

## Rosie Turnbull

**From:** [redacted] s73(2)@epw.qld.gov.au>  
**Sent:** Tuesday, 5 November 2024 5:35 PM  
**To:** Rosie Turnbull; [redacted]  
**Subject:** RE: sink

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Rosie,

We are having plumbing contractors come out on the weekend to investigate and hopefully repair.

The office is aware that we were unable to resolve the issue yesterday and require a plumber to attend site.

Can you please confirm that we can have a plumber attend site this weekend as we will have extra PSG on site for ODG relocations.

Thanks,

[redacted]

[redacted]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing, Local Government, Planning and Public Works  
M [redacted] | E [redacted]@epw.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*



**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Tuesday, 5 November 2024 5:10 PM  
**To:** [redacted]@epw.qld.gov.au; [redacted]@jll.com>  
**Subject:** RE: sink

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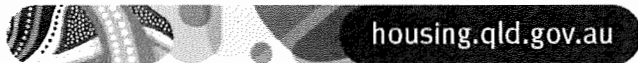
Hi  
Just following up on the sink issue, do we know if it has been resolved?  
Thanks  
Rosie

From: [redacted] s73(2) [redacted]@epw.qld.gov.au>  
Sent: Monday, 4 November 2024 8:43 AM  
To: Rosie Turnbull <[redacted]@premiers.qld.gov.au>; [redacted]@jll.com>  
Subject: RE: sink

Hi Rosie

Job is logged.

[redacted]  
Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing, Local Government, Planning and Public Works  
M [redacted] E [redacted]@epw.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*



From: Rosie Turnbull [redacted]@premiers.qld.gov.au>  
Sent: Monday, 4 November 2024 8:39 AM  
To: [redacted]@jll.com>; [redacted]@epw.qld.gov.au>  
Subject: sink

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Hi  
The Attorney-General's sink in the ensuite is draining slowly.  
[redacted] South.  
Thanks  
Rosie



**Rosie Turnbull**  
A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet  
M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

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Thank you.

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## Rosie Turnbull

---

**From:** Rebecca Docherty <[REDACTED] s73(2) [REDACTED]@ministerial.qld.gov.au>  
**Sent:** Tuesday, 3 December 2024 12:00 PM  
**To:** Rosie Turnbull  
**Cc:** Jaime Blackburn  
**Subject:** RE: 2.12.2024 Selection Package - Office of the Premier.pdf

Hi Rosie

On the same wall as the other one - just on the other side. It will replace the cricket photo.

Kind Regards

Rebecca

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

**From:** Rosie Turnbull <[REDACTED]@premiers.qld.gov.au>  
**Sent:** Tuesday, December 3, 2024 11:56 AM  
**To:** Rebecca Docherty <[REDACTED]@ministerial.qld.gov.au>  
**Cc:** Jaime Blackburn <[REDACTED]@premiers.qld.gov.au>  
**Subject:** RE: 2.12.2024 Selection Package - Office of the Premier.pdf

Thanks Rebecca,

I suspect the art gallery will want to know what wall the painting will be displayed on? Are you able to advise?

Thanks

Rosie

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

**From:** Rebecca Docherty <[REDACTED]@ministerial.qld.gov.au>  
**Sent:** Tuesday, 3 December 2024 11:32 AM  
**To:** Rosie Turnbull <[REDACTED]@premiers.qld.gov.au>  
**Cc:** Jaime Blackburn <[REDACTED]@premiers.qld.gov.au>  
**Subject:** RE: 2.12.2024 Selection Package - Office of the Premier.pdf

Hi Rosie

The Premier would actually like two paintings now if that can be arranged. He would like Option 1 and Option 3 please. We will remove one of his other photos to accommodate the other artwork.

Kind Regards

Rebecca

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

**From:** Rosie Turnbull <[REDACTED]@premiers.qld.gov.au>  
**Sent:** Monday, December 2, 2024 5:31 PM  
**To:** Rebecca Docherty <[REDACTED]@ministerial.qld.gov.au>  
**Cc:** Jaime Blackburn <[REDACTED]@premiers.qld.gov.au>  
**Subject:** 2.12.2024 Selection Package - Office of the Premier.pdf

Hi Rebecca,



Please find attached the selection of artworks provided by the Art Gallery for the Premier's office.

Once a selection has been made the Gallery will provide a Loan Agreement and Indemnity Undertaking to formalise the terms of the loan and ensure the necessary insurance arrangements are in place.  
They have advised that a \$900.00 fee will apply for the initial two year period.

Happy to discuss.

Regards  
Rosie

Rosie Turnbull  
A/Director, Ministerial Finance  
Ministerial Services  
Department of the Premier and Cabinet

M s73(2)  
Level 28, 1 William Street, Brisbane QLD 4000 PO Box 15185, City East, QLD 4002

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## Rosie Turnbull

**From:** [redacted] s73(2) [redacted]@epw.qld.gov.au>  
**Sent:** Thursday, 7 November 2024 4:29 PM  
**To:** Rosie Turnbull; [redacted]  
**Cc:** Jaime Blackburn; Natalie Driscoll  
**Subject:** RE: Office for the Minister for Sport [redacted] W

Hi Rosie,

We will check the store and if we are able to swap it in working hours, there should be no cost. We will confirm if we have a desk in store first and will come back to you.

Can you please identify the change required and we will see what can be done.

Thanks,

[redacted]

[redacted]

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing, Local Government, Planning and Public Works

M [redacted] | E [redacted]@epw.qld.gov.au



housing.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Thursday, 7 November 2024 4:24 PM  
**To:** [redacted]@epw.qld.gov.au> [redacted]@jll.com>  
**Cc:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>; Natalie Driscoll <[redacted]@premiers.qld.gov.au>  
**Subject:** Office for the Minister for Sport [redacted] W

**CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.**

Hi [redacted]

The chief of staff for the Minister for Sport, level [redacted] West has asked about a sit to stand desk, can you let me know if that is possible and let me know if there are any associated costs?

Also, what is the process to change the auto blinds operation?

Thanks  
Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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Thank you.

## Rosie Turnbull

---

**From:** [REDACTED] s73(2)@jll.com>  
**Sent:** Friday, 8 November 2024 12:14 PM  
**To:** Rosie Turnbull; MinServices Admin  
**Subject:** Level [REDACTED] East and Level [REDACTED] Premiers Staff Area

Hi Team,

In case it has not flowed through, there are new Blinds being installed in the Ministers office on Level [REDACTED] East and a blind being replaced in the Premiers staff room on Level [REDACTED] from 6am till 10:30am.

From my understanding this has already been requested, but I have not seen the comms.

If there is an issue, please let me know.

The blinds in level [REDACTED] are being installed on behalf of the Landlord due to a past heat issue in the Ministers office.

Level [REDACTED] was noticed during the cleanup from previous occupier.

Thank you,

[REDACTED]  
Associate Director  
Engineering and Operations Solutions Queensland  
**Workplace Services | QGAO | JLL**

L1, 1 William St, Brisbane CBD, Australia, 4000  
T [REDACTED]@jll.com [www.jll.com.au](http://www.jll.com.au)



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## Rosie Turnbull

**From:** [redacted] s73(2) [redacted]@epw.qld.gov.au>  
**Sent:** Friday, 8 November 2024 2:18 PM  
**To:** Rosie Turnbull; [redacted]  
**Cc:** Jaime Blackburn; Natalie Driscoll  
**Subject:** RE: Office for the Minister for Sport [redacted] W

Hi Rosie,

We don't have a Ministerial sit to stand desk in store. The cost of new is circa \$5K-\$6K.

We are aware that there is a sit to stand in the Premier's office and a CoS office has one, but we need to confirm which office it is in.

We are looking through work orders to see what floor the second sit to stand is located on and will let you know to see if perhaps the desks can be swapped to avoid purchasing a new desk.

Also, can you please let me know what change is requested for the blinds so I can confirm what can be done.

