

Pages 1 through 2 redacted for the following reasons:

Contrary to Public Interest

Craig Evans

Subject: David Moore
Location: Meeting in foyer of Executive Building

Start: Tue 24/07/2012 3:30 PM
End: Tue 24/07/2012 4:30 PM

Recurrence: (none)

Organizer: Craig Evans

David's mobile:

RTI RELEASE

Pages 6 through 12 redacted for the following reasons:

Contrary to Public Interest

Debbie Hoger

From: John Bradley
Sent: Monday, 12 March 2012 3:42 PM
To: Kathy Parton; Patrick Vidgen; Bronwen Griffiths
Subject: Fw: Fwd: Approval for State School visit

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

From: Julie Grantham
To: John Bradley
Sent: Fri Mar 09 19:44:04 2012
Subject: Fwd: Approval for State School visit

FYI

Sent from my iPhone

Begin forwarded message:

From: David Moore
<David.Moore@opposition.qld.gov.au<mailto:David.Moore@opposition.qld.gov.au>>
Date: 9 March 2012 6:30:26 PM GMT+10:00
To: "GRANTHAM, Julie" <Julie.GRANTHAM@deta.qld.gov.au<mailto:Julie.GRANTHAM@deta.qld.gov.au>>
Subject: RE: Approval for State School visit

Hi Julie,

On preliminary enquiries, I understand all the appropriate permissions were sought and provided. As always, though, we are happy to respond to concerns and I have let the LNP know. Fortunately, I am advised the ad isn't due to run again and we are more than happy to remove the youtube version to avoid any unnecessary concern.

I will look at the process in more depth when some of the other staff involved are available will come back to you if necessary, but as I say. The ad isn't running further.

If further visits are requested I will ensure there is less scope for any misunderstanding.

kind regards
David

From: GRANTHAM, Julie [mailto:Julie.GRANTHAM@deta.qld.gov.au]
Sent: Friday, 9 March 2012 5:41 PM
To: David Moore
Subject: Approval for State School visit

Dear David

I refer to your recent request seeking permission for Mr Campbell Newman and his wife Lisa Newman, as well as the Shadow Minister for Education, the Parliamentary leader of the LNP and Ms Saxon Rice, the local LNP candidate to visit the Toowong State School on Friday 2 March 2012. I responded to and approved your request via the email below.

It has come to my attention that footage taken at the school on the day, including footage of students, staff and school facilities, may have been used as part of a recent television advertisement for the LNP.

The Principal of the school has advised that while he received media approvals for students to be filmed by news organisations for general news stories, at no time was he advised, or did he approve, for any of the footage of staff, students or school facilities to be used in a political advertisement.

As you are aware, the Department of Education and Training guideline to caretaker conventions states that footage taken at this time must not be used for campaign purposes.

As parents and staff may raise concerns with this matter, I request that you discontinue the use of this advertisement, and remove it from the YouTube site.

If you require any further information please do not hesitate to contact my office on telephone 3222 2600.

Regards, Julie

Julie Grantham | Director-General | Department of Education and Training
Tel: (07) 3237 1070 | Fax: (07) 3221 4953 |
julie.grantham@deta.qld.gov.au<mailto:julie.grantham@deta.qld.gov.au> |
www.deta.qld.gov.au<http://www.deta.qld.gov.au/>

From: GRANTHAM, Julie
Sent: Tuesday, 28 February 2012 11:05 AM
To: 'David Moore';
'danyelle.nolan@opposition.qld.gov.au<mailto:danyelle.nolan@opposition.qld.gov.au>';
'madeline.nielsen@opposition.qld.gov.au<mailto:madeline.nielsen@opposition.qld.gov.au>'
Cc: SEELEY, Nick
Subject: RE: Approval for State School visit David, I have confirmed with the Principal that he is happy for the visit to proceed. As per our discussion, it would be appreciated if student learning time is not disrupted. The Principal is happy for footage with children to be taken during the breaks from classes (morning tea is from 10.30 to 10.55). The Principal will then make a space in the school available to the visiting party and the media for any announcement. The Principal will attend to the media approvals for the inclusion of student images.

Regards, Julie

Julie Grantham | Director-General | Department of Education and Training
Tel: (07) 3237 1070 | Fax: (07) 3221 4953 |
julie.grantham@deta.qld.gov.au<mailto:julie.grantham@deta.qld.gov.au> |
www.deta.qld.gov.au<http://www.deta.qld.gov.au/>

From: David Moore
[mailto:David.Moore@opposition.qld.gov.au]<mailto:[mailto:David.Moore@opposition.qld.gov.au]>
Sent: Tuesday, 28 February 2012 8:35 AM
To: GRANTHAM, Julie
Cc: melinda.rabbit@deta.qld.gov.au<mailto:melinda.rabbit@deta.qld.gov.au>
Subject: Approval for State School visit

Ms Julie Grantham
Director General
Department of Education and Training
PO Box 15033
City East Qld 4002
VIA EMAIL

Dear Ms Grantham,

This letter is to request permission for Dr Bruce Flegg MP(Shadow Minister for Education), Mr Campbell Newman and his wife Mrs Lisa Newman as well as Parliamentary Leader Mr Jeff Seeney MP and local Mt Coot-tha Candidate Ms Saxon Rice to visit the Toowong State School on the morning of Friday, 2 March 2012.

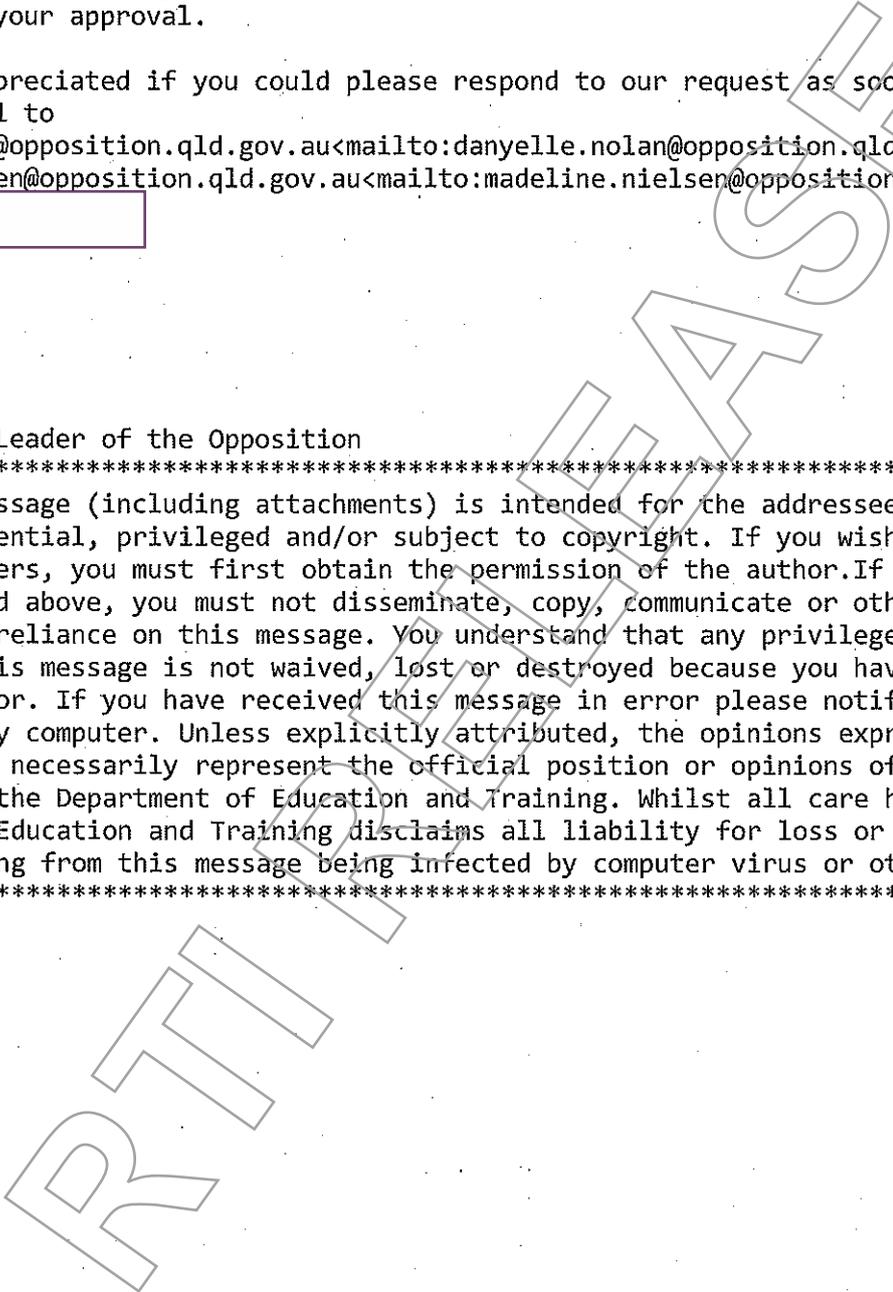
As a courtesy, preliminary contact has been made with the Principal who is agreeable, subject of course, to your approval.

