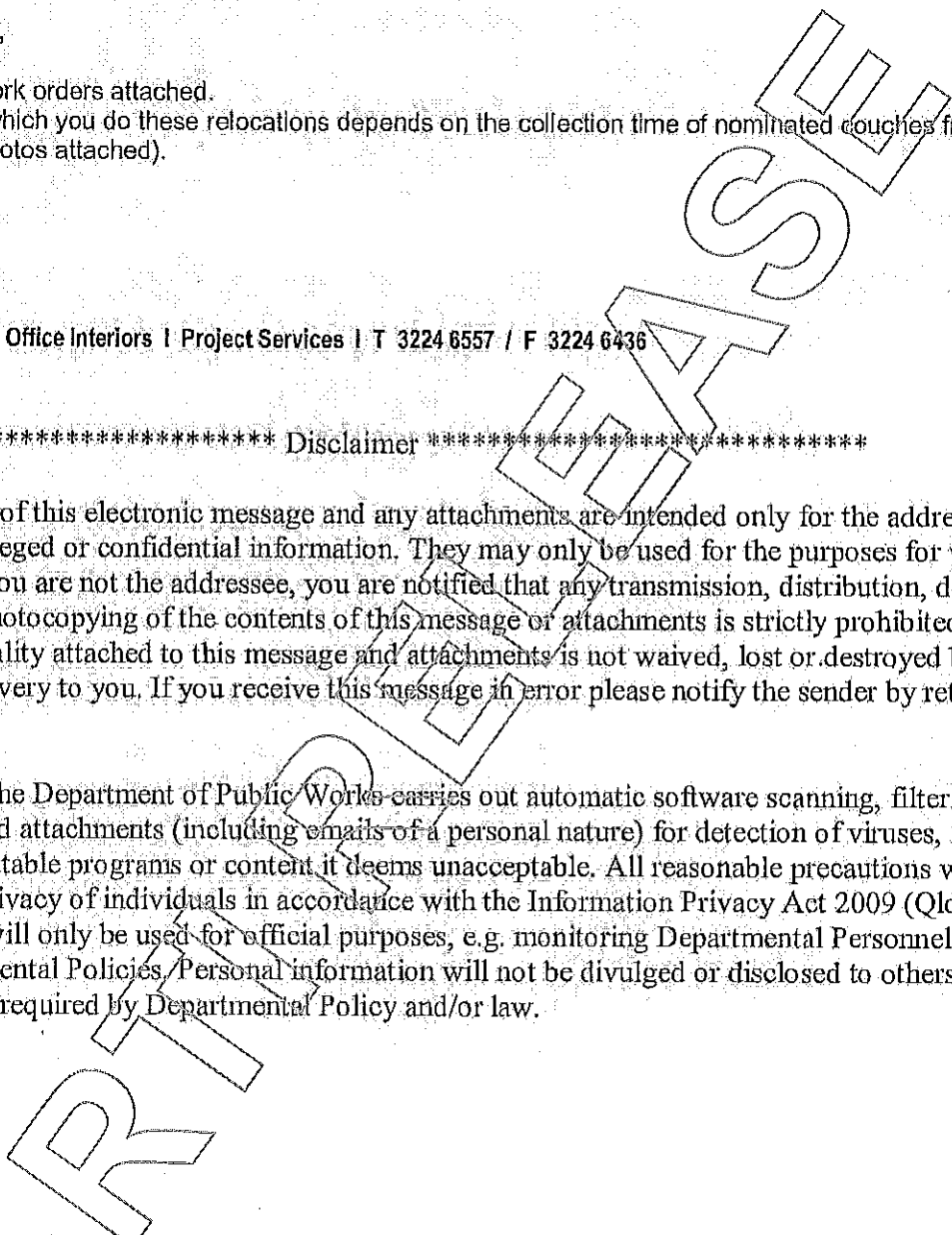
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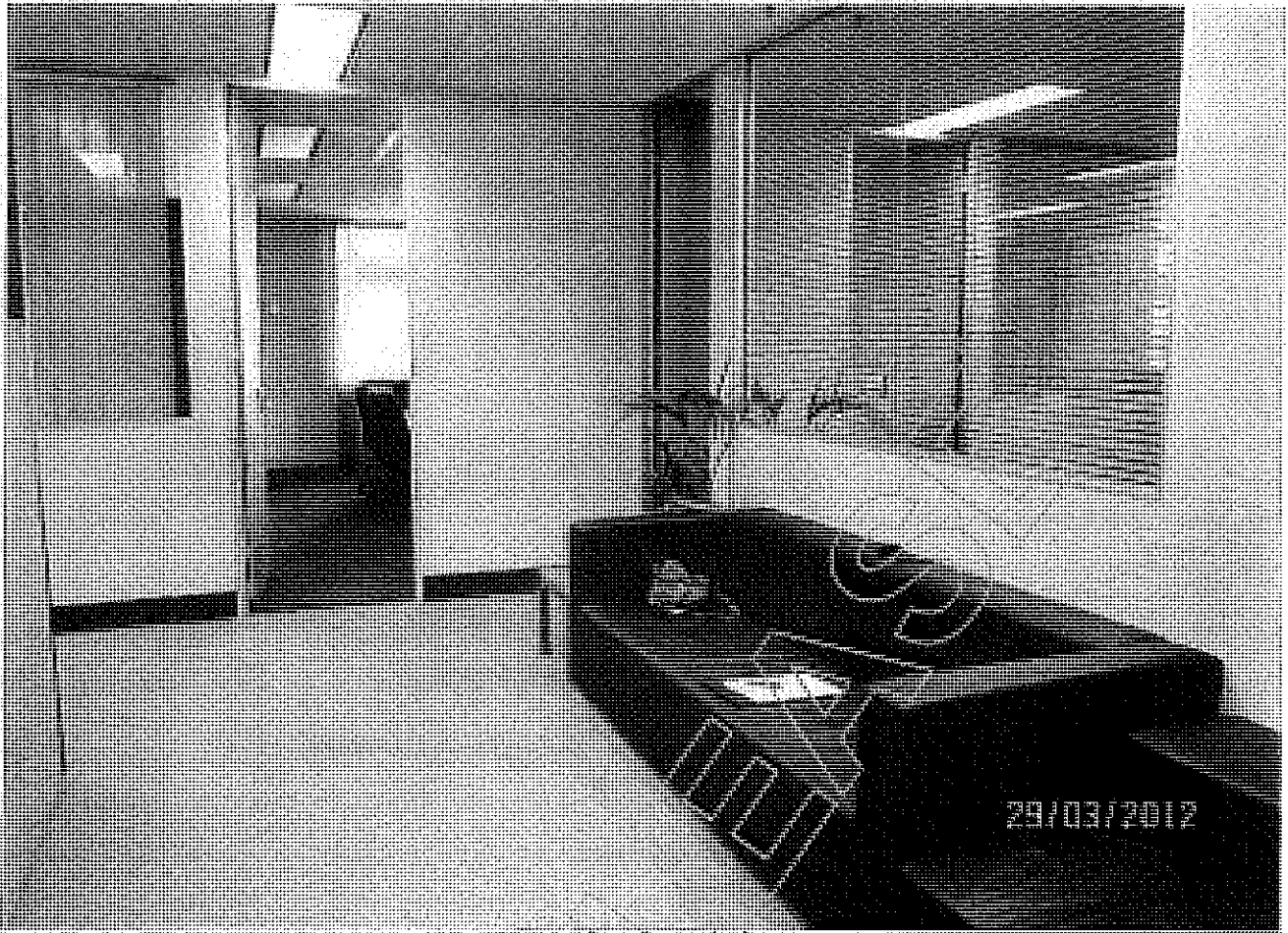
Thank you.

!dstamp!





RTI RELEASED



RTI RELEASED



**Queensland Government**

Department of **Public Works**

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW091**

**Requested By:** Antonia Doyle/  
Frances  
Hannaway      **Contact Number:** 340 48357/  
322 44721

<b>Q-Build</b>	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	24.04.12
<b>To:</b>	Qbuild – Sid McDonnell & Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Deltrick, Ian Street/Rod Moreno, Lucinda Bartkaiis, Greg Peacock
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/> Education House
<b>Address:</b>	Education House
<b>Level:</b>	L22
<b>Office Name</b>	Min. for Education
<b>Ministerial or Director - General (Min/DG)</b>	Ministerial
<b>Scope of Works:</b>	Deliver 2 x '2 seater' couches from Go Print stores to L22 Education House Ministerial waiting area (couches have green leaf design).
<b>Cost Estimate:</b>	-
<b>Client Contact on Site:</b>	Rebecca
<b>Telephone:</b>	74093
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Greg Peacock
<b>Contact Number</b>	322 46557
<b>Date:</b>	24.04.12
To be Completed by Q-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle
<b>Completed Work Order to be Attached with Invoice</b>	



**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW090**

**Requested By:** Antonia Doyle/  
Frances  
Hannaway      **Contact Number:** 340 48357/  
322 44721

<b>Q-Build</b>	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	24.04.12
<b>To:</b>	Qbuild – Sid McDonnell & Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Deltrick, Ian Street, Rod Moreno, Lucinda Bartkaltis, Greg Peacock
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/>
<b>Address:</b>	Executive Building
<b>Level:</b>	L5
<b>Office Name</b>	Min. for Science, Information Technology and the Arts.
<b>Ministerial or Director - General (Min/DG)</b>	Ministerial
<b>Scope of Works:</b>	Remove black couch (with arms) from L22 Education House Ministerial waiting area and deliver to L5 Executive Building (client contact to confirm location).
<b>Cost Estimate:</b>	
<b>Client Contact on Site:</b>	(Ed. House – Rebecca) (Exec. Bldg. Alex Davis)
<b>Telephone:</b>	(Ed. House – 74093) (Exec. Bldg. – TBA)
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Greg Peacock
<b>Contact Number</b>	322 46557
<b>Date:</b>	24.04.12
To be Completed by Q-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle
<b>Completed Work Order to be Attached with Invoice</b>	

**Rod Moreno**

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Tuesday, 24 April 2012 4:52 PM  
**To:** Rod Moreno  
**Cc:** BARTKAITIS Lucinda; BRUMPTON Caroline; BARTKAITIS Lucinda  
**Subject:** FW: Ministers Office for Level 7, 80 George Street.  
**Attachments:** 20120424094509111.pdf

Hi Rod,

For your information and update.

Please see email below which identifies requirement for the Ministers Office for Level 7, 80 George Street.

Kind Regards,  
Antonia Doyle  
Senior Accommodation Planner  
Planning, Policy and Decentralisation Group Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au)  
[www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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[www.towardQ2.qld.gov.au](http://www.towardQ2.qld.gov.au)"

-----Original Message-----

**From:** BARRON Romy  
**Sent:** Tuesday, 24 April 2012 10:23 AM  
**To:** DOYLE Antonia; BARTKAITIS Lucinda  
**Cc:** MORISON Marshall; FRENCH Emily  
**Subject:** FW:

Hi Ladies

Please note the attached plan of Minister Flegg's office suite with requested changes highlighted. Please advise timing for these works. I understand that the seating in the Minister's office may take some time and have financial implications but I believe that we have a table and chairs in store that can be used in the converted meeting room.

Please advice as soon as possible so that I can update the Chief of Staff.

Many thanks  
Romy

Romy Barron  
Principal Accommodation Manager  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia

T: (07) 3224 6513 | M: 0457 539 377

F: (07) 32244034

E: [romy.barron@publicworks.qld.gov.au](mailto:romy.barron@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

-----Original Message-----

From: [ricohmpc5-01@publicworks.qld.gov.au](mailto:ricohmpc5-01@publicworks.qld.gov.au)  
[mailto:[ricohmpc5-01@publicworks.qld.gov.au](mailto:ricohmpc5-01@publicworks.qld.gov.au)]  
Sent: Tuesday, 24 April 2012 9:45 AM  
To: BARRON Romy  
Subject:

This E-mail was sent from "RNP11B80B" (Aficio MP C5000).

Scan Date: 24.04.2012 09:45:08 (+1000)  
Queries to: [ricohmpc5-01@publicworks.qld.gov.au](mailto:ricohmpc5-01@publicworks.qld.gov.au)

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Thank you.

ldetstamp!

RTI REVIEW

Sch. 3-10

To become meeting rooms / lunch room  
Replace with something more modern + not so tired



**Rod Moreno**

---

**From:** PEACOCK Greg [Greg.PEACOCK@projectservices.qld.gov.au]  
**Sent:** Tuesday, 24 April 2012 4:53 PM  
**To:** Rod Moreno  
**Subject:** L6 Neville Bonner room 6.35  
**Attachments:** 100\_6169.jpg; Suite.jpg

Hi Rod,

It was the desking Antonia sent earlier (see email below).

We had found a matching table since then (currently in Exec Annexe basement).

It's not the best match but it does have a black vinyl inlay.

I think Antonia would like to offer the desk return & table as a suite to someone?

<<100\_6169.jpg>>

Regards,

Greg.

