

Rod Moreno

From: Maurie Ogden [Maurie.Ogden@justice.qld.gov.au]
Sent: Wednesday, 25 July 2012 11:44 AM
To: Rod Moreno
Cc: Maurie Ogden; janice.yu@publicworks.qld.gov.au; Sheryllyn BROWN (Works)
Subject: FW: Re: Painting - Minister's Office

Hi Rod

I have been requested by Allen Harvey, Director JAG Facilities to pass this on to Ministerial Services for attention and further actioning.

I will pass on the quote (as mentioned below) for your attention.

Many thanks

Regards

Maurie

Maurie Ogden
Senior Accommodation Officer
Project Implementation Team
Facilities Services
Corporate Services
Department of Justice and Attorney-General
Level 13, State Law Building
50 Ann Street
Brisbane Qld 4000

Tel: (07) 383 60480

Mob: [CTPI]

Fax: (07) 323 93753

Email: maurie.ogden@justice.qld.gov.au -----Original Message-----

From: Maurie Ogden

Sent: Wednesday, 25 July 2012 9:18 AM

To: Shane Reiche; Allen Harvey

Cc: Maurie Ogden; State Law Security; 'Sheryllyn BROWN (Works)';

'janice.yu@publicworks.qld.gov.au'; 'Karl Morris'; Jason Williams; Gregory Slack; John Stein; [CTPI]@bigpond.com'; [CTPI]; BSC Lawcourts; Jodie Weatherall

Subject: Re: Painting - Minister's Office

UPDATE

Allen/Shane

As you may be aware the Minister has been "lent" a large painting (3040L x 1800W) by Chief Justice (ex level 2, old SCDC) for installation in Minister's Suite on level 18, SLB.

I have had the Kelly Boys check out the painting with a view to relocating the item and re-installing on level 18, SLB. Due to the size of the painting and its subsequent re-installation, the work is outside the capacity for Day Labour to undertake.

Consequently, I sought the assistance of [CTPI] to inspect the painting early this morning with a view to egress from SCDC, access into SLB and appropriate installation to ensure safety etc.

Access to SLB is an issue and as the painting will not fit into any lift this is not an option. The plan now is to access via B1 Fire Stairs and using appropriate "man power", "manhandle" the painting up through the stairwell and onto level 18, SLB. There is an issue with this as again the sheer size of the painting would require the B1 Fire Stairs handrail to be cut (re-installed after access) to provide access into the "shaft". State Law Security is investigating any breached of Building Code with this arrangement and I am seeking Building Owner approval via Security to adopt this option.

Security will be required at both buildings for egress/access of the item (in an after hours capacity including installation). It is proposed to relocate and install the item Monday night 30/7.

Jodie is away today and I am not sure of the correct protocols ie who else to advise in the Minister's suite of the above.

Thanks

Maurie

Maurie Ogden
Senior Accommodation Officer
Project Implementation Team
Facilities Services
Corporate Services
Department of Justice and Attorney-General
Level 13, State Law Building
50 Ann Street
Brisbane Qld 4000

Tel: (07) 383 60480
Mob: CTPI
Fax: (07) 323 93753
Email: maurice.ogden@justice.qld.gov.au

Please think about the environment before you print this message.

This email and any attachments may contain confidential, private or legally privileged information and may be protected by copyright. You may only use it if you are the person(s) it was intended to be sent to and if you use it in an authorised way. No one is allowed to use, review, alter, transmit, disclose, distribute, print or copy this email without appropriate authority.

If you are not the intended addressee and this message has been sent to you by mistake, please notify the sender immediately, destroy any hard copies of the email and delete it from your computer system network. Any legal privilege or confidentiality is not waived or destroyed by the mistake.

Opinions in this email do not necessarily reflect the opinions of the Department of Justice and Attorney-General or the Queensland Government.

It is your responsibility to ensure that this email does not contain and is not affected by computer viruses, defects or interferences by third parties or replication problems.

Rod Moreno

From: Maurie Ogden [Maurie.Ogden@justice.qld.gov.au]
Sent: Wednesday, 25 July 2012 12:57 PM
To: Rod Moreno
Cc: Maurie Ogden; Allen Harvey; Shane Reiche; [CTPI] State Law Security
Subject: FW: Re: Painting - Minister's Office

Hi Rod

This option of delivery is also out.

Regards

Maurie

Maurie Ogden
Senior Accommodation Officer
Project Implementation Team
Facilities Services
Corporate Services
Department of Justice and Attorney-General
Level 13, State Law Building
50 Ann Street
Brisbane Qld 4000

Tel: (07) 383 60480

Mob: [CTPI]

Fax: (07) 323 93753

Email: maurice.ogden@justice.qld.gov.au -----Original Message-----

From: State Law Security

Sent: Wednesday, 25 July 2012 12:10 PM

To: Maurie Ogden; Shane Reiche; Allen Harvey

Cc: 'Sheryllyn BROWN (Works)'; 'janice.vu@publicworks.qld.gov.au'; 'Karl Morris'; Jason Williams; Gregory Slack; John Stein; [CTPI]@bigpond.com'; [CTPI]; BSC

Lawcourts; Jodie Weatherall

Subject: RE: Re: Painting - Minister's Office

Good Morning Maurie,

I have been advised by the building owner that he does not approve the B1 Fire Stairs handrail to be cut (re-installed after access) in the State Law Building.

He apologises for any inconvenience and is hopeful the Minister can find an alternate option to have the painting installed to his suite.

Regards,

Kristie Smith
Building Services Coordinator
State Law Building
P: 323 96350
E: security.slb@justice.qld.gov.au
F: 3221 2534

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

From: Maurie Ogden

Sent: Wednesday, 25 July 2012 9:18 AM

To: Shane Reiche; Allen Harvey
Cc: Maurie Ogden; State Law Security; 'Sheryllyn BROWN (Works)';
'janice.yu@publicworks.qld.gov.au'; 'Karl Morris'; Jason Williams; Gregory Slack; John
Stein; [CTPI]@bigpond.com; [CTPI]; BSC Lawcourts; Jodie Weatherall
Subject: Re: Painting - Minister's Office

UPDATE

Allen/Shane

As you may be aware the Minister has been "lent" a large painting (3040L x 1800W) by Chief Justice (ex level 2, old SCDC) for installation in Minister's Suite on level 18, SLB.

I have had the Kelly Boys check out the painting with a view to relocating the item and re-installing on level 18, SLB. Due to the size of the painting and its subsequent re-installation, the work is outside the capacity for Day Labour to undertake.

Consequently, I sought the assistance of [CTPI] to inspect the painting early this morning with a view to egress from SCDC, access into SLB and appropriate installation to ensure safety etc.

Access to SLB is an issue and as the painting will not fit into any lift this is not an option. The plan now is to access via B1 Fire Stairs and using appropriate "man power", "manhandle" the painting up through the stairwell and onto level 18, SLB. There is an issue with this as again the sheer size of the painting would require the B1 Fire Stairs handrail to be cut (re-installed after access) to provide access into the "shaft". State Law Security is investigating any breached of Building Code with this arrangement and I am seeking Building Owner approval via Security to adopt this option.

Security will be required at both buildings for egress/access of the item (in an after hours capacity including installation). It is proposed to relocate and install the item Monday night 30/7.

Jodie is away today and I am not sure of the correct protocols ie who else to advise in the Minister's suite of the above.

Thanks

Maurie

Maurie Ogden
Senior Accommodation Officer
Project Implementation Team
Facilities Services
Corporate Services
Department of Justice and Attorney-General
Level 13, State Law Building
50 Ann Street
Brisbane Qld 4000

Tel: (07) 383 60480
Mob: [CTPI]
Fax: (07) 323 93753
Email: maurice.ogden@justice.qld.gov.au

Please think about the environment before you print this message.

This email and any attachments may contain confidential, private or legally privileged information and may be protected by copyright. You may only use it if you are the person(s) it was intended to be sent to and if you use it in an authorised way. No one is allowed to use, review, alter, transmit, disclose, distribute, print or copy this email without appropriate authority.

If you are not the intended addressee and this message has been sent to you by mistake, please notify the sender immediately, destroy any hard copies of the email and delete it from your computer system network. Any legal privilege or confidentiality is not waived or destroyed by the mistake.

Opinions in this email do not necessarily reflect the opinions of the Department of Justice and Attorney-General or the Queensland Government.

It is your responsibility to ensure that this email does not contain and is not affected by computer viruses, defects or interferences by third parties or replication problems.

