

Ex. 460
⑥ (F of F)

In

**EXECUTIVE SERVICES EXECUTIVE SUPPORT UNIT
ELECTRONIC PROCEDURE MANUAL INDEX**

PART 1: INCOMING MINISTERIAL CORRESPONDENCE

NUMBER	TITLE	RELEASE DATE	SCHEDULED REVIEW DATE
1.1	ESU In Trays	14/07/03	March 2004
1.2	Allocation	03/07/03	March 2004
1.3	Registration		
1.4	Letters of Acknowledgment		
1.5	No Response Required (NRR)	03/07/03	June 2004
1.6	Urgent	03/07/03	June 2004
1.7	Return of Final Signed Response	03/07/03	March 2004
1.8	Return of Signed Unsigned Responses	03/07/03	March 2004
1.9	Allocation Questioned	03/07/03	March 2004
1.10	Routine	14/07/03	June 2004

PART 2: MINISTERIAL RESPONSES

NUMBER	TITLE	RELEASE DATE	SCHEDULED REVIEW DATE
2.1	CPCU Mailbox		
2.2	Late Responses		

PART 3: REPORTS

NUMBER	TITLE	RELEASE DATE	SCHEDULED REVIEW DATE
3.1	Monthly Premier's Report	21/07/03	June 2004
3.2	Weekly Overdue Responses	21/07/03	June 2004
3.3	Ministerial Trip Folders	21/07/03	June 2004





**Queensland
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Queensland Health

RECEIPT OF UNREQUESTED/REQUESTED GMHS/DDGPO

BRIEFS

Executive Services

Executive Support Unit
Procedure 4.7

1. PURPOSE

- 1.1 To provide information to the General Manager (Health Services) and/or the Deputy Director-General (Policy and Outcomes)

2. REFERENCES

- 2.1 Nil identified

3. RESPONSIBILITIES AND PROCESS

RESPONSIBILITY	STEP	PROCESS
Account Manager	4.7.1	Brief either arrives in CPCU Mailbox or is delivered by Unit Coordinator
	4.7.2	Register on RecFind
	4.7.3	Open Brief and read thoroughly
	4.7.4	Go to Procedure 4.2 (steps 2 – 8)
	4.7.5	Write GMHS/DDGPO
	4.7.6	Photocopy brief
	4.7.7	Highlight in yellow on photocopied brief 'File'
	4.7.8	Highlight in yellow on original brief GMHS/DDGPO
	4.7.9	E-mail to EXDG, SDLO
	4.7.10	Tick on original that e-mails have been sent
	4.7.11	Provide original to Executive Support Officer for either GMHS/DDGPO
	4.7.12	Retain photocopy of brief on own desk for approximately 1 month
	4.7.13	Following retention period place in Records tray for filing by Records





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SUBMISSIONS

GMHS/DDGPO

Executive Services

Executive Support Unit
Procedure 5.2

1. PURPOSE

- 1.1 To process documentation relating to GMHS/DDGPO submissions
- 1.2 To ensure document movements are recorded on RecFind to enable information to be provided if or when required

2. REFERENCES

- 2.1 Nil identified

3. RESPONSIBILITIES AND PROCESS

RESPONSIBILITY	STEP	PROCESS
Account Manager	5.2.1	Go to Procedure 5.1 (steps 1 – 8)
	5.2.2	Cross reference and register any attached correspondence on RecFind
	5.2.3	Provide to ESO for GMHS or DDGPO
ESO*	5.2.4	Receive signed submission back from ESO for GMHS or DDGPO
	5.2.5	Make any notations on RecFind
	5.2.6	IF urgent, contact originating Departmental Unit to advise that submission signed
	5.2.7	Either forward original submission back to originating Departmental Unit OR photocopy front page and forward photocopy to originating Departmental Unit and original submission to Records

*NOTE: These functions do not fall within ESU but are included for completeness and as these steps are undertaken by ESU in circumstances such as annual leave relieving arrangements.