It would be appreciated if you could please respond to our request as soon as possible by way of return email to danyelle.nolan@opposition.qld.gov.au<mailto:danyelle.nolan@opposition.qld.gov.au> and madeline.nielsen@opposition.qld.gov.au<mailto:madeline.nielsen@opposition.qld.gov.au> or by phone on CTPI

Kind regards

David Moore
Chief of Staff
Office of the Leader of the Opposition

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Debbie Hoger

From: Patrick Vidgen
Sent: Friday, 9 March 2012 1:21 PM
To: Kathy Parton
Subject: FW: Advice please
Attachments: FW: Approval for State School visit

Pat Vidgen
Deputy Director-General | Governance | Department of the Premier and Cabinet
Phone: 07 3224 6061 | Mobile: CTP1

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Please consider the environment

From: SEELEY, Nick [<mailto:Nick.SEELEY@deta.qld.gov.au>]
Sent: Friday, 9 March 2012 1:15 PM
To: Patrick Vidgen
Cc: Julie Grantham; Tracey Walker
Subject: Advice please

Pat,

As discussed, please find below the link to an advertisement from the LNP, that appeared on TV last night. The Office of the Opposition sought and received approval from the DG for the Leader of the LNP, the Shadow Minister for Education, the Parliamentary leader of the LNP and the local LNP candidate to attend at Toowong State School on Friday 2 March (emails attached). It appears that footage taken at the school on the day, including footage of students and staff, has been placed in the LNP ad.

The Principal has advised that while he received media approvals for students to be filmed by news organisations for general news stories, at no time was he advised, or did he approve, for any of the footage of staff, students or school facilities to be used in a political ad.

I have also included a link to our caretaker guidelines for your reference. Item 4.6 states "Where an MP requests the presence of the media, or advises the Principal of the intention to ask media to an event at a school, the Principal should ensure that if any students are involved in photos that the appropriate release forms are signed by the student's parent or guardian prior to the event. Footage taken at this time must not be used for campaign purposes".

Julie is seeking advice on what options are available to address this issue.

Regards
Nick

<http://lnp.org.au/news/video/around-queensland-with-campbell-newman-toowong-state-school>

<https://oneportal.deta.qld.gov.au/Services/MESU/Documents/CaretakerConventionsDETGuidelines2012.pdf>

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RTI RELEASE

Debbie Hoger

From: Julie Grantham
Sent: Friday, 9 March 2012 12:47 PM
To: SEELEY, Nick
Subject: FW: Approval for State School visit

From: GRANTHAM, Julie
Sent: Tuesday, 28 February 2012 11:05 AM
To: 'David Moore'; 'danyelle.nolan@opposition.qld.gov.au'; 'madeline.nielsen@opposition.qld.gov.au'
Cc: SEELEY, Nick
Subject: RE: Approval for State School visit

David, I have confirmed with the Principal that he is happy for the visit to proceed. As per our discussion, it would be appreciated if student learning time is not disrupted. The Principal is happy for footage with children to be taken during the breaks from classes (morning tea is from 10.30 to 10.55). The Principal will then make a space in the school available to the visiting party and the media for any announcement. The Principal will attend to the media approvals for the inclusion of student images.

Regards, Julie

Julie Grantham | Director-General | Department of Education and Training
Tel: (07) 3237 1070 | Fax: (07) 3221 4953 | julie.grantham@deta.qld.gov.au | www.deta.qld.gov.au

From: David Moore [<mailto:David.Moore@opposition.qld.gov.au>]
Sent: Tuesday, 28 February 2012 8:35 AM
To: GRANTHAM, Julie
Cc: melinda.rabbit@deta.qld.gov.au
Subject: Approval for State School visit

Ms Julie Grantham
Director General
Department of Education and Training
PO Box 15033
City East Qld 4002
VIA EMAIL

Dear Ms Grantham,

This letter is to request permission for Dr Bruce Flegg MP (Shadow Minister for Education), Mr Campbell Newman and his wife Mrs Lisa Newman as well as Parliamentary Leader Mr Jeff Seeney MP and local Mt Coot-tha Candidate Ms Saxon Rice to visit the Toowong State School on the morning of Friday, 2 March 2012.

As a courtesy, preliminary contact has been made with the Principal who is agreeable, subject of course, to your approval.

It would be appreciated if you could please respond to our request as soon as possible by way of return email to danyelle.nolan@opposition.qld.gov.au and madeline.nielsen@opposition.qld.gov.au or by phone on CTPI

Kind regards

David Moore
Chief of Staff
Office of the Leader of the Opposition

RTI RELEASE



Queensland
Government

Department of the
Premier and Cabinet

For reply please quote ODG/SB TRIM Tracking Folder No: TF/12/3120

10 FEB 2012

Mr David Moore
Chief of Staff
Office of the Leader of the Opposition
Level 6, Parliament House Annex
Alice Street
BRISBANE QLD 4000

Dear Mr Moore

Thank you for your letter of 6 February 2012 regarding protocols for visits by the Leader of the LNP, respective Shadow Ministers and candidates to State Government owned and operated facilities during the caretaker period. I appreciate your advice that you have written to Directors-General in each government agency.

With reference to your enquiries regarding a general protocol, I attach the guideline document *Use of Queensland Government facilities in the lead up to State elections*. This document has previously been prepared to assist Directors-General to manage requests for access to government owned facilities.

In terms of a contact for facilities relating to the Department of the Premier and Cabinet, the first point of contact should be through my office. I can be contacted on telephone (07) 322 44728 or by email at John.Bradley@premiers.qld.gov.au.

All departmental Directors-General have a copy of the guideline document. I trust you will find the guideline document helpful and invite you to contact me if any issues arise with its application across government.

Yours sincerely

A handwritten signature in black ink, appearing to read 'John Bradley', written over a large, faint watermark that says 'EASSE'.

John Bradley
Director-General

Encl

Executive Building
100 George Street Brisbane
PO Box 15185 City East
Queensland 4002 Australia
Telephone +61 7 3224 2111
Facsimile +61 7 3229 2990
Website www.premiers.qld.gov.au
ABN 65 959 415 158



Use of Queensland Government facilities in the lead up to State elections

Purpose

To detail guiding principles relating to the use of Queensland Government facilities for electioneering activities for State elections in the pre-election and campaign period.

These principles for the access to and use of Queensland Government facilities in the lead up to a State election are to be used in conjunction with the Queensland Public Service Code of Conduct and agency specific guidelines and policies.

Principles

1. Appropriateness of use of Queensland Government Facilities

Accessible facilities: Queensland Government facilities normally accessible by the public can be used by political candidates, with appropriate approval, provided the use is responsible and does not unreasonably disrupt the day-to-day service functions of the facility. Facilities which are not normally accessible to the public, such as operating theatres and office accommodation, should not be used for electioneering activities.

Approval requirements: During a caretaker period (i.e. the period between the dissolution of Parliament and the swearing-in of the elected Government), approval to access Queensland Government facilities for electioneering activities is at the discretion of the relevant Chief Executive Officer or their nominated delegate. Applications for access are to be assessed on a case-by-case basis, regardless of the origin of the application. Any dispute relating to access is to be referred to the Director-General of the Department of the Premier and Cabinet for consideration. The relevant Queensland Government Minister's office is to be notified of requests and approvals for access.

At all other times requests to access Queensland Government facilities for electioneering activities should generally be referred to the relevant Queensland Government Minister's office for approval, except where other arrangements have been agreed between the Chief Executive Officer and the Minister. Agencies should take the principles in this guideline into account in providing advice to the Minister concerned as to whether or not access should be granted and on what conditions.

Government Owned Corporations (GOCs): GOCs may determine their own policies regarding the use of facilities by political candidates. In doing so, GOCs are expected to act in a non-partisan manner.

2. Preservation of impartiality of the Queensland Public Service

Political electioneering activity must not be conducted in a manner that seeks to engage public servants in political dialogue or partisan activity.

It is not appropriate that the use of premises extend to such activities which could reasonably expect to engage public servants in political dialogue, or using public servants for logistical support for operations of the candidate concerned.

It is also inappropriate for public servants to assist in electioneering either in the course of their duties, or in a manner which implies or gives the perception that the public service supports a particular candidate.

Publishing or distributing material promoting a candidate or party, including via departmental email or noticeboards, is also inappropriate.

3. Political Advertising

Any filming on Government property is not to interfere with the services of the facility or infringe on the privacy of clients or staff.

Filming should only be conducted with the explicit approval of the departmental Chief Executive Officer. The Chief Executive Officer will inform the relevant Minister of their decision and reasons.

Any filming of individuals on the site requires their explicit consent.

Advertisements may be filmed outside Queensland Government facilities provided that they are not disruptive or conflict with the above principles of not interrupting the operations of facilities or seeking to portray or give the perception of the public service in a partisan manner.

Any staff of the public service wishing to appear in advertising of a political nature should not do so in an official capacity. Further the participation of the staff member in the production of the advertisement must be conducted outside the staff member's normal working hours.

Further information

Should you have any queries or require further information, please contact the Director, Constitutional and Administrative Law Services, within the Department of the Premier and Cabinet, on telephone (07) 3225 8244 or by post at:

Director, Constitutional and Administrative Law Services
 Department of the Premier and Cabinet
 PO Box 45185
 GPOY EAST QLD 4002



Office of the Leader of the Opposition

6 February 2012

Mr John Bradley
 Director-General
 Department of Premier and Cabinet
 PO Box 15185
 CITY EAST QLD 4002

Digitised	()
If digitised, this is	DOCUMENT
Related Records:	
Date	06 FEB 2012
Received	OPC
Document No.	
File No.	
Tracking Folder No.	

Dear Mr Bradley

I write as a courtesy to inform you that I have written to the Director-Generals in each Government Agency regarding protocols for visits by the Leader of the LNP, respective Shadow Ministers and candidates to State Government owned and operated facilities in Queensland during the Caretaker period in government.

This action was taken in order to ensure that the administration of any potential visits required during the period 19 February 2012 to 24 March 2012, do not cause frustration and embarrassment for us or the relevant agencies.