Thanks,

[redacted]

[redacted]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing, Local Government, Planning and Public Works  
M [redacted] E [redacted]@epw.qld.gov.au



housing.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Thursday, 7 November 2024 4:24 PM  
**To:** [redacted]@epw.qld.gov.au; [redacted]@jll.com>  
**Cc:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>; Natalie Driscoll <[redacted]@premiers.qld.gov.au>  
**Subject:** Office for the Minister for Sport [redacted] W

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Hi [redacted]

The chief of staff for the Minister for Sport, level [ ] West has asked about a sit to stand desk, can you let me know if that is possible and let me know if there are any associated costs?

Also, what is the process to change the auto blinds operation?

Thanks

Rosie



**Queensland**  
Government

**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M [ ] s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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Thank you.

## Rosie Turnbull

---

**From:** [redacted] s73(2)@jll.com>  
**Sent:** Friday, 8 November 2024 2:29 PM  
**To:** Rosie Turnbull  
**Subject:** Level [redacted] East and Level [redacted] Premiers Staff Area

Thanks Rosie.

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 8 November 2024 2:20 PM  
**To:** [redacted]@jll.com>  
**Subject:** RE: Level [redacted] East and Level [redacted] Premiers Staff Area

### Caution: Message from external sender

Hi [redacted]  
Level [redacted] is good to go for tomorrow too now.  
Thanks  
rosie

**From:** Rosie Turnbull  
**Sent:** Friday, 8 November 2024 1:55 PM  
**To:** [redacted]@jll.com>  
**Subject:** RE: Level [redacted] East and Level [redacted] Premiers Staff Area

Hi [redacted]  
Level [redacted] is fine with this. I;m yet to hear from the Premier's office

Thanks  
rosie

**From:** [redacted]@jll.com>  
**Sent:** Friday, 8 November 2024 1:04 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Subject:** RE: Level [redacted] East and Level [redacted] Premiers Staff Area

Absolutely. Already booked.

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 8 November 2024 12:31 PM  
**To:** [redacted]@jll.com>  
**Subject:** RE: Level [redacted] East and Level [redacted] Premiers Staff Area

### Caution: Message from external sender

Hi,  
Can you confirm that PSG will be with the contractor?

**From:** [redacted]@jll.com>  
**Sent:** Friday, 8 November 2024 12:14 PM



To: Rosie Turnbull <[redacted]s73(2)[redacted]@premiers.qld.gov.au>; MinServices Admin

<[redacted]@premiers.qld.gov.au>

Subject: Level [redacted] East and Level [redacted] Premiers Staff Area

Hi Team,

In case it has not flowed through, there are new Blinds being installed in the Ministers office on L [redacted] East and a blind being replaced in the Premiers staff room on Level [redacted] from 6am till 10:30am.

From my understanding this has already been requested, but I have not seen the comms.

If there is an issue, please let me know.

The blinds in level [redacted] are being installed on behalf of the Landlord due to a past heat issue in the Ministers office.

Level [redacted] was noticed during the cleanup from previous occupier.

Thank you,

[redacted]  
Associate Director  
Engineering and Operations Solutions Queensland  
**Workplace Services | QGAO | JLL**

L1, 1 William St, Brisbane CBD, Australia, 4000

T [redacted]@jll.com [www.jll.com](http://www.jll.com)



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## Rosie Turnbull

**From:** MinServices Admin  
**Sent:** Monday, 11 November 2024 1:13 PM  
**To:** Rosie Turnbull  
**Subject:** FW: Whiteboard for the Hon Laura Gerber MP, Minister for Youth Justice and Victim Support and Minister for Corrective Services

Hi Rosie,

Sarah from Minister Gerber's office has emailed about getting a whiteboard for their office. Are we ok to log these requests with JLL to get a quote?

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [redacted] s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Sarah Orr <[redacted]@ministerial.qld.gov.au>  
**Sent:** Monday, November 11, 2024 1:03 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Subject:** Whiteboard for the Hon Laura Gerber MP, Minister for Youth Justice and Victim Support and Minister for Corrective Services

You don't often get email from [redacted]@ministerial.qld.gov.au. [Learn why this is important](#)  
Good afternoon,

I work in the Office of the Honourable Laura Gerber MP, Minister for Youth Justice and Victim Support and Minister for Corrective Services. The Minister would like a whiteboard that can be attached to the wall in her office located on level [redacted] of 1 William St.

Could you please check if there any are available or assist in obtaining one?



Sarah Orr  
**Office of the Hon Laura Gerber MP**  
**Minister for Youth Justice and Victim Support and Minister for Corrective Services**  
P [redacted]  
E: [redacted]@ministerial.qld.gov.au

*I acknowledge Aboriginal peoples and Torres Strait Islander peoples as the Traditional Owners and Custodians of this Country and recognise their connection to land, sea and community. I pay my respects to them, their cultures, and to their Elders, past, present and emerging.*

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## Rosie Turnbull

**From:** [redacted] s73(2) [redacted]@epw.qld.gov.au>  
**Sent:** Thursday, 14 November 2024 10:09 AM  
**To:** Rosie Turnbull  
**Subject:** Furniture changes requested by Minister for Manufacturing and Minister for Regional and Rural Development in the [redacted] South office

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Rosie,

Priority works requested by Minister for Manufacturing and Minister for Regional and Rural Development in the [redacted] South office:

- WS [redacted] 040e and [redacted] 039e moved to 1 to Media room [redacted] 29 and 1 behind the exec pod [redacted] 038 with the moving of the collab couch to an appropriate position.

We have looked at what could be done at no cost but unfortunately Workstations [redacted] 040e/041e are a back-to-back unit, meaning they are one physical piece of furniture that cannot be separated in to two pieces.

- An additional desk cannot be added to the back of the exec pod, however the exec pod may be
  - 1) removed and replaced with a back to back unit, or
  - 2) swapped with the WS040/WS041 unit
- For an additional desk in the Media room, we would opt for removal of the 2 seater table for installation of a single workstation (if measurements allows), requiring installation of new power and data cables
- The half collab couch may be relocated if measurements permit once desks are changed

Can we please obtain approval for the above changes to the [redacted] South office?

Regards,

[redacted]

[redacted]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing and Public Works  
M [redacted] E [redacted]@epw.qld.gov.au



housing.qld.gov.au

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Thank you.

## Rosie Turnbull

**From:** MinServices Admin  
**Sent:** Friday, 29 November 2024 3:21 PM  
**To:** Rosie Turnbull  
**Subject:** FW: Quote - Replenish Cutlery Ministerial Offices

**Importance:** High

Hi Rosie

Please see quote below from JLL for your consideration to replenish cutlery in Ministerial Offices.

Kind regards



**Sharon Farry**

Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted] s73(2)

Level 28, 1 William Street, Brisbane

PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>  
**Sent:** Friday, 29 November 2024 2:38 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@epw.qld.gov.au> [redacted]@jll.com>  
**Subject:** Quote - Replenish Cutlery Ministerial Offices  
**Importance:** High

Good afternoon Min Services,

We have noticed a fair few requests via work orders that Ministerial Offices are very short with cutlery.

We've supplied a quote below to stock 3 dozen of each piece of cutlery (forks, knives, spoons and teaspoons) in each Ministerial office + 1x dozen in Minister's pantries.

I've left out Level 40 Premier's side had their cutlery was replenished a few weeks ago.