RTI RELEASED

Rod Moreno

From: Maurie Ogden [Maurie.Ogden@justice.qld.gov.au]
Sent: Wednesday, 25 July 2012 12:05 PM
To: Rod Moreno
Cc: janice.yu@publicworks.qld.gov.au; Sheryllyn BROWN (Works); Allen Harvey; Shane Reiche; Maurie Ogden; State Law Security; Karl Morris; Jodie Weatherall; CTPI
Subject: FW: Art Work Relocation
Attachments: Painting relocation to Level 18, SLB.pdf

Hi again Rod

This is the quote for the Minister's artwork relocation I mentioned to you previously.

Many thanks

Regards

Maurie

Maurie Ogden
 Senior Accommodation Officer
 Project Implementation Team
 Facilities Services
 Corporate Services
 Department of Justice and Attorney-General
 Level 13, State Law Building
 50 Ann Street
 Brisbane Qld 4000

Tel: (07) 383 60480
 Mob: CTPI
 Fax: (07) 323 93753
 Email: maurice.ogden@justice.qld.gov.au

PLEASE SEE

From: CTPI [mailto:CTPI] **On Behalf Of** CTPI
Sent: Wednesday, 25 July 2012 12:02 PM
To: Maurie Ogden
Subject: Art Work Relocation

Regards

CTPI

R

Please think about the environment before you print this message.

This email and any attachments may contain confidential, private or legally privileged information and may be protected by copyright. You may only use it if you are the person(s) it was intended to be sent to and if you use it in an authorised way. No one is allowed to use, review, alter, transmit, disclose, distribute, print or copy this email without appropriate authority.

If you are not the intended addressee and this message has been sent to you by mistake, please notify the sender immediately, destroy any hard copies of the email and delete it from your computer system network. Any legal privilege or confidentiality is not waived or destroyed by the mistake.

Opinions in this email do not necessarily reflect the opinions of the Department of Justice and Attorney-General or the Queensland Government.

It is your responsibility to ensure that this email does not contain and is not affected by computer viruses, defects or interferences by third parties or replication problems.

RTI RELEASE

CTPI

QUOTE -
ART WORK RELOCATION
TO LEVEL 18, STATE LAW BUILDING

RTI RELEASE

CTPI

Maurice Ogden
Senior Accommodation Officer
Project Implementation Team

Attn: Maurie

Project: Level 18, State Law Building

We have the pleasure in submitting our tender for the relocation of art work to level 18, 50 Ann Street State Law Building.

Scope of Works –

Transport the art work from the old Magistrates Court to level 18, 50 Ann Street.

Access to level 18 will be via the stairwell from B1. It will be required to cut the existing handrail and remove to allow suitable access to the void in the centre of the stairwell.

Physical lifting from floor to floor through the void is then required to level 18.

Re instate hand rail as required, repaint.

All works to be undertaken outside of normal working hours to ensure no congestion to fire exit during business hours

Total Price for works - \$2,700.00 ex GST

PC amount of \$500.00 has been included for any patching and painting of internal walls that may be damaged during works.

Should any errors and/or omissions be discovered during validity period, reserves the right to adjust our tender price

CTPI

CTPI

Pricing does not include:

- Fire Isolations
- Security

This quotation is valid for a period of thirty days from the date of quotation; the company may withdraw or vary the quote at any time.

If any further information or clarification is required please do not hesitate to contact CTPI on

CTPI

Kind Regards

CTPI

CTPI

STANDARD CONDITIONS OF QUOTATION

The Quotation is subject to the conditions hereunder and overleaf which (unless expressly waived by the Company in writing) shall apply to any contract resulting from acceptance of this quotation. It shall override all inconsistent provisions in tender documents specifications, order acceptances, contracts and agreements and which shall be expressly embodied in or shall be deemed to be embodied in all contracts or agreements (formal or informal) express or implied made pursuant hereto.

INTERPRETATION "Company" refers to CTPI "Purchaser" means the person, firm or company (whether incorporated or not) to whom this quotation is made and includes any person, firm or company acting in the capacity of Agent for any other person, firm or company. "The Contract" means the agreement between the Company and the Purchaser upon the terms and conditions set out in the quotation which comes into existence upon the purchaser accepting this quotation. "Standard Conditions" means the conditions of the quotation set out hereunder and overleaf. "The Contract Sum" refers to the amount stipulated in this quotation for which the company has agreed to perform the works or has agreed to arrange for the works to be performed. "The Site" means the land or place at which the works are to be delivered and/or installed. "The Works" refers to the goods and materials specified in this quotation for which the company is to manufacture and/or supply and/or install for the purchaser and/or the company is to arrange to have manufactured and/or supplied and/or installed for the purchaser.

CURRENCY OF QUOTATION This quotation is valid for a period of thirty days from the date of quotation; the company may withdraw or vary the quotation at any time.

ERRORS AND OMISSIONS Should any errors or omissions be discovered during validity period the company reserves the right to adjust the tender price.

ACCESS The purchaser shall on or before commencement of the works give the company free and unrestricted access to the site to enable the company to proceed with works.

VARIATION The purchaser may, only by notice in writing to the company, vary the works and such variation shall not vitiate the contract but the company shall be entitled to claim payment and an extension of time for such variation.

TERMS OF PAYMENT The purchaser shall pay the company the contract sum which shall be invoiced progressively by the company as the works proceed by way of progress claims at such times and in such manner as the company may decide. Each invoice issued by the company is to be paid by the purchaser within 7 days from the date of the invoice. Deduction for retention or other conditions will not be accepted by the company unless specifically nominated by the company in the quotation. Any Payment claims are made under the "Qld Building and Construction Industry Payments Act 2004"

WORKING HOURS The contract sum is based on the works being performed during normal working hours and during a normal working week. If requested by the purchaser the company will perform the works outside normal working hours in which case extra costs shall be added to the contract sum.

FACILITIES Unless otherwise stipulated, the purchaser shall provide all facilities required by the company to perform the works, including but without limiting the generally thereof accommodation for storing and protecting goods, materials and plant, free use of water, electricity and sanitary accommodation and other such facilities as may be required by the company.

APPROVAL BY RELEVANT AUTHORITY The purchaser shall give all necessary notices and pay all necessary fees and will comply with all provisions and requirement statutory or otherwise relevant to works.

CTPI

EXTENSIONS OF TIME The company shall be entitled to claim and be allowed an extension of time in respect to any delay in completion of the works not caused or attributable to any act or default of the company.

LIQUIDATED DAMAGES AND OTHER LIABILITIES The company will not be liable to pay any liquidated damages (unless specified in quotation or contract) nor suffer any loss of profit, loss of revenue, loss of contracts, loss of production or any indirect or consequential loss or damage

RTI RELEASED

Rod Moreno

From: Bec McCoan [Bec.McCoan@ministerial.qld.gov.au]
Sent: Tuesday, 21 August 2012 9:44 AM
To: Rod Moreno
Subject: FW: Lounges - Premier's Office

Hi Rod

I understand that they are doing the lounge swap over today and I just wanted to confirm something.

The 4 x 3 seaters and the 2 arm chairs are going in the foyer area, is that correct?

It appears as though I was never sent the final details by Kristian.

Thank you

Bec McCoan | Administrative Officer
Office of The Hon. Campbell Newman MP | Premier of Queensland
Bec.McCoan@ministerial.qld.gov.au
Phone: 322 44363 | Mobile: CTPI
Level 15, Executive Building | 100 George Street | Brisbane | QLD 4000

From: Kristian Schluter
Sent: Monday, 13 August 2012 12:50 PM
To: Kate Winter; Bec McCoan
Subject: FW: Lounges - Premier's Office

FYI

From: Rod Moreno [<mailto:Rod.Moreno@premiers.qld.gov.au>]
Sent: Monday, 13 August 2012 12:14 PM
To: DPC Minorworks; Kristian Schluter
Subject: Lounges - Premier's Office

Hi Brad, Kristian

Just to let you know that the first delivery of lounges (Ashbury range 2 x Arm Chairs & 4x 3 seater Lounges) will arrive next Tuesday 21/8/12 – No delivery time available at this stage – as discussed Qbuild assistance will be required remove and install.

Second delivery of lounges (Townhouse range – 2x 2.5 Seater & 1x 2seater) is schedule for arrival in October – Date TBA

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

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege.

If you have received this email in error, please notify the author and delete this message immediately.

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

Rod Moreno

From: Kristian Schluter [Kristian.Schluter@ministerial.qld.gov.au]
Sent: Wednesday, 25 July 2012 12:11 PM
To: DPC Minorworks; Rod Moreno
Subject: RE: Lounge removal & Install work order

Hi Brad and Rod

Can we pls not dump them when they are removed (perhaps keep them on site momentarily)?
Seems a waste to dump them.

We will speak about this and come back to you if that's ok?

Thanks

Kristian

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

From: DPC Minorworks [mailto:minorworks@premiers.qld.gov.au]
Sent: Wednesday, 25 July 2012 11:42 AM
To: Rod Moreno; Kristian Schluter
Subject: RE: Lounge removal & Install work order

Hi Rod,

I'm guessing that they don't want these couches again? I reckon they might only be fit for dumping. Is this job is to be billed to premier's office cost centre 4101154?