Greg Peacock | Office Interiors | Project Services | T 3224 6557 | F 3224 6436

---

**From:** DOYLE Antonia  
**Sent:** Wednesday, 18 April 2012 4:13 PM  
**To:** Rod Moreno  
**Cc:** PEACOCK Greg; BRUMPTON Caroline  
**Subject:** Picture of desk and credenza

<<Suite.jpg>>

Hi Rod,

As discussed, picture of desk and credenza attached.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner

Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

---

Level 5, 30 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 3357 | F: (07) 3224 4034 | M: 0411 303 537  
E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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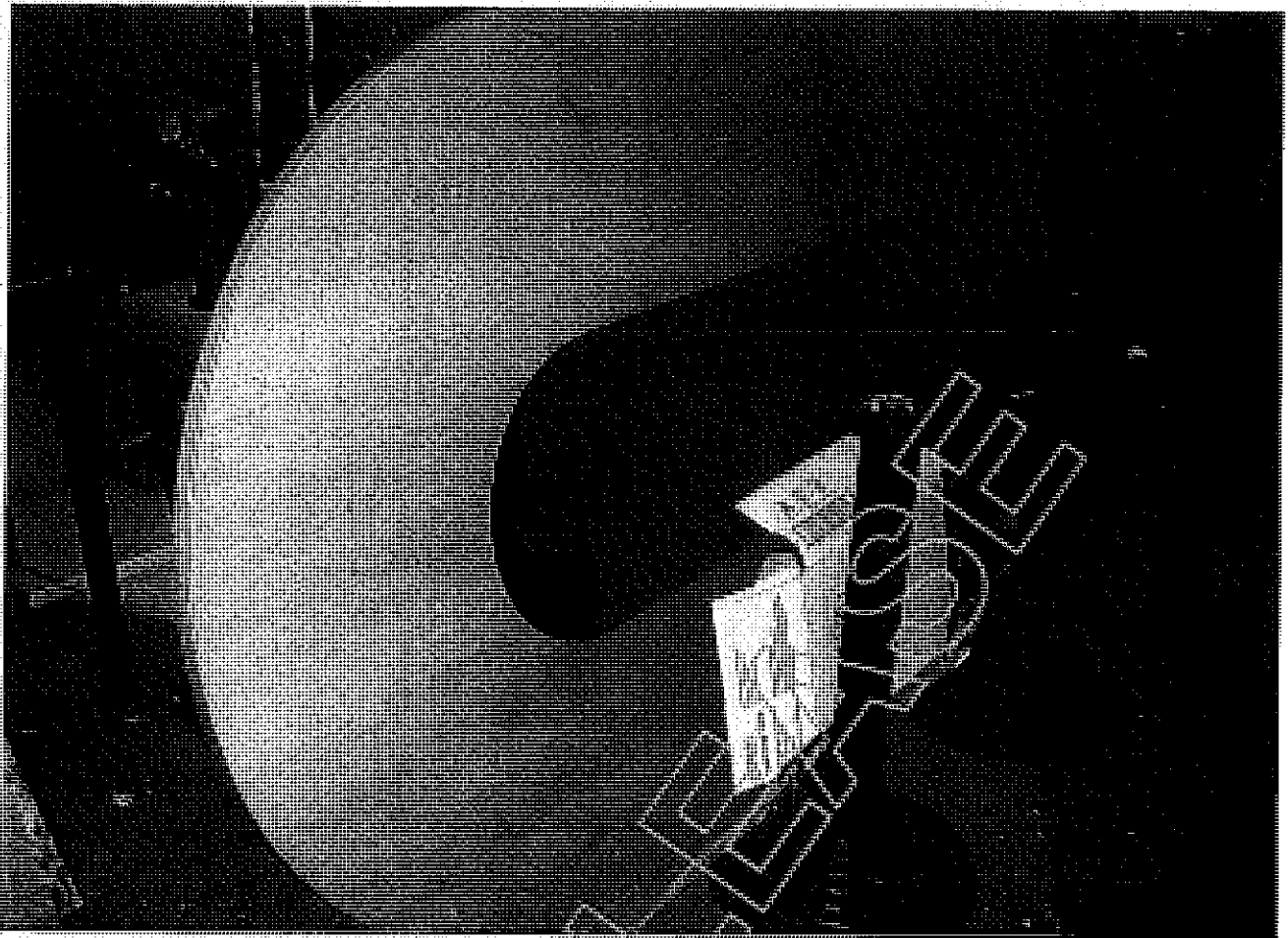
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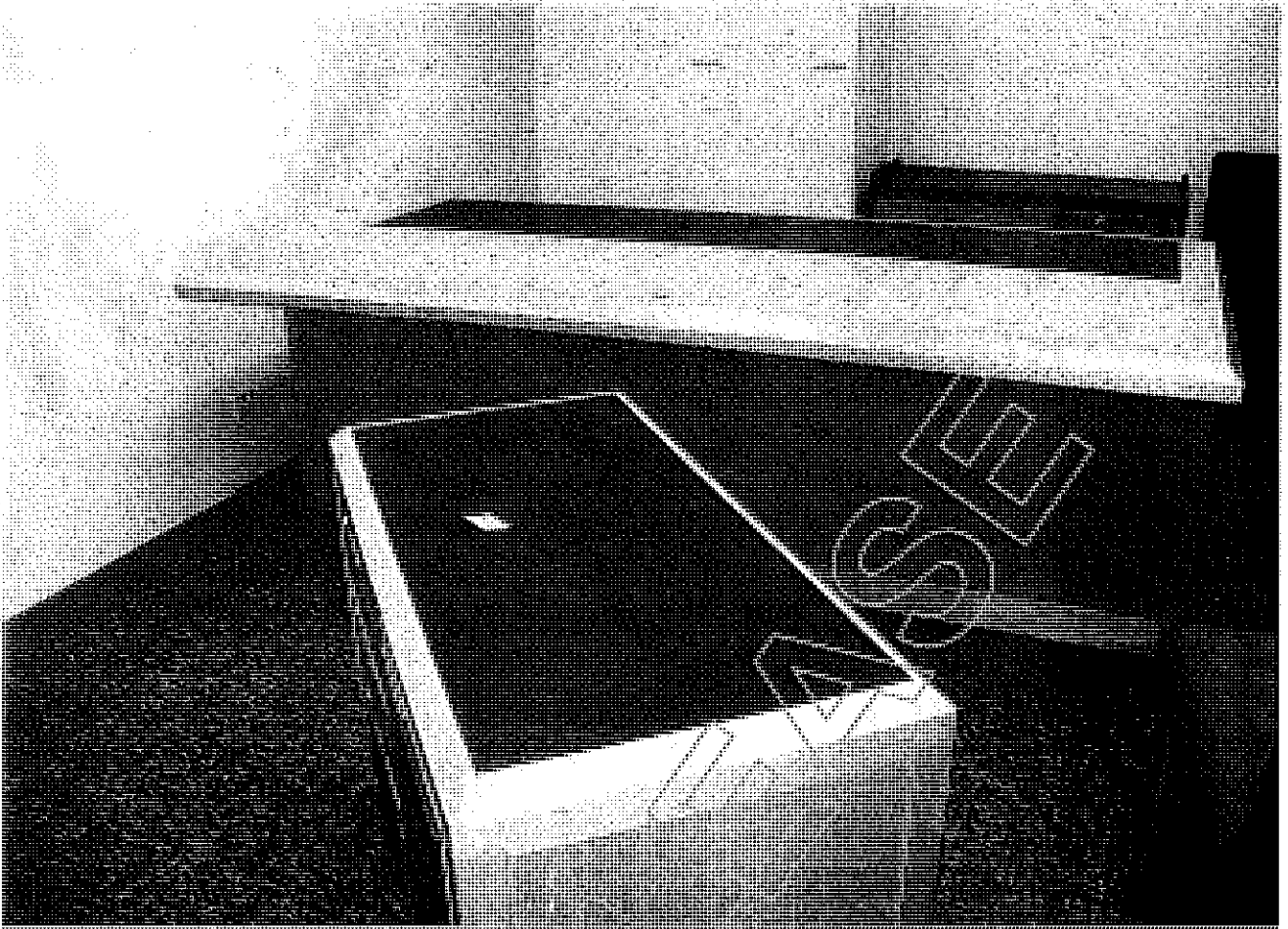
Thank you.

ldetstamp!

RTI RELEASED



RTI RELEASED



## Rod Moreno

---

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Tuesday, 24 April 2012 5:48 PM  
**To:** BRUMPTON Caroline  
**Cc:** Rod Moreno  
**Subject:** FW: Work order required  
**Attachments:** lmg-4241402-0001.pdf

Hi Caroline,

Can you please arrange for two work orders per the email below?

I will be arranging a site visit for Level 5 Executive Building on Thursday or Friday to discuss the scope identified on the plan attached. Other scope flagged by Rod for discussion on Thursday or Friday is the (1) removal of the reception window, (2) dividing wall in a room and (3) moving the tenancy door.

Kind Regards,

### Antonia Doyle

Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
E: antonia.doyle@publicworks.qld.gov.au | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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---

**From:** Rod Moreno [mailto:Rod.Moreno@premiers.qld.gov.au]  
**Sent:** Tuesday, 24 April 2012 4:00 PM  
**To:** DOYLE Antonia  
**Subject:** Work order required

Hi Antonia,

Can you please arrange a work order for the following items:

Site: Level 5 Executive Building (Science)  
Site Contact: Alex Number: x58381

#### Details:

1. Please arrange for the hanging of 2 white boards
2. Hanging of door next to reception (no door on site)
3. Relocate a workstation into room 5.24

Floor plan attached covers the other scope of work I want to discuss with and Caroline on site on Thursday or Friday, we can discuss a suitable time in our Thursday morning meeting.

Ps: Ignore fridge request on attachment (that's us).

Site: Level 12 Executive Building (Deputy Premier)  
Site Contact: Tracie Beck Number: x42802

Details:

1. The Deputy Premier put forward an urgent request to relocate the large meeting room table & chairs plus 4 lounges & coffee table into his office, plus the relocation of a small meeting table to replace the larger one – Sid being the champion that he is was able to get a few guys to do this straight away. DP is VERY happy.

If you have any questions, please don't hesitate to contact me.

**Rod Moreno**  
 Administration Manager  
 Ministerial Services  
 Department of Premier & Cabinet

---

Level 1, 100 George St | Brisbane Queensland 4000  
 P: (07) 322 58301 | F: (07) 3221 0794  
 e: rod.moreno@premiers.qld.gov.au

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Thank you.

{detstamp!}

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Sch. 3-10

Changes

relocated  
in office



new item

1. Barfridge in  
Minister's office

2. Meeting table

in CoS office (5.22)

3. Workstation

from room 5.25  
to be relocated  
to room 5.24

4. Lounge to  
be put in  
room 5.24

5. Room divider  
for room 5.25

6. Tea table & chairs

7. Room divider for  
room 5.26

8. White board from  
room 5.26

9. Whiteboard  
from room 5.25

10. Room divider  
Kitchen to

boardroom

## Rod Moreno

---

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Tuesday, 24 April 2012 6:38 PM  
**To:** BRUMPTON Caroline  
**Cc:** BARTKAITIS Lucinda; PEACOCK Greg; Rod Moreno  
**Subject:** RE: 2nd hand furniture requirements - part done draft!!!

Hi Caroline,

I have added to the list below. Refer to the blue text

Kind Regards,

### Antonia Doyle

Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
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---

**From:** BRUMPTON Caroline  
**Sent:** Tuesday, 24 April 2012 5:03 PM  
**To:** BARTKAITIS Lucinda; PEACOCK Greg  
**Cc:** DOYLE Antonia; 'Rod Moreno'  
**Subject:** 2nd hand furniture requirements - part done draft!!!

Hi!

To get a better handle on all the 2<sup>nd</sup> hand furniture we are after, I've made best attempt to list it!!! Please let me know if there is anything else you are aware of that I have left off???

Greg/Luc - on Thursday we can go through the lists and organise to get some packages of photos for each site together for Rod ??

#### Level 15 Exec:

- New, small round table (1050max diameter) for Chief of staff (was shown to him a few weeks ago)
- 4 x cream coloured new chairs from store for chief of staff - check?
- 3 x matching mobile drawer units for Zoe (Dep chief of staff) - 1 x 3 dr, 2 x 2dr
- 2 x other mobile drawer units, 3 dr
- 1 x meeting table to suit 10, for room 15.18
- 10 x meeting chairs for above table - those blue swivel ones from PIB were suggested, but maybe there's something better???
- 2 x tall stationery cupboards, approx 900w, lockable - preferably dark charcoal laminate
- 11 x Zody Chairs (6 Initially and 5 later)
- 1 x executive chair (Chief of staff)
- 1 x conference room table to suit 14 for Premier's Conference room
- 14 x meeting chairs for table above

#### Level 12 Exec

#### Level 9 Exec



- 4 x matching visitor chairs for Assistant Minister (Greg – do you recall as discussed if current ones are really not ok??)
- 1 x Secure filing cabinet with combination lock
- 6 x matching visitor chairs for Chief of Staff

Level 5, Executive Building

- 1 x couch – black lounge (with arms) from Level 22, Education House
- 1 x meeting table (Deputy Chief of Staff)

111 George Street – Level 7

- 1 x round meeting table for Asst Minister
- Meeting chairs for table above
- 1 x Zody chair for Asst Minister

111 George St – Level 13

- 1 x 6-8 seater meeting table (room 13.14)
- 8 x meeting/visitor chairs to suit above
- 4-6 better visitor chairs for Asst Minister

111 George St – Level 26

- 2 x replacement task chairs
- 2 x matching visitor chairs
- 1 x Filing storage unit for office 26.32 (or 2 x filing cabinets may be OK)
- Asst Minister office furniture – requirements TBC
- 2 x Filing cabinets 4dr

Level 8 PIB

State Law building - Level 18

- Waiting area furniture

State Law building - Level 24

- U-shaped workstation, grey or parchment laminate
- Replacement task chair (senior staff member)
- Coffee table for waiting area
- 5 x general office task chairs
- Low grey laminate bookcase (1500w) max

Education House – Level 22

- More suitable lounge/waiting seating – leaf lounges from PIB proposed
- 1 x Coffee table for next to above
- 6 seater table – light timbergrain lam
- 6 x meeting/visitor chairs
- 1 x Conference room side unit – to better match table
- 12 x better conference chairs (if available)

Mineral House – Level 13

- Forward facing workstation for 13.05
- 6-8 seater meeting table for room 13.13
- 6-8 meeting chairs for above

Mineral House – Level 18

- Replacement task chairs – number being confirmed
- Possibly – coat cupboard for Minister's ante room

61 Mary St – Level 17

- 2 x workstations with presentable low screens & reception counter "hobs" – for front reception
- 2 x task chairs to replace exec chairs – RM to confirm

State Health Building – Level 19

- 1 x workstation for chief of staff 19.24 – Sid using Antique white & 2 x mobiles from B1 Exec?
- 4-6 seat lounge setting fro 19.34
- Coffee table/s for above

- 2 seater small couch or 2 x tubs for chief of staff 19.24
- 2-4 x visitor chairs for chief of staff (depending on above)
- 2 seater small couch or 2 x tubs for office manager 19.32
- 2 x visitor chairs for office manager
- 4-6 seats - Lounge seating/ coffee tables for breakout area

80 George Street – Level 7

- Meeting table and chairs
- Couches for Minister's office

Neville Bonner Building – Level 6B

- 1 x Zody chair for Asst Minister

**Caroline Brumpton**

Interior Designer | Project Manager

Office Interiors | Project Services | Department of Public Works

Level 5, 80 George St, Brisbane Queensland 4000 Australia

T: (07) 3225 8175 F: (07) 3224 6436

E: [caroline.brumpton@projectservices.qld.gov.au](mailto:caroline.brumpton@projectservices.qld.gov.au) | [www.projectservices.qld.gov.au](http://www.projectservices.qld.gov.au)

*exceeding expectations*

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Thank you.