In writing I have sought the nomination of the appropriate liaison and contact in the agencies in order to facilitate such visits and to the extent it is necessary, would appreciate similar advice from you in regard to the Department of Premier and Cabinet.

Details required by our office are as follows:

- Name
- Email address
- Office phone number
- Mobile phone number

Should a general protocol apply across the Public Service, that would assist in facilitating visits during the election period, please do not hesitate to let me know.

Yours sincerely

CTPI

DAVID MOORE
 Chief of Staff

Address: Parliament House
 Alice Street Brisbane
 Queensland 4000 Australia
 Telephone: 07 3406 7997
 Facsimile: 07 3221 1496
 Email: leaders@opposition.qld.gov.au
 Website: www.lnp.org.au



Queensland
Government

For reply please quote: MS/IS – TF/12/1343 – DOC/12/38152

Department of the
Premier and Cabinet

29 FEB 2012

Mr David Moore
Chief of Staff
Office of the Leader of the Opposition
Level 6, Parliamentary Annex
Alice Street
BRISBANE QLD 4000

Dear Mr Moore

I am writing in connection with the State Government election to be held on 24 March 2012.

In order to ensure that the Office of the Leader of the Opposition is prepared for any post-election Machinery-of-Government changes, there are a number of administrative tasks which are required to be undertaken during the caretaker period.

To assist the opposition office with this preparation, I have had Ministerial Services prepare the attached checklist of administrative procedures for the caretaker period. It would be appreciated if you would bring this list to the attention of relevant staff.

In addition, Ministerial Services will organise a meeting with you to provide further explanation on the actions to be taken and to answer any questions.

If you require any further information in relation to the administrative procedures, please contact Mr Ian Street, Director, Ministerial Services on telephone (07) 3224 6922.

Yours sincerely

A handwritten signature in black ink, appearing to read 'John Bradley', written over a large, faint, diagonal watermark that says 'REQUESTED UNDER RTI ACT 2009'.

John Bradley
Director-General

*Encl

Executive Building
100 George Street Brisbane
PO Box 15185 City East
Queensland 4002 Australia
Telephone +61 7 3224 2111
Facsimile +61 7 3229 2990
Website www.premiers.qld.gov.au
ABN 65 959 415 158

Rhonda Scholz

From: Ian Street
Sent: Monday, 20 February 2012 4:19 PM
To: Rhonda Scholz
Subject: FW: Correspondence from the Chief of Staff re [CTPI]
Attachments: Letter to Ian Street re [CTPI]

FYI

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

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 Please consider the environment before printing this email

From: Madeline Nielsen [<mailto:madeline.nielsen@opposition.qld.gov.au>]
Sent: Monday, 20 February 2012 4:15 PM
To: Ian Street
Subject: Correspondence from the Chief of Staff re [CTPI]

Good afternoon Ian

Please find attached a letter from Chief of Staff Mr David Moore regarding consulting work being undertaken by [CTPI]

I note that a copy of [CTPI] invoice and contract was sent to Ministerial Services last Friday, which should have included a copy of the attached letter. Please accept my most sincere apologies for not including this cover letter initially.

A hard copy will be posted to you today.

Kind regards

Madeline Nielsen | Executive Assistant to the Chief of Staff

Office of the Leader of the Opposition
Tel +61 (07) 3406-7429 | Fax +61 (07) 3221-1496
Email: madeline.nielsen@opposition.qld.gov.au
Parliament House | Alice Street | Brisbane | QLD 4000



Office of the Leader of the Opposition

23 January 2012

Mr Ian Street
Director
Ministerial Services Branch
PO Box 15185
CITY EAST QLD 4002

Dear Mr Street

The Office of the Leader of the Opposition has engaged the services of [CTPI] [CTPI] to provide specific expert advice with regards to economic modelling and analysis on a number of potential Opposition policies.

The contract is for a fixed period of two months, beginning 23 January 2012.

Given the short timeframe before a possible election, relatively low cost and the specific nature of task required, I have utilised provisions as Chief Delegated Office to approve the exemption of the contract from the usual selection process. Being policy costing related, the task is confidential in nature and the urgency of the project does not allow for pre-selection. There will be few, if any, other options who meet [CTPI] credentials. As such, the contract meets the exemption provisions outlined in section 4.6 of the Opposition Handbook.

Should you require any further information, I would be happy to receive your request via email at david.moore@opposition.qld.gov.au or by phone on 3406 7442.

Yours sincerely

[CTPI]

DAVID MOORE
Chief of Staff

Address: Parliament House
Alice Street Brisbane
Queensland 4000 Australia
Telephone: (07) 3406 7997
Facsimile: (07) 3221 1496
Email: leader@opposition.qld.gov.au
Website: www.lpo.org.au



Premier of Queensland

For reply please quote: CALS/RG – TF/12/1548 – DOC/12/13048

19 February 2012

Mr Jeff Seeney MP
Leader of the Opposition
Parliament House
BRISBANE QLD 4000

Executive Building
100 George Street Brisbane
PO Box 15185 City East
Queensland 4002 Australia
Telephone +61 7 3224 4500
Facsimile +61 7 3221 3631
Email ThePremier@premiers.qld.gov.au
Website www.thepremier.qld.gov.au

Dear Mr Seeney

As you are aware, on 25 January 2012 I announced that a general election of the Legislative Assembly of Queensland will be held on Saturday, 24 March 2012.

In accordance with the requirements of the *Queensland Cabinet Handbook*, I have determined that spokespersons from the Opposition may consult with public service departmental officers until polling day on the following basis:

- Consultations with departments are initiated by the Opposition spokesperson making a request for access to the relevant Minister, who will notify me as to the nature of the request and whether the request is being granted;
- The subject matter of discussions between the departmental officers and any Opposition spokesperson is to be limited to machinery of Government, administration and the resources generally available to the portfolio area as they would relate to the implementation of Opposition policy. Officers are not authorised to discuss the merits of policies of either the Government or the Opposition;
- Officers are to inform Ministers when the discussions are taking place and Ministers are entitled only to seek assurances that the discussions are kept within the agreed purposes. The content of the discussion is confidential to the participants;
- Departments will be represented in such discussions by the Chief Executive Officer and an appropriate officer with relevant expertise from the Department of the Premier and Cabinet;
- For the purpose of facilitating consultation, the Chief Executive Officer should seek details of the likely topics for discussion so that the relevant information can be made available during the deliberations. Information should only be presented in the form in which it exists at the time of the consultation e.g. annual reports, program statements and so on. Alternatively, information can be communicated orally;



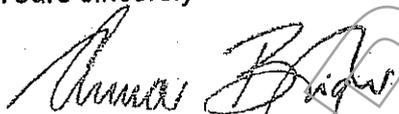
**Queensland
Government**

- The creation of documents for, or records of, consultations should be avoided. The confidentiality of matters raised during discussions should remain insulated from partisan political debate during the election period. Specific material generated for, or notes taken during, the meeting would form an official record of the proceedings and seriously undermine the requisite confidentiality of the consultation particularly if the records subsequently became public;
- In accordance with the *Queensland Cabinet Handbook*, departments will prepare general briefing documents to provide Ministers of an incoming Government with a comprehensive statement about the organisation, structure, budget, functions and major current issues facing the departments; and
- Queries about approval of requests for consultation should be handled between the relevant Minister and myself. Requests which involve an unreasonable amount of work by the department may be properly denied.

I understand the Director-General of the Department of the Premier and Cabinet has written separately to Mr David Moore of your office regarding protocols for visits by the Leader of the LNP, respective Shadow Ministers and candidates to State Government owned and operated facilities during the caretaker period.

Following the dissolution of the Legislative Assembly on 19 February 2012, my Government has assumed a caretaker role. However, in a general sense, the business of Government will continue during the election period in so far as this applies to ordinary matters of administration.

Yours sincerely



ANNA BLIGH MP
PREMIER OF QUEENSLAND

Daniel Smith

From: Tim Gepp
Sent: Wednesday, 25 January 2012 3:13 PM
To: 'Dave.Moore@opposition.qld.gov.au'
Subject: Brief outage tonight for the Opposition Internet Connection

Dave

I had left a phone message for you regarding the following:

CTPI

The outage will be for about 1 minute.

Affected services will be Internet Access, Citrix Access, Inbound and outbound emails and Emails for Blackberries and iDevices.

G Drive / H Drive Data will not be affected

Can you please confirm is this is OK to proceed. We have a comprehensive test plan for the above services.

thanks

Tim Gepp

Manager Information Technology | Ministerial Services | Department of the Premier and Cabinet

Phone: 07 322 47633 | Mobile: CTPI | Fax: 07 3221 0794
Level 1, Executive Building, 100 George Street, BRISBANE QLD 4000

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Please consider the environment

Daniel Smith

From: Kim McInnes [Kim.McInnes@opposition.qld.gov.au]
Sent: Sunday, 15 January 2012 9:58 AM
To: Tim Gepp
Cc: David Moore; Ian Street
Subject: RE: G Drive expansion

Thank you for letting me know Tim. Should problems be experience I will be sure to let you know.

Cheers

Kim McInnes | EA to the Leader & Deputy Leader & Office Manager Office of the Leader of the Opposition Tel +61 (07) 3406-7004 | Fax +61 (07) 3221-1496 | Email kim.mcinnnes@opposition.qld.gov.au | Parliament House | Alice Street | Brisbane | QLD 4000

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

From: Tim Gepp [<mailto:Tim.Gepp@premiers.qld.gov.au>]
Sent: Sunday, 15 January 2012 8:12 AM
To: Kim McInnes
Cc: David Moore; Ian Street
Subject: G Drive expansion

Kym

The G Drive expansion was completed successfully at about 11:30 Saturday night.