Hi Kristian, did you want to see if Kate will take one of these couches for her office?
I'm pretty sure she probably wont want to...

Thanks,

Brad Easson
A/Project Officer
Department of the Premier and Cabinet
Phone: 322-44731
Fax: 322-16982
Email: brad.easson@premiers.qld.gov.au
 Please consider the environment before printing this email

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

From: Rod Moreno
Sent: Tuesday, 24 July 2012 11:24 AM
To: DPC Minorworks
Cc: Sharon Grooby
Subject: Lounge removal & Install work order

Hi Brad, As discussed a little while ago, attached is the work order for the lounges on level 15.

Please note that Qbuild will need to be engaged on two occasions (two deliveries)

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

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege.

If you have received this email in error, please notify the author and delete this message immediately.

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

Rod Moreno

From: DPC Minorworks
Sent: Wednesday, 25 July 2012 11:42 AM
To: Rod Moreno; 'Kristian Schluter'
Subject: RE: Lounge removal & Install work order

Hi Rod,

I'm guessing that they don't want these couches again? I reckon they might only be fit for dumping. Is this job is to be billed to premier's office cost centre 4101154?

Hi Kristian, did you want to see if Kate will take one of these couches for her office? I'm pretty sure she probably wont want to...

Thanks,

Brad Easson
A/Project Officer
Department of the Premier and Cabinet
Phone: 322-44731
Fax: 322-16982
Email: brad.easson@premiers.qld.gov.au

Please consider the environment before printing this email

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

From: Rod Moreno
Sent: Tuesday, 24 July 2012 11:24 AM
To: DPC Minorworks
Cc: Sharon Grooby
Subject: Lounge removal & Install work order

Hi Brad, As discussed a little while ago, attached is the work order for the lounges on level 15.

Please note that Qbuild will need to be engaged on two occasions (two deliveries)

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

Rod Moreno

From: Kristian Schluter [Kristian.Schluter@ministerial.qld.gov.au]
Sent: Monday, 25 June 2012 8:31 AM
To: Rod Moreno
Subject: RE: QBuild Brisbane Facilities Quote BC17914 - Tiling Works

Hi Rod

Thank you once again for forwarding on the quote.

Please be advised that we will not be accepting this quote, as it doesn't represent good value for money for Qld taxpayers at this time.

Kind regards

Kristian

Kristian Schluter | Office Manager |
Office of The Hon. Campbell Newman MP | Premier of Queensland |
E-mail: Kristian.Schluter@ministerial.qld.gov.au
Phone: (07) 3225 8800 | Fax: (07) 3221 3631

From: Rod Moreno [<mailto:Rod.Moreno@premiers.qld.gov.au>]
Sent: Friday, 22 June 2012 5:04 PM
To: Kristian Schluter
Subject: QBuild Brisbane Facilities Quote BC17914 - Tiling Works

Hi Kristian,

Please find attached QBuild Brisbane Facilities Quote BC17914 – Tiling Works including 3 options (Clean grout, re-grout and remove and replace)

If you require clarification on any of the options provided or wish to discuss further, 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

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege.

If you have received this email in error, please notify the author and delete this message immediately.

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

Rod Moreno

From: BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]
Sent: Monday, 4 June 2012 3:33 PM
To: DOYLE Antonia
Cc: PEACOCK Greg; Rod Moreno
Subject: RE: Office of Minister Davis, Level 13, 111 George St

There may be something in B3 or Supreme Courts. Greg is hoping to go & have a look tomorrow.

Regards

Caroline

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

exceeding expectations

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

From: Antonia DOYLE (Works)
[mailto:Antonia.DOYLE@publicworks.qld.gov.au]
Sent: Monday, 4 June 2012 12:36 PM
To: BRUMPTON Caroline
Cc: PEACOCK Greg; Rod Moreno
Subject: FW: Office of Minister Davis, Level 13, 111 George St

Hi Caroline,

It would be greatly appreciated if you could please investigate to see if there is anything suitable in store that would meet the requirement of the assist Minister for Communities.

Thanks Caroline.

Kind Regards,

Antonia Doyle
Senior Accommodation Planner
Policy and Planning 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:
E: antonia.doyle@publicworks.qld.gov.au |
www.youroffice.qld.gov.au

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

From: Rod Moreno [mailto:Rod.Moreno@premiers.qld.gov.au]
Sent: Tuesday, 22 May 2012 5:08 PM
To: Caroline BRUMPTON (Proj Serv); Greg PEACOCK (Proj Serv)
Cc: Antonia DOYLE (Works)
Subject: Office of Minister Davis, Level 13, 111 George St

Hi Guys,

The Minister for Communities (Level 13, 111 George St) has requested for a desk return as she doesn't have much room on her desk for trays and folders. Annette Hecker (office manager) said that the Minister has said the unit don't have to match the wood tones of the desk, black or charcoal would suit well as the office already has black and charcoal.

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

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege.

If you have received this email in error, please notify the author and delete this message immediately.

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems

unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal 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.

!detstamp!

RTI RELEASE

Rod Moreno

From: Antonia DOYLE (Works) [Antonia.DOYLE@publicworks.qld.gov.au]
Sent: Thursday, 19 July 2012 5:45 PM
To: Rod Moreno
Cc: Paul Vincent
Subject: Level 15, EB - minor works

Hi Rod,

As discussed, we have been able to obtain the following for the minor works tomorrow night:

- 5x L shaped white workstations
- 1x straight desk
- 4 red coloured screens at 1350mm high
- 5x white screen hung shelves

Kind Regards,

Antonia Doyle

Senior Accommodation Planner
Policy and Planning 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: CTPI
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

Rod Moreno

From: Mary Sharp [Mary.Sharp@ministerial.qld.gov.au]
Sent: Monday, 25 June 2012 7:05 PM
To: Rod Moreno
Subject: maintenance to COS office

Hi Rod

Could I prevail upon you to arrange the following work in the COS office please;

1. Corkboard to be mounted on wall
2. Light bulb replaced in toilet/storage area
3. Television to be mounted on wall
4. Television cupboard removed and replaced with shelving

Kind regards

Mary Sharp

Deputy Chief of Staff & Executive Assistant to the Deputy Premier
Ph: +61 7 3224 4600
Fax: +61 7 3210 2185
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
PO Box 15009, City East Qld 4002

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

Rod Moreno

From: Kathryn Janiczak [Kathryn.Janiczak@ministerial.qld.gov.au]
Sent: Friday, 3 August 2012 10:02 AM
To: Rod Moreno
Subject: Reception Window

Good morning Rod

Hope you had a good break. I've been asked by Digby to organise to get the reception window blocked out as discussed with Alex (I think) previously.

Digby also wanted a corkboard in between two bookshelves in his office, is that something that we'd go through you for?

If you could let me know what is required from us to get this done that would be great.

Thanks,

Kathryn Janiczak
Office of The Hon Ros Bates MP
Minister for Science, Information Technology, Innovation and the Arts
Member for Mudgeeraba
Level 5, Executive Building
100 George Street
BRISBANE QLD 4000
p: 3224 2880 | f: 3224 2492
e: kathryn.janiczak@ministerial.qld.gov.au

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

Rod Moreno

From: Annette Sargent
Sent: Wednesday, 1 August 2012 4:23 PM
To: Sharon Grooby; Patrick Vidgen; Ian Street
Cc: Rod Moreno; Travis Jones; Brad Easson
Subject: RE: Sound proofing

Thanks Sharon – I agree we need to make sure it works.

Annette.

From: Sharon Grooby
Sent: Wednesday, 1 August 2012 4:21 PM
To: Annette Sargent; Patrick Vidgen; Ian Street
Cc: Rod Moreno; Travis Jones; Brad Easson
Subject: FW: Sound proofing

Hi everyone

Just letting you know that we will be going ahead with the soundproofing between the DG's office and the Premier's office. We are going with the more expensive option of \$3,500 for lead sheeting + Gyproc from ceiling to slab given the other option of \$1,500 may not work fully.

fyi

Sharon Grooby
Manager, Facilities Coordination
Business Services
Department of the Premier and Cabinet
Ph: 3225 8632
Fx: 3221 6982
Mob: CTPI
Email: sharon.grooby@premiers.qld.gov.au

 Please consider the environment before printing this email

From: Sharon Bailey
Sent: Wednesday, 1 August 2012 4:01 PM
To: Sharon Grooby
Subject: RE: Sound proofing

Hi Sharon

After some discussion, we've decided to go ahead with the soundproofing. I didn't have anything in writing – Sid came up and had a look and indicated that it would be somewhere in the vicinity of \$3,500.