{detstamp}

**Rod Moreno**

**Subject:** Updated: Level 6B, Neville Bonner Building - Fitout Inspection  
**Location:** Level 6B, Neville Bonner Building

**Start:** Thu 26/04/2012 2:00 PM  
**End:** Thu 26/04/2012 2:30 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** DOYLE Antonia

Hi All,

The purpose of the fitout inspection is to identify any minor works or operational fitout works required for the office.

If this time is not suitable, please let me know and I will reschedule.

Thanks.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner  
 Planning, Policy and Decentralisation Group  
 Queensland Government Accommodation Office  
 Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
 T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
 E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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Thank you.

**Daniel Smith**

---

**From:** Rod Moreno  
**Sent:** Friday, 13 July 2012 3:25 PM  
**To:** Daniel Smith  
**Subject:** FW: Work order #92 L5 Exec. Bldg.  
**Attachments:** EMW092.pdf

**From:** PEACOCK Greg [<mailto:Greg.PEACOCK@projectservices.qld.gov.au>]  
**Sent:** Thursday, 26 April 2012 4:31 PM  
**To:** REILLY Brian M; McDonnell Sid  
**Cc:** Rod Moreno; DETTRICK Sally; HANNAWAY Frances; DOYLE Antonia; BRUMPTON Caroline; BARTKAITIS Lucinda  
**Subject:** Work order #92 L5 Exec. Bldg.

Hi Sid & Brian,

Please see work order attached for L5 Executive Building, for completion asap.

Regards,

Greg.

Greg Peacock | Office Interiors | Project Services | T 3224 6557 | F 3224 6436

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Thank you.

ldetstanipl



**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW092**

**Requested By:** Antonia Doyle/  
Frances  
Hannaway      **Contact Number:** 340 48357/  
322 44721

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	26.04.12
<b>To:</b>	Qbuild – Sid McDonnell & Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Dettrick, Ian Street, Rod Moreno, Lucinda Bartkails, Greg Peacock
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/> Executive Building
<b>Address:</b>	Min. Science, Info. Tech., Innovation and the Arts
<b>Level:</b>	L5
<b>Office Name</b>	Ministerial
<b>Ministerial or Director - General (Min/DG)</b>	
<b>Scope of Works:</b>	1. Hang 2 white boards (site contact to advise) 2. Hang door next to reception (no door on site) 3. Relocate workstation from rm.5.25 to rm. 5.24
<b>Cost Estimate:</b>	
<b>Client Contact on Site:</b>	Alexandra Davis
<b>Telephone:</b>	x42880 or x58381
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Greg Peacock
<b>Contact Number</b>	322 46557
<b>Date:</b>	26.04.12

To be Completed by Q-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle
<b>Completed Work Order to be Attached with Invoice</b>	

**Rod Moreno**

---

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Friday, 27 April 2012 10:26 AM  
**To:** McDonnell Sid; REILLY Brian M  
**Cc:** DOYLE Antonia; DETTRICK Sally; HANNAWAY Frances; BARTKAITIS Lucinda; PEACOCK Greg; Rod Moreno  
**Subject:** Work Order #93 - Mobile drawers for L15 Exec Building  
**Attachments:** EMW093-A0A62F1D.pdf

Hi Sid,

Attached please find work order for action ASAP as discussed. Can you please let me know what colours available. Antique white is the predominant laminate colour on site, but charcoal laminate and or timbergrains would also be suitable.

Many thanks  
Caroline

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Thank you.

{/ctstamp}

RTI RELEASED



**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW093**

**Requested By:** Antonia Doyle/  
Frances  
Hannaway **Contact Number:** 340 48357/  
322 44721

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	27.04.12
<b>To:</b>	Qbuild – Sid McDonnell & Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Dettrick, Ian Street, Rod Moreno, Lucinda Barkaitis, Greg Peacock
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/>
<b>Address:</b>	Executive Building
<b>Level:</b>	L 15
<b>Office Name</b>	Premier
<b>Ministerial or Director - General (Min/DG)</b>	Ministerial
<b>Scope of Works:</b>	Source & install 5 x good quality, matching mobile drawer units from store (Please advise on available colours prior to delivery): - 1 x 3 dr & 2 x 2dr (for Dep Chief of staff) - 2 x 3 dr for rooms 15.31 & 15.13
<b>Cost Estimate:</b>	
<b>Client Contact on Site:</b>	Kristian Schmidt
<b>Telephone:</b>	
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number</b>	322 58175
<b>Date:</b>	27.04.12

To be Completed by Q-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle
<b>Completed Work Order to be Attached with Invoice</b>	

**Rod Moreno**

---

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Friday, 27 April 2012 10:33 AM  
**To:** McDonnell Sid; REILLY Brian M  
**Cc:** DOYLE Antonia; DETTRICK Sally; BARTKAITIS Lucinda; HANNAWAY Frances; PEACOCK Greg; Rod Moreno  
**Subject:** Work Order #94 URGENT - Level 12 Exec building  
**Attachments:** EMW094-55E298E1.pdf

Hi Sid,

Attached please find work order #94 for action ASAP please. Officer is starting next Monday so I believe this must be ready for then.

Many thanks

Regards

Caroline

T: (07) 3225 8175 F: (07) 3224 6436

*exceeding expectations*

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Thank you.

ldetstamp





**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW094**

**Requested By:** Antonia Doyle/  
Frances Hannaway      **Contact Number:** 340 48357/  
322 44721

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	27.04.12
<b>To:</b>	Qbuild - Sid McDonnell & Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Dettrick, Ian Street, Rod Moreno, Lucinda Bartkajtis, Greg Peacock
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/> Executive Building
<b>Address:</b>	Executive Building
<b>Level:</b>	L 12
<b>Office Name</b>	Deputy Premier
<b>Ministerial or Director - General (Min/DG)</b>	Ministerial
<b>Scope of Works:</b>	Room 12.12 (Priority: P1) 1. Shift the desk 90 degrees to face the door 2. Corkboard to be wall mounted (available on site) Room 12.13 (Priority: P1) 1. Shift the desk 90 degrees to face the door Room 12.14 (Priority: P1) 1. Install a workstation, computer and telephone 2. Internal door between room 12.13 and 12.14 re-installed Room 12.24 (Priority: PX) 1. One additional workstation is required. 2. removal of the internal door between rooms 12.24 and 12.23 Room 12.17 (Priority: P2) - Relocation of filing cabinet from room 12.17 to room 12.11
<b>Cost Estimate:</b>	-
<b>Client Contact on Site:</b>	Mary Sharp
<b>Telephone:</b>	44600
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number:</b>	322 58175
<b>Date:</b>	27.04.12

To be Completed by Q-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works



**Queensland Government**  
Department of **Public Works**

GPO Box 2457  
BRISBANE QLD 4001

**Address Invoice To:**

Antonia Doyle

**Completed Work Order to be Attached with Invoice**

RTI RELEASE

**Rod Moreno**

---

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Friday, 27 April 2012 10:48 AM  
**To:** BRUMPTON Caroline  
**Cc:** McDonnell Sid; Rod Moreno; BARTKAITIS Lucinda  
**Subject:** FW: Level 18, State Law Building - option to replace the couches in the waiting area

Hi Caroline,

Please arrange work order for the request below.

Thanks.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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---

**From:** Amy Andrew [mailto:[Amy.Andrew@ministerial.qld.gov.au](mailto:Amy.Andrew@ministerial.qld.gov.au)]  
**Sent:** Friday, 27 April 2012 10:29 AM  
**To:** DOYLE Antonia  
**Cc:** Jennifer Pedler  
**Subject:** RE: Level 18, State Law Building - option to replace the couches in the waiting area

Good morning Antonia,

Thank you for your email below. Can you please arrange for the tub chairs to be delivered to the foyer in the Attorney's office to replace the existing couches. Can you please also arrange for the existing couches to be removed from the foyer.

Kind regards

Amy

---

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Thursday, 26 April 2012 2:51 PM  
**To:** Amy Andrew  
**Subject:** Level 18, State Law Building - option to replace the couches in the waiting area

<<100\_6168.jpg>> <<100\_6167.jpg>>

Hi Amy,

We have 4 black leather tub chairs available. We would propose 2 tub chairs to replace the 2 seater couch and 2 tub chairs to replace the 3 seater couch.

Please find pictures attached of the tub chairs.

Please advise if you are happy for these to be delivered to Level 18, State Law Building.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office

Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia

T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537

E: [antonia.dovle@publicworks.qld.gov.au](mailto:antonia.dovle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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Thank you.

!detstamp!

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Please consider the environment before printing this email.

RTI REVIEW

**Rod Moreno**

---

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Friday, 27 April 2012 11:19 AM  
**To:** Rod Moreno  
**Subject:** Level 15, Capital Hill - art for the Ministers Tenancy

Hi Rod,

Kristy Koning was enquiring about art for the Ministers Tenancy on Level 15, Capital Hill.

I advised Kristy that I would arrange for you to call her to discuss the process for obtaining art.

Can you please call Kristy on 3406 7507 to discuss.

Thanks.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner

Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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Thank you.

!detslamp!

**Rod Moreno**

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Friday, 27 April 2012 12:11 PM  
**To:** McDonnell Sid  
**Cc:** DOYLE Antonia; Rod Moreno  
**Subject:** RE: Work Order #93 - Mobile drawers for L15 Exec Building

Can we please take all 8 to level 15 Exec?? Although I only had 5 on my list, I'm sure they will be wanting a few more (even for the longer term alteration up there).

Many thanks

Regards

Caroline

T: (07) 3225 8175 | F: (07) 3224 6436

*exceeding expectations*

---

**From:** McDonnell Sid  
**Sent:** Friday, 27 April 2012 11:46 AM  
**To:** BRUMPTON Caroline  
**Subject:** RE: Work Order #93 - Mobile drawers for L15 Exec Building

There is only 8 Antique white bench left at go print.

**Sidney McDonnell**  
Qbuild  
Work 32245009  
Mob 0419789899

---

**From:** BRUMPTON Caroline  
**Sent:** Friday, 27 April 2012 10:26 AM  
**To:** McDonnell Sid; REILLY Brian M  
**Cc:** DOYLE Antonia; DETTRICK Sally; HANNAWAY Frances; BARTKAITIS Lucinda; PEACOCK Greg; 'Rod Moreno'  
**Subject:** Work Order #93 - Mobile drawers for L15 Exec Building

Hi Sid,

Attached please find work order for action ASAP as discussed. Can you please let me know what colours available. Antique white is the predominant laminate colour on site, but charcoal laminate and or timbergrains would also be suitable.

Many thanks  
Caroline

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Thank you.

!delstamp!

RTI RELEASE

**Rod Moreno**

---

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Friday, 27 April 2012 1:15 PM  
**To:** McDonnell Sid; REILLY Brian M  
**Cc:** BARTKAITIS Lucinda; PEACOCK Greg; DOYLE Antonia; DETTRICK Sally; HANNAWAY Frances; Rod Moreno  
**Subject:** Work Order #95 for action please - Level 18 State Law Building tub chairs  
**Attachments:** EMW095-A9FB8643.pdf

Hi Sid,

Attached please find work order #95 for action ASAP

Many thanks

Regards

Caroline

T: (07) 3225 8175 F: (07) 3224 6436

*exceeding expectations*

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Thank you.

ldc(stamp)





**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW095**

**Requested By:** Antonia Doyle/ Frances Hannaway      **Contact Number:** 340 48357/ 322 44721

<b>Q-Build</b>	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	27.04.12
<b>To:</b>	Qbuild – Sid McDonnell & Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Dettrick, Ian Street, Rod Moreno, Lucinda Bartkajtis, Greg Peacock
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/> State Law Building <input type="checkbox"/>
<b>Address:</b>	L 18
<b>Level:</b>	Attorney-General
<b>Office Name</b>	Ministerial
<b>Ministerial or Director - General (Min/DG)</b>	
<b>Scope of Works:</b>	<ul style="list-style-type: none"> <li>- Remove existing 2 &amp; 3 seater couches from front foyer waiting area</li> <li>- Replace with 4 x black leather tub chairs from Exec annexe basement store</li> </ul>
<b>Cost Estimate:</b>	Priority - ASAP
<b>Client Contact on Site:</b>	Amy Andrew
<b>Telephone:</b>	
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number</b>	322 58175
<b>Date:</b>	27.04.12
To be Completed by Q-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle
<b>Completed Work Order to be Attached with Invoice</b>	

**Daniel Smith**

---

**From:** Rod Moreno  
**Sent:** Friday, 13 July 2012 3:23 PM  
**To:** Daniel Smith  
**Subject:** FW: Work Order #98 for electrical work level 15 Exec  
**Attachments:** EMW098-24821E78.pdf

---

**From:** BRUMPTON Caroline [mailto:Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Friday, 27 April 2012 4:40 PM  
**To:** McDonnell Sid; REILLY Brian M  
**Cc:** Rod Moreno; DOYLE Antonia; DETTRICK Sally; BARTKAITIS Lucinda; PEACOCK Greg; HANNAWAY Frances  
**Subject:** Work Order #98 for electrical work level 15 Exec

Sid,

Please refer to attached work order as discussed.

Regards

Caroline

T: (07) 3225 8176 | F: (07) 3224 6436

---

*exceeding expectations*

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Thank you.

[detstamp]



**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW098**

**Requested By:** Antonia Doyle/  
Frances Hannaway **Contact Number:** 340 48357/  
322 44721

<b>Q-Build</b>	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	27.04.12
<b>To:</b>	Qbuild – Sid McDonnell & Brian Reilly
<b>Cc:</b>	Antonia Doyle, Sally Dettrick, Lucinda Bartkeitis, Greg Peacock
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/>
<b>Address:</b>	Exec Building
<b>Level:</b>	Level 15
<b>Office Name:</b>	Premier
<b>Ministerial or D- G (Min/DG)</b>	Ministerial
<b>Scope of Works:</b>	<p><b>Electrical Items:</b></p> <ul style="list-style-type: none"> <li>Room 15.10 – Supply &amp; install power &amp; data outlets within former coat cupboard to suit 1 x printer &amp; 1 x fax.</li> <li>Room 15.29 – Network ports behind copier to be correctly labelled at MDF (numbers G2 &amp; G4)</li> </ul> <p><b>Priority - ASAP 30.04.12 subject to access</b></p>
<b>Client Contact on Site:</b>	Kristian Schluter
<b>Telephone:</b>	58800
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number:</b>	322 58175
<b>Date:</b>	27.04.12

To be Completed by Q-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle
<b>Completed Work Order to be Attached with Invoice</b>	

**Rod Moreno**

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Friday, 27 April 2012 4:43 PM  
**To:** McDonnell Sid; REILLY Brian M  
**Cc:** DOYLE Antonia; DETTRICK Sally; BARTKAITIS Lucinda; PEACOCK Greg;  
HANNAWAY Frances; Rod Moreno  
**Subject:** Work Order #97 for Level 15 Exec  
**Attachments:** EMW097-D522A407.pdf

Hi Sid,

Please refer to attached work order for items discussed this afternoon on site...