Let me know if there are any issues

Regards

Tim Gepp
Manager Information Technology
Ministerial Services

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.

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M 1143 - 4



Office of the Leader of the Opposition

9 January 2012

Mr Ian Street
Director
Ministerial Services Branch
PO Box 15185
CITY EAST QLD 4002

Dear Mr Street

As discussed, the Office of the Leader of the Opposition has engaged the services of CTPI [redacted] to provide specific expert advice with regards to economic modelling and analysis on a number of potential Opposition policies.

The contract is for a fixed period of two months, beginning 9 January 2012.

Given the short timeframe before a possible election, relatively low cost and specific nature of the task required, I have utilised provisions as Chief Delegated Office to approve the exemption of the contract from the usual selection process. Being policy development related, the task is confidential in nature and the urgency of the project does not allow for pre-selection. As such, the contract meets the exemption provisions outlined in section 4.6 of the Opposition Handbook.

Should you require any further information, I would be happy to receive your request via email at david.moore@opposition.qld.gov.au or by phone on 3406 7442.

Yours sincerely

CTPI
[redacted signature box]

DAVID MOORE
Chief of Staff

Address: Parliament House
Alice Street Brisbane
Queensland 4000 Australia
Telephone: (07) 3406 7997
Facsimile: (07) 3221 1496
Email: leader@opposition.qld.gov.au
Website: www.lup.org.au

Department of the Premier and Cabinet
Memorandum

To: Mr David Moore
Chief of Staff
Office of the Leader of the Opposition

From: Rhonda Scholz Ext: 44123
A/Manager Finance and Administration

Subject Budget Information – December 2011

Date: 06 January 2012 Ref: MSB/RS

Attached for your information are budget summary and transaction reports for the month of December. Also included are the following attachments, which provide extra details on what has been charged to your budget for the month:

- Telecommunication charges (including charges for pagers, faxstream, mobile and land line costs)
- BP fuel charges
- Payroll reports
- Graphs

Your year to date expenditure is under budget by \$75,184. This has principally resulted from expenditure over budget by \$6,090 in Employee Related Expenditure category offset by savings of \$71,938 in the Supplies and Services category.

The Advertising and Communication Category shows high expenditure for the month due to advertising costs in the Brisbane Courier Mail of \$13,948, processed this month.

Domestic Travel will need to be monitored to ensure expenditure stays within budget for this financial year.

The Telecommunication Category shows high expenditure for the month due to charges for SMS Services of \$2,700 for period ending 06/11/11 and 06/12/11, processed this month.

In accordance with the Opposition Handbook you are required to review the attached reports and provide a certification as attached to Ministerial Services within 31 days for audit purposes. Only the certification page needs to be returned, as all the other reports are for your information and filing.

If you require any further information please contact me on 3224 4123.

Rhonda Scholz
A/Manager Finance and Administration
Ministerial Services



Office of the Leader of the Opposition

3 January 2012

CTPI

Dear CTPI

As discussed, I am pleased to offer you a contract with the Office of the Leader of the Opposition to provide economic modelling and analysis between 3 January and 3 March 2012.

Contracting with the Office of the Leader of the Opposition is by way of definite term contract with the Director-General, Department of Premier and Cabinet. I have enclosed a copy of the contract and a confidentiality agreement for your attention.

While I don't anticipate any issues, please note that the contract may be subject to final review by Ministerial Services Branch of the Department of Premier and Cabinet to ensure it conforms with the provisions of Queensland Opposition Handbook.

Should you accept this offer, I look forward to you commencing work as soon as possible. I would be happy to receive your reply via email at david.moore@opposition.qld.gov.au or by phone on 3406 7442.

Yours sincerely

CTPI

DAVID MOORE
Chief of Staff

[Handwritten signature]
9th January 2012

Address: Parliament House
Alice Street Brisbane
Queensland 4000 Australia
Telephone: (07) 3406 7997
Facsimile: (07) 3221 1496
Email: leader@opposition.qld.gov.au
Website: www.lnp.org.au

Department of the Premier and Cabinet
Memorandum

To: Mr David Moore
Chief of Staff
Office of the Leader of the Opposition

From: Rhonda Scholz Ext: 44123
A/Manager Finance and Administration

Subject Budget Information – November 2011

Date: 9 December 2011 Ref: MSB/RS

Attached for your information are budget summary and transaction reports for the month of November. Also included are the following attachments, which provide extra details on what has been charged to your budget for the month:

- Telecommunication charges (including charges for pagers, faxstream, mobile and land line costs)
- BP fuel charges
- Payroll reports
- Graphs

Your year to date expenditure is under budget by \$84,225. This has principally resulted from expenditure over budget by \$14,718 in Employee Related Expenditure category offset by savings of \$91,015 in the Supplies and Services category.

In accordance with the Opposition Handbook you are required to review the attached reports and provide a certification as attached to Ministerial Services within 31 days for audit purposes. Only the certification page needs to be returned, as all the other reports are for your information and filing.

If you require any further information please contact me on 3224 4123.

Rhonda Scholz
A/Manager Finance and Administration
Ministerial Services

Pages 34 through 35 redacted for the following reasons:

Contrary to Public Interest

Department of the Premier and Cabinet
Memorandum

To: Mr David Moore
Chief of Staff
Office of the Leader of the Opposition

From: Rhonda Scholz Ext: 44123
A/Manager Finance and Administration

Subject Budget Information – October 2011

Date: 9 November 2011 Ref: MSB/RS

Attached for your information are budget summary and transaction reports for the month of October. Also included are the following attachments, which provide extra details on what has been charged to your budget for the month:

- Telecommunication charges (including charges for pagers, faxstream, mobile and land line costs)
- BP fuel charges
- Payroll reports
- Graphs

Your year to date expenditure is under budget by \$80,639. This has principally resulted from savings of \$13,738 in Employee Related Expenditure category and savings of \$60,667 in the Supplies and Services category.

The Repairs and Maintenance Category shows high expenditure for the month due to photocopying charges of \$3,000 for period 01/07-30/09/11, processed this month.

In accordance with the Opposition Handbook you are required to review the attached reports and provide a certification as attached to Ministerial Services within 31 days for audit purposes. Only the certification page needs to be returned, as all the other reports are for your information and filing.

If you require any further information please contact me on 3224 4123.

Rhonda Scholz
A/Manager Finance and Administration
Ministerial Services

Rec'd 9/11/11


Office of the Leader of the Opposition

7 November 2011

Mr Ian Street
Director
Ministerial Services
P O Box 15185
CITY EAST QLD 4002

Dear Mr Street

[CTPI] of [CTPI] has been appointed to the position of part time Administrative Assistant in the Office of the Leader of the Opposition. [CTPI] will be working 2 days per week - [CTPI] commencing Thursday, 10 November 2011.

Can you please make the necessary administrative arrangements to ensure [CTPI] commencement at classification A03 [CTPI] Contrary to Public Interest, CTPI

Yours sincerely,

[CTPI]

DAVID MOORE
Chief of Staff

Address: Parliament House
Alice Street Brisbane
Queensland 4000 Australia
Telephone: (07) 3406 7997
Facsimile: (07) 3221 1496
Email: leader@opposition.qld.gov.au
Website: www.lnp.org.au

Daniel Smith

From: Sonia Anderson
Sent: Tuesday, 25 October 2011 4:49 PM
To: Natalja Solntseva
Subject: FW: Trip No E9420

Importance: High

Can you attach this to the BTA

Thanks Sonia

Sonia Anderson
32244836

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www.towardQ2.qld.gov.au

 Please consider the environment before printing this email

From: Kim McInnes [mailto:Kim.McInnes@opposition.qld.gov.au]
Sent: Tuesday, 25 October 2011 4:28 PM
To: Sonia Anderson
Subject: FW: Trip No E9420
Importance: High

Sonia

Advice received from Rhonda.

Kim McInnes | Executive Assistant to the Leader & Deputy Leader
Office of the Leader of the Opposition
Tel +61 (07) 3406-7004 | Fax +61 (07) 3221-1496 |
Email kim.mcinnnes@opposition.qld.gov.au |
Parliament House | Alice Street | Brisbane | QLD 4000 |

From: Rhonda Scholz [mailto:Rhonda.Scholz@premiers.qld.gov.au]
Sent: Tuesday, 18 October 2011 1:52 PM
To: Kim McInnes
Cc: Natalja Solntseva
Subject: FW: Trip No E9420
Importance: High

Kim

I acknowledge the Chief of Staff's concerns and the fact that this expense was incurred last financial year. Unfortunately, this cost of \$845.30 has apparently been missed by HRG charging to the Opposition's BTA. Advice of this cost was received from HRG only late September 2011.

The principles of accrual accounting allow for costs to be recognised in a financial year without the actual invoice being paid. Recognition of costs under accrual accounting relies on advice being given to MSB Finance that a cost has been incurred, from which an accrual journal can be prepared to account for these costs in the appropriate accounting period.

Unfortunately, due to MSB Finance not being notified of this expense in the relevant financial year (even though this may have been a provider error), an accrual journal to recognise the 2010/2011 costs was not prepared in June 2011 prior to the closure of the 2010/2011 financial year.

As the accounting period for the 2010/2011 financial year is closed, any expense paid now will be charged to the 2011/2012 financial year. The appropriate Cost Centre that will be used is the previous Leader of the Opposition – JP Langbroek's Cost Centre. This Cost Centre comes under the banner of the Opposition's budget and will therefore be an expense to the Opposition in the 2011/2012 financial year.