If we could make a beginning on this, that would be great
Thanks
Sharon

RTI RELEASE

Rod Moreno

From: Sharon Grooby
Sent: Wednesday, 1 August 2012 4:21 PM
To: Annette Sargent; Patrick Vidgen; Ian Street
Cc: Rod Moreno; Travis Jones; Brad Easson
Subject: FW: Sound proofing

Hi everyone

Just letting you know that we will be going ahead with the soundproofing between the DG's office and the Premier's office. We are going with the more expensive option of \$3,500 for lead sheeting + Gyproc from ceiling to slab given the other option of \$1,500 may not work fully.

fyi

Sharon Grooby
Manager, Facilities Coordination
Business Services
Department of the Premier and Cabinet
Ph: 3225 8632
Fx: 3221 6982
Mob: CTPI
Email: sharon.grooby@premiers.qld.gov.au

 Please consider the environment before printing this email

From: Sharon Bailey
Sent: Wednesday, 1 August 2012 4:01 PM
To: Sharon Grooby
Subject: RE: Sound proofing

Hi Sharon

After some discussion, we've decided to go ahead with the soundproofing. I didn't have anything in writing – Sid came up and had a look and indicated that it would be somewhere in the vicinity of \$3,500.

If we could make a beginning on this, that would be great

Thanks
Sharon

Rod Moreno

From: Sharon Grooby
Sent: Thursday, 19 July 2012 9:31 AM
To: Rod Moreno
Cc: Travis Jones
Subject: Level 15 floor plan

Hi Rod

We need to confirm that the Level 15 floor plan is correct for fire evacuation diagrams. Can you confirm the Premier's office side is correct. If not, do you have an updated plan or can you retrieve one from Project Services. This is the latest Project Services have on their files which has been sent to us from Shane Corbett.

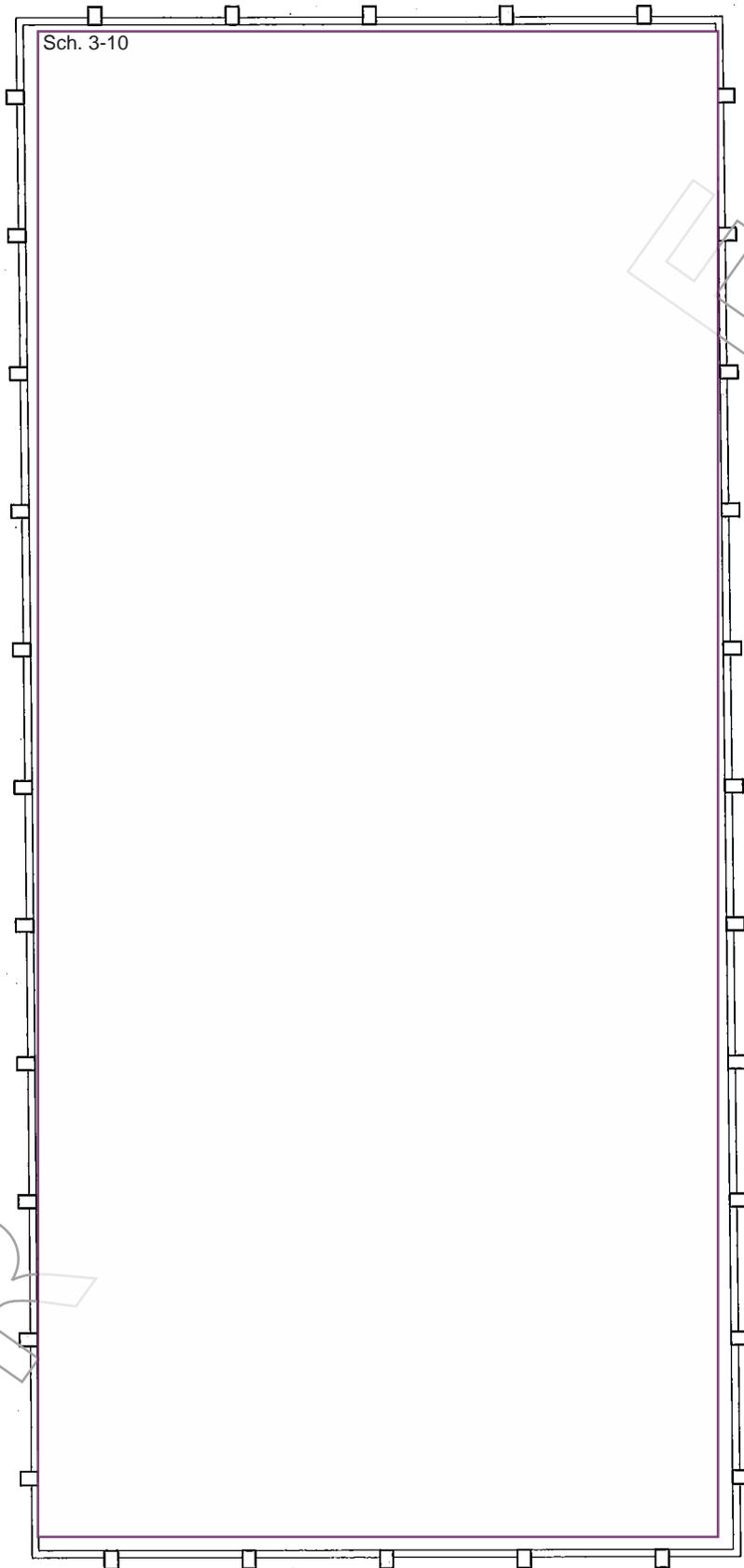
Cheers

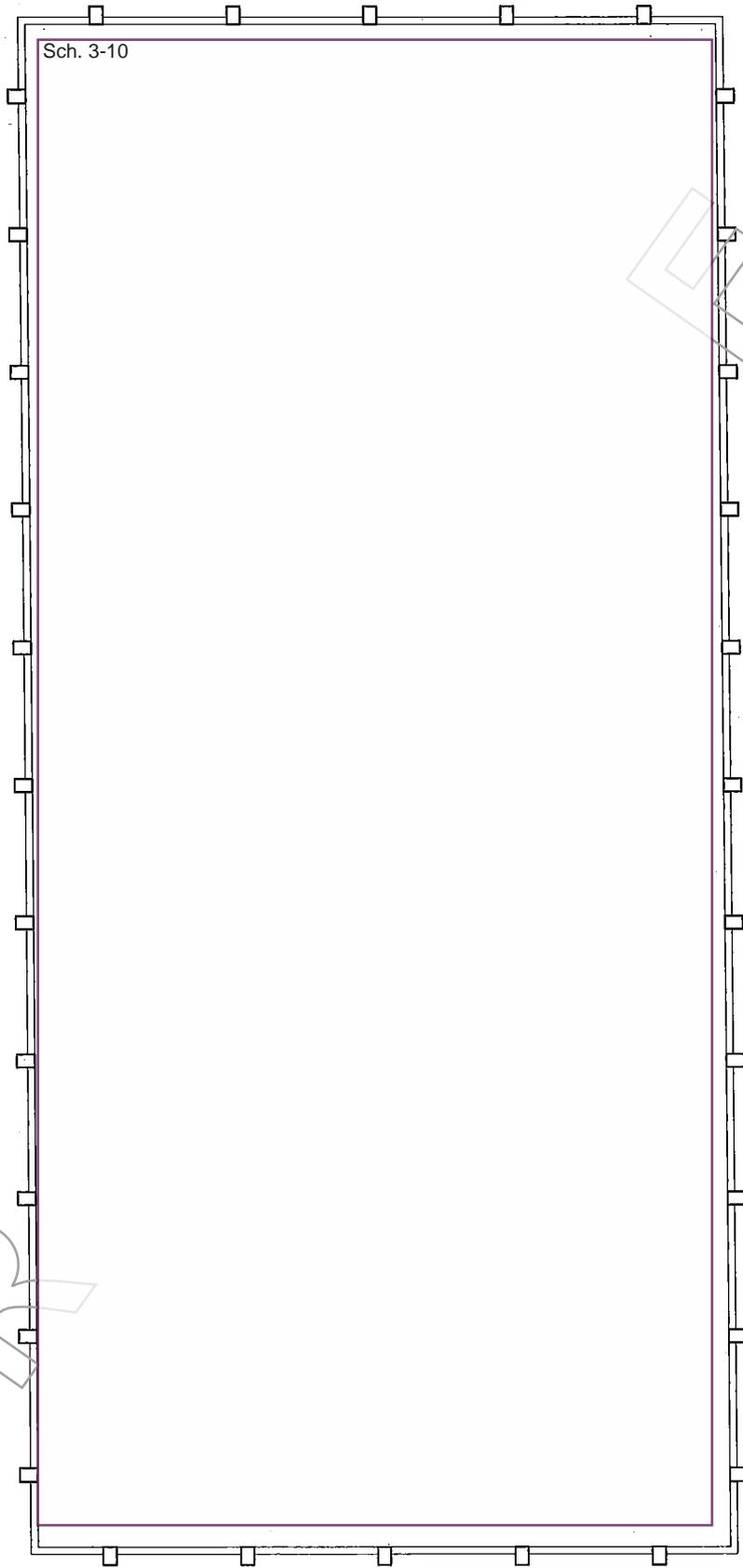


22530_LEVEL_15.p
df

Sharon Grooby
Manager, Facilities Coordination
Business Services
Department of the Premier and Cabinet
Ph: 3225 8632
Fx: 3221 6982
Mob: CTPI
Email: sharon.grooby@premiers.qld.gov.au

 Please consider the environment before printing this email





Rod Moreno

From: Sharon Grooby
Sent: Friday, 6 July 2012 10:04 AM
To: Rod Moreno; Brad Easson
Cc: Ian Street
Subject: RE: lounges on level 15

Thanks for letting us know Rod.