The quote below is for your consideration only & let me know how you would like to proceed either way.

| Item             | Quantity | Work Request and Description | Project Cost |
|------------------|----------|------------------------------|--------------|
| Supply & deliver | 54       | Table Knife                  | \$1,346.13   |
|                  | 54       | Table Fork                   | \$701.61     |
|                  | 54       | Dessert Spoon                | \$643.34     |
|                  | 54       | Teaspoons                    | \$450.28     |

|                         |            |           |            |
|-------------------------|------------|-----------|------------|
| Contractor Quote Number | 23812      |           |            |
| Work Order Number       | B5249      |           |            |
| Type Of Works           | Equipment  | Sub-Total | \$3,141.36 |
| Contractor              | QCC        | GST       | \$314.14   |
| Status                  | Quote Sent | Total     | \$3,455.49 |

Thank you

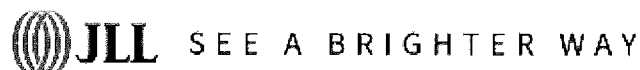
Kind Regards,

[Redacted]

Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

T [Redacted] s73(2) [Redacted]@jll.com | [www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people



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## Rosie Turnbull

**From:** [redacted] s73(2) [redacted]@epw.qld.gov.au>  
**Sent:** Tuesday, 26 November 2024 9:00 AM  
**To:** Rosie Turnbull  
**Subject:** FW: Furniture changes requested by Minister for Manufacturing and Minister for Regional and Rural Development in the [redacted] South office

**Importance:** High

Hi Rosie,

Any update to whether these works are approved to proceed?

If we can, we'd like to complete them on the weekend of 7/8 December which is when we are completing all ODG furniture changes.

Thanks,

[redacted]

[redacted]

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing and Public Works

[redacted]

@epw.qld.gov.au



housing.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*

**From:** [redacted]  
**Sent:** Thursday, 14 November 2024 10:09 AM  
**To:** Rosie Turnbull [redacted]@premiers.qld.gov.au>  
**Subject:** Furniture changes requested by Minister for Manufacturing and Minister for Regional and Rural Development in the [redacted] South office  
**Importance:** High

Hi Rosie,

Priority works requested by Minister for Manufacturing and Minister for Regional and Rural Development in the [redacted] South office:

- WS [redacted]040e and [redacted]039e moved to 1 to Media room [redacted]29 and 1 behind the exec pod [redacted]038 with the moving of the collab coach to an appropriate position.

We have looked at what could be done at no cost but unfortunately Workstations [redacted]040e/041e are a back-to-back unit, meaning they are one physical piece of furniture that cannot be separated in to two pieces.

- An additional desk cannot be added to the back of the exec pod, however the exec pod may be
  - 1) removed and replaced with a back to back unit, or
  - 2) swapped with the WS040/WS041 unit
- For an additional desk in the Media room, we would opt for removal of the 2 seater table for installation of a single workstation (if measurements allows), requiring installation of new power and data cables
- The half collab couch may be relocated if measurements permit once desks are changed

Can we please obtain approval for the above changes to the 37 South office?

Regards,

[Redacted]

[Redacted]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
 Public Works Division  
 Department of Housing and Public Works  
 M [Redacted] s73(2) [Redacted] @epw.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*



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Thank you.

## Rosie Turnbull

---

**From:** MinServices Admin  
**Sent:** Friday, 29 November 2024 8:59 AM  
**To:** Rosie Turnbull  
**Subject:** RE: Whiteboard for the Hon Laura Gerber MP, Minister for Youth Justice and Victim Support and Minister for Corrective Services

Hi Rosie,

I have raised a work order to arrange the quote. JLL will contact Sarah to visit the office.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Rosie Turnbull < @premiers.qld.gov.au>  
**Sent:** Thursday, November 28, 2024 5:34 PM  
**To:** MinServices Admin < @premiers.qld.gov.au>  
**Subject:** RE: Whiteboard for the Hon Laura Gerber MP, Minister for Youth Justice and Victim Support and Minister for Corrective Services

Hi Sarab,

Did you send this one to JLL for a quote? If not can you please do so.

Thanks  
Rosie

**From:** MinServices Admin < @premiers.qld.gov.au>  
**Sent:** Monday, 11 November 2024 1:13 PM  
**To:** Rosie Turnbull < @premiers.qld.gov.au>  
**Subject:** FW: Whiteboard for the Hon Laura Gerber MP, Minister for Youth Justice and Victim Support and Minister for Corrective Services

Hi Rosie,

Sarah from Minister Gerber's office has emailed about getting a whiteboard for their office. Are we ok to log these requests with JLL to get a quote?

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted] s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Sarah Orr <[redacted]@ministerial.qld.gov.au>

**Sent:** Monday, November 11, 2024 1:03 PM

**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Subject:** Whiteboard for the Hon Laura Gerber MP, Minister for Youth Justice and Victim Support and Minister for Corrective Services

Information You don't often get email from [redacted]@ministerial.qld.gov.au. [Learn why this is important](#)

Good afternoon,

I work in the Office of the Honourable Laura Gerber MP, Minister for Youth Justice and Victim Support and Minister for Corrective Services. The Minister would like a whiteboard that can be attached to the wall in her office located on level [redacted] of 1 William St.

Could you please check if there any are available or assist in obtaining one?



Sarah Orr

Office of the Hon Laura Gerber MP

Minister for Youth Justice and Victim Support and Minister  
for Corrective Services

P 07 [redacted]

E [redacted]@ministerial.qld.gov.au



*I acknowledge Aboriginal peoples and Torres Strait Islander peoples as the Traditional Owners and Custodians of this Country and recognise their connection to land, sea and community. I pay my respects to them, their cultures, and to their Elders, past, present and emerging.*

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## Rosie Turnbull

---

**From:** Charlie Van Balen <[REDACTED] s73(2) [REDACTED]@ministerial.qld.gov.au>  
**Sent:** Wednesday, 27 November 2024 8:56 AM  
**To:** Rosie Turnbull  
**Subject:** RE: air conditioning

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning,

Yes, my colleagues were wondering how the air conditioning system works in Minister Powell's ministerial office.

According to them the aircon system automatically starts at 7:00am and shuts off at 6:00PM. A few of them had questions whether this can be adjusted, if need be, for occasions where staff were working late hours.

Kind Regards,



Charlie Van Balen  
Administration Officer  
Office of the Honourable Andrew Powell MP  
**Minister for Environment and Tourism, Minister for Science and Innovation**  
**E:** [REDACTED]@ministerial.qld.gov.au  
**P:** [REDACTED]  
Level 31, 1 William Street | Brisbane QLD 4000

**From:** Rosie Turnbull <[REDACTED]@premiers.qld.gov.au>  
**Sent:** Tuesday, November 26, 2024 3:16 PM  
**To:** Charlie Van Balen <[REDACTED]@ministerial.qld.gov.au>  
**Cc:** MinServices Admin <[REDACTED]@premiers.qld.gov.au>  
**Subject:** FW: air conditioning

Hi Charlie,  
I understand you had a query or request about the air conditioning in Minister Powell's office.

Can you please let me know what you would like adjusted?

Thanks  
Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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## Rosie Turnbull

**From:** Sam Jackson <[redacted] s73(2) [redacted]@ministerial.qld.gov.au>  
**Sent:** Thursday, 28 November 2024 6:43 AM  
**To:** Rosie Turnbull  
**Cc:** Charlie Van Balen  
**Subject:** FW: air conditioning

You don't often get email from [redacted]@ministerial.qld.gov.au. [Learn why this is important](#)  
Hi Rosie,

Can you please provide advice on the process for aircon for after hours?

Many thanks,  
Sam



**Sam Jackson**  
Senior Advisor  
Office of the Hon. Andrew Powell MP  
Minister for the Environment and Tourism, Science and Innovation  
P [redacted]  
E [redacted]@ministerial.qld.gov.au  
A Level 31, 1 William Street, Brisbane QLD 4000

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Tuesday, November 26, 2024 3:16 PM  
**To:** Charlie Van Balen <[redacted]@ministerial.qld.gov.au>  
**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Subject:** FW: air conditioning

Hi Charlie,  
I understand you had a query or request about the air conditioning in Minister Powell's office.

Can you please let me know what you would like adjusted?

Thanks  
Rosie



**Rosie Turnbull**  
A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet  
M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

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## Rosie Turnbull

---

**From:** Jaime Blackburn  
**Sent:** Monday, 2 December 2024 10:22 AM  
**To:** Rosie Turnbull  
**Cc:** [REDACTED]  
**Subject:** FW: Air con on L40

FYI

**From:** Jaime Blackburn  
**Sent:** Monday, 2 December 2024 10:21 AM  
**To:** Richard Ferrett (Ministerial) <[REDACTED] s73(2)@ministerial.qld.gov.au>  
**Subject:** Air con on L40

Hi Richard

I have spoken with JLL about the air conditioning on L [REDACTED] and requested it start at 5am.

