

Ex. 460
14 (D of F)

Introduction

These Guidelines are to assist you to prepare written communications which are accurate, easy to understand and consistent across Queensland Health.

- You have an important role in ensuring that Queensland Health is recognised for the quality of its replies to correspondence. People who write to the Minister and the Director-General have concerns about or an interest in a particular issue. A prompt, clear and accurate reply to each person conveys that Queensland Health cares about his or her concerns.

Similarly briefings and submissions must include all relevant information in an accurate, concise and uncomplicated manner. This is important given the volume of paperwork processed by the Minister and the Director-General.

The following information is designed to assist you in your preparation of quality documents. Should you require further information, clarification or assistance, please contact the Manager, Executive Support Unit on telephone 322 52201.

Submissions

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

Submissions are made to the Minister, Deputy Director-General (Policy and Outcomes) (DDGPO) or the General Manager - Health Services (GMHS) depending on area of responsibility and financial delegations. Submissions are **not** to be directed to the Director-General in the first instance. The DDGPO or the GMHS will decide whether or not the Director-General needs to be involved.

Ministerial submissions will continue to be forwarded through the Director-General, via either the DDGPO or GMHS.

Overseas travel submissions to the Minister will continue as current, via the Director-General (only) to the Minister.

INVITATIONS:

NB: A Ministerial Submission (not a Brief) must be prepared when inviting the Minister to attend a launch or open a facility. This enables Ministerial approval to be obtained.

Similarly, a submission, through either the GMHS or DDGPO, should be prepared when inviting the Director-General to attend a function.

NB: The following signature block should be included on the cover sheet for a Ministerial Submission:

(Dr) Robert Stable
Director-General
/ /2002

Wendy Edmond MP
Minister for Health and
Minister Assisting the Premier on Women's
Policy
/ /2002

The following signature block should be included on the front cover of Submissions to the GMHS or DDGPO as appropriate:

(Dr) S Buckland
General Manager (Health Services)
/ /2002

or

Ms Norelle Deeth
Deputy Director-General
Policy and Outcomes
/ /2002

⇒ **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 and signed off by the relevant officers.
- ⇒ A hard copy of all submissions with relevant signatures must be delivered or faxed to the Executive Support Unit on Floor 19, Queensland Health Building. . (For legal purposes, submissions are **not** provided to the Executive Support Unit (CPCU) electronically - they are legal decision-making documents).
- ⇒ Submissions are then registered on Recfind (the tracking system) prior to being forwarded to the Minister, DDGPO or GMHS. This is an important step. **Even if a submission is required urgently, do not provide directly to GMHS, DDGPO 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 to the Executive Support Unit with the amended version.
- ⇒ Once actioned by the Minister, GMHS or DDPGO, submissions are forwarded to the Records Team and a copy of the front page of the submission is returned to the relevant Branch Director/ State Manager/ District Manager.

Contact Numbers:

Telephone (07) 323 41097 Facsimile: 322 47870

Briefings and Speech notes

Attending meetings with the Minister

Departmental officers attending meetings with the Minister are required to:

- refer to the Minister as 'Minister' in the meeting
- keep notes of the meeting
- forward a report of the meeting to the Executive Support Unit (email to CPCU) within 3 days following the meeting.

Speech notes

Full speech notes including acknowledgments, opening body of speech and closing are required. The speech notes will need to include information about government policy, including current or future initiatives and aims. The name and contact details of the author of the speech should be recorded at the end of the speech.

If you require assistance with the content of the speech, please contact the Marketing and Communications Unit on 323 41439. Speech notes are to be provided to the Executive Support Unit (via email to CPCU) by the due date.

Briefings

Briefings and/ or speech notes may be requested for the Minister, Director-General, Deputy Director-General (Policy and Outcomes) (DDGPO), General Manager - Health Services (GMHS), the Premier or the Governor.

Briefing notes may also be initiated by Branches or Districts to brief or update the Minister, GMHS or DDGPO on topical or sensitive issues. Briefs should **not** be directed to the Director-General in the first instance. The GMHS or the DDGPO will decide whether or not the Director-General needs to be involved.

⇒ Branch Directors, State Managers and District Managers have sole responsibility for clearing the content of briefing notes. Emailed briefing notes must include a supporting statement identifying who has cleared the brief.

⇒ Following appropriate clearance, all briefings are to be emailed to the Executive Support Unit (CPCU) via the Executive Support Officer. Briefings will be tracked on Recfind prior to forwarding to the Minister, GMHS or DDGPO.

NB. Briefing notes are for the provision of information only, and are not to be used as a means of seeking approval or to form the basis for decision making. A submission must be used for this purpose.

A Submission (not a Brief) must be prepared when inviting the Minister or the Director-General to attend a launch or open a facility. This enables appropriate approval to be obtained.

A Briefing Note (not a Submission) must be used when requesting that an attached letter be signed by the Minister/DG/GMHS or DDGPO.