Sharon Grooby (nee Bain)
Manager, Facilities Coordination
Business Services
Department of the Premier and Cabinet
Ph: 3225 8632
Fx: 3221 6982
Mob: CTPI
Email: sharon.grooby@premiers.qld.gov.au

 Please consider the environment before printing this email

From: Rod Moreno
Sent: Friday, 6 July 2012 9:27 AM
To: Sharon Grooby; Brad Easson
Cc: Ian Street
Subject: lounges on level 15

Hi guys,

Just to keep you in the loop, there is a 5 week wait for one set of lounges for level 15, and a 10 week wait for the other set therefore the urgency to remove the current set is not there. The suppliers will give me a call 1 week out from each delivery which I'll then log in a minor works job for the removal/disposal of what's up there now.

thanks

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

Rod Moreno

From: Hayley Coultis [Hayley.Coultis@ministerial.qld.gov.au]
Sent: Wednesday, 11 July 2012 3:42 PM
To: Rod Moreno
Subject: Security System

Hi Rod

Following on from our convo yesterday, can you please organise for the two cameras in the Ministerial office to be removed. We will keep the security camera in reception for safety purposes however, the cables need to be checked to sort the problem we're experiencing with the feed to the monitor.

Thank you, regards

Hayley Coultis
EA/Office Manager

Office of the Minister for Energy and Water Supply
Level 13 Mineral House, 41 George Street
PO Box 15456, City East, BRISBANE QLD 4002

P: 07 3405 3211 | F: 07 3012 9115 | M: CTPI
E: hayley.coultis@ministerial.qld.gov.au

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

Rod Moreno

From: Hayley Coultis [Hayley.Coultis@ministerial.qld.gov.au]
Sent: Wednesday, 25 July 2012 12:51 PM
To: Rod Moreno
Subject: RE: TV Wall Bracket

Hi Rod

Thanks for the wall bracket. As it turns out however, QBuild have told me that Ministerial Services have to organise for its installation and for a new antenna socket to be put in, can you please arrange. Thank you!!

Cheers, H

Hayley Coultis
EA/Office Manager

Office of the Minister for Energy and Water Supply
Level 13 Mineral House, 41 George Street
PO Box 15456, City East, BRISBANE QLD 4002

P: 07 3405 3211 | F: 07 3012 9115 | M:
E: hayley.coultis@ministerial.qld.gov.au

From: Rod Moreno [<mailto:Rod.Moreno@premiers.qld.gov.au>]
Sent: Tuesday, 24 July 2012 9:33 AM
To: Hayley Coultis
Cc: Paul Vincent
Subject: RE: TV Wall Bracket

Hi Hayley,

We'll get one for you today. I'll let you know when we have it ready for collection.

Rod

From: Hayley Coultis [<mailto:Hayley.Coultis@ministerial.qld.gov.au>]
Sent: Tuesday, 24 July 2012 9:14 AM
To: Rod Moreno
Subject: TV Wall Bracket

Hello Rod

I've put in a request for QBuild to install a wall bracket for a TV in our new Media Adviser's office. We have a TV however, we don't have the wall bracket, can you please order one, do you need the TV measurements or are they standard?

Thank you!

Hayley Coultis
EA/Office Manager

Office of the Minister for Energy and Water Supply
Level 13 Mineral House, 41 George Street
PO Box 15456, City East, BRISBANE QLD 4002

P: 07 3405 3211 | F: 07 3012 9115 | M: CTPI
E: hayley.coultis@ministerial.qld.gov.au

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege.

If you have received this email in error, please notify the author and delete this message immediately.

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

Rod Moreno

From: Hayley Coultis [Hayley.Coultis@ministerial.qld.gov.au]
Sent: Tuesday, 24 July 2012 9:34 AM
To: Rod Moreno
Subject: RE: TV Wall Bracket

Yay! Thanks Rod.

Hayley Coultis
EA/Office Manager

Office of the Minister for Energy and Water Supply
Level 13 Mineral House, 41 George Street
PO Box 15456, City East, BRISBANE QLD 4002

P: 07 3405 3211 | F: 07 3012 9115 | M:
E: hayley.coultis@ministerial.qld.gov.au

From: Rod Moreno [<mailto:Rod.Moreno@premiers.qld.gov.au>]
Sent: Tuesday, 24 July 2012 9:33 AM
To: Hayley Coultis
Cc: Paul Vincent
Subject: RE: TV Wall Bracket

Hi Hayley,

We'll get one for you today. I'll let you know when we have it ready for collection.

Rod

From: Hayley Coultis [<mailto:Hayley.Coultis@ministerial.qld.gov.au>]
Sent: Tuesday, 24 July 2012 9:14 AM
To: Rod Moreno
Subject: TV Wall Bracket

Hello Rod

I've put in a request for QBuild to install a wall bracket for a TV in our new Media Adviser's office. We have a TV however, we don't have the wall bracket, can you please order one, do you need the TV measurements or are they standard?

Thank you!

Hayley Coultis
EA/Office Manager

Office of the Minister for Energy and Water Supply
Level 13 Mineral House, 41 George Street
PO Box 15456, City East, BRISBANE QLD 4002

P: 07 3405 3211 | F: 07 3012 9115 | M: CTPI
E: hayley.coultis@ministerial.qld.gov.au

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege.

If you have received this email in error, please notify the author and delete this message immediately.

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

Rod Moreno

From: Nick Twist [Nick.Twist@atsia.qld.gov.au]
Sent: Tuesday, 24 July 2012 7:44 AM
To: Rod Moreno
Subject: FW: Minister's office - shelving

Rod – is Ministerial signage an MSB issue?

Nick

Nick Twist | Director, Workforce and Corporate Support | Corporate Services | Department of Aboriginal and Torres Strait Islander and Multicultural Affairs

6B Neville Bonner Building, 75 William Street, BRISBANE QLD 4001

T: 07 3006 2361 | M: |

From: Tony Quinn
Sent: Monday, 23 July 2012 8:04 AM
To: Nick Twist; Barb Hannon
Cc: Dick White
Subject: RE: Minister's office - shelving

I will wait for your reply.

Anthony Quinn Manager Facilities Services
Facilities Management Corporate Services Department of Communities, Child Safety and Disability Services

Level 9 61 Mary Street Brisbane 4000
T: 07 3227 8336 M: F: 07 3227 8343

From: Nick Twist
Sent: Friday, 20 July 2012 1:08 PM
To: Tony Quinn; Barb Hannon
Cc: Dick White
Subject: RE: Minister's office - shelving

Tony

I would suggest that the wording be something similar to the laminated signs – will advise separately. Might also consider an ODG sign at the same time.

I will flag potential paint work with MSB.

nick

Nick Twist | Director, Workforce and Corporate Support | Corporate Services | Department of Aboriginal and Torres Strait Islander and Multicultural Affairs

6B Neville Bonner Building, 75 William Street, BRISBANE QLD 4001

T: 07 3006 2361 | M CTPI

From: Tony Quinn
Sent: Friday, 20 July 2012 12:35 PM
To: Barb Hannon; Nick Twist
Cc: Dick White
Subject: RE: Minister's office - shelving

Thank you for meeting with me.

Barb the cost of the shelving will be met by the department and it will not be significant. As discussed I will rearrange the storeroom space this Saturday while in the building undertaking relocation work for DATSIMA as it will only take a couple of minutes..

Nick with respect of the signage I can have the existing one located inside the Ministers office removed and may need to patch and paint the wall but this may be a Ministerial Services Branch item that you need to discuss with Rod Merino. Signage I understand is an MSB (not Ministers office) cost and again it will be very small in terms of dollars.

In terms of the request for some additional or changed signage for the shared foyer space on level 6b I will need direction from your office on what to install in terms of size, type and wordage.

Please advise.