I understand from JLL that you may not feel the full benefit if only 1-2 people are in the office.

JLL is sourcing an additional air con system for a discrete number of rooms in the Premier's Office that could be switched on independently.

Hopefully it will begin to feel a bit cooler with the earlier start – keep me posted. I will keep you informed about the extra air con unit.

Thanks

Jaime



**Queensland**  
Government

**Jaime Blackburn**  
Executive Director  
**People and Services**  
Department of the Premier and Cabinet

M [REDACTED]  
Level 28, 1 William Street, Brisbane  
PO Box 15185, City East, QLD 4002

## Rosie Turnbull

---

**From:** MinServices Admin  
**Sent:** Tuesday, 3 December 2024 3:53 PM  
**To:** [REDACTED]  
**Cc:** Rosie Turnbull  
**Subject:** Quote Request - TV - Level [REDACTED] (Minister Gerber's office)

H [REDACTED]

Minister Gerber's Office is looking for a quote to get a TV installed in their office (Level [REDACTED] room – [REDACTED] 52). They mainly require it to watch Parliamentary Sitings.

Can we please arrange a quote.

Office Contact – Sarah Orr, [REDACTED] s73(2)

Kind Regards



**Queensland**  
Government

**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [REDACTED]

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

## Rosie Turnbull

**From:** MinServices Admin  
**Sent:** Wednesday, 4 December 2024 4:12 PM  
**To:** Rebecca Docherty  
**Cc:** Rosie Turnbull  
**Subject:** RE: Billi Tap on Level ☐

Good afternoon Rebecca,

I have raised the issue with JLL. They will contact you directly to arrange a suitable time to inspect.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P ☐ s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Rebecca Docherty ☐@ministerial.qld.gov.au>  
**Sent:** Wednesday, December 4, 2024 2:22 PM  
**To:** MinServices Admin <☐@premiers.qld.gov.au>  
**Cc:** Rosie Turnbull <☐@premiers.qld.gov.au>  
**Subject:** Billi Tap on Level ☐

Good afternoon

The cold water from the Billi tap in our office does not seem to be working correctly – are we able to request someone to come and look at it please?

Kind regards



Rebecca Docherty

Office Manager

**Office of the Honourable David Crisafulli MP**

Premier of Queensland

E ☐@ministerial.qld.gov.au

1 William Street QLD 4000

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## Rosie Turnbull

---

**From:** Jaime Blackburn  
**Sent:** Monday, 9 December 2024 12:11 PM  
**To:** [redacted]  
**Cc:** [redacted] Rosie Turnbull; Libby Gregoric  
**Subject:** Air con on [redacted]

Hi [redacted]

Thanks for chatting earlier about the aircon on [redacted] Premier's Office). We need to find a solution to ensure the office is cooling by a reasonable time in the morning.

At 7am this morning it was still hot. I know we agreed a few weeks back that it needs to come on at 5am but it seems this is not effective.

Please can we consider a solution? I know you are looking at a longer term solution (and you are waiting for quotes) but I think we need something that will have results for now.

Also I want to flag that the offices may be operating over the Christmas/New Year period and we will need to ensure the aircon and lighting is going to operate for them.

Happy to discuss

Thanks

Jaime



**Queensland**  
Government

**Jaime Blackburn**  
Executive Director  
**People and Services**  
Department of the Premier and Cabinet  
M [redacted] s73(2)  
Level 28, 1 William Street, Brisbane  
PO Box 15185, City East, QLD 4002

## Rosie Turnbull

**From:** Libby Gregoric  
**Sent:** Tuesday, 10 December 2024 10:03 AM  
**To:** Jaime Blackburn  
**Cc:** Rosie Turnbull  
**Subject:** Re: Air con on [redacted]

thanks Jaime

Libby Gregoric  
Deputy Director-General  
People and Services  
Department of the Premier and Cabinet  
Phone: [redacted] s73(2)  
E: [redacted]@premiers.qld.gov.au

---

**From:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
**Sent:** Tuesday, December 10, 2024 9:56:25 AM  
**To:** Libby Gregoric <[redacted]@premiers.qld.gov.au>  
**Cc:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Subject:** FW: Air con on [redacted]

Hi Libby

[redacted] contacted me and indicated they are exploring bringing in dehumidifiers for [redacted] He is checking on the noise and the cost but hopes to have an update today.

Jaime

**From:** Jaime Blackburn  
**Sent:** Monday, 9 December 2024 12:11 PM  
**To:** [redacted]@jll.com>  
**Cc:** [redacted]@epw.qld.gov.au>; Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Libby Gregoric <[redacted]@premiers.qld.gov.au>  
**Subject:** Air con on [redacted]

Hi [redacted]

Thanks for chatting earlier about the aircon on [redacted] Premier's Office). We need to find a solution to ensure the office is cooling by a reasonable time in the morning.

At 7am this morning it was still hot. I know we agreed a few weeks back that it needs to come on at 5am but it seems this is not effective.

Please can we consider a solution? I know you are looking at a longer term solution (and you are waiting for quotes) but I think we need something that will have results for now.

Also I want to flag that the offices may be operating over the Christmas/New Year period and we will need to ensure the aircon and lighting is going to operate for them.

Happy to discuss

Thanks

Jaime



**Jaime Blackburn**

Executive Director

**People and Services**

Department of the Premier and Cabinet

M s73(2)

Level 28, 1 William Street, Brisbane

PO Box 15185, City East, QLD 4002

Released under RTI Act - DPC



## Rosie Turnbull

**From:** [redacted] s73(2)@global.ntt>  
**Sent:** Tuesday, 17 December 2024 1:34 PM  
**To:** MinServices Admin  
**Cc:** Rosie Turnbull; QLD - 1WS Concierge; Travis Grummitt  
**Subject:** RE: Quote for a TV

Hi,

Jeremy will be in tomorrow between 10 and 2pm for Minister Mander's office and Minister Gerber's Office.

Both have been contacted

[redacted]

**Operations Manager | Australia | NTT**

M: [redacted]  
E: [redacted]@global.ntt  
[hello.global.ntt](mailto:hello.global.ntt)

Sensitivity Label: General

**From:** MinServices Admin [redacted]@premiers.qld.gov.au>  
**Sent:** Monday, 16 December 2024 2:44 PM  
**To:** [redacted]@global.ntt>  
**Cc:** Rosie Turnbull [redacted]@premiers.qld.gov.au>  
**Subject:** FW: Quote for a TV

Hi [redacted]

The Minister's office has not heard back from NTT regarding this request. Can you please follow up.

Kind Regards



**Queensland**  
Government

**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted]

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** MinServices Admin  
**Sent:** Tuesday, December 10, 2024 3:33 PM  
**To:** [redacted]@global.ntt>  
**Subject:** Quote for a TV

Hi [redacted]

Minister Mander's office is looking for a quote to organise a TV in the main area of the Minister for Sport and Racing's office on Level  room -  51. Can we please arrange a quote.

Office contact is – Camilla Sherriff  s73(2)

Kind Regards



**Queensland**  
Government

**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet



1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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## Rosie Turnbull

---

**From:** MinServices Admin  
**Sent:** Thursday, 9 January 2025 10:10 AM  
**To:** Rosie Turnbull  
**Subject:** FW: Toaster and cutting board

Hi Rosie

Is this approved to purchase from Winc?