Related electrical items will follow separately.

**Regards**

**Caroline**

T: (07) 3225 6175 | F: (07) 3224 6436

*exceeding expectations*

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Thank you.

[dstamp]



**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW097**

**Requested By:** Antonia Doyle/  
Frances Hannaway      **Contact Number:** 340 48357/  
322 44721

<b>Q-Build</b>	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	27.04.12
<b>To:</b>	Qbuild – Sid McDonnell & Brian Reilly
<b>Cc:</b>	Antonia Doyle, Sally Dettrick, Lucinda Bartkaitis, Greg Peacock
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/> Exec Building
<b>Address:</b>	Level 15
<b>Level:</b>	Premier
<b>Office Name</b>	Ministerial
<b>Ministerial or D- G (Min/DG)</b>	
<b>Scope of Works:</b>	<ul style="list-style-type: none"> <li>- Room 15.10 – Supply &amp; install 3 x 18mm black melamine shelves within former coat cupboard (height as directed) and remove door. (As discussed on site with Danny)</li> <li>- Room 15.28 – Supply &amp; install 2 x wall mounted (box) shelving units from store – to hallway end wall and side wall as directed</li> <li>- Room 15.29 – Supply &amp; install 2 x 1800 x 2100mm workstations to room as directed &amp; cut down adjacent straight workstation as required to fit. Remove backing infill panels from existing desks.</li> <li>- Room 15.09 Remove lounge chairs from room and relocate timber storage unit as directed. Supply &amp; install good quality round table &amp; 3 x new cream chairs from store.</li> </ul>
	<b>Priority - ASAP 30.04.12 subject to access</b>
<b>Client Contact on Site:</b>	Kristian Schluter
<b>Telephone:</b>	58800
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number</b>	322 58175
<b>Date:</b>	27.04.12

To be Completed by Q-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____



**Queensland Government**  
Department of **Public Works**

<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle
<b>Completed Work Order to be Attached with Invoice</b>	

RTI RELEASE

Rod Moreno

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Saturday, 28 April 2012 8:48 AM  
**To:** McDonnell Sid; REILLY Brian M; Rod Moreno  
**Cc:** DOYLE Antonia; CORBETT Shane  
**Subject:** FW: Copy of Level 9 Exec - revised Priority List1.xlsx  
**Attachments:** Copy of Level 9 Exec - revised Priority List1.pdf

Hello,

Please find attached updated list for Level 9 Executive Building further to our discussions on Friday.

Sid please let me know ASAP if any of the timeframes noted may change? Otherwise, can you please ensure items are completed by the stated dates.

Shane/ Antonia - can you please advise on status of building management referred items please?

Regards  
Caroline

---

**From:** Darryl & Caroline [mailto:dazcaz@tpg.com.au]  
**Sent:** Sat 28/04/2012 8:46 AM  
**To:** BRUMPTON Caroline  
**Subject:** Copy of Level 9 Exec - revised Priority List1.xlsx

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Thank you.

ldetstamp!





Executive Building Level 15

Revised priority 15st:16.04.12

	Raise height of desk - consult with Gerard prior for level	P1	04.05.12
9.35	Relocate wall mt - TV to this room from 9.36	P1	complete
9.36	Mobile elec whiteboard to be removed to MSB	P1	complete
	2-3 ceiling tiles not aligned	P2	04.05.12
9.37	Repaint damaged & discoloured wall - trial textured paint over wallpaper.	P2	28.04.12
9.38	Re-finish/repair to scratched joinery units x 2	P3	Timeframe to be determined with MSB. Quotation will be required prior to action.
	Repaint damaged wall (textured paint over wallpaper)	P2	28.04.15
	Door half leaf has no hole in floor for securing flush bolt, provide hole	P2	04.05.12
General Office	Letter "S" missing from the Lift Lobby is missing from door vinyl lettering/signage -	P2	11.05.12
	Pinboards/ whiteboards to be hung once staff fully occupy	P2	04.05.12
hallway outside room	Wallpaper starting to peel off along joins	P2	04.15.12
9.34	Light fitting scratched - touch up with paint?	P2	04.05.12
hallway door outside	Door half leaf has no hole in floor for securing flush bolt, provide hole or remove entire door & make good??	P2	04.05.12
9.36	Workstation keyboard platforms hanging	P1	04.05.12
9.21, 9.32, 9.33, 9.36,	Carpet fraying along joins (broadloom), 3 x places noted.	P3	Building manager to investigate
hallway outside 9.22			
9.24 & 9.25			
<b>ELECTRICAL</b>			
9.33	URGENT: switch board covers required for open electrical and phone outlets under workstation in area 9.33. Not done + check ducted skirting - some covers missing in this room	Px	04.05.12
Hallways	Dark lighting generally, solution to be found to brighten up	P3	Engineer investigations underway
9.27 utility/store	Ceiling tile with sensor in in not sitting flush. Lower.	P2	04.05.12
<b>CLEANING</b>			

Revised priority List 15.04.12

Executive Building Level 15

General Office	All ceiling tiles throughout to be cleaned. Currently very dirty.	P3	Building Manager to investigate
	All fluoro light diffusers to be cleaned	P3	Building Manager to investigate
	Perimeter glazing to be cleaned	P3	Building Manager to investigate
	All wallpaper walls to be cleaned. Blue Tack to be removed from wallpaper walls. Pins throughout the office in the partitions with wall paper. To be removed throughout the office. (TBC) BUs tac noted in room 9.34	P1	
<b>FURNITURE</b>			
9.20 Assistant Minister	Remove filing cabinets (1 x can go to room 9.21 if key can be found)	P1	complete
	Switch desk between room 9.27	P1	complete
	4 x replacement visitor chairs to be sourced	P1	Requirements to be confirmed with MSB
	1 x small round meeting table required, to match in with desk	P1	complete
9.21 Chief of Staff	6 x replacement visitor chairs to be sourced (temporarily can use 4 from room 9.36)	P1	04.05.12 (if suitable avail in store)
	secure filing cabinet required, preferably with combination lock, but key is acceptable if none available	P1	MSB checking with dept. Or by 04.05.12 (if suitable key lock unit avail in store)
9.34	Remove PB bookcase	P1	complete
9.36	Remove small round table & chairs (chairs to room 9.21)	P1	complete
	add 2 x workstations (obtain 2 x "L" shaped from store). Short return required on 1 x workstation due to angled wall	P1	complete
	Remove old bookcase (broken)	P1	complete
9.37	add 2 x workstations (use one from room 9.20 if suitable, or obtain 2 x "L" shaped from store)	P1	complete (only 1 x workstation as directed)
9.38 Conference	Remove 4 x lounge chairs & coffee table (not required)	P2	04.05.12
<b>OPERATIONAL CHANGES</b>			

**Daniel Smith**

---

**From:** Rod Moreno  
**Sent:** Friday, 13 July 2012 3:11 PM  
**To:** Daniel Smith  
**Subject:** FW: Level 5 Exec - revised Priority List.xlsx  
**Attachments:** Level 5 Exec - revised Priority List.pdf

---

**From:** BRUMPTON Caroline [mailto:Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Monday, 30 April 2012 1:33 PM  
**To:** McDonnell Sid; HUTCHINSON Christopher N  
**Cc:** DOYLE Antonia; DETTRICK Sally; Rod Moreno  
**Subject:** FW: Level 5 Exec - revised Priority List.xlsx

Good afternoon Sid,

Please refer to attached electronic copy of level 5 Exec Building Revised priority list - for action as required ...

Regards

Caroline

T: (07) 3225 8175 | F: (07) 3224 6436

---

*exceeding expectations*

---

**From:** Darryl & Caroline [mailto:dazcaz@tpg.com.au]  
**Sent:** Saturday, 28 April 2012 2:58 PM  
**To:** BRUMPTON Caroline  
**Subject:** Level 5 Exec - revised Priority List.xlsx

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Thank you.

Idetstamp!

RTI RELEASE

Revised  
Priority List of works

Address	Executive Building	List Issue Date:	28.04.12
Level:	Level 5	Revision:	
Date Of Audit	27.04.12	Site Contact:	Alex
Ministerial or Asst-Min:	Minister		
Contact for Audit:	Caroline Brympton		
Room/Area	Issue	Priority	Timeframe for completion
	NB: <i>Red + ITALICS text = Outstanding from 29.03.12.</i> <i>Black text = new issues identified</i>	Px = Urgent 24 hours P1 = within 1 week P2 = within 2-3 weeks P3= requires investigation/quote prior to action	
<b>MINOR WORKS:</b>			
5.22 Chief of Staff	Pin board requested to fit within recess in rear wall unit	P3	
5.25 open office	Remove 1 x workstation to store	P1	
	Relocate 1 x whiteboard as directed. Patch & paint wall	P2	
	Relocate door to room 5.28	P1	
5.28	Remove furniture as directed	P1	
	relocate tea-making facilities incl table, fridge & wall shelving into room as directed.	P1	
	Cover window to corridor completely with glazing film to match existing. Infill pass-thru gap with paint finished MDF panel.	P2	
General	Hang whiteboards as directed	P1	
<b>FURNITURE</b>			
Front waiting	2 x mis-matched tub chairs & no coffee table - find replacements	P3	
5.22 Chief of Staff	2 x visitors chairs required	P3	
	Timber-look or veneer (dark tone) round table requested to replace laminate table	P3	
5.24 office	Workstation return (straight meeting desk) max 1800 long to be added to form meeting area	P3	
5.25 & 5.27 open office	Divider screens required across front of 2 x areas nom. 1800ht.	P3	
5.28	Table & chairs (4-6) required for informal meeting/lunch room	P3	
<b>OPERATIONAL CHANGES</b>			
Hallway	Relocate secure door to other side of conference room	P3	

**Rod Moreno**

**From:** DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Monday, 30 April 2012 10:15 AM  
**To:** Rod Moreno; BRUMPTON Caroline; McDonnell Sid  
**Subject:** InTV's for Level 15, Capital Hill

Hi All,

Kristy Koning is chasing time frames for the installation of one TV for the Minister's office and one TV for another office on Level 15, Capital Hill.

Please advise on timing i.e. availability of brackets, availability of TV's and availability of QBuild resources so that we can provide an update to Kristy.

Thanks.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner

Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
E: antonia.doyle@publicworks.qld.gov.au | [www.youreffices.qld.gov.au](http://www.youreffices.qld.gov.au)

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Thank you.

!delstamp!

**Daniel Smith**

---

**From:** Rod Moreno  
**Sent:** Friday, 13 July 2012 2:58 PM  
**To:** Daniel Smith  
**Subject:** FW: Executive Building - Level 12 Room 12.19 and Room 12.20

---

**From:** Shane CORBETT (Works) [<mailto:Shane.CORBETT@publicworks.qld.gov.au>]  
**Sent:** Monday, 30 April 2012 5:15 PM  
**To:** Rod Moreno  
**Cc:** Antonia DOYLE (Works)  
**Subject:** FW: Executive Building - Level 12 Room 12.19 and Room 12.20

Rod

The blinds for room 12.19 and 12.20 will be installed on Tuesday 8<sup>th</sup> May.

Regards,

**Shane Corbett**

Asset Manager  
Property Performance and Management Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3405 5058 | M: 0417 608 627 | F: (07) 3224 6266

E: [shane.corbett@publicworks.qld.gov.au](mailto:shane.corbett@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

---

**From:** Sid McDonnell (QBuild)  
**Sent:** Monday, 30 April 2012 3:42 PM  
**To:** Shane CORBETT (Works)  
**Subject:** FW: Executive Building - Level 12 Room 12.19 and Room 12.20

Shane, Blinds will be installed on Tuesday 8<sup>th</sup> May.

**Sidney McDonnell**  
Qbuild  
Work 32245009  
Mob 0419789899

---

**From:** OLLERENSHAW Darryl  
**Sent:** Monday, 30 April 2012 11:42 AM  
**To:** AMIES John L; McDonnell Sid  
**Subject:** FW: Executive Building - Level 12 Room 12.19 and Room 12.20

Hello John

Can you advise Shane, as to when the blinds will be installed?

BC17835 - Level 12, Supply and Installation of blinds in room 12.19 and 12.20

Regards  
Darryl Ollerenshaw  
QBuild BF, Senior Program Co-ordinator  
80 George Street, Level 5B  
ph: 3404 3727  
mob: 0408 989 453

---

**From:** Shane CORBETT (Works) [mailto:Shane.CORBETT@publicworks.qld.gov.au]  
**Sent:** Monday, 30 April 2012 11:30 AM  
**To:** OLLERENSHAW Darryl  
**Subject:** FW: Executive Building - Level 12 Room 12.19 and Room 12.20

Darryl

Can you give me the ETA on the supply and installation of the blinds?

Regards,

**Shane Corbett**

Asset Manager  
Property Performance and Management Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

---

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3405 5058 | M: 0417 608 627 | F: (07) 3224 6266

---

**From:** Shane CORBETT (Works)  
**Sent:** Monday, 16 April 2012 2:20 PM  
**To:** QB BF Planning & Engineering Support (QBuild)  
**Cc:** Darryl Ollerenshaw (QBuild)  
**Subject:** Executive Building - Level 12 Room 12.19 and Room 12.20

Hi

Please provide an indicative price for the installation of blinds in room 12.19 and 12.20. Blinds supplied are to be identical to Deputy Premiers Room and room 12.21.

There is approximately 12 meters of blinds required.

This work needs to be carried out ASAP with installation of blinds completed within a fortnight if possible.

Regards,

**Shane Corbett**

Asset Manager  
Property Performance and Management Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

---

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3405 5058 | M: 0417 608 627 | F: (07) 3224 6266



**Rod Moreno**

---

**From:** BARTKAITIS Lucinda [Lucinda.BARTKAITIS@projectservices.qld.gov.au]  
**Sent:** Wednesday, 2 May 2012 10:52 AM  
**To:** McDonnell Sid  
**Cc:** BRUMPTON Caroline; PEACOCK Greg; DOYLE Antonia; DETTRICK Sally; Rod Moreno; HUTCHINSON Christopher N; HANNAWAY Frances  
**Subject:** EMW100 - TV Wall Brackets  
**Attachments:** EMW0100-4EA74197.pdf

Hi Sid,

Work order attached for the installation of wall brackets at 100 George Street, Level 09.