Anthony Quinn Manager Facilities Services

Facilities Management Corporate Services Department of Communities, Child Safety and Disability Services

Level 9 61 Mary Street Brisbane 4000

T: 07 3227 8336 M CTPI F: 07 3227 8343

From: Barb Hannon [<mailto:barb.hannon@ministerial.qld.gov.au>]
Sent: Friday, 20 July 2012 10:49 AM
To: Tony Quinn
Cc: Dick White
Subject: RE: Minister's office - shelving

Hi Tony,

Thanks v. much for coming over this morning – and one thing I quite forgot to check with you is cost. Could you please advise if the shelving is to be charged to our MSB budget, or is this something that we can have done as part of our office set up?

Also, I spoke with the Minister about the previous Ministry sign outside our conference room – he agrees that there is no need for it in it's current location and he would like to see something outside in the main reception area where the Director General's office is. At present there are two laminated signs indicating our respective offices and the Minister would like to know if something simple and cost effective can be put up there. Again please advise at whose cost this would be done.

Again our thanks,
=Barb

Barb Hannon

Personal Assistant & Office Manager
Office of the Hon Glen Elmes MP

Minister for Aboriginal and Torres Strait Islander & Multicultural Affairs | Minister Assisting the Premier
Member for Noosa

6B Neville Bonner Building | 75 Williams St | Brisbane | QLD | 4001
P O Box 15397 | City East | QLD | 4002
T 07 3235 4562

From: Tony Quinn [mailto:Tony.QUINN@communities.qld.gov.au]
Sent: Thursday, 19 July 2012 12:26 PM
To: Barb Hannon
Subject: RE: Minister's office - shelving

If convenient I will be there tomorrow at 8.00 am.

Anthony Quinn Manager Facilities Services

Facilities Management Corporate Services Department of Communities, Child Safety and Disability Services

Level 9 61 Mary Street Brisbane 4000

T: 07 3227 8336 M: CTPI F: 07 3227 8343

From: Barb Hannon [mailto:barb.hannon@ministerial.qld.gov.au]
Sent: Thursday, 19 July 2012 7:22 AM
To: Tony Quinn
Subject: RE: Minister's office - shelving

Thanks Tony,

A good time to come to the MO would be first thing in the mornings – I am usually here from 7.30am onwards.

regards,
=Barb

Barb Hannon

Personal Assistant & Office Manager
Office of the Hon Glen Elmes MP

Minister for Aboriginal and Torres Strait Islander & Multicultural Affairs | Minister Assisting the Premier
Member for Noosa

6B Neville Bonner Building | 75 Williams St | Brisbane | QLD | 4001
P O Box 15397 | City East | QLD | 4002
T 07 3235 4562

From: Tony Quinn [mailto:Tony.QUINN@communities.qld.gov.au]
Sent: Wednesday, 18 July 2012 7:15 PM
To: Barb Hannon
Cc: Nick Twist; Geoffrey Yell
Subject: RE: Minister's office - shelving

Sorry for not replying sooner.

I am not sure about the support situation as my area services the Department of Communities Child Safety and Disabilities Services for Facilities Management. However our organisation is being requested to support the Department of Aboriginal and Torres Strait Islander and Multi-Cultural Affairs on a bureau basis for the time being.

We are more than happy to assist and could you advise when would be a suitable time to attend site to assess your needs.

Anthony Quinn Manager Facilities Services

Facilities Management Corporate Services Department of Communities, Child Safety and Disability Services

Level 9 61 Mary Street Brisbane 4000

T: 07 3227 8336 M: CTPI F: 07 3227 8343

From: Barb Hannon [mailto:barb.hannon@ministerial.qld.gov.au]
Sent: Wednesday, 18 July 2012 1:05 PM
To: Tony Quinn
Subject: Minister's office - shelving

Hi Tony,

I don't think we've met yet, but Rod Moreno at MSB has given me your email address as the Minister has a couple of requests for the office – is it possible to:

- have some shelving put into the utilities room so that we can get a bit more space for filing cabinets – at present everything is sitting on the floor and it's awkward to move around, an
- change the sign in the front which is still the old Ministry information
- establish a library so we need a bookshelf – your advice would be welcome

Thanks for your help with this,
=Barb

Barb Hannon

Personal Assistant & Office Manager

Office of the Hon Glen Elmes MP

*Minister for Aboriginal and Torres Strait Islander & Multicultural Affairs | Minister Assisting the Premier
Member for Noosa*

6B Neville Bonner Building | 75 Williams St | Brisbane | QLD | 4001
P O Box 15397 | City-East | QLD | 4002
T 07 3235 4562

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

***** DISCLAIMER *****

The information contained in the above e-mail message or messages (which includes any attachments) is confidential and may be legally privileged. It is intended only for the use of the person or entity to which it is addressed. If you are not the addressee any form of disclosure, copying, modification, distribution or any action taken or omitted in reliance on the information is unauthorised. Opinions contained in the message(s) do not necessarily reflect the opinions of the Queensland Government and its authorities. If you received this communication in error, please notify the sender immediately and delete it from your computer system network.

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

***** DISCLAIMER *****

The information contained in the above e-mail message or messages (which includes any attachments) is confidential and may be legally privileged. It is intended only for the use of the person or entity to which it is addressed. If you are not the addressee any form of disclosure, copying, modification, distribution or any action taken or omitted in reliance on the information is unauthorised. Opinions contained in the message(s) do not necessarily reflect the opinions of the Queensland Government and its authorities. If you received this communication in error, please notify the sender immediately and delete it from your computer system network.

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error,

you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

***** DISCLAIMER *****

The information contained in the above e-mail message or messages (which includes any attachments) is confidential and may be legally privileged. It is intended only for the use of the person or entity to which it is addressed. If you are not the addressee any form of disclosure, copying, modification, distribution or any action taken or omitted in reliance on the information is unauthorised. Opinions contained in the message(s) do not necessarily reflect the opinions of the Queensland Government and its authorities. If you received this communication in error, please notify the sender immediately and delete it from your computer system network.

RTI RELEASE

Rod Moreno

From: Sally Burton [Sally.Burton@dlgp.qld.gov.au]
Sent: Monday, 20 August 2012 3:35 PM
To: mary.sharp@ministerial.qld.gov.au
Cc: Rod Moreno; Elaine Hampson
Subject: FW: Costs for Jobs undertaken in the Deputy Premier's Office

Hi Mary

Please find below the total costs of minor works undertaken on level 12 100 George Street from March 26 2012.

Should you require further information, please contactme.

thanks

Department of State Development, Infrastructure & Planning

100 George Street Level 12 Deputy Premier's Office

Minor Works No.	Description of Work	Total Cost
DIPMW 12/055	L12 Deputy Premier's Office Room 12.11 Move workstations & screens & install workbench (to be supplied by QBuild) & relocate bookshelf to Room 12.45	\$ 584.64
DIPMW 12/062	L12 Deputy Premier's Office Hang 2 whiteboards	\$ 77.25
DIPMW 12/067	L12 Deputy Premier's Office Room 12.22 Remove TV Cabinet. Cabinet is hard wired with a power point in cabinet, an electrician is to isolate power point to allow removal of the cabinet and reinstate the power point to wall after cabinet removed. TV cabinet to be relocated to Basement 3 and stored.	\$ 213.11

Sally Burton
 Senior Facilities Officer
 Facilities and Business Services
 Business Services
 Corporate Services Division
Department of State Development, Infrastructure and Planning
Queensland Government

tel +61 7 322 42390
 post PO Box 15009 City East Qld 4002
 visit Level 11 Executive Building 100 George Street Brisbane
 Sally.Burton@dlgp.qld.gov.au

<http://www.dlqp.qld.gov.au>

Please consider the environment before printing this email

From: HUTCHINSON Christopher N [mailto:Christopher.Hutchinson@qbuild.qld.gov.au]

Sent: Monday, 20 August 2012 3:17 PM

To: Sally Burton

Cc: AMIES John L; McDonnell Sid

Subject: Costs for Jobs undertaken in the Deputy Premier's Office

Hi Sally

Please find attached the costs for the 3 minor works requests relative to the Deputy Premier's Office.

Please contact me if you require more information.

Thanks

Chris

Department of State Development, Infrastructure & Planning

100 George Street Level 12 Deputy Premier's Office

Minor Works No.	Description of Work	Total Cost
DIPMW 12/055	L12 Deputy Premier's Office Room 12.11 Move workstations & screens & install workbench (to be supplied by QBuild) & relocate bookshelf to Room 12.45	\$ 584.64
DIPMW 12/062	L12 Deputy Premier's Office Hang 2 whiteboards	\$ 77.25
DIPMW 12/067	L12 Deputy Premier's Office Room 12.22 Remove TV Cabinet. Cabinet is hard wired with a power point in cabinet, an electrician is to isolate power point to allow removal of the cabinet and reinstate the power point to wall after cabinet removed. TV cabinet to be relocated to Basement 3 and stored.	\$ 213.11

Regards

Chris Hutchinson

Construction Manager

Brisbane Facilities Services

Level 5 151 Roma Street Brisbane
Ph. 3235 9800 (short dial 59800)
Mobile, CTPI
Fax. 3405 6641
Email. christopher.hutchinson@qbuild.qld.gov.au

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal 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!