Please contact me if you need any further information.

Regards

Rhonda Scholz
Finance & Administration Manager
Ministerial Services
Department of the Premier and Cabinet
Exec Building, George Street, Brisbane Qld

Email: Rhonda.Scholz@premiers.qld.gov.au
Phone: (07) 3224 4123
Fax: (07) 3221 0794

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From: Sonia Anderson
Sent: Wednesday, 5 October 2011 1:28 PM
To: Rhonda Scholz
Subject: FW: Trip No E9420
Importance: High

Sonia Anderson
32244836

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 Please consider the environment before printing this email

From: Kim McInnes [mailto:Kim.McInnes@opposition.qld.gov.au]
Sent: Wednesday, 5 October 2011 1:25 PM
To: Sonia Anderson
Cc: David Moore
Subject: Trip No E9420
Importance: High

Sonia

Further to your advice below:

The Chief of Staff, David Moore, provides the following response;

This is not an expense incurred this fy and effectively strips funds from us due to inefficiency of the providers. Under accrual accounting surely it was an expense incurred and due last fy (notwithstanding last year accounts finalised). We returned a saving last year and shouldn't be penalised this year.

Your investigation and advice in this regard would be appreciated.

Sincerely

Kim McInnes | Executive Assistant to the Leader & Deputy Leader
Office of the Leader of the Opposition
Tel +61 (07) 3406-7004 | Fax +61 (07) 3221-1496 |
Email kim.mcinnnes@opposition.qld.gov.au |
Parliament House | Alice Street | Brisbane | QLD 4000 |

From: Sonia Anderson [<mailto:Sonia.Anderson@premiers.qld.gov.au>]

Sent: Monday, 3 October 2011 9:37 AM

To: Kim McInnes

Subject: RE: Re Booking reference E09420

Kim When the invoice arrives we will process it to JP Langbroek's cost centre and the expense will be recorded in the Public Report for him this financial year - however the expense will be against the 2011-2012 budget for your office as the financial year 2010-2011 has been finalised.

Sonia

Sonia Anderson
32244836

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

Daniel Smith

From: Sonia Anderson
Sent: Monday, 17 October 2011 4:10 PM
To: 'Kim McInnes'
Subject: RE: Request for Leader to host luncheon for YMCA Queensland Youth Parliament - payment of associated costs

Thanks Kim

Sonia Anderson
32244836
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-----Original Message-----

From: Kim McInnes [<mailto:Kim.McInnes@opposition.qld.gov.au>]
Sent: Monday, 17 October 2011 4:04 PM
To: Sonia Anderson
Cc: David Moore
Subject: FW: Request for Leader to host luncheon for YMCA Queensland Youth Parliament - payment of associated costs
Importance: High

Here is the original email sent which attaches the letter requesting Mr Seeney to host an event for the Youth Parliament Members.

Also I have spoken to Callide and Mary has advised that Mr Seeney has not yet paid the account for the MP's as it is not due until the end of the month. As such I have requested she deduct \$20.50 from the amount to be paid based on your advise that Mr Seeney's cost will be cover by Ministerial Services as he hosted the event.

Please note the Chief of Staff, Mr David Moore has been copied into this advice.

Sincerely

Kim McInnes | Executive Assistant to the Leader & Deputy Leader
Office of the Leader of the Opposition
Tel +61 (07) 3406-7004 | Fax +61 (07) 3221-1496 |
Email kim.mcinnnes@opposition.qld.gov.au |
Parliament House | Alice Street | Brisbane | QLD 4000 |

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

From: Kim McInnes
Sent: Monday, 11 July 2011 4:53 PM
To: 'Sonia Anderson'
Subject: Request for Leader to host luncheon for YMCA Queensland Youth Parliament - payment of associated costs
Importance: High

Sonia

I have spoken to the Chief of Staff, David Moore, who advises that while it is not usual practice for us to forward a copy of the Leader's mail he is happy to do so on this occasion as a one off.

Mr Moore believes the request meets the guidelines in the Opposition Handbook for costs to be covered by the Ministerial Services Branch in this instance with the exception of catering for any Members of Parliament who may attend as it is a Youth Parliament event.

Sincerely

Kim McInnes | Executive Assistant to the Leader & Deputy Leader Office
of the Leader of the Opposition Tel +61 (07) 3406-7004 | Fax +61 (07)
3221-1496 | Email kim.mcinnnes@opposition.qld.gov.au | Parliament House |
Alice Street | Brisbane | QLD 4000 |

RTI RELEASE

Daniel Smith

From: Kim McInnes [Kim.McInnes@opposition.qld.gov.au]
Sent: Wednesday, 5 October 2011 3:21 PM
To: Sonia Anderson
Subject: RE: Trip No E9420

Ta

Kim McInnes | Executive Assistant to the Leader & Deputy Leader
Office of the Leader of the Opposition
Tel +61 (07) 3406-7004 | Fax +61 (07) 3221-1496 |
Email kim.mcinnnes@opposition.qld.gov.au |
Parliament House | Alice Street | Brisbane | QLD 4000 |

From: Sonia Anderson [<mailto:Sonia.Anderson@premiers.qld.gov.au>]
Sent: Wednesday, 5 October 2011 3:23 PM
To: Kim McInnes
Subject: RE: Trip No E9420

CTPI Rhonda will reply to your email below.

Thanks Sonia

Sonia Anderson
32244836

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 Please consider the environment before printing this email

From: Kim McInnes [<mailto:Kim.McInnes@opposition.qld.gov.au>]
Sent: Wednesday, 5 October 2011 1:25 PM
To: Sonia Anderson
Cc: David Moore
Subject: Trip No E9420
Importance: High

Sonia

Further to your advice below:

The Chief of Staff, David Moore, provides the following response;

This is not an expense incurred this fy and effectively strips funds from us due to inefficiency of the providers. Under accrual accounting surely it was an expense incurred and due last fy (notwithstanding last year accounts finalised). We returned a saving last year and shouldn't be penalised this year.

Your investigation and advice in this regard would be appreciated.

Sincerely

Kim McInnes | Executive Assistant to the Leader & Deputy Leader
Office of the Leader of the Opposition

Tel +61 (07) 3406-7004 | Fax +61 (07) 3221-1496 |
Email kim.mcinnis@opposition.qld.gov.au |
Parliament House | Alice Street | Brisbane | QLD 4000 |

From: Sonia Anderson [<mailto:Sonia.Anderson@premiers.qld.gov.au>]
Sent: Monday, 3 October 2011 9:37 AM
To: Kim McInnes
Subject: RE: Re Booking reference E09420

Kim When the invoice arrives we will process it to JP Langbroek's cost centre and the expense will be recorded in the Public Report for him this financial year - however the expense will be against the 2011-2012 budget for your office as the financial year 2010-2011 has been finalised.

Sonia

Sonia Anderson
32244836

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

Daniel Smith

From: Sonia Anderson
Sent: Wednesday, 5 October 2011 1:28 PM
To: Rhonda Scholz
Subject: FW: Trip No E9420

Importance: High

Sonia Anderson
32244836

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 Please consider the environment before printing this email

From: Kim McInnes [<mailto:Kim.McInnes@opposition.qld.gov.au>]
Sent: Wednesday, 5 October 2011 1:25 PM
To: Sonia Anderson
Cc: David Moore
Subject: Trip No E9420
Importance: High

Sonia

Further to your advice below:

The Chief of Staff, David Moore, provides the following response;

This is not an expense incurred this fy and effectively strips funds from us due to inefficiency of the providers. Under accrual accounting surely it was an expense incurred and due last fy (notwithstanding last year accounts finalised). We returned a saving last year and shouldn't be penalised this year.

Your investigation and advice in this regard would be appreciated.

Sincerely

Kim McInnes | Executive Assistant to the Leader & Deputy Leader
Office of the Leader of the Opposition
Tel +61 (07) 3406-7004 | Fax +61 (07) 3221-1496 |
Email kim.mcinnnes@opposition.qld.gov.au |
Parliament House | Alice Street | Brisbane | QLD 4000 |

From: Sonia Anderson [<mailto:Sonia.Anderson@premiers.qld.gov.au>]
Sent: Monday, 3 October 2011 9:37 AM
To: Kim McInnes
Subject: RE: Re Booking reference E09420

Kim When the invoice arrives we will process it to JP Langbroek's cost centre and the expense will be recorded in the Public Report for him this financial year - however the expense will be against the 2011-2012 budget for your office as the financial year 2010-2011 has been finalised.

Sonia

Sonia Anderson
32244836

RTI RELEASE

Daniel Smith

From: Kim McInnes [Kim.McInnes@opposition.qld.gov.au]
Sent: Monday, 3 October 2011 9:37 AM
To: Sonia Anderson
Subject: RE: Re Booking reference E09420

Thanks Sonia

Kim McInnes | Executive Assistant to the Leader & Deputy Leader
Office of the Leader of the Opposition
Tel +61 (07) 3406-7004 | Fax +61 (07) 3221-1496 |
Email kim.mcinnnes@opposition.qld.gov.au |
Parliament House | Alice Street | Brisbane | QLD 4000 |

From: Sonia Anderson [<mailto:Sonia.Anderson@premiers.qld.gov.au>]
Sent: Monday, 3 October 2011 9:37 AM
To: Kim McInnes
Subject: RE: Re Booking reference E09420

Kim When the invoice arrives we will process it to JP Langbroek's cost centre and the expense will be recorded in the Public Report for him this financial year - however the expense will be against the 2011-2012 budget for your office as the financial year 2010-2011 has been finalised.