Regards

**Lucinda Bartkaitis**

---

*Interior Designer and Project Manager.  
Office Interiors  
Project Services | Department of Public Works*

Level 5, 80 George St, Brisbane Q4001 Australia  
GPO Box 2906 Brisbane Q4001  
T: (07) 3224 6439

---

**From:** Antonia DOYLE (Works) [mailto:Antonia.DOYLE@publicworks.qld.gov.au]  
**Sent:** Wednesday, 2 May 2012 10:34 AM  
**To:** BARTKAITIS Lucinda  
**Cc:** BRUMPTON Caroline; Rod Moreno  
**Subject:** FW: TV Wall Brackets

Hi Lucinda,

In Caroline's absence, can you please issue a work order for the scope in the email below.

Thanks.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 5, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8557 | F: (07) 3224 4034 | M: 0411 303 537  
E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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---

**From:** Rod Moreno [Rod.Moreno@premiers.qld.gov.au]  
**Sent:** Wednesday, 2 May 2012 10:14 AM  
**To:** Antonia DOYLE (Works)  
**Cc:** Paul Vincent  
**Subject:** TV Wall Brackets

Hi Antonia,

Can I please request for the installation of 3 wall brackets in the office of the Treasurer Level 9/100 George St.  
1 TV Bracket will require a small shelf underneath for a Foxtel Unit.

(Installs are for SENIOR MEDIA – ASSISTANT MINISTER – CHIEFF OF STAFF)

Brackets & TVs will be provided on site.  
Site Contact: Rod Moreno – 0412 288 155 or Paul Vincent

If you have any questions, please don't hesitate to contact me.

**Rod Moreno**  
Administration Manager  
Ministerial Services  
Department of Premier & Cabinet

Level 1, 100 George St | Brisbane Queensland 4000  
t: (07) 322 58381 | f: (07) 3221 0794  
e: rod.moreno@premiers.qld.gov.au

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**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW100**

**Requested By:** Antonia Doyle/  
Frances Hannaway      **Contact Number:** 340 48357/  
322 44721

<b>Q-Build</b>	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	2.05.12
<b>To:</b>	Qbuild – Sid McDonnell & Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Detrick, Caroline Brumpton, Greg Peacock, Rod Moreno
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/>
<b>Address:</b>	100 George Street
<b>Level:</b>	Level 9
<b>Office Name</b>	Treasurer Level
<b>Ministerial or D- G (Min/DG)</b>	
<b>Scope of Works:</b>	Installation of 3 wall brackets in the office of the Treasurer Level 9/100 George St. 1 TV Bracket will require a small shelf underneath for a Foxtel Unit.  (Installs are for SENIOR MEDIA – ASSISTANT MINISTER – CHIEFF OF STAFF)  Brackets & TVs will be provided on site.
	<b>Priority - ASAP</b>
<b>Client Contact on Site:</b>	Rod Moreno – 0412 288 155 or Paul Vincent
<b>Telephone:</b>	
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Lucinda Bartkaltis
<b>Contact Number</b>	3224 6439
<b>Date:</b>	02.05.12

To be Completed by Q-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle
<b>Completed Work Order to be Attached with Invoice</b>	

## Rod Moreno

---

**From:** Antonia DOYLE (Works) [Antonia.DOYLE@publicworks.qld.gov.au]  
**Sent:** Wednesday, 2 May 2012 4:25 PM  
**To:** Lucinda BARTKAITIS (Proj Serv)  
**Cc:** Greg PEACOCK (Proj Serv); Caroline BRUMPTON (Proj Serv); Rod Moreno  
**Subject:** FW: Zody Task Chairs

Hi Lucinda,

Can you please issue a work order for the delivery of 6 x Zody chairs to Level 15, Executive Building. Contact Kristian Schluter – x58800

Can you please issue a second work order for the delivery of 1x zody chair to Level 22, Education House. Contact Leonie Shepherd - x70028.

Thanks.

Kind Regards,

### Antonia Doyle

Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 837  
E: antonia.doyle@publicworks.qld.gov.au | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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---

**From:** Rod Moreno [mailto:Rod.Moreno@premiers.qld.gov.au]  
**Sent:** Wednesday, 2 May 2012 4:19 PM  
**To:** Antonia DOYLE (Works)  
**Cc:** Caroline BRUMPTON (Proj Serv); Lucinda BARTKAITIS (Proj Serv); Frances HANNAWAY (Works); Sally Detrick (Works)  
**Subject:** RE: Zody Task Chairs

Hi Antonia,

Sorry for not coming back to you earlier on this one. Can we please have the 6 chairs go up to Level 15 and 1 to Saxon Rice level 22 Education House.

Thanks

Rod

**From:** DOYLE Antonia [mailto:Antonia.Doyle@publicworks.qld.gov.au]  
**Sent:** Monday, 30 April 2012 9:41 AM  
**To:** Rod Moreno  
**Cc:** BRUMPTON Caroline; BARTKAITIS Lucinda; HANNAWAY Frances; DETTRICK Sally  
**Subject:** Zody Task Chairs

Hi Rod,

New Zody task chairs have been provided for the following Assistant Ministers:

- Robert Cavallucci, Level 6B Neville Bonner Building, 75 William Street (within Ministerial Office)
- Lisa France, Level 17, 61 Mary Street
- Rob Molhoek, Level 13, 111 George Street (within Ministerial Office)
- Deb Frecklington, Level 9, Executive Building, 100 George Street

New Zody task chairs have not yet been provided for the following Assistant Ministers:

- Saxon Rice, Level 22 education House
- Gavin King, Level 19, State Health Building
- Steve Minikin, Level 15 Capital Hill
- David Kempton, Level 6B Neville Bonner Building, 75 William Street (within Ministerial Office)
- Ian Walker, Level 12, Executive Building, 100 George Street (This location is TBC)
- Tim Mander, Level 7, 111 George Street (within Ministerial Office)

We have in stock approximately 7 Zody Chairs (1 of those 7 is currently in the ex-Parliamentary Secretary office on Level 13, 111 George Street). The timeframe to get more in stock is to be confirmed (we are currently chasing up timeframes).

We can allocate 7 Zody chairs to the remaining 7 Assistant Ministers or we can allocate 6 to Level 15, Executive Building and allocate the 1 extra to an Assistant Minister.

Please advise how you would like to allocate the remaining chairs.

Thanks.

Kind Regards,

**Antonia Doyle**

Senior Accommodation Planner

Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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Thank you.

!detstamp!

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RTI RELEASE

**Rod Moreno**

---

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Thursday, 3 May 2012 4:18 PM  
**To:** Rod Moreno  
**Cc:** DOYLE Antonia; PEACOCK Greg; BARTKAITIS Lucinda  
**Subject:** Chairs proposed for L9 Exec Building - Chief of Staff  
**Attachments:** Picture 025.jpg

Rod,

As discussed, attached please find image of chairs proposed for Gerard's office on level 9. Can you please let me know if these are acceptable?

Thanks

**Regards**

**Caroline Brumpton**

Interior Designer | Project Manager

Office Interiors | Project Services | Department of Public Works

Level 5, 80 George St, Brisbane Queensland 4000 Australia

T: (07) 3225 8175 | F: (07) 3224 6436

E: [caroline.brumpton@projectservices.qld.gov.au](mailto:caroline.brumpton@projectservices.qld.gov.au) | [www.projectservices.qld.gov.au](http://www.projectservices.qld.gov.au)

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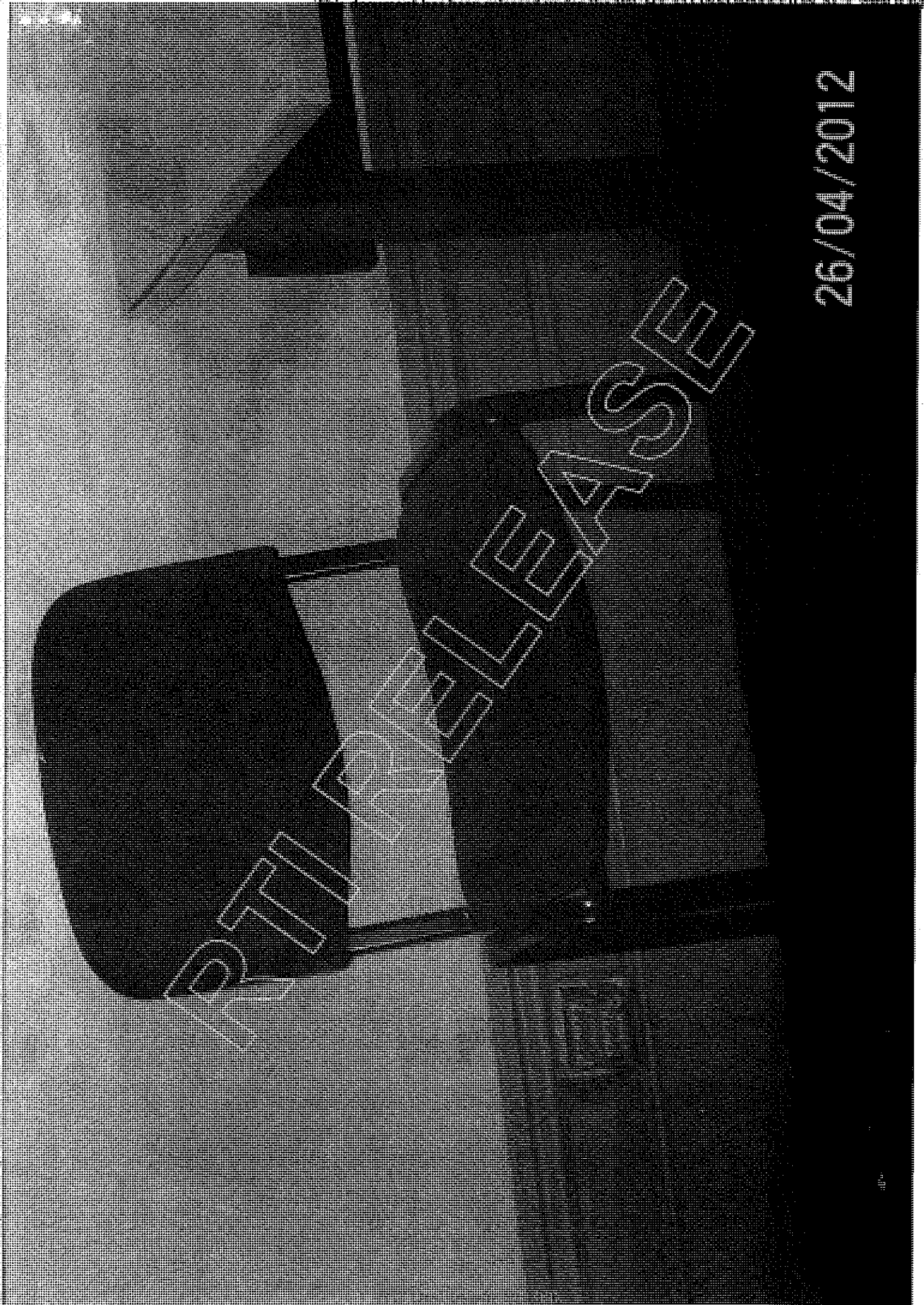
*exceeding expectations*

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Thank you.



26/04/2012



## Rod Moreno

---

**From:** Antonia DOYLE (Works) [Antonia.DOYLE@publicworks.qld.gov.au]  
**Sent:** Thursday, 3 May 2012 5:00 PM  
**To:** jennifer.pedler@ministerial.qld.gov.au  
**Cc:** Allen Harvey; Rod Moreno; Janice YU (Works); Sheryllyn BROWN (Works)  
**Subject:** FW: Level 18, State Law Building - carpet and cabling

Hi Jennifer,

As discussed on the phone this afternoon, QBuild will be onsite tomorrow for the cabling in the Attorney General's office.

In regards to the carpet, we will be picking up the carpet samples tomorrow and will provide the sample for viewing and feedback.

Kind Regards,

### Antonia Doyle

Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
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E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

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---

**From:** Antonia DOYLE (Works)  
**Sent:** Wednesday, 2 May 2012 5:15 PM  
**To:** 'jennifer.pedler@ministerial.qld.gov.au'  
**Cc:** 'Allen Harvey'; 'Rod Moreno'; Janice YU (Works); Sheryllyn BROWN (Works)  
**Subject:** Level 18, State Law Building - carpet and cabling

Hi Jennifer,

I spoke with Allen Harvey from DJAG today regarding the carpet and cabling for the Attorney General's Office on Level 18, State Law Building.

Janice Yu from the Leasing Group in Queensland Government Accommodation Office has been in contact with the Building Owner today to arrange the replacement of the carpet as soon as possible.

We have requested that the Building Owner nominate a carpet tile that ties in with the carpet tiles outside this Attorney General's Office. We are happy to arrange a sample to be provided to the Attorney General's Office for viewing and feedback if required.

We will be following up tomorrow with the Building Owner to confirm the sample, the availability and installation date.

In regards to the cabling in the Attorney General's office, QBuild will be on site tomorrow.

If you have any concerns or queries, please do not hesitate to contact me.

Kind Regards,

### Antonia Doyle

Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office

Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia

T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537

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RTI RELEASE

**Rod Moreno**

---

**From:** Antonia DOYLE (Works) [Antonia.DOYLE@publicworks.qld.gov.au]  
**Sent:** Thursday, 3 May 2012 5:05 PM  
**To:** Caroline BRUMPTON (Proj Serv)  
**Cc:** Romy BARRON (Works); Lucinda BARTKAITIS (Proj Serv); Greg PEACOCK (Proj Serv); Rod Moreno  
**Subject:** Level 7, 80 George Street - job request for the delivery of a meeting table and chairs to

Hi Caroline,

Can you please issue a job request for the delivery of a meeting table and chairs to Level 7, 80 George Street?

Romy met with Sid and identified a meeting table and 6 chairs on B1 Executive Building.

Romy Barron will be the site contact on 3224 6513.

Thanks.

Kind Regards,

**Antonia Doyle**  
Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537  
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RTI RELEASED

**Daniel Smith**

---

**From:** Rod Moreno  
**Sent:** Friday, 13 July 2012 2:57 PM  
**To:** Daniel Smith  
**Subject:** FW: Executive Building - Level 9

---

**From:** Shane CORBETT (Works) [<mailto:Shane.CORBETT@publicworks.qld.gov.au>]  
**Sent:** Friday, 4 May 2012 10:51 AM  
**To:** Jonathon King  
**Cc:** Antonia DOYLE (Works); BSC Executive (SGS); Rod Moreno  
**Subject:** Executive Building - Level 9

Jonathon

Could you organise a repair of the carpet in the hallway outside 9.22, 9.24 and 9.25 – carpet fraying along joins (broadloom), 3 x placed noted.