**Paolo Cecchini**

Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  

---

**P** [redacted] s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Julie Fiedler <[redacted]@ministerial.qld.gov.au>  
**Sent:** Wednesday, January 8, 2025 3:13 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Subject:** RE: Toaster and cutting board

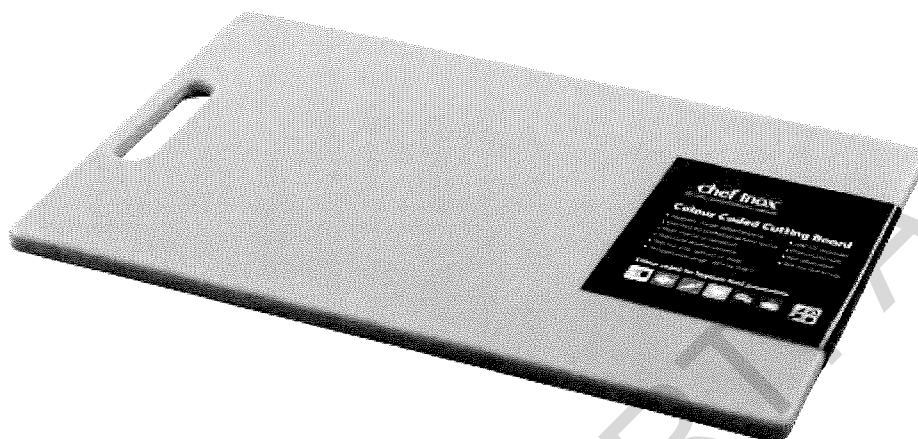
Thanks Paolo

I thought that may have been the case with the toaster.

Could we please order a cutting board something like this one (from Winc)

# Chef Inox Cutting Board PP 230 x 380 x 12mm C

Product Code: 18827156 | Manufacturer Code: 4342



HACCP food safety  
hygiene  
Certified for professional use  
Stain and abrasion resistant  
Guaranteed no warping  
Dishwasher-safe  
Colour-coded for hygiene

[View Description](#)

Thanks

## Julie Fiedler

Executive Assistant / Office Manager

Office of the Honourable David Janetzki MP

Treasurer, Minister for Energy and Minister for Home Ownership

P [redacted] s73(2)

1 William Street, Brisbane QLD 4000

GPO Box 611, Brisbane QLD 4001



Queensland  
Government

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Sent:** Wednesday, January 8, 2025 10:24 AM

**To:** Julie Fiedler <[redacted]@ministerial.qld.gov.au>

**Subject:** RE: Toaster and cutting board

Hi Julie,

Toasters are not allowed in the building as they set off the fire alarm.

For a cutting board, you can find the one you want online and send me the link and I can purchase it.

Regards,



**Paolo Cecchini**

Senior Administration Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted] s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Julie Fiedler <[redacted]@ministerial.qld.gov.au>

**Sent:** Wednesday, January 8, 2025 9:13 AM

**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Subject:** Toaster and cutting board

Good Morning and happy new year.

Is it possible to have a toaster and a cutting board in the staff kitchen in the Treasurer's office please?

Thank you

**Julie Fiedler**

Executive Assistant / Office Manager

**Office of the Honourable David Janetzki MP**

Treasurer, Minister for Energy and Minister for Home Ownership

P [redacted]

1 William Street, Brisbane QLD 4000

GPO Box 611, Brisbane QLD 4001



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## Rosie Turnbull

**From:** Rebecca Docherty <[redacted] s73(2) [redacted]@ministerial.qld.gov.au>  
**Sent:** Friday, 10 January 2025 4:13 PM  
**To:** MinServices Admin  
**Cc:** Rosie Turnbull; Richard Ferrett (Ministerial)  
**Subject:** RE: Weekend Air Conditioning Level [redacted]

Hi Sarab

Yes please!

Kind Regards

Rebecca

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, January 10, 2025 4:09 PM  
**To:** Rebecca Docherty <[redacted]@ministerial.qld.gov.au>  
**Cc:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Richard Ferrett <[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: Weekend Air Conditioning Level [redacted]

Hi Rebecca,

Can you please confirm if the air-conditioning is required for whole day from 8 am to 6pm and is this for every Sunday moving forward?

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
[redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Rebecca Docherty <[redacted]@ministerial.qld.gov.au>  
**Sent:** Friday, January 10, 2025 3:57 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Cc:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Richard Ferrett (Ministerial) <[redacted]@ministerial.qld.gov.au>  
**Subject:** Weekend Air Conditioning Level [redacted]

Hi Sarab

We have a couple of people who work on Sundays in the Premier's Office. JLL advised them that I needed to email you guys so that we can organise for the Premier's Office to have air-conditioning on. It would only be on a Sunday and only during the day time please. We understand that there may be a cost for this. Can you please advise when this has been actioned?

Kind regards



Rebecca Docherty  
Office Manager  
**Office of the Honourable David Crisafulli MP**  
Premier of Queensland

E [s73\(2\)@ministerial.qld.gov.au](mailto:s73(2)@ministerial.qld.gov.au)  
1 William Street QLD 4000

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Please consider the environment before printing this email.



## Rosie Turnbull

**From:** Collaborative Work Spaces <[redacted]s73(2)[redacted]@chde.qld.gov.au>  
**Sent:** Wednesday, 15 January 2025 9:29 AM  
**To:** [redacted]@youthjustice.qld.gov.au  
**Cc:** MinServices Admin; Rosie Turnbull; Brett Allan [redacted] Collaborative Work Spaces  
**Subject:** FW: Quote Request - TV - Level [redacted] (Minister Gerber's office)  
**Attachments:** RE: [redacted] 52 | Qoute for TV - Ticket Update [ID:1016647]; QUOTE - 1WS Room [redacted] 52 TV

Good morning Sarah,

Please find attached the quotes for the TV for room [redacted] 52 (NTT) and Coax cabling (JLL) for your review and approval.

The quote for the **TV is \$144.75 excluding GST per month over 39 months.**

The quote for the **coax cabling is \$2,700.48 excluding GST.**

If you wish to proceed with the quotes, we will need to coordinate with JLL timing of installation of the coax cabling so the TV can be delivered and installed at the same time.

Let me know if you have any questions.

Kind Regards,



Queensland  
Government

**Hanna Melendez**

1WS Principal Customer Relationship Manager | 1WS ICT Contract Directorate  
CITEC Enabling Services | Digital Government  
**Queensland Government Customer and Digital Group**

[redacted]  
E: [redacted]@chde.qld.gov.au W [www.qld.gov.au](http://www.qld.gov.au)  
Level 14, 140 Creek Street, Brisbane QLD 4000

**From:** [redacted]@global.ntt>  
**Sent:** Tuesday, 3 December 2024 5:01 PM  
**To:** Collaborative Work Spaces <[redacted]@chde.qld.gov.au>  
**Subject:** FW: Quote Request - TV - Level [redacted] (Minister Gerber's office)

**CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.**

This is the extra TV

[redacted]  
**Operations Manager | Australia | NTT**

M: [redacted]  
E: [redacted]@global.ntt

Sensitivity Label: General

**From:** MinServices Admin [redacted] s73(2) [redacted]@premiers.qld.gov.au>  
**Sent:** Tuesday, 3 December 2024 3:53 PM  
**To:** [redacted]@global.ntt>  
**Cc:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Subject:** Quote Request - TV - Level [redacted] Minister Gerber's office)

Hi [redacted]

Minister Gerber's Office is looking for a quote to get a TV installed in their office (Level [redacted] room – [redacted] 52). They mainly require it to watch Parliamentary Sitings.

Can we please arrange a quote.

Office Contact – Sarah Orr / [redacted]

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted]

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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Thank you.

Released under RTI Act - DPC

## Rosie Turnbull

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, 28 January 2025 2:07 PM  
**To:** Rosie Turnbull  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

Good afternoon Rosie,

Just a quick update with the stools for the 2 offices.  
The stools had arrived; however, we're not happy with the product and the workmanship.  
We have raised this with the supplier and are awaiting a resolution.  
We will be in touch once we have more information.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 13 December 2024 4:03 PM  
**To:** [redacted]@jll.com>; [redacted]@epw.qld.gov.au>  
**Cc:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

### Caution: Message from external sender

Hi,  
I have confirmed that the Health Minister's office is still looking for stools so I'm happy for the order to go in for both offices.