Sonia

Sonia Anderson
32244836

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 Please consider the environment before printing this email

From: Kim McInnes [<mailto:Kim.McInnes@opposition.qld.gov.au>]
Sent: Friday, 30 September 2011 6:18 PM
To: Sonia Anderson
Subject: Re Booking reference E09420
Importance: High

Hi Sonia

HRG has advised that a charge for a car with driver used by the former Leader Mr John-Paul Langbroek in Sydney from 11 – 12 November 2010 is yet to be recovered. It would appear that the invoice has either been misplaced by HRG or overlooked by the service provider 'Royale'.

The Chief of Staff David Moore has asked that I contact you in order to confirm that, when the invoice arrives, as the expenditure incurred was due in the last financial year that it will be acquitted against the 2010-2011 budget rather than the 2011-2012 budget.

I look forward to receiving your advice in this regard.

Kim McInnes | Executive Assistant to the Leader & Deputy Leader
Office of the Leader of the Opposition
Tel +61 (07) 3406-7004 | Fax +61 (07) 3221-1496 |

Email kim.mcinnis@opposition.qld.gov.au |
Parliament House | Alice Street | Brisbane | QLD 4000 |

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

RTI RELEASED

Daniel Smith

From: David Moore [David.Moore@opposition.qld.gov.au]
Sent: Wednesday, 14 September 2011 1:59 PM
To: Ian Street [CTPI]
Subject: RE: Invoice [CTPI]

Thanks Ian,

All good. I wouldn't have certified the invoice if it didn't comply with the handbook. The invoice relates to the graphic design work for the Infrastructure Report by the Leader to the Shadow Cabinet, which was then released for public consultation. So all absolutely consistent with expenditure to support the official duties of the Leader of the Opposition.

Don't hesitate to contact me if you have any questions.

cheers
David

From: Ian Street [mailto:Ian.Street@premiers.qld.gov.au]
Sent: Wednesday, 14 September 2011 1:14 PM
To: David Moore
Subject: FW: Invoice [CTPI]

Dave,

The attached invoice for development and design layout is being processed for payment. However, please note that payment of the invoice is not to be construed as an endorsement by DPC of the content and future use of the discussion paper which, as you know, must comply with the provisions of the Opposition Handbook. Thanks.

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

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

RTI RELEASE

Daniel Smith

From: Ian Street
Sent: Wednesday, 14 September 2011 1:14 PM
To: 'David Moore'
Subject: FW: Invoice [REDACTED]

Dave,

The attached invoice for development and design layout is being processed for payment. However, please note that payment of the invoice is not to be construed as an endorsement by DPC of the content and future use of the discussion paper which, as you know, must comply with the provisions of the Opposition Handbook. Thanks.



img-9140908-000
1.pdf

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

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MSB023

Department of the Premier and Cabinet

Document Number: _____

OPPOSITION OFFICE
EXPENDITURE APPROVAL

Office: _____ Opposition _____

Financial Year: _____ 2011-12 _____ Urgent payment required by: _____ / _____ / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR: <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
CTPI	Development of design & layout for discussion paper	
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$2300.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Opposition Handbook;
- All supporting documentation is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- Where applicable a valid Tax Invoice is attached.

CTPI

APPROVED: Signature _____

Name (please print) _____ DAVID MOORE _____ Date: 06.09.11 _____

PREPARED BY: Name (please print) MARGARET HILL _____ Date: 06.09.11 _____

Phone _____ 3406 7997 _____

MINISTERIAL SERVICES OFFICER

I certify that:

- Expenditure is approved by competent authority;
- Verification of goods supplied/services rendered;
- Price or rate of charge correct;
- Discounts/allowances correct;
- Arithmetically correct;
- Not previously paid;
- Invoices/requisitions attached; and
- Expenditure is recorded against the correct codes.

Signature: _____

Date: _____

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

Please print on orange paper

CTPI

CTPI

Invoice

CTPI

Bill to:

Invoice No:	0633	Name:	Jeff Seeney
Date:	2/09/11	Company:	Leader of the Opposition
		Email:	Jeff.Seeney@opposition.qld.gov.au

Date	Description	Rate	Time frame	Cost
24/8/11	Development of design and layout for an A4 report from text supplied, supplied as hi res PDF ready for in-house print and low res PDF for online publishing. Author's corrections included.	\$100 per hour	20 hours	\$2000.00
28/8/11	15 x royalty free stock image for use in report	-	-	\$300.00
Subtotal				\$2300.00
Sales tax				NA
Total cost				\$2300.00

Payment options

Direct deposit

CTPI

Paypal

On request

**Department of the Premier and Cabinet
Memorandum**

To: Mr David Moore
Chief of Staff
Office of the Leader of the Opposition

From: Rhonda Scholz Ext: 44123
A/Manager Finance and Administration

Subject Budget Information – August 2011
:

Date: 09 September 2011 Ref: MSB/RS

Attached for your information are budget summary and transaction reports for the month of August. Also included are the following attachments, which provide extra details on what has been charged to your budget for the month:

- Telecommunication charges (including charges for pagers, faxstream, mobile and land line costs)
- BP fuel charges
- Payroll reports

Your year to date expenditure is under budget by \$51,467. This has principally resulted from savings of \$8,328 in Employee Related Expenditure category and savings of \$40,226 in the Supplies and Services category.

The Advertising and Communication Category shows high expenditure for the month due to the billing delay from Media Monitors, charges for July and August processed this month.

Domestic Travel will need to be monitored to ensure expenditure stays within budget for this financial year.

Savings in the Information Technology Bureau Services Category is due to a monthly journal for Ministerial Services IT Costs not processed in August, this will be rectified this month.

In accordance with the Opposition Handbook you are required to review the attached reports and provide a certification as attached to Ministerial Services within 31 days for audit purposes. Only the certification page needs to be returned, as all the other reports are for your information and filing.

If you require any further information please contact me on 3224 4123.

Rhonda Scholz
A/Manager Finance and Administration
Ministerial Services

Daniel Smith

From: Ian Street
Sent: Wednesday, 24 August 2011 5:18 PM
To: 'David Moore'

David,

I refer to your request for the Leader of the Opposition, Mr Seeney to meet with MSB to discuss the MediaCom invoice and caretaker arrangements.

As the Director-General, DPC has written to the Opposition in relation to the outstanding invoice with MediaCom, it is a matter for the Opposition to settle this matter with MediaCom. I am not aware of any outstanding issues that were not addressed in the Director General's response. Nevertheless, please feel free to raise these issues with the Director General directly in reply to his letter.

In relation to issues relating to caretaker arrangements, the best approach would be for the Office to contact the Director-General, DPC directly to arrange a meeting with Mr Seeney to discuss arrangements during the caretaker period. DPC is keen to provide any assistance in relation to advice required on these matters.

Regards

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

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**Department of the Premier and Cabinet
Memorandum**

To: Mr David Moore
Chief of Staff
Office of the Leader of the Opposition

From: Rhonda Scholz Ext: 44123
A/Manager Finance and Administration

Subject: Budget Information – July 2011
:

Date: 09 August 2011 Ref: MSB/RS

Attached for your information are budget summary and transaction reports for the month of July. Also included are the following attachments, which provide extra details on what has been charged to your budget for the month:

- Telecommunication charges (including charges for pagers, faxstream, mobile and land line costs)
- BP fuel charges
- Payroll reports

Your year to date expenditure is under budget by \$49,834. This has principally resulted from savings of \$11,856 in Employee Related Expenditure category and savings of \$36,283 in the Supplies and Services category.

The Repairs and Maintenance Category shows high expenditure for the month due to photocopying charges of \$2,000 for period 01/04-30/06/11 processed this month.

In accordance with the Opposition Handbook you are required to review the attached reports and provide a certification as attached to Ministerial Services within 31 days for audit purposes. Only the certification page needs to be returned, as all the other reports are for your information and filing.

If you require any further information please contact me on 3224 4123.

Rhonda Scholz
**A/Manager Finance and Administration
Ministerial Services**

Daniel Smith

From: David Moore [David.Moore@opposition.qld.gov.au]
Sent: Monday, 1 August 2011 6:18 PM
To: Ian Street
Cc: Madeline Nielsen
Subject: Meeting re MediaCom

Hi Ian, I have today received the letter re Media Com. As discussed, can we arrange to meet to discuss the issues around that account. I have cc'd my EA Maddy Nielsen who will try to identify a mutually suitable time.

regards
David

Chief of Staff to
Leader of the CanDo LNP Team
Office of the Leader of the Opposition

t: 07 3406 7997
m: CTPI
e.david.moore@opposition.qld.gov.au

RTI RELEASE



Queensland
Government

For reply please quote: CS/LP – TF/11/8132 – DOC/11/88986

29 JUL 2011

Department of the
Premier and Cabinet

Mr Dave Moore
Chief of Staff
Office of the Leader of the Opposition
Level 6, Parliament House Annex
Alice Street
BRISBANE QLD 4000

Dear Mr Moore

Advertising placement debt situation

In its role as contract manager for the Queensland Government's Master Media Advertising Placement Services agreements, the Department of the Premier and Cabinet monitors outstanding payments to MediaCom.

MediaCom's records show that your office is currently \$15 397.99 in debt to their organisation. A copy of the June 2010 invoice is attached.

As my predecessor, Mr Ken Smith, advised on 8 June 2010, this expenditure was not approved to proceed at public expense. As previously advised, costs incurred for advertising which did not fall within the Opposition advertising guidelines would need to be met from party-political or another non-government funding source.