Regards,

**Shane Corbett**

Asset Manager  
Property Performance and Management Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

---

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3405 5058 | M: 0417 608 627 | F: (07) 3224 6266

E: [shane.corbett@publicworks.qld.gov.au](mailto:shane.corbett@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

**Daniel Smith**

---

**From:** Rod Moreno  
**Sent:** Friday, 13 July 2012 3:37 PM  
**To:** Daniel Smith  
**Subject:** FW: Executive Building - Level 5

**From:** Shane CORBETT (Works) [<mailto:Shane.CORBETT@publicworks.qld.gov.au>]  
**Sent:** Friday, 4 May 2012 11:03 AM  
**To:** BSC Executive (SGS)  
**Cc:** Sid McDonnell (QBuild); Antonia DOYLE (Works); Rod Moreno  
**Subject:** Executive Building - Level 5

Barry

Can you put through a maintenance request to repair the following:

- Service blinds room 5.22.
- Re attach / secure vent above Ministers desk Room 5.23
- Re fit light fittings into ceiling in room 5.21 and 5.20 and replace bulbs as required (2 not working).

Regards,

**Shane Corbett**

Asset Manager  
Property Performance and Management Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000, Australia  
T: (07) 3405 5058 | M: 0417 608 627 | F: (07) 3224 6266

E: [shane.corbett@publicworks.qld.gov.au](mailto:shane.corbett@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

**Rod Moreno**

---

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Friday, 4 May 2012 2:09 PM  
**To:** DOYLE Antonia; Rod Moreno  
**Cc:** McDonnell Sid; BARTKAITIS Lucinda; PEACOCK Greg  
**Subject:** furniture to be relocated to state Law Building  
**Attachments:** Relocated Furniture List - State Law Building Level 18.pdf

Antonia,

As discussed this morning, please refer to attached images for items proposed to go to State Law Building. I've tenttively arranged with Sid for relocations on site, and also hopefully delivery of this extra furniture to occur ASAP Tuesday morning.

Can you please confirm the suitability of these proposed items ASAP so I can finalise the work order?

thanks

**Regards**

**Caroline**

T: (07) 3225 8175 F: (07) 3224 6436

---

*exceeding expectations*

\*\*\*\*\* Disclaimer \*\*\*\*\*

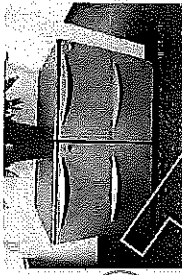
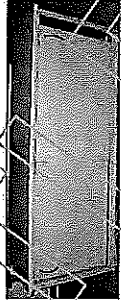
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Thank you.

{dctstamp}

Building Address:  
STATE LAW BUILDING  
LEVEL 18

REQUEST DESCRIPTION / ROOM / STAFF ALLOCATION	QTY	PROPOSED IMAGE	PROPOSED DESCRIPTION	CURRENT LOCATION	WORK ORDER / DATE	STATUS / DUE DATE
Small Credenza/Side unit for telephone & Small unit for printer in hallway (Mobile desks would suit)	1		Mobile drawer unit	Neville Bonner Building (Ex-Parliamentary Annex)		
Credenza unit for office 18.12	1		Credenza (2 sliding doors) 1800L x 800D x 720H	Esko annex basement		

RELEASED

**Rod Moreno**

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Friday, 4 May 2012 2:39 PM  
**To:** McDonnell Sid; HUTCHINSON Christopher N  
**Cc:** DOYLE Antonia; DETTRICK Sally; Rod Moreno; HANNAWAY Frances; PEACOCK Greg; BARTKAITIS Lucinda  
**Subject:** Work Order #104 for ASAP action please - L18 State Law  
**Attachments:** EMW0104-69BF5F16.pdf

Sid,

As discussed, the furniture relocations as per attached work order are required by Tuesday morning 09.05.12 as new Chief of Staff commences work that day.

Many thanks

**Regards**

**Caroline**

T: (07) 3225 8175 | F: (07) 3224 6436

*exceeding expectations*

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Thank you.

[dstamp]





**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW104**

**Requested By:** Antonia Doyle/  
Frances Hannaway **Contact Number:** 340 48357/  
322 44721

<b>Q-Build</b>	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	4.05.12
<b>To:</b>	Qbuild - Sid McDonnell & Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Detrick, Caroline Brumpton, Greg Peacock, Rod Moreno, Lucinda Bartkalis
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/>
<b>Address:</b>	State Law Building
<b>Level:</b>	Level 18
<b>Office Name</b>	Attorney-General
<b>Ministerial or D- G (Min/DG)</b>	Min
<b>Scope of Works:</b>	Delivery of a credenza (2 sliding doors) 1800L x 600D x 720h, from Exec annexe Basement store (refer to photo below) to site to room 18.12. On site: - relocate credenza/bookcase unit from 18.18 into chief of staff room 18.10. - relocate 2 x mobiles drawer units and conference room side unit as directed - remove old cupboard to store from room 18.14 as directed
<b>Client Contact on Site:</b>	<b>Priority - by Tuesday am 09.05.12</b> Amy Andrews/ Jennifer Pedler
<b>Telephone:</b>	X93487
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number</b>	3225 8175
<b>Date:</b>	04.05.12

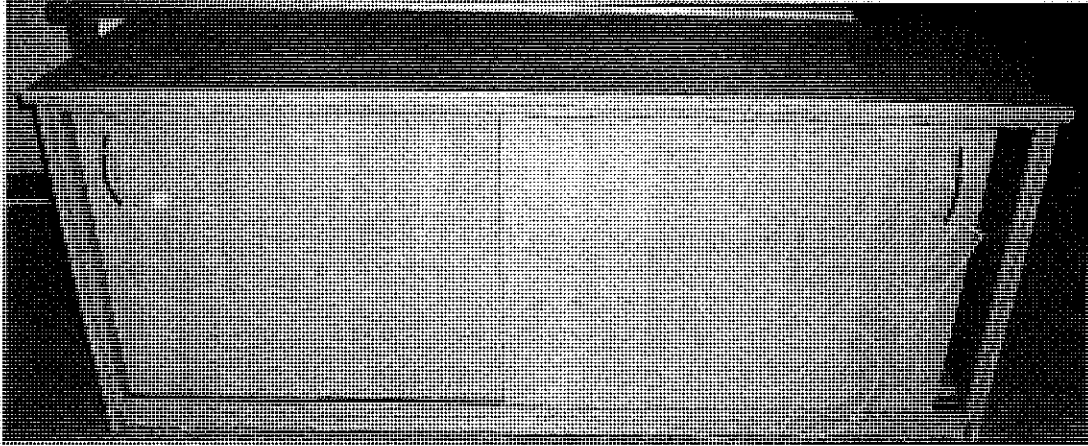
To be Completed by Q-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (I.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle



**Queensland Government**

Department of Public Works

Completed Work Order to be Attached with Invoice



RTI RELEASED

**Rod Moreno**

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Friday, 4 May 2012 4:33 PM  
**To:** Rod Moreno; DOYLE Antonia  
**Subject:** Potential Lounge for Level 15, Capital Hill  
**Attachments:** Relocated Furniture List - L15 Capital Hill.pdf

Hi Rod & Antonia,

Greg & I went for a browse in Exec Building B3 this afternoon and found a possible option for a larger couch in the Minister's Office for Capital Hill.

Pic is in attached schedule. You'd be welcome to pop down & have a look if you think it might be OK.

If this suits, it might free up his small lounge for potential use in other sites...

Will talk Tuesday anyway.

**Regards**

**Caroline**

T: (07) 3225 8175 | F: (07) 3224 6436

*exceeding expectations*

\*\*\*\*\* Disclaimer \*\*\*\*\*

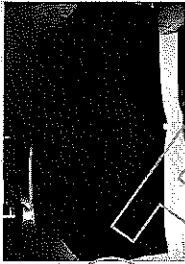
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Thank you.

!detstamp!

Building Address:  
CAPITAL HILL  
LEVEL 15

REQUEST DESCRIPTION, ROOM/STAFF ALLOCATION	CITY	PROPOSED IMAGE	PROPOSED DESCRIPTION	CURRENT LOCATION	WORK ORDER / DATE	STATUS / DUE DATE
• 3 x senior lounge for Williams's office			13 Senior lounge, 3023 wide, good cond. Dark blue fabric. Excess B3.			

RTI RELEASE SE

**Paolo Cecchini**

---

**From:** Antonia DOYLE (Works) [Antonia.DOYLE@publicworks.qld.gov.au]  
**Sent:** Friday, 4 May 2012 5:08 PM  
**To:** 'jennifer.pedler@ministerial.qld.gov.au'; amy.andrew@ministerial.qld.gov.au  
**Cc:** Rod Moreno; Caroline BRUMPTON (Proj Serv); Lucinda BARTKAITIS (Proj Serv)  
**Subject:** Level 18, State Law Building - Furniture  
**Attachments:** Credenza.doc; MIN - Level 18, State Law Building, 50 Ann Street, Brisbane.pdf

Hi Jennifer and Amy,

QBuild will be onsite early Tuesday morning to relocate furniture.

The attached word document contains a picture of the credenza that will be delivered for office 18.12. Please refer to the plan attached for office location.

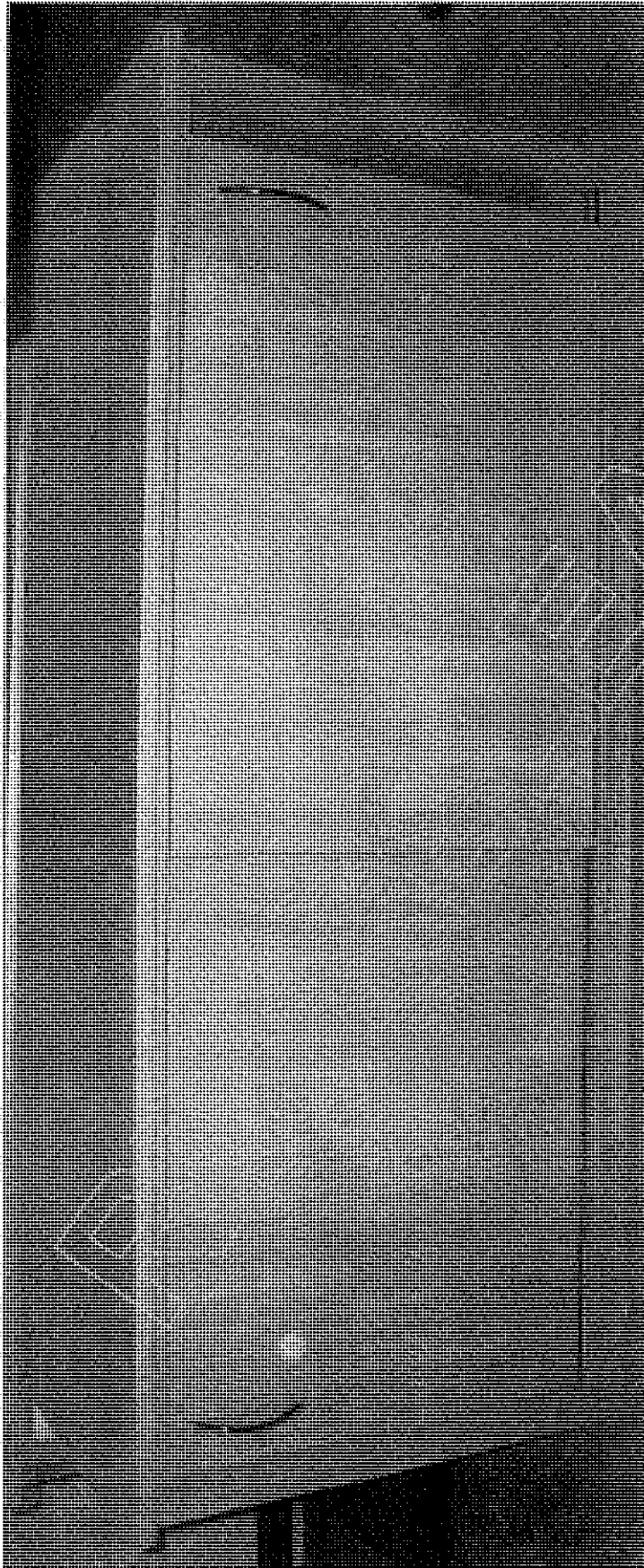
Unfortunately, we do not currently have a coffee table available to match in with the existing coffee table for the waiting area and we do not currently have a suitable unit available for the printer. We can keep your request on record and advise you when items become available.

If you have any queries or concerns, please do not hesitate to contact me.