Thanks  
Rosie



Queensland  
Government

**Rosie Turnbull**  
A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet

M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

RTID662 File01 Page 50

From [redacted]@jll.com>

Sent: Friday, 13 December 2024 3:14 PM

To: [redacted]@epw.qld.gov.au>; Rosie Turnbull [redacted] s73(2)@premiers.qld.gov.au>

Cc: [redacted]@jll.com>

Subject: RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

You don't often get email from [redacted]@jll.com. [Learn why this is important](#)

Good afternoon Rosie,

I've attached the original work order that Sarab had raised for this office.  
I had met with Crystella Chesson from the office to discuss their requests.  
When I met with her, she asked if there are 6 stools to use at their planning bench.

Would you mind if I hold off on ordering the 6 stools for Primary Industries for now until approvals for Health Minister's office for their stools are approved?

The below quote only had allowance for 12 stools to be supplied and delivered.

If not, I'm happy to order the 6 for Primary Industries, if Health approvals are given at a later stage, we will need to supply an additional delivery for this order.

Please let me know.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

[redacted]@jll.com

[www.jll.com.au](http://www.jll.com.au)

From: [redacted]@epw.qld.gov.au>

Sent: Thursday, 12 December 2024 3:13 PM

To: [redacted]@epw.qld.gov.au>

Subject: Fw: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

Hi Lisa,

See below. I approve the expenditure to purchase the stools.

Rosie is chasing a copy of the request for the Health Minister's office though as MSB only have record of the DPI Minister's request.

Thanks,



Get Outlook for Android

**From:** Rosie Turnbull <[redacted]s73(2)[redacted]@premiers.qld.gov.au>

**Sent:** Thursday, December 12, 2024 2:30:38 PM

**To:** [redacted]@epw.qld.gov.au>

**Subject:** RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

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Hi [redacted]

I'm happy to go ahead with this please. For Primary Industries. I can't find a record of the request from Health though? Can you forward me a copy please.

Thanks

Rosie

**From:** [redacted]@epw.qld.gov.au>

**Sent:** Tuesday, 3 December 2024 2:25 PM

**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

Hi Rosie,

QGAO Cost resulting from the Election.

Thanks,



Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing and Public Works

[redacted]@epw.qld.gov.au



housing.qld.gov.au

*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*



**From:** Rosie Turnbull <[redacted]s73(2)[redacted]@premiers.qld.gov.au>

**Sent:** Tuesday, 3 December 2024 2:07 PM

**To:** [redacted]@epw.qld.gov.au>

**Subject:** RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

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Hi,

Yes it was Primary Industries.

Is this a cost for the Office or a QGAO cost?

Thanks

Rosie

**From:** [redacted]@epw.qld.gov.au>

**Sent:** Tuesday, 3 December 2024 12:29 PM

**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>

**Subject:** FW: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

Hi Rosie,

See below FYI. We don't have any stools in store.

Was your question yesterday related to one of these offices?

Thanks,

[redacted]

[redacted]

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing and Public Works

M [redacted]@epw.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*



**From:** [redacted]@jll.com>

**Sent:** Tuesday, 3 December 2024 11:29 AM

**To:** [redacted]@premiers.qld.gov.au

**Cc:** [redacted]@jll.com> [redacted]@epw.qld.gov.au>; MinServices Admin

<[redacted]@premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level ☐ Minister Primary Industries (WEST) + 6x stools Level ☐ Health (WEST)

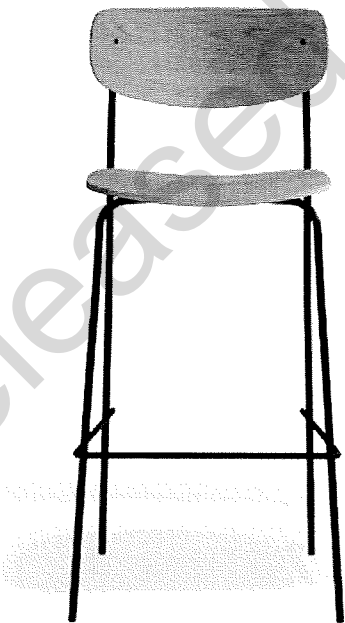
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Good morning Sharon,

We unfortunately do not have any stools in storage.  
Below quote is to supply 12 stools, 6x for Level ☐ PI & 6x Level ☐ Health, this style (example picture below) would be as close to the building's original fit out.  
The request for stools from the offices are to utilise them at the planning benches in the staff office.

There is an approx. 3-4-week lead time on these, not including the end of your Christmas / New Year closures.

| Item                      | Quantity | Work Request and Description                                                                   | Project Cost      |
|---------------------------|----------|------------------------------------------------------------------------------------------------|-------------------|
| Supply, deliver & install | 12       | Kylie Stool - Black Frame - Natural Ash Seat and Backrest - 650H seat 49cm W x 95cm H x 52cm D | \$3,884.76        |
|                           | 1        | Delivery & installation                                                                        | \$300.84          |
|                           |          |                                                                                                | <b>\$4,185.60</b> |
|                           |          |                                                                                                | <b>\$418.56</b>   |
|                           |          | <b>Total</b>                                                                                   | <b>\$4,604.16</b> |





Thank you

Kind Regards

Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JL  
T 

s73(2)

 @jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:**

@jll.com

 <

@jll.com

>  
**Sent:** Wednesday, 20 November 2024 12:12 PM  
**To:**

@premiers.qld.gov.au

  
**Cc:**  
**Subject:** WORK ORDER AU02029498 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

x

x

**WORK ORDER AU02029498 RAISED**

**To: Sharon Farry**

Thank you for contacting us. A work order has been raised.

x

|                 |                                    |                          |            |
|-----------------|------------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St  | <b>Work Order Number</b> | AU02029498 |
| <b>Address</b>  | 1 William Street, Brisbane<br>4000 |                          |            |

x

|                      |                    |
|----------------------|--------------------|
| <b>Client Ref:</b>   |                    |
| <b>Dispatch Date</b> | 20/11/2024         |
| <b>Due Date</b>      | 23/11/2024         |
| <b>Priority</b>      | Standard           |
| <b>Category</b>      | Tenant Service Req |
| <b>Discipline</b>    | Quote Request      |

## Description

### Quote Request (TSR-Q)

Hi team We have received a quest for 6 stools for the large desk/table on level [redacted] (Primary Industries). Apologies, I was not able to get a room number - apparently it is the room that is off of Minister Perrett's Office. Can you advise if you have anything suitable in stock? Otherwise, please provide a quote for same. Kind regards Sharon

## Asset

 [redacted]

**Requestor**

Sharon Farry

**Phone**

s73(2)

**Primary Operations Contact**

**Phone**

 [redacted]

**Dispatched To**

Customer Service Centre

 [redacted]

1300 733 454

 [redacted]

@jll.com

Regards,

Customer Service Centre

 [redacted]

One of the 2024 World's Most Ethical Companies®

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## Rosie Turnbull

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Tuesday, 17 December 2024 9:46 AM  
**To:** Rosie Turnbull; [redacted]  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

Good morning Rosie,

Wonderful, I will place the order today and get this underway.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 13 December 2024 4:03 PM  
**To:** [redacted]@jll.com>; [redacted]@epw.qld.gov.au>  
**Cc:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] health (WEST)

### Caution: Message from external sender

Hi,  
I have confirmed that the Health Minister's office is still looking for stools so I'm happy for the order to go in for both offices.

Thanks  
Rosie



**Rosie Turnbull**  
A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet

M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

From: [redacted]@jll.com>

Sent: Friday, 13 December 2024 3:14 PM

To: [redacted]@epw.qld.gov.au>; Rosie Turnbull <[redacted]@premiers.qld.gov.au>

Cc: [redacted]@jll.com>

Subject: RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

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Good afternoon Rosie,

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I had met with Crystella Chesson from the office to discuss their requests.  
When I met with her, she asked if there are 6 stools to use at their planning bench.