I understand that MediaCom has been in touch with your office several times and has provided details of the outstanding invoice, however, the debt remains unpaid.

MediaCom pays media organisations up-front for bookings and it is unacceptable for them to be carrying large amounts of debt. MediaCom has advised that the regular course of action for outstanding debt over 6 months is to pursue through their legal area. It would be appreciated if you would contact CTPI at MediaCom directly to resolve this matter. CTPI can be contacted on telephone CTPI

CTPI

Yours sincerely

John Bradley
Director-General

*Encl

Executive Building
100 George Street Brisbane
PO Box 45185 City East
Queensland 4002 Australia
Telephone +61 7 3224 2111
Facsimile +61 7 3229 2990
Website www.premiers.qld.gov.au

ABN 65 959 415 158



Office of the Leader of the Opposition

20 July 2011

Mr Ian Street
Director
Ministerial Services
PO Box 15185
CITY EAST QLD 4002

Dear Mr Street

[CTPI] has not been at work in the Opposition Office since close of business on [CTPI]. [CTPI] advised the office that [CTPI] was ill on [CTPI] but we have not been able to contact [CTPI] since. It is possible that [CTPI] will not be returning to work prior to [CTPI] termination date of [CTPI].

[CTPI] has recently changed address and has not notified us of [CTPI] new address.

Can you please take the appropriate steps in relation to [CTPI] termination.

Yours sincerely

[CTPI]

DAVID MOORE
Chief of Staff

Please note [CTPI] was also absent on sick leave on [CTPI]

Address: Parliament House
Alice Street Brisbane
Queensland 4000 Australia
Telephone: (07) 3406 7997
Facsimile: (07) 3221 1496
Email: leader@opposition.qld.gov.au
Website: www.lnp.org.au

**Department of the Premier and Cabinet
Memorandum**

To: Mr David Moore
Chief of Staff
Office of the Leader of the Opposition

From: Rhonda Scholz Ext: 44123
A/Manager Finance and Administration

Subject: Budget Information – June 2011

Date: 07 July 2011 Ref: MSB/RS

Attached for your information are budget summary and transaction reports for the month of June. Also included are the following attachments, which provide extra details on what has been charged to your budget for the month:

- Telecommunication charges (including charges for pagers, faxstream, mobile and land line costs)
- BP fuel charges
- Payroll reports

Your year to date expenditure is under budget by \$296,865. This has principally resulted from savings of \$194,456 in Employee Related Expenditure category and savings of \$97,787 in the Supplies and Services category. Savings in the Employee Related Expenditure Category is primarily due to a few vacancies; Policy Advisor, Media Advisor, Assistant Media Advisor and Administrative Officer position/s.

The Advertising and Communication Category shows high expenditure for the month primarily due to an accrual journal for Web Design and Development of \$16,800 processed this month.

The Other Administrative Expenses Category shows high expenditure for the month due to the charges for venue hire of \$900 processed this month.

The Repairs and Maintenance Category shows high expenditure for the month due to photocopying charges of \$2,400 for period 01/01/-25/06/11 processed this month.

In accordance with the Opposition Handbook you are required to review the attached reports and provide a certification as attached to Ministerial Services within 31 days for audit purposes. Only the certification page needs to be returned, as all the other reports are for your information and filing.

If you require any further information please contact me on 3224 4123.

Rhonda Scholz
A/Manager Finance and Administration
Ministerial Services

**Department of the Premier and Cabinet
Memorandum**

To: Mr David Moore
Chief of Staff
Office of the Leader of the Opposition

From: Rhonda Scholz Ext: 44123
A/Manager Finance and Administration

Subject: Budget Information – May 2011

Date: 09 June 2011 Ref: MSB/RS

Attached for your information are budget summary and transaction reports for the month of May. Also included are the following attachments, which provide extra details on what has been charged to your budget for the month:

- Telecommunication charges (including charges for pagers, faxstream, mobile and land line costs)
- BP fuel charges
- Payroll reports

Your year to date expenditure is under budget by \$277,843. This has principally resulted from savings of \$157,171 in Employee Related Expenditure category and savings of \$114,421 in the Supplies and Services category.

In accordance with the Opposition Handbook you are required to review the attached reports and provide a certification as attached to Ministerial Services within 31 days for audit purposes. Only the certification page needs to be returned, as all the other reports are for your information and filing.

If you require any further information please contact me on 3224 4123.

Rhonda Scholz
**A/Manager Finance and Administration
Ministerial Services**

Daniel Smith

From: Kim McInnes [Kim.McInnes@opposition.qld.gov.au]
Sent: Monday, 11 July 2011 4:53 PM
To: Sonia Anderson
Subject: Request for Leader to host luncheon for YMCA Queensland Youth Parliament - payment of associated costs
Attachments: DOC110711.pdf
Importance: High

Sonia

I have spoken to the Chief of Staff, David Moore, who advises that while it is not usual practice for us to forward a copy of the Leader's mail he is happy to do so on this occasion as a one off.

Mr Moore believes the request meets the guidelines in the Opposition Handbook for costs to be covered by the Ministerial Services Branch in this instance with the exception of catering for any Members of Parliament who may attend as it is a Youth Parliament event.

Sincerely

Kim McInnes | Executive Assistant to the Leader & Deputy Leader Office of the Leader of the Opposition Tel +61 (07) 3406-7004 | Fax +61 (07) 3221-1496 | Email kim.mcinnnes@opposition.qld.gov.au | Parliament House | Alice Street | Brisbane | QLD 4000

Daniel Smith

From: Ian Street
Sent: Friday, 27 May 2011 8:54 AM
To: 'David Moore'
Subject: RE: Meeting

David,

I agree, this looks straight forward. Rhonda and I will see you at 9:20

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

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From: David Moore [<mailto:David.Moore@opposition.qld.gov.au>]
Sent: Friday, 27 May 2011 8:39 AM
To: Ian Street
Cc: Rhonda Scholz
Subject: Meeting

Hi Ian, as a heads up for the meeting, I am looking at our underspend in the budget overall and would like to redirect some of this to areas that we are getting to our budgeted figure on. An example is travel where our estimate (pending invoices yet to be presented and paid) is that the outcome might be higher than the budget estimate – mainly because of the change from an SEQ based leader to regional leader which means that charter entitlement and use was necessarily accounted for in the original estimates.

I have some other areas I'd like to vary,

Hopefully it should all be pretty straight forward but the net effect is the office will still be under budget by end FY. So the purpose of the meeting is to talk that through. I don't anticipate anything difficult.

cheers
David

Chief of Staff to
Leader of the CanDo LNP Team
Office of the Leader of the Opposition

t: 07 3406 7997
m: CTPI
e: david.moore@opposition.qld.gov.au



Queensland
Government

For reply please quote: MS/IS – TF/11/16259 – DOC/11/80127

20 MAY 2011

Department of the
Premier and Cabinet

Mr Jeff Seeney MP
Leader of the Opposition
Level 6, Parliamentary House Annexe
Alice Street
BRISBANE QLD 4000

Dear Mr. Seeney,

I refer to an article which appeared in *The Sunday Mail* dated 15 May 2011 titled *Can-do's A-Team*. The tenor of the article could lead to the perception that staffing resources provided to the Office of the Leader of the Opposition are actively engaged in assisting Mr Campbell Newman's campaign for election to the Queensland Parliament. Our records indicate that Mr David Moore, Mr Mike D'Arcy and Mr Ben Myers who were referred to in the article are presently employed in the Office of the Leader of the Opposition.

As you would be aware, Ministerial Services within the Department of the Premier and Cabinet provides a range of resources to assist you as the Leader of the Opposition to undertake your duties. The Leader of the Opposition is defined in the *Ministerial and Other Office Holder Staff Act 2010* as the member of the Legislative Assembly recognised in the Legislative Assembly as the Leader of the Opposition.

The resources provided by Ministerial Services are provided in accordance with the Queensland Opposition Handbook, which states that the Office of the Leader of the Opposition refers to the administrative unit established to support the Leader in the performance of the Leader's duties. The office consists of Leaders (meaning the Leader and the Deputy Leader) and all Opposition staff, including staff employed on a contract or consulting basis, who directly support the Leaders in the carrying out of their official functions.

In light of *The Sunday Mail* article, I am seeking confirmation that the resources, including staffing resources, being provided from public funds administered by Ministerial Services, to support you in your official role as Leader of the Opposition are not being directed to assist non Parliamentary members of your Party.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ken Smith', written over a large, faint watermark that says 'BRISBANE'.

Ken Smith
Director-General

Executive Building
100 George Street Brisbane
PO Box 15185 City East
Queensland 4002 Australia
Telephone +61 7 3224 2111
Facsimile +61 7 3229 2990
Website www.premiers.qld.gov.au
ABN 65 959 415 158

Daniel Smith

From: Ian Street
Sent: Monday, 9 May 2011 8:47 AM
To: Sonia Anderson
Subject: FW: CTPI
Attachments: 1104110-Jan-011-leader of Opposition.doc

FYI

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

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From: David Moore [<mailto:David.Moore@opposition.qld.gov.au>]
Sent: Friday, 6 May 2011 6:44 PM
To: Ian Street
Subject: FW: CTPI

Dear Ian,

I write in relation to an unpaid invoice from [CTPI] for \$5,000. This invoice relates to services incurred before the recent leadership change within the Opposition. I understand [CTPI] have also approached MSB directly.

I was not aware of the circumstances that led to the services being rendered and, as I indicated to you verbally, I have followed up with the provider. Please find attached a quote for services that I have since received. That quote indicates what the services were.