Kind Regards,  
**Antonia Doyle**  
Senior Accommodation Planner  
Planning, Policy and Decentralisation Group  
Queensland Government Accommodation Office  
Department of Housing and Public Works

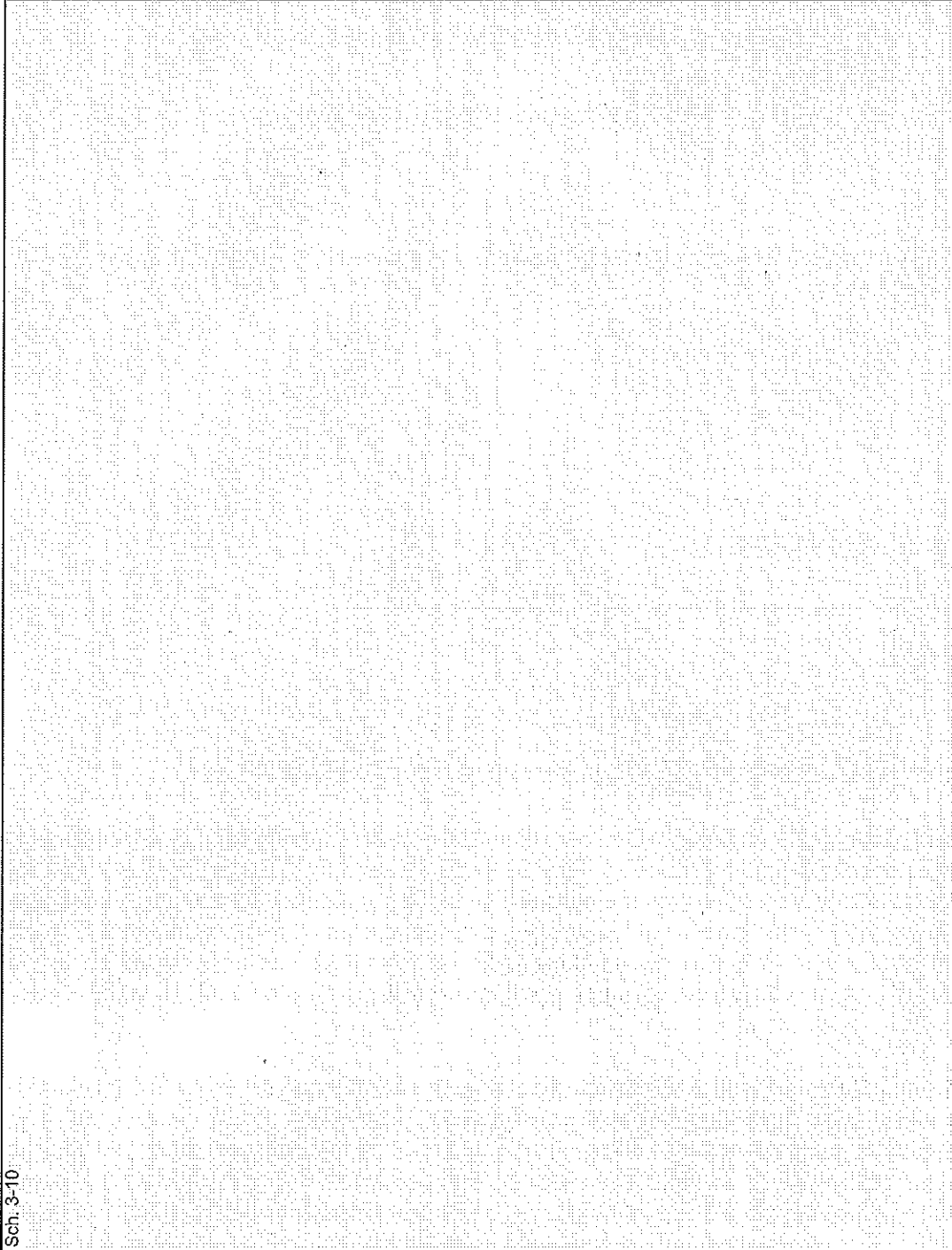
Level 6, 80 George Street | Brisbane Queensland 4000 | Australia  
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0414 303 537  
E: [antonia.doyle@publicworks.qld.gov.au](mailto:antonia.doyle@publicworks.qld.gov.au) | [www.youroffice.qld.gov.au](http://www.youroffice.qld.gov.au)

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | [www.toward02.qld.gov.au](http://www.toward02.qld.gov.au)



SECRET

Level 18, State Law Building  
50 Ann Street, Brisbane



Scn. 3-10

**Daniel Smith**

---

**From:** Rod Moreno  
**Sent:** Friday, 13 July 2012 3:22 PM  
**To:** Daniel Smith  
**Subject:** FW: Work Order #105 for Exec Level 15  
**Attachments:** EMW0105-35D3BE26.pdf

**From:** BRUMPTON Caroline [<mailto:Caroline.BRUMPTON@projectservices.qld.gov.au>]  
**Sent:** Tuesday, 8 May 2012 3:58 PM  
**To:** McDonnell Sid; HUTCHINSON Christopher N  
**Cc:** DOYLE Antonia; DETTRICK Sally; BARTKAITIS Lucinda; PEACOCK Greg; Rod Moreno  
**Subject:** Work Order #105 for Exec Level 15

Hi Sid,

Please refer to work order #105 for action please. Let me know if you have any queries with identifying relocated furniture from Go-print.

thanks

Regards

Caroline

T: (07) 3225 8175 | F: (07) 3224 6436

---

*exceeding expectations*

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Thank you.



!dotstamp!

RTI RELEASE



**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW105**

**Requested By:** Antonia Doyle/  
Frances Hannaway      **Contact Number:** 340 48357/  
322 44721

<b>Q-Build</b>	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	8.05.12
<b>To:</b>	Qbuild – Sid McDonnell & Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Dettrick, Caroline Brumpton, Greg Peacock, Rod Moreno, Lucinda Bartkattis
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/> Executive Building
<b>Address:</b>	Executive Building
<b>Level:</b>	Level 15
<b>Office Name</b>	Premier
<b>Ministerial or D- G (Min/DG)</b>	Min
<b>Scope of Works:</b>	<ul style="list-style-type: none"> <li>• Arrange for the transfer of 12 chairs for the informal conference room -Blue swivel based chairs from Go-print stores, see image below... (formerly from PIB 13)</li> <li>• Transfer 3000 x 1500 boat shaped board table (Identified with Kev) from Exec Annexa store to Informal conference room.</li> <li>• Removal of sticky tape from air vent above Executive Assistant to the Premier's desk</li> <li>• Proceed with TV cabinet work in conference room and Premier's office. – EPR #001 Estimate of \$2500 approved by office. (See attached)</li> <li>• Sid has arranged for the swapping of filing and under desk units after discussions with Kristian on Friday.</li> </ul>
	<b>Priority - P1</b>
<b>Client Contact on Site:</b>	Kristian
<b>Telephone:</b>	3225 8800
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number</b>	3225 8175
<b>Date:</b>	04.05.12

<b>To be Completed by Q-Build</b>	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457



**Queensland Government**

Department of Public Works

	BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	



RTI RELEASE

**Daniel Smith**

---

**From:** Rod Moreno  
**Sent:** Friday, 13 July 2012 3:22 PM  
**To:** Daniel Smith  
**Subject:** FW: Work Order #106 - Exec L15 Electrical  
**Attachments:** EMW0106-7C1A25F8.pdf

**From:** BRUMPTON Caroline [mailto:Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Tuesday, 8 May 2012 4:06 PM  
**To:** McDonnell Sid; HUTCHINSON Christopher N  
**Cc:** DOYLE Antonia; DETTRICK Sally; Rod Moreno; PEACOCK Greg; BARTKAITIS Lucinda  
**Subject:** Work Order #106 - Exec L15 Electrical

Sid/ Chris,

Please refer to attached electrical work order for action ASAP please.

Regards

Caroline

T: (07) 3225 8175 | F: (07) 3224 6436

*exceeding expectations*

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Thank you.

!delstamp!



**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW106**

**Requested By:** Antonia Doyle/  
Frances Hannaway      **Contact Number:** 340 48357/  
322 44721

<b>Q-Build</b>	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	8.05.12
<b>To:</b>	Qbuild – Sid McDonnell & Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Dettrick, Caroline Brumpton, Greg Peacock, Rod Moreno, Lucinda Bartkaltis
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/> Executive Building
<b>Address:</b>	Executive Building
<b>Level:</b>	Level 15
<b>Office Name</b>	Premier
<b>Ministerial or D- G (Min/DG)</b>	Min
<b>Scope of Works:</b>	<ul style="list-style-type: none"> <li>Electrician to go onsite and asses the installation of an additional light fixture above Executive Assitant (Athena)</li> </ul>
<b>Client Contact on Site:</b>	Priority - P1 Kristian
<b>Telephone:</b>	3225 8800
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number</b>	3225 8175
<b>Date:</b>	04.05.12
To be Completed by G-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle
<b>Completed Work Order to be Attached with Invoice</b>	

**Rod Moreno**

---

**From:** PEACOCK Greg [Greg.PEACOCK@projectservices.qld.gov.au]  
**Sent:** Wednesday, 9 May 2012 4:53 PM  
**To:** Rod Moreno  
**Cc:** DOYLE Antonia; BRUMPTON Caroline  
**Subject:** L7, 111G Assistant Minister's office.  
**Attachments:** DOC090512.pdf; 100\_6247.jpg; 100\_6245.jpg; 100\_6306.jpg; 100\_6317.jpg

Hi Rod,

I returned the call from L7, 111G but it rang out.

I have spoken with Antonia after speaking with you.  
Looks like the assistant minister's room is currently 7.14 (see plan attached).

I believe excess furniture has been removed leaving a timber workstation and timber side unit (see photos attached).  
This would leave room for a sizable meeting table.

**I will consult with Caroline about a 1200mm diameter timber table we saw in B3 Exec (see photo).**  
The top is not as good as the underside shown in the photo (close up shot).

Regards,

Greg.

Greg Peacock | Office Interiors | Project Services | T 3224 6557 | F 3224 6436

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Thank you.

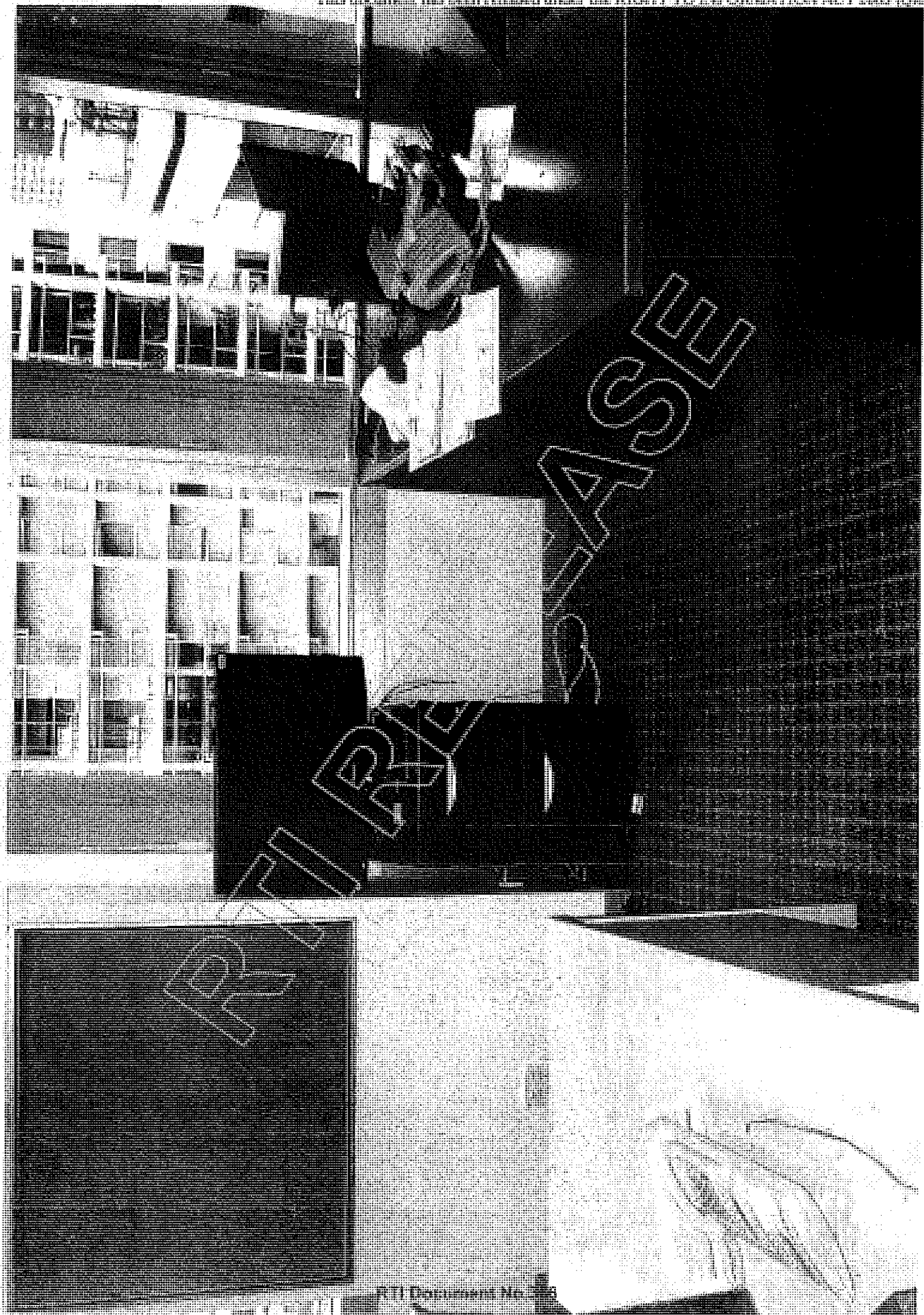
[stetstamp]

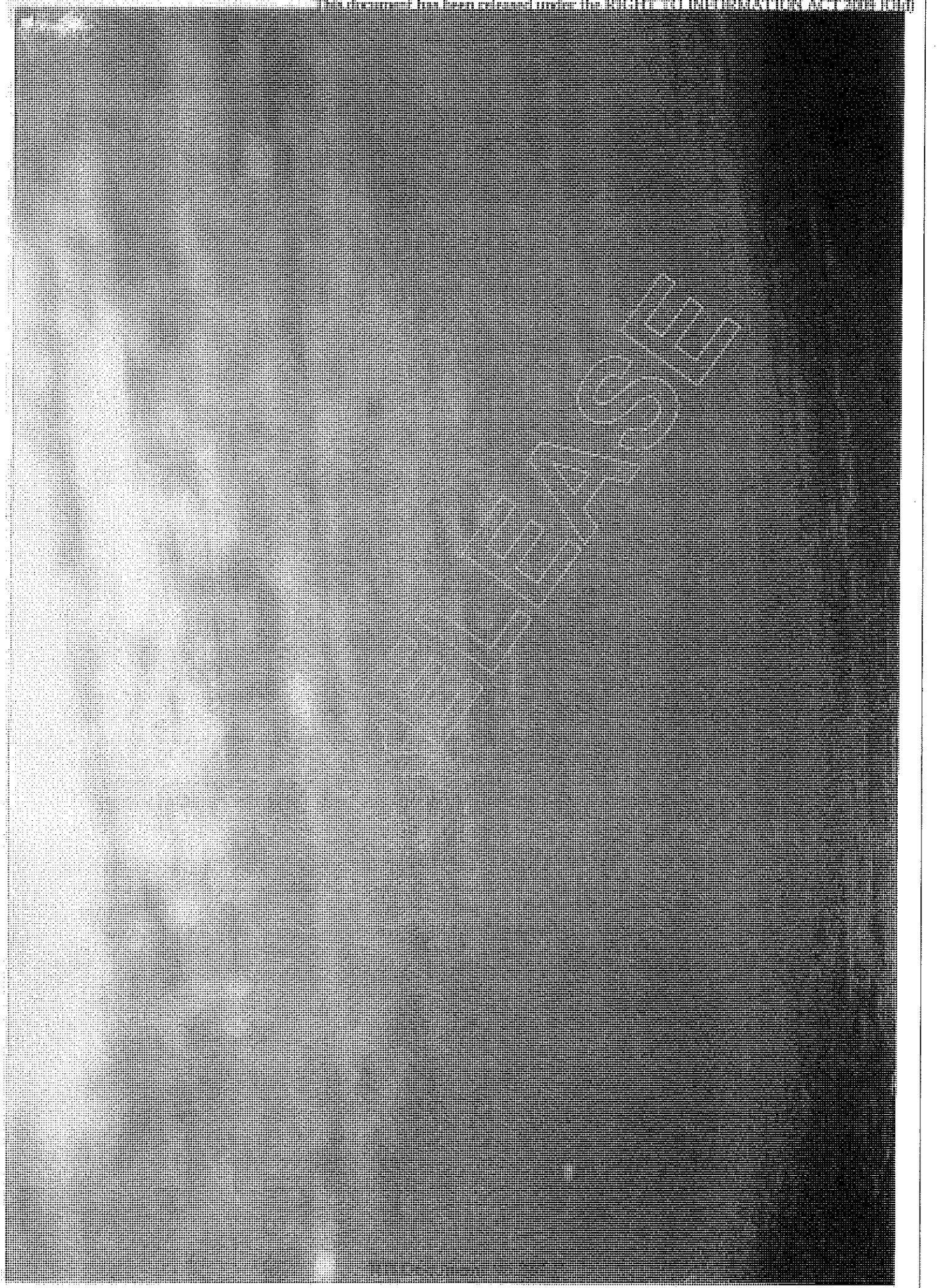


RTI RELEASE









**Rod Moreno**

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Thursday, 10 May 2012 1:18 PM  
**To:** McDonnell Sid; HUTCHINSON Christopher N  
**Cc:** DOYLE Antonia; Rod Moreno; PEACOCK Greg; BARTKAITIS Lucinda  
**Subject:** Price Request #002 for L12 Exec Building  
**Attachments:** EPR002-A021ECB8.pdf; EPR02 drawing.pdf

Hi Sid/ Chris,

Can you please arrange for a quote for the replacement of fabric panelling on level 12 Exec Building as per the attached documents.