Unless stated otherwise, this email, together with any attachments, is intended for the named recipient(s) only and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network..

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and/or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Rod Moreno

From: Michelle Haddrick [Michelle.Haddrick@ministerial.qld.gov.au]
Sent: Wednesday, 18 July 2012 10:42 AM
To: Rod Moreno
Subject: lights not working

Hi Rod,

Two lights are out in Sharyn's office. Could you please arrange for these to be fixed?

Thanks
Michelle

*Michelle Haddrick
Administration Officer
Office of the Minister for Local Government
Level 18, Mineral House, 41 George Street
Brisbane QLD 4002
Ph: 3234 1870*

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

Rod Moreno

From: Michelle Haddrick [Michelle.Haddrick@ministerial.qld.gov.au]
Sent: Friday, 13 July 2012 9:47 AM
To: Rod Moreno
Cc: Sharyn Watkins
Subject: faulty zip

Hi Rod,

Our hot water zip is not working and hasn't for the past two days. The light is flashing on it and no water is coming out on either side of it. Could you please arrange someone to come look at this.

Thanks
Michelle

*Michelle Haddrick
Administration Officer
Office of the Minister for Local Government
Level 18, Mineral House, 41 George Street
Brisbane QLD 4002
Ph: 3234 1870*

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

Rod Moreno

From: Michelle Haddrick [Michelle.Haddrick@ministerial.qld.gov.au]
Sent: Thursday, 5 July 2012 9:14 AM
To: Rod Moreno
Cc: Sharyn Watkins
Subject: Faulty handle on front door

Hi Rod,

The front door which I have already raised with you and has been looked at continues to play up. Often you can come to the front door and not need to swipe in as the handle is not latching back properly. Can you please arrange for someone to come fix this. They looked at it last time but it's an intermittent fault and they weren't able to see it playing up.

Thanks
Michelle

*Michelle Haddrick
Administration Officer
Office of the Minister for Local Government
Level 18, Mineral House, 41 George Street
Brisbane QLD 4002
Ph: 3234 1870*

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

Rod Moreno

From: Bloxham, Debra [Debra.Bloxham@dnrm.qld.gov.au]
Sent: Tuesday, 17 July 2012 1:42 PM
To: Rod Moreno; hayley.coultis@ministerial.qld.gov.au
Subject: RE: Damaged Chairs - Office of the Minister for Energy & Water Supply

Hi Hayley

Having looked at the chairs this morning, I believe they could be repaired and I can organise QBuild to repair. As discussed please find attached photo of temporary replacement chairs. Let me know if these chairs are acceptable and I will do a minor works order to QBuild for repair of chairs and arrange for temporary replacement chairs to be delivered to you.

Thanks
Debra

Debra Bloxham
Senior Accommodation Officer, Accommodation Services
DAFF | DTEB | DEWS | DNRM | DEHP | DNPRSR
Level 18, 111 George Street, Brisbane Qld 4000
PO Box 15168, City East Qld 4002
t: +61 7 3234 0584
e: debra.bloxham@dnrm.qld.gov.au
Business Information Centre 12 25 23

From: Rod Moreno [<mailto:Rod.Moreno@premiers.qld.gov.au>]
Sent: Monday, 16 July 2012 4:20 PM
To: Accommodation
Subject: Damaged Chairs - Office of the Minister for Energy & Water Supply

Hi

There are x6 wooden chairs in the Minister's office that are unstable due to loose joinery. Are you able to send someone over to inspect them and have them repaired if possible. Please note that Qld Government Accommodation Office have noted these chairs as needing attention but they do not have chairs to replace them with.

Office: Office of the Minister for Energy & Water Supply
Location: Level 13 Mineral House
Site contact: Hayley Coultis - 07 3405 3211

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

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege.

If you have received this email in error, please notify the author and delete this message immediately.

RTI RELEASED

Sharon Grooby

From: Patrick Vidgen
Sent: Thursday, 2 August 2012 8:50 AM
To: Annette Sargent; Sharon Grooby; Ian Street
Cc: Rod Moreno; Travis Jones; Brad Easson
Subject: RE: Sound proofing

Thanks Sharon – DG is happy with this.

Pat Vidgen
Deputy Director-General | Governance | Department of the Premier and Cabinet
Phone: 07 3224 6061 | Mobile: CTPPI [REDACTED]

From: Annette Sargent
Sent: Wednesday, 1 August 2012 4:23 PM
To: Sharon Grooby; Patrick Vidgen; Ian Street
Cc: Rod Moreno; Travis Jones; Brad Easson
Subject: RE: Sound proofing

Thanks Sharon – I agree we need to make sure it works.

Annette.

From: Sharon Grooby
Sent: Wednesday, 1 August 2012 4:21 PM
To: Annette Sargent; Patrick Vidgen; Ian Street
Cc: Rod Moreno; Travis Jones; Brad Easson
Subject: FW: Sound proofing

Hi everyone

Just letting you know that we will be going ahead with the soundproofing between the DG's office and the Premier's office. We are going with the more expensive option of \$3,500 for lead sheeting + Gyproc from ceiling to slab given the other option of \$1,500 may not work fully.

fyi

Sharon Grooby
Manager, Facilities Coordination
Business Services
Department of the Premier and Cabinet
Ph: 3225 8632
Fx: 3221 6982
Mob: CTPPI [REDACTED]
Email: sharon.grooby@premiers.qld.gov.au

 Please consider the environment before printing this email

From: Sharon Bailey
Sent: Wednesday, 1 August 2012 4:01 PM

To: Sharon Grooby
Subject: RE: Sound proofing

Hi Sharon

After some discussion, we've decided to go ahead with the soundproofing. I didn't have anything in writing – Sid came up and had a look and indicated that it would be somewhere in the vicinity of \$3,500.

If we could make a beginning on this, that would be great

Thanks

Sharon

RTI RELEASE

Sharon Grooby

From: Patrick Vidgen
Sent: Tuesday, 17 July 2012 8:58 AM
To: Ian Street; Sharon Grooby
Cc: Tim Herbert; Annette Sargent; Sharon Bailey; Craig Evans
Subject: DGs Office - sound proofing

Hi

I understand that the configuration in the Premier's Office accommodation now means that people are sitting in the room directly adjacent to the DGs office. So much so that it is possible to hear conversations through the wall.

Is it possible to investigate sound proofing options for the wall between the two? Please liaise with Sharon Bailey in the first instance.

Thanks

Pat

Pat Vidgen
Deputy Director-General | Governance | Department of the Premier and Cabinet
Phone: 07 3224 6061 | Mobile: CTPI

RTI RELEASE



Queensland
Government

FAXED
6/8/12

11:55am

Facsimile Message

Date: 06-Aug-12

From:	Department of the Premier and Cabinet PO Box 15185 City East Qld 4002 ABN: 65 959 415 158	Client Code: 103592
Contact:	Travis Jones (55649)	Fax: 3221 6982
To:	Sid McDonnell	Fax: 3225 8812
Subject:	Minor works Request Number: 6276	

I would be pleased if the following work could be undertaken:

Job Name: Misc Building Installation

Job Description: Hey Kev, Can you please organise the installation of lead sheeting and Gyprock to soundproof between the DG's office and the premiers staff on Level 15 Executive Building. Contact is me (55649) or Sheila King on 44727. Thanks Trav

Timing for work to be undertaken: Medium

Building: Executive Bldg **Floor:** 15

For any further information please contact the following: Travis Jones on extension 55649 or Travis Jones (55649)

Any expenses incurred as a result of this request should be charged to cost centre 4101068, the Department of the Premier and Cabinet. QBuild invoicing please note that Attn Person on Z screens needs to be the ABN referenced above.

Yours Faithfully

Sharon Bain
WRM Manager, HRS

IMPORTANT NOTICE RE CONFIDENTIALITY: This facsimile is intended for the addressee and may contain confidential information. You are notified that any transmission, distribution or photocopying of this facsimile is prohibited. The confidentiality attached to this facsimile is not waived, lost or destroyed by reasons of a mistaken delivery to you. If you have received this facsimile in error please notify us immediately by telephone.