Can you do two things for me please.

- Please confirm if my information that the payment has been declined by MSB is true, as I have no formal record (i.e. I was verbally briefed it had been but have no other record).
- Secondly, if it has been declined, indicate why the services explained in the quote do not meet the requirements of the Opposition Handbook. Of course, if my briefing isn't correct, is there any reason I can't now authorise the invoice for payment.

Kind regards
David Moore

From: [CTPI] [mailto:\[CTPI\]](mailto:[CTPI])
Sent: Friday, 8 April 2011 6:56 AM
To: David Moore
Subject: [CTPI]

Hello David

Please see attached copy of the Quote that was sent to [CTPI] regarding the work that was undertaken in January. Let me know if you require anything further to progress the matter.

Regards

[CTPI]

[CTPI]

RTI RELEASE

CTPI

Quotation-1104110

Office of The Leader of the Opposition

January 2011

To provide liaison and advice to the Office on regional and
and South East Queensland Flood response/disaster response
-Attend meetings, frame strategy, and duties and liaison as required.

Total Hours: \$ 5,000.00

Fee: \$ 5,000.00
GST: \$ 500.00
TOTAL including GST: \$5,500.00

*"On costs" include travel, accommodation, STD phone calls, mail out costs, duplication costs,
promotional give away, venue hire, printing, facsimiles, couriers, and out of pocket expenses*

ACCEPTED: I accept quotation and agree to pay the costs as stated

SIGNED: _____

FOR: _____

DATE: _____

ABN: _____

Daniel Smith

From: David Moore [David.Moore@opposition.qld.gov.au]
Sent: Wednesday, 11 May 2011 10:38 PM
To: Ian Street
Cc: Tim Herbert
Subject: RE: [CTPI]

Thanks for the clarification Ian. I will happily forward the Invoice with an expenditure vouchers. My view on face value was the same as your conclusion and it appears my initial brief that MSB had declined the Invoice is incorrect.

I am glad I checked.

Regards

David

From: Ian Street [mailto:Ian.Street@premiers.qld.gov.au]
Sent: Wednesday, 11 May 2011 3:01 PM
To: David Moore
Cc: Tim Herbert
Subject: RE: [CTPI]

David,

Ministerial Services have never received the invoice for these services. Based on the information on the quote it would appear that it would be in order for payment. So that final consideration may be given to the processing of the invoice, could you please forward the invoice with an attached signed expenditure voucher. Thanks.

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

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 Please consider the environment before printing this email

From: David Moore [mailto:David.Moore@opposition.qld.gov.au]
Sent: Friday, 6 May 2011 6:44 PM
To: Ian Street
Subject: FW: [CTPI]

Dear Ian,

I write in relation to an unpaid invoice from [CTPI] for \$5,000. This invoice relates to services incurred before the recent leadership change within the Opposition. I understand [CTPI] have also approached MSB directly.

I was not aware of the circumstances that led to the services being rendered and, as I indicated to you verbally, I have followed up with the provider. Please find attached a quote for services that I have since received. That quote indicates what the services were.

Can you do two things for me please.

- Please confirm if my information that the payment has been declined by MSB is true, as I have no formal record (i.e. I was verbally briefed it had been but have no other record).
- Secondly, if it has been declined, indicate why the services explained in the quote do not meet the requirements of the Opposition Handbook. Of course, if my briefing isn't correct, is there any reason I can't now authorise the invoice for payment.

Kind regards
David Moore

From: [CTPI]
Sent: Friday, 8 April 2011 6:56 AM
To: David Moore
Subject: [CTPI]

Hello David

Please see attached copy of the Quote that was sent to [CTPI] regarding the work that was undertaken in January. Let me know if you require anything further to progress the matter.

Regards

[CTPI]

[CTPI]

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.

Julie Collins

From: Julie Collins
Sent: Friday, 6 May 2011 3:08 PM
To: 'david.moore@opposition.qld.gov.au'
Subject: RE: [CTPI]

Hi David

Last Thursday, 28 April 2011, I rec'd [CTPI] To date MSB has not received a letter from the Leader advising of [CTPI] appointment.

Could you confirm if [CTPI] is employed in your Office and if yes could the appropriate letter be sent so that we can arrange to pay [CTPI]

Thank you.

Julie Collins
Manager, HR
Ministerial Services
Telephone: 322 44255
Email: julie.collins@premiers.qld.gov.au

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RTI RELEASED

Page 71 redacted for the following reason:

Contrary to the Public Interest

Department of the Premier and Cabinet
Memorandum

To: Mr David Moore
Chief of Staff
Office of the Leader of the Opposition

From: Rhonda Scholz
A/Manager Finance and Administration

Subject: Budget Information –March 2011

Ext: 44123

Date: 18 April 2011

Ref: MSB/RS

Attached for your information are budget summary and transaction reports for the month of March. Also included are the following attachments, which provide extra details on what has been charged to your budget for the month:

- Telecommunication charges (including charges for pagers, faxstream, mobile and land line costs)
- BP fuel charges
- Payroll reports

Your year to date expenditure is under budget by \$230,974. This has principally resulted from savings of \$116,551 in Employee Related Expenditure category and savings of \$109,967 in the Supplies and Services category.

The Advertising and Communciation Category shows high expenditure for the month primarily due to payment processed in March for printing of business card/s of \$1,700.

In accordance with the Opposition Handbook you are required to review the attached reports and provide a certification as attached to Ministerial Services within 31 days for audit purposes. Only the certification page needs to be returned, as all the other reports are for your information and filing.

If you require any further information please contact me on 3224 4123.

Rhonda Scholz
A/Manager Finance and Administration
Ministerial Services

Pages 73 through 81 redacted for the following reasons:

Contrary to Public Interest

Daniel Smith

From: David Moore [David.Moore@opposition.qld.gov.au]
Sent: Sunday, 17 April 2011 7:40 PM
To: Ian Street
Subject: Staff Establishment and Pay Levels

Importance: High

Hi Ian,

I am about to provide a letter of offer to a new staff member, within the Leader of the Opposition's entitlement. To assist me to provide that offer letter first up Monday morning, can you please send/ arrange for an e-copy of the current establishment and the current pay scales to be sent and I can then save them for future use please.

By way of context. The person is currently on [CTPI] with [CTPI] current employer and i would like to improve on that slightly but not exceeding \$70 k (preferably starting somewhere in between).

I need to know if I can achieve that using a position at AO5 level – for example the vacant Personal Secretary position, so i can keep the vacant AO7 policy Adviser position for another relatively senior position. I am also considering how high I can go with the vacant AO4 position.

Kind regards

David Moore
Chief of Staff to
Office of the Leader of the Opposition

t: 07 3406 7997

m: [CTPI]

e: david.moore@opposition.qld.gov.au

Pages 83 through 88 redacted for the following reasons:

Contrary to Public Interest

Daniel Smith

From: Ian Street
Sent: Friday, 1 April 2011 4:00 PM
To: 'david.moore@opposition.qld.gov.au'
Subject: CTPI

Dave,

I can confirm that CTPI position can be filled fulltime.

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

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RTI RELEASE



Office of the Leader of the Opposition

29 March 2011

Mr Ian Street
Ministerial Services Branch
PO Box 15185
CITY EAST QLD 4002

Dear Mr Street

As a result of restructuring the office, [CTPI] position is no longer available. I have provided [CTPI] notice.

Could you please take action to terminate the employment of [CTPI] [CTPI] in the Office of the Leader of the Opposition as from the close of business on [CTPI] [CTPI]

Would you please ensure that [CTPI] is paid all [CTPI] due entitlements in due course.

Yours sincerely

JEFF SEENEY
Leader of the Opposition

Contacted David Moore,
Chief of Staff & was advised
that [CTPI] is
ceasing in the Office of
the Leader of the Opposition
as from [CTPI]

9/21/11

Address: Parliament House
Alice Street Brisbane
Queensland 4000 Australia
Telephone: (07) 3406 7997
Facsimile: (07) 3221 1496
Email: leader@opposition.qld.gov.au
Website: www.lnp.org.au

POLICY DIVISION and CABINET SERVICES

REGISTER OF CONTACT WITH LOBBYISTS – 2012-13

Date of Contact	Name & Title of Principal Departmental Officer	List of all other Public Officials Present	Name of Registered Lobbyist (including all lobbyists present)	Client of Lobbyist (including the names of all present)	Method of Contact Email Telephone Letter Meeting	Purpose of Contact Introduction Making or Amendment of Legislation Development or Amendment of a government policy or program Awarding of a government contract or grant Allocation of funding Making a decision about planning or giving of a development approval under the Sustainable Planning Act 2009 Relationship management	Issue (Brief Description of the Issue)	Outcome from Contact No action taken Provided follow-up contact information Issue noted Provided advice on Government policy or legislation Referred to formal processes Referred to relevant department Not a matter for the Queensland Government
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POLICY DIVISION and CABINET SERVICES

s73

17 Jul 12	Craig Evans DDG	Nil	David Moore	Nil	SMS	Personal	Personal	Agreed to postpone coffee
24 Jul 12	Craig Evans DDG	Nil	David Moore	Nil	Coffee Meeting	Personal	Personal	Personal meeting but included at the end discussion on possibility of a later meeting with Transfield to hear their thoughts on social housing delivery
27 Jul 12	Ainslie Barron	Aaron Hoffman	David Moore	Nil	Meeting	Development Amendment of a government policy or program.	Advising a number of organisations options to address the housing deficit and redevelopment of social housing	Relates to above note but attended on request of Premiers Office. Provided advice on Government policy or legislation.