Would you mind if I hold off on ordering the 6 stools for Primary Industries for now until approvals for Health Minister's office for their stools are approved?

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If not, I'm happy to order the 6 for Primary Industries, if Health approvals are given at a later stage, we will need to supply an additional delivery for this order.

Please let me know.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

[redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

From: [redacted]@epw.qld.gov.au>

Sent: Thursday, 12 December 2024 3:13 PM

To: Lisa Sun <[redacted]@epw.qld.gov.au>

Subject: Fw: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

Hi Lisa,

See below. I approve the expenditure to purchase the stools.

Rosie is chasing a copy of the request for the Health Minister's office though as MSB only have record of the DPI Minister's request.

Thanks,

[redacted]

Get Outlook for Android

From: Rosie Turnbull <[redacted]s73(2)[redacted]@premiers.qld.gov.au>

Sent: Thursday, December 12, 2024 2:30:38 PM

To: [redacted]@epw.qld.gov.au>

Subject: RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

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Hi [redacted]

I'm happy to go ahead with this please. For Primary Industries. I can't find a record of the request from Health though? Can you forward me a copy please.

Thanks  
Rosie

From: [redacted]@epw.qld.gov.au>

Sent: Tuesday, 3 December 2024 2:25 PM

To: Rosie Turnbull <[redacted]@premiers.qld.gov.au>

Subject: RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

Hi Rosie,

QGAO Cost resulting from the Election.

Thanks,

[redacted]

[redacted]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing and Public Works  
[redacted]@epw.qld.gov.au



housing.qld.gov.au

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From: Rosie Turnbull <[redacted]@premiers.qld.gov.au>

Sent: Tuesday, 3 December 2024 2:07 PM

To: [redacted]@epw.qld.gov.au>

**Subject:** RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

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Hi,  
Yes it was Primary Industries.  
Is this a cost for the Office or a QGAO cost?  
Thanks  
Rosie

**From:** [redacted]@epw.qld.gov.au>  
**Sent:** Tuesday, 3 December 2024 12:29 PM  
**To:** Rosie Turnbull [redacted]@premiers.qld.gov.au>  
**Subject:** FW: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

Hi Rosie,

See below FYI. We don't have any stools in store.

Was your question yesterday related to one of these offices?

Thanks,

[redacted]

[redacted]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing and Public Works  
[redacted] s73(2) [redacted]@epw.qld.gov.au



housing.qld.gov.au

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**From:** [redacted]@jll.com>  
**Sent:** Tuesday, 3 December 2024 11:29 AM  
**To:** [redacted]@premiers.qld.gov.au  
**Cc:** [redacted]@jll.com>; [redacted]@epw.qld.gov.au>; MinServices Admin [redacted]@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level [redacted] Health (WEST)

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Good morning Sharon,

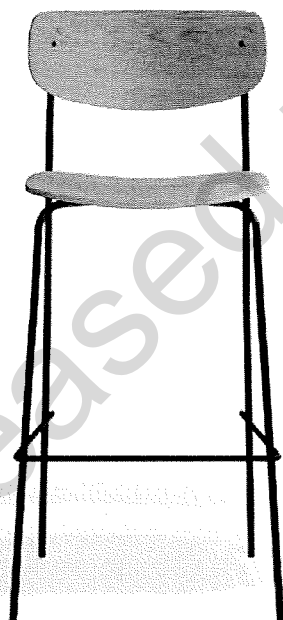
We unfortunately do not have any stools in storage.

Below quote is to supply 12 stools, 6x for Level ☐ Pl & 6x Level ☐ Health, this style (example picture below) would be as close to the building's original fit out.

The request for stools from the offices are to utilise them at the planning benches in the staff office.

There is an approx. 3-4-week lead time on these, not including the end of your Christmas / New Year closures.

| Item                      | Quantity | Work Request and Description                                                                               | Project Cost      |
|---------------------------|----------|------------------------------------------------------------------------------------------------------------|-------------------|
| Supply, deliver & install | 12       | Kylie Stool - Black Frame -<br>Natural Ash Seat and<br>Backrest -<br>650H seat<br>49cm W x 95cm H x 52cm D | \$3,884.76        |
|                           | 1        | Delivery & installation                                                                                    | \$300.84          |
|                           |          |                                                                                                            | <b>\$4,185.60</b> |
|                           |          |                                                                                                            | <b>\$418.56</b>   |
|                           |          | <b>Total</b>                                                                                               | <b>\$4,604.16</b> |



Thank you



Kind Regards

Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

@jll.com  
[www.jll.com.au](http://www.jll.com.au)

From: @jll.com <@jll.com>  
Sent: Wednesday, 20 November 2024 12:12 PM  
To: @premiers.qld.gov.au  
Cc:  
Subject: WORK ORDER AU02029498 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

x

x

WORK ORDER AU02029498 RAISED

To: Sharon Farry

Thank you for contacting us. A work order has been raised.

x

|          |                                    |                   |            |
|----------|------------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St  | Work Order Number | AU02029498 |
| Address  | 1 William Street, Brisbane<br>4000 |                   |            |

x

|               |                                                                                                                                                                                                                            |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Client Ref:   |                                                                                                                                                                                                                            |
| Dispatch Date | 20/11/2024                                                                                                                                                                                                                 |
| Due Date      | 23/11/2024                                                                                                                                                                                                                 |
| Priority      | Standard                                                                                                                                                                                                                   |
| Category      | Tenant Service Req                                                                                                                                                                                                         |
| Discipline    | Quote Request                                                                                                                                                                                                              |
| Description   | Quote Request (TSR-Q)<br>Hi team We have received a quest for 6 stools for the large desk/table on level <div></div> (Primary Industries). Apologies, I was not able to get a room number - apparently it is the room that |

is off of Minister Perrett's Office. Can you advise if you have anything suitable in stock? Otherwise, please provide a quote for same. Kind regards Sharon

**Asset**

x

**Requestor**

Sharon Farry

**Phone**

s73(2)

**Primary Operations Contact**

**Phone**

**Dispatched To**

Customer Service Centre

x

1300 733 454

x

@jll.com

Regards,

Customer Service Centre

x

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RTID662 File01 Page 64

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## Rosie Turnbull

**From:** MinServices Finance  
**Sent:** Friday, 22 November 2024 8:55 AM  
**To:** Rosie Turnbull  
**Subject:** FW: Building Services Meeting Minister Bates Office



*Julie Wise*

Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P [redacted] s73(2)  
1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Laura Wong <[redacted]@ministerial.qld.gov.au>  
**Sent:** Friday, November 22, 2024 8:52 AM  
**To:** MinServices Finance <MinServicesFinance@premiers.qld.gov.au>  
**Subject:** Building Services Meeting Minister Bates Office

You don't often get email from [redacted]@ministerial.qld.gov.au. [Learn why this is important](#)  
Hi Rosie

As Discussed, can we arrange a meeting with Building services to discuss changes to our Office.

We could do anytime between 2 and 4pm on Monday the 25<sup>th</sup>.

Kind Regards

Laura



**Laura Wong**  
Policy Advisor  
Office of the Honourable Ros Bates MP  
Minister for Finance, Trade, Employment and Training

M [redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

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## Rosie Turnbull

**From:** MinServices Admin  
**Sent:** Friday, 22 November 2024 9:41 AM  
**To:** Rosie Turnbull  
**Cc:** MinServices Admin  
**Subject:** FW: Requests for office

Hi Rosie

I've put in a request for the door to be locked, but can you advise if you have already actioned any of the other items that would be great – don't want to double up!

Kind regards



**Sharon Farry**

Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [redacted] s73(2)  
Level 28, 1 William Street, Brisbane  
PO Box 15185, City East, QLD 4002

**From:** Laura Wong [redacted]@ministerial.qld.gov.au>  
**Sent:** Friday, 22 November 2024 9:13 AM  
**To:** MinServices Finance [redacted]@premiers.qld.gov.au>  
**Cc:** Sharon Farry [redacted]@premiers.qld.gov.au>  
**Subject:** Requests for office

Hi Sharon

As discussed yesterday can room [redacted] 22 be locked, all the Minister's staff will need access.