Sharon Grooby

From: Sharon Grooby
Sent: Tuesday, 3 July 2012 1:27 PM
To: DPC Minorworks
Subject: FW: Approval of Chairs for the DG's small conference room

Sharon Grooby (nee Bain)
Manager, Facilities Coordination
Business Services
Department of the Premier and Cabinet
Ph: 3225 8632
Fx: 3221 6982
Mob: CTPI
Email: sharon.grooby@premiers.qld.gov.au

Please consider the environment before printing this email

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

From: Annette Sargent
Sent: Tuesday, 3 July 2012 1:22 PM
To: Sharon Grooby
Subject: RE: Approval of Chairs for the DG's small conference room

Thanks Sharon

Approved

Annette Sargent
Acting Executive Director
Business Services
Department of the Premier and Cabinet
Phone: 322 44691
Fax: 322 46915
Email: annette.sargent@premiers.qld.gov.au

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

From: Sharon Grooby
Sent: Tuesday, 3 July 2012 12:23 PM
To: Annette Sargent
Cc: Brad Easson
Subject: Approval of Chairs for the DG's small conference room

Hi Annette

Brad has organised for the recycled conference table and chairs to be delivered this morning to the DG's small conference room. The DG has looked at this and while the table is ok, he would prefer that we purchase new chairs as some of the chairs have marks and are a bit tired. The attached quote is for 12 chairs which are the same chairs in the DG's office (this was requested by Sharon). The cost is \$4,699.26. I seek your approval that these chairs be charged to the department's minorworks budget (4101068) as previously discussed. Please let myself or Brad know if you have any queries relating to this quote.

Cheers

Sharon Grooby (nee Bain)
Manager, Facilities Coordination

Business Services
Department of the Premier and Cabinet
Ph: 3225 8632
Fx: 3221 6982
Mob: [CTPI]
Email: sharon.grooby@premiers.qld.gov.au

Please consider the environment before printing this email

RTI RELEASE

CTPI

QUOTATION

QUOTE SENT TO: MARJORY MORRIS

Quote Date :22-JUN-12

Quote to: QG00005

Delivery Address:
Department of Premier and Cabi
level 1/100 George st
Brisbane

4000

4002

Quote No: 13758

Page No.: 1

CTPI

have pleasure in submitting our quotation for the supply of office furniture items.

Stock Code	Description	Quantity	Price	Amount (Inc GST)
WT68-BLACK+	WASHINGTON MEDIUM EXECUTIVE BLACK LEATHER	12 10	356.00	4699.20 3560.00
Total 4272.00 3560.00		Total GST: 427.20 356.00		Total Inc GST: 4699.20 3916.00

VALIDITY: These prices will be valid for 30 days only. Quotation price/s are valid for the quantities specified. The above prices are to Ground Floor Loading Dock only. If placement is required elsewhere charges will apply

GST: All item prices quoted are exclusive of GST. GST at a rate of 10% will be added to all item prices & shown in total pricing.

TRADING TERMS & CONDITIONS:

Please refer to the attached Terms and Conditions page.

Thank you for the opportunity to submit the above quotation.

Yours Sincerely,

CTPI

10

CTPI

DELIVERY DOCKET 13758 Page No. : 1 INVOICE NO. Delivery Date:		Account Code : QG00005 Customer Ref : GOV971 Our Reference: 13758	
Delivery Address: FACILITIES CO-ORDINATION LEVEL 1, 100 GEORGE STREET EXECUTIVE BLDG ATT: BRAD EASSON TEL: 3405 5650		Warehouse <input type="text" value="CTPI"/> Salesperson <input type="text" value="CTPI"/>	
Sold to: DEPT OF EMPLOY, ECON DEV & INNO COMMERCIAL EVALUATION & MNGT PO BOX 15168 CITY EAST QLD 4002		Territory SQ	
Order Date 05-JUL-12		Description WASHINGTON MEDIUM EXECUTIVE BLACK LEATHER	
Stock Code WT68-BLACK+		Ordered Delivered Backordered 10.00 10.00 10.00	
		Unit EACH	
RECEIPT ACKNOWLEDGEMENT Received in good order and condition Print Name Signed Date			
Delivery Instructions:			

TAX INVOICE NO. 139924 Page No. : 1 Invoice Date : 07-AUG-12 Account Code : QG00019 Customer Ref : 4500215316 Our Reference: 14062		Delivery Address: DEPT. OF PREMIER & CABINET 100 GEORGE STREET BRISBANE, QLD, 4000 ATTN: BRAD EASSON TEL: 3405 5650		Warehouse Delivery Docket No.	
Sold to: DEPART OF THE PREMIER & CABINET P.O. BOX 15185 CITY EAST BRISBANE		Territory SQ		Ordered Delivered Backordered 10.00 10.00	
Order Date 07-AUG-12	Description WASHINGTON MEDIUM EXECUTIVE BLACK LEATHER	Unit EACH	Price 356.00	GST 1	Net Amount 3560.00
Delivery Instructions: CTP1		CTP1		NET TOTAL GST	\$3560.00 \$356.00
				TOTAL	\$3916.00

WD22 ISSUE H



**Queensland
Government**

ABN: 65959415158

Page 1 of 1

Fax 07 3224 4837

Department of the Premier and Cabinet

Purchase order 4500215316

Date: 07.08.2012

Vendor No: 6088782

Purchasing Contact DPC INFORMATN SERV

Telephone 07 3224 4395

Delivery Date 21.08.2012

Please deliver between 8:00am and 4:00pm ***Monday to Friday***

Please note:

1. All deliveries must be accompanied by a delivery docket or invoice.
2. Purchase Order Number must be quoted on all delivery dockets, invoices, correspondence, etc.
3. Price and product changes must be communicated to the Purchasing Contact prior to delivery.

To: CTPI

Deliver to:
Department of the Premier and Cabinet
100 George St
BRISBANE QLD 4000

Invoice to:
Department of the Premier and Cabinet
PO BOX 15185
CITY EAST QLD 4002

Terms of Payment: Within 30 days Due net

As per quote: 13758

Item	Material	Description
00010	Washington Med Exec black leather chairs	
	Stock code: WT68-BLACK	
	Provision of Washington Medium Executive Black Leather Chairs under Standing Offer Arrangement QGCP0800-09 (Part A).	

Order qty.	Unit	Price/Unit	Net Value	GST	Gross Value
10	each	356.00/ 1	3,560.00	356.00	3,916.00
Total Including GST					\$3,916.00

This purchase order is released subject to our standard terms and conditions. To obtain a copy, please refer to the Purchasing Contact.



Manual Purchase Requisition

Mandatory Field *

Vendor/supplier information (please attach written quotes)

Quote No.	Vendor name, phone & fax No.	Total Price (excl. GST)	GST.	Total price (incl. GST)
13758	CTP	3560.00	356.00	3916.00

Purchasing section details

To (SSP Purchasing Section)*
 Requisitioning officers details
 Name *
 Brad Easson
 Unit/branch
 Facilities Coordination
 Department
 Premier and Cabinet
 Telephone number *
 3405 5650
 Requisition number
 []
 Date supply/service required by *
 Delivery method
 Purchasing organisation
 Plant
 []

Delivery address*

Facilities Coordination, Level 1, 100 George Street, Executive Building
 Invoice address*
 Po Box 15185, City East Qld 4002

Order Information

Line	Qty*	Unit of measure*	Material number	Description*	Vendor/supplier catalogue number	Price per unit (excl. GST)*	Tax code (2)*	Total (incl. GST)	Profit centre (4) Cost centre (7) Internal order (8) WBS element Asset/Shell*	GL Account code (6)*
10	10	ea		Washington medium executive black leather chairs		356.00	PG	3916.00	4101068	530304
20		ea				0.00	PG	0.00		
30		ea				0.00	PG	0.00		
40		ea				0.00	PG	0.00		
50		ea				0.00	PG	0.00		
60		ea				0.00	PG	0.00		
70		ea				0.00	PG	0.00		
								Total	3916.00	

Purchasing approval (Purchasing Use Only)

I certify that the procurement process complies with the State Government and Host Department Purchasing Policies
 Name
 Brad Easson
 Position
 A/Project Officer
 Purchasing certification level
 level 1
 Signature
 [Signature]
 Date
 04/07/2012

Expenditure Approval

Approval is given for expenditure to be incurred for the supply of goods/services as detailed above.
 I hereby certify that the expenditure is charged to the correct account and cost centre codes.
 Name
 Sharon Beir Grooby
 Position
 Manager, Facilities Coordination
 Signature
 [Signature]
 Date
 13/10/2010

Recommended Supplier

Vendor number
 6088782
 Name
 []
 Address
 []
 S.O.A. No. (if applicable)
 []
 Telephone number
 []
 Fax
 []

Purchasing Use Only

Entered by
 []
 SAP User ID
 []
 Purchase order number
 []
 Date processed
 []

Page 63 redacted for the following reason:

Schedule 3(10) - Law enforcement or public safety information