I believe Rod is also going to arrange site access for us next week.

**Regards**

**Caroline**

T: (07) 3225 8175 | F: (07) 3224 6436

*exceeding expectations*

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Thank you.

Idetstamp!



**Queensland Government**  
Department of Public Works

**Accommodation Office  
Price Request  
Price Request Number: #EPR002**

**Requested By:** Antonia Doyle      **Contact Number:** 340 48357

<b>Q-Build</b>	
To be completed by QGAO/Project Services - Office Interiors	
<b>Please provide a quotation for the following work by 18.05.12 but do not proceed with work until official work order approved and issued.</b>	
<b>Date:</b>	10.05.12
<b>To:</b>	QBuild – Sid McDonnell/ Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Dettrick, Rod Moreno, Greg Peacock, Lucinda Bartkaitis
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/>
<b>Address:</b>	Executive Building
<b>Level:</b>	Level 12
<b>Office Name</b>	Deputy Premier's
<b>Ministerial or Director - General (Min/DG)</b>	Ministerial
<b>Scope of Works:</b>	<p>1. Conference Room 12.20 Remove fabric panelling, install acoustic rated insulation within cavity and re-finish walls with 1 x layer gyprock (2 x layers around ensuite). Refer to attached drawing &amp; confirm details on site.</p> <p>2. Chief of Staff – Room 12.21 Remove fabric panelling, and re-finish walls with 1 x layer paint finished gyprock (2 x layers around ensuite). Refer to attached drawing &amp; confirm details on site.</p>
<b>Priority:</b>	Provide estimate by 18.05.12
<b>Client Contact on Site:</b>	Mary Sharp/ Rod Moreno
<b>Telephone:</b>	
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number:</b>	322 46439
To be Completed by Q-Build	
<b>Contractors Estimate for this work:</b>	\$ _____
<b>GST:</b>	\$ _____
<b>Total Price</b>	\$ _____
<b>Contractor comments:</b>	
<b>Contractor Signed:</b>	
<b>Date:</b>	



**Queensland Government**  
Department of Public Works

RTI RELEASE

Sch. 3-10

LEVEL 12  
EXECUTIVE BUILDING.

**Daniel Smith**

---

**From:** Rod Moreno  
**Sent:** Friday, 13 July 2012 2:59 PM  
**To:** Daniel Smith  
**Subject:** FW: Election price request 003  
**Attachments:** EPR003-9CB7E537.pdf

**From:** BRUMPTON Caroline [mailto:Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Thursday, 10 May 2012 2:42 PM  
**To:** McDonnell Sid; HUTCHINSON Christopher N  
**Cc:** DOYLE Antonia; Rod Moreno  
**Subject:** Election price request 003

Sid/ Chris,

For action/ advice please..

**Regards**

**Caroline**

T: (07) 3225 8175 | F: (07) 3224 6436

---

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Thank you.

ldetstamp!





**Queensland Government**  
Department of Public Works

**Accommodation Office**  
**Price Request**  
**Price Request Number: #EPR003**

**Requested By:** Antonia Doyle      **Contact Number:** 340 48357

<b>Q-Build</b>	
To be completed by QGAO/Project Services - Office Interiors	
<b>Please provide a quotation for the following work by 18.05.12 but do not proceed with work until official work order approved and issued.</b>	
<b>Date:</b>	10.05.12
<b>To:</b>	QBuild – Sid McDonnell/ Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Detrick, Rod Moreno, Greg Peacock, Lucinda Bartkatis
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/> Executive Building
<b>Address:</b>	Level 15
<b>Level:</b>	Premier's
<b>Office Name</b>	Ministerial
<b>Ministerial or Director - General (Min/DG)</b>	
<b>Scope of Works:</b>	Assess & provide options for cleaning of floor tiles in Premier's Ensuite (room 15.06), Conference Room Ensuite (room 15.04) Kitchenette (room 15.05) & Core tea room: 1. Professional clean/treatment of grout – Contractor to advise on method/likely success. 2. Re-tile over top of existing tiles 3. Remove existing tiles & re-tile (estimate only)
<b>Priority:</b>	Provide quotes/estimate by 18.05.12
<b>Client Contact on Site:</b>	Rod Moreno
<b>Telephone:</b>	
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number:</b>	322 46439
To be Completed by Q-Build	
<b>Contractors Estimate for this work:</b>	\$ _____
<b>GST:</b>	\$ _____
<b>Total Price</b>	\$ _____
<b>Contractor comments:</b>	
<b>Contractor Signed:</b>	
<b>Date:</b>	

**Daniel Smith**

---

**From:** Rod Moreno  
**Sent:** Friday, 13 July 2012 2:59 PM  
**To:** Daniel Smith  
**Subject:** FW: EPR004 - For pricing please  
**Attachments:** EPR004-1EB70DD2.pdf

**From:** BRUMPTON Caroline [mailto:Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Thursday, 10 May 2012 2:58 PM  
**To:** McDonnell Sid; HUTCHINSON Christopher N  
**Cc:** DOYLE Antonia; Rod Moreno  
**Subject:** EPR004 - For pricing please

Sid/ chris,

Please refer to attached price request for action please.

**Regards**

**Caroline**

T: (07) 3225 6175 | F: (07) 3224 6436

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Thank you.

!delstamp!



**Queensland Government**  
Department of **Public Works**

**Accommodation Office  
Price Request  
Price Request Number: #EPR004**

**Requested By:** Antonia Doyle      **Contact Number:** 340 48357

<b>Q-Build</b>	
To be completed by QGAO/Project Services - Office Interiors	
<b>Please provide a quotation for the following work by 18.05.12 but do not proceed with work until official work order approved and issued.</b>	
<b>Date:</b>	10.05.12
<b>To:</b>	QBuild – Sid McDonnell/ Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Dettrick, Rod Moreno, Greg Peacock, Lucinda Bartkaitis
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General/Relocation/Minor Works <input type="checkbox"/>
<b>Address:</b>	Executive Building
<b>Level:</b>	Level 9
<b>Office Name</b>	Treasurer
<b>Ministerial or Director - General (Min/DG)</b>	Ministerial
<b>Scope of Works:</b>	Replace bowed timber cupboard doors to ensuite ante room with new, paint finished MDF doors to match wall colour. Include new hardware/fitings as required.
<b>Priority:</b>	Provide quotes/estimate by 18.05.12
<b>Client Contact on Site:</b>	Rod Moreno
<b>Telephone:</b>	
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number:</b>	322 46439
To be Completed by Q-Build	
<b>Contractor's Estimate for this work:</b>	\$ _____
<b>GST:</b>	\$ _____
<b>Total Price</b>	\$ _____
<b>Contractor comments:</b>	
<b>Contractor Signed:</b>	
<b>Date:</b>	

**Rod Moreno**

---

**From:** BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Thursday, 10 May 2012 3:24 PM  
**To:** Rod Moreno  
**Cc:** DOYLE Antonia; McDonnell Sid  
**Subject:** Query re door for Level 12 Executive Building

Hi Rod,

As discussed, QBuild would like confirmation that they are to proceed with the installation of a new door to room 12.14 as requested on work order #094. The cost for a new timber veneered door, including all hardware is estimated at approx \$1,000.00.

Can you please advise at your earliest convenience?

**Regards**

**Caroline Brumpton**

Interior Designer | Project Manager

Office Interiors | Project Services | Department of Public Works

Level 5, 80 George St, Brisbane Queensland 4000 Australia

T: (07) 3225 8175 | F: (07) 3224 6436

E: [caroline.brumpton@projectservices.qld.gov.au](mailto:caroline.brumpton@projectservices.qld.gov.au) | [www.projectservices.qld.gov.au](http://www.projectservices.qld.gov.au)

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Thank you.

**Daniel Smith**

---

**From:** Rod Moreno  
**Sent:** Friday, 13 July 2012 3:10 PM  
**To:** Daniel Smith  
**Subject:** FW: Price Request 005 - Level 5 Exec Building  
**Attachments:** EPR005-51F4AE1E.pdf

---

**From:** BRUMPTON, Caroline [mailto:Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Thursday, 10 May 2012 3:41 PM  
**To:** McDonnell Sid; HUTCHINSON Christopher N  
**Cc:** DOYLE Antonia; Rod Moreno  
**Subject:** Price Request 005 - Level 5 Exec Building

Sid/ Chris,

Refer to attached price request for action please.

Regards

Caroline

T: (07) 3225 8175 | F: (07) 3224 6436

---

*exceeding expectations*

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Thank you.

{detstamp}



**Queensland Government**

Department of Public Works

**Accommodation Office  
Price Request  
Price Request Number: #EPR005**

**Requested By:** Antonia Doyle      **Contact Number:** 340 48357

<b>Q-Build</b>	
To be completed by QGAO/Project Services - Office Interiors	
<b>Please provide a quotation for the following work by 18.05.12 but do not proceed with work until official work order approved and issued.</b>	
<b>Date:</b>	10.05.12
<b>To:</b>	QBuild – Sid McDonnell/ Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Dettrick, Rod Moreno, Greg Peacock, Lucinda Bartkatis
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/>
<b>Address:</b>	Executive Building
<b>Level:</b>	Level 5
<b>Office Name</b>	Science, Information Technology, Innovation & the Arts
<b>Ministerial or Director - General (Min/DG)</b>	Ministerial
<b>Scope of Works:</b>	Room 5.28, Cover of service counter window - provide price for 2/x options:  1. Install frosted film to entire extent of existing glazing, infill pass-through gap below with MDF board, paint finished.  2. Remove window completely, re-sheet & plaster opening & re-paint section of wall both sides.
<b>Priority:</b>	Provide quotes/estimate by 18.05.12
<b>Client Contact on Site:</b>	Alex Davis
<b>Telephone:</b>	3224 2880
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number</b>	322 46439
To be Completed by Q-Build	
<b>Contractors Estimate for this work:</b>	\$ _____
<b>GST:</b>	\$ _____
<b>Total Price</b>	\$ _____
<b>Contractor comments:</b>	
<b>Contractor Signed:</b>	
<b>Date:</b>	

**Daniel Smith**

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**From:** Rod Moreno  
**Sent:** Friday, 13 July 2012 3:21 PM  
**To:** Daniel Smith  
**Subject:** FW: Work Order 108 for action  
**Attachments:** EMV0108-719F6C83.pdf

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**From:** BRUMPTON Caroline [mailto:Caroline.BRUMPTON@projectservices.qld.gov.au]  
**Sent:** Thursday, 10 May 2012 4:08 PM  
**To:** McDonnell Sid; HUTCHINSON Christopher N  
**Cc:** DOYLE Antonia; DETTRICK Sally; Rod Moreno; BARTKAITIS Lucinda; PEACOCK Greg  
**Subject:** Work Order 108 for action

Sid/ Chris,

Please refer to attached work order for L9 Exec Building.

Regards

Caroline

T: (07) 3225 8175 F: (07) 3224 6436

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*exceeding expectations*

\*\*\*\*\* Disclaimer \*\*\*\*\*

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Thank you.

!detstamp!



**Queensland Government**  
Department of Public Works

**Accommodation Office  
Minor Works Job Request  
Work Order Number: EMW108**

**Requested By:** Antonia Doyle/ Frances Hannaway      **Contact Number:** 340 48357/ 322 44721

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
<b>OAP number/Cost code:</b>	80014963
<b>Date:</b>	10.05.12
<b>To:</b>	Qbuild - Sid McDonnell & Chris Hutchinson
<b>Cc:</b>	Antonia Doyle, Sally Detrick, Caroline Brumpton, Greg Peacock, Rod Moreno, Lucinda Bartkaitis
<b>Subject:</b>	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/>
	Ministerial Signage <input type="checkbox"/>
	Director-General Relocation/Minor Works <input type="checkbox"/>
<b>Address:</b>	Executive Building
<b>Level:</b>	Level 9
<b>Office Name</b>	Treasurer
<b>Ministerial or D- G (Min/DG)</b>	Minister
<b>Scope of Works:</b>	Electrical works associated with relocation of 1 x security monitor into Kim's office (ie provide power & run required cabling).
	<b>Priority - P1</b>
<b>Client Contact on Site:</b>	Rod Moreno
<b>Telephone:</b>	3225 8381
To be completed by QGAO Delegated Authority	
<b>Name:</b>	Caroline Brumpton
<b>Contact Number</b>	3225 8175
<b>Date:</b>	10.05.12

To be Completed by Q-Build	
<b>Work Complete:</b>	<input type="checkbox"/>
<b>Date Completed:</b>	_____
<b>Time Frame (i.e. hours/min)</b>	_____
<b>Send Invoice To:</b>	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
<b>Address Invoice To:</b>	Antonia Doyle
<b>Completed Work Order to be Attached with Invoice</b>	