



EXECUTIVE SERVICES

Guidelines for:

- Ministerials
- DG Correspondence
- Briefings
- Submissions
- Cabinet processes
- Executive Council
- Questions on Notice

• Q1B

Submissions

Submissions are used when seeking a decision or approval for a course of action

Submissions are made to the Minister, Director-General, Deputy Director-General (Policy and Outcomes) or the General Manager, Health Services depending on area of responsibility and financial delegations.

NB: the appropriate standard signature block must be included on the cover sheet.

That is,

←
(Dr) R L Stable
Director-General
/ /1999
or

(Dr) J G Youngman
General Manager, Health Services
/ /1999
or

~~The advised~~ (Dr) D. Filby
Deputy Director-General (Policy and Outcomes)
/ /1999

Add
MINISTER
- Wendy Edmond MLH
MINISTER FOR HEALTH
/ /1999

⇒ **The recommendation must be supported by sufficient information required to reach a decision or grant approval.**

⇒ All submissions must be cleared through the appropriate branch director, state manager or district manager.

⇒ All submissions must be delivered or faxed to the Executive Support Unit on Floor 19, Queensland Health Building. Submissions are then registered on Recfind (the tracking system) prior to being forwarded to the Minister/ Director-General/ Deputy Director-General (Policy and Outcomes)/ General Manager, Health Services. This is an important step. **Even if a submission is required urgently, do not provide directly to the Director-General or the Minister. This may result in the submission being misplaced and not actioned.**

⇒ If a submission is returned for amendment, the original submission must be returned with the amended version.

⇒ Once ^{actioned} approved by the Minister or Office of the Director-General, submissions are forwarded to the Records Team and a copy of the submission is returned to the relevant Branch Director/ State Manager/ District Manager.

Contact Numbers:
Telephone (07) 323 41097
Facsimile (07) 322 47870