In addition, as I mentioned we require additional screens, docking stations and Keyboard mice for the following work stations:

- W [redacted] 008
- W [redacted] 004
- W [redacted] 019
- W [redacted] 021

Other interim things we were looking for were:

- The additional Privacy screen
- An allocation of cutlery and crockery
- White board on wheels
- Table and chairs for Cos office
- The two meeting rooms behind the ministers office to be reserved for our office due to the minister being able to hear everything from those meeting rooms.
- The table in her meeting room to be repaired.



**Laura Wong**

Policy Advisor

Office of the Honourable Ros Bates MP

Minister for Finance, Trade, Employment and Training

M s73(2) [@ministerial.qld.gov.au](mailto:s73(2)@ministerial.qld.gov.au)  
1 William Street, Brisbane QLD 4000

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## Rosie Turnbull

---

**From:** Jaime Blackburn  
**Sent:** Wednesday, 27 November 2024 2:00 PM  
**To:** Libby Gregoric  
**Cc:** Rosie Turnbull  
**Subject:** FW: Level [ ] Ministers Office  
**Attachments:** 1WS Level [ ] pdf

Hi Libby

Rosie and I met with QGAO regarding possible options for Min Bates office. I outline below the options:

### Long term solution

Given the amount of work created post reshuffle/MOGs QGAO is willing to explore (a cost to be borne by them) the full refurbishment of levels [ ] and [ ] to provide two extra ministerial offices instead of the current set up. This will involve State Development and Treasury moving some of its staff to other floors to free up the office space that can be converted to a full ministerial office. QGAO will seek quotes for this and indicate this would be a 6 -12 month process.

### Short term solution

#### Option 1

Swap Min Bates with another office. Recommend this is done with minimum impact on others so a three way move may suit. For example, Min Bates moves to mid stack such as level 35 and a Minister on level [ ] moves to [ ] and a Minister on level [ ] moves to [ ]

#### Option 2

Proceed with proposed changes and see if the updates address the concerns raised.

Proposed changes include:

- Fit door to secure access
- Add frosting to Minister's glass
- Make one large board room from two current meeting rooms ([ ] 15 and [ ] 16)
- Add partition to allow small kitchen area to be created
- Install teapoint

Concerns raised have focused on security of the floor.

Option 2 may need to proceed regardless of the Minister occupying the area.

Happy to discuss

Thanks

Jaime

**From:** Rosie Turnbull <[ ] s73(2) [ ]@premiers.qld.gov.au>  
**Sent:** Monday, 25 November 2024 12:22 PM  
**To:** Jaime Blackburn <[ ] [ ]@premiers.qld.gov.au>  
**Subject:** FW: Level [ ] Ministers Office



Jaime,

FYI,

[redacted] called earlier. She has been asked to provide some information regarding the history and size of the Finance Minister's office on level [redacted]

JLL are meeting with the Minister's office to go through her request to instal the door and rearrange some of the workspaces.

They have also requested an additional privacy screen, White board on wheels, Table and chairs for Cos office, The two meeting rooms behind the ministers office to be reserved for our office due to the minister being able to hear everything from those meeting rooms and The table in her meeting room to be repaired.

Thanks

Rosie

From: [redacted] <[redacted]@epw.qld.gov.au>

Sent: Monday, 25 November 2024 11:17 AM

To: Rosie Turnbull <[redacted]@premiers.qld.gov.au>

Subject: Level [redacted] Ministers Office

Hi Rosie,

As discussed.

Thanks,

[redacted]

[redacted]

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing and Public Works

s73(2)

[redacted]@epw.qld.gov.au



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From: [redacted]

Sent: Monday, 25 November 2024 10:47 AM

To: Peter Wyeth <[redacted]@epw.qld.gov.au>

Subject: RE: Level [redacted] Ministers Office

Hi Pete,

When 1WS was constructed there were 17 Ministerial Offices and 18 Director-General Offices between Levels [redacted]

- Levels [redacted] had 2 x Minister and 2 x Director-General Offices per floor.
- Levels [redacted] and [redacted] had 1 x Minister and 2 x Director-General Offices per floor.
  - 1 x Director-General Office on each of these floors is a half floor.

In 2022, an additional Ministerial portfolio was announced (18 Ministers and 17 Director-General Offices)

- A Director-General office was made into Minister's Office on Level [ ] East (Top right)
- Inspector-General Emergency Management who provide D-G support to the Minister for Police were relocated to Level [ ] 111 George Street.
- The Ministerial Office on [ ] East was secured in 2022/23.

In 2023, an additional Ministerial portfolio was announced (19 Ministers and 18 Director-General Offices)

- A Director-General office was made into Minister's Office on Level [ ] East (Top right)
- A temporary Director-General office was located on Level [ ] E (Top right) in a meeting room.
  - Neither the Ministerial Office or the Director-General Office are secured currently.

In 2024, DPC allocated the Ministerial Offices, and DHPW allocated the D-G Offices (19 Minister and 18 Director-General Offices)

On Level [ ] the office sizes are:

- Minister Finance, Trade and Employment - 36.95m2
- Deputy Premier - 38.11m2
- DG DSDIP - 45.88m2

On level [ ] the office sizes are:

- Treasurer - 46.56m2
- Under-Treasurer - 48.64m2
- DG DTET - 37.00m2

The interim solution for the Chief of Staff to Minister Bates has been completed with a temporary office set up in meeting room [ ] 21.

At the request of Ministerial Services Branch, Workplace Services are meeting with Laura Wong in Minister Bates' office this afternoon to discuss their accommodation including securing of the office.

Attached is your table with the office sizes shown, and current plans we have on file for Level [ ] and [ ]. Please note [ ] 21 is showing the room set up as a meeting room but this was reconfigure last week into a CoS office.

Thanks,

[ ]

[ ]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing and Public Works  
[ ] s73(2) [ ]@epw.qld.gov.au



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Thank you.

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## Rosie Turnbull

**From:** MinServices Admin  
**Sent:** Friday, 29 November 2024 4:01 PM  
**To:** Rosie Turnbull  
**Subject:** FW: Quote for approval - Level [ ] Minister for Finance - [ ] E - Window Frosting [ ] 4

**Importance:** High

Hi Rosie

Please see quote below for works to Level [ ] (Minister Bates).

Kind regards



**Sharon Farry**

Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [ ] s73(2)

Level 28, 1 William Street, Brisbane

PO Box 15185, City East, QLD 4002

**From:** [ ]@jll.com>  
**Sent:** Friday, 29 November 2024 3:17 PM  
**To:** MinServices Admin [ ]@premiers.qld.gov.au>  
**Cc:** [ ]@epw.qld.gov.au>; [ ]@jll.com>  
**Subject:** Quote for approval - Level [ ] Minister for Finance - [ ] Window Frosting [ ] 24  
**Importance:** High

Good afternoon again,

Quote below to frost the Minister's glass in their office.

Works can commence at 6am on a weekday morning and aiming to finish by 8am.

The service provider will be escorted by PSG for the duration of the works.

Proposed date to be approved by the office.

Please let me know how you would like to proceed.

Thank you

| Item                               | Quantity | Work Request and Description                                                                                      | Pro |
|------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------|-----|
| Supply & install frosting to 39.24 | 1        | Supply and Install Haze to (4) Panels<br>Applied external - Outside of glass<br>300mm from the top and the bottom | \$1 |
|                                    |          |                                                                                                                   | \$1 |
|                                    |          |                                                                                                                   | \$  |

s49 sch4



Kind Regards,

[Redacted]

Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

s73(2)

@jll.com | [www.jll.com.au](http://www.jll.com.au)

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## Rosie Turnbull

**From:** MinServices Admin  
**Sent:** Friday, 29 November 2024 4:58 PM  
**To:** Rosie Turnbull  
**Subject:** FW: Quote for approval - Level 39 Minister for Finance - [REDACTED] - Window Frosting [REDACTED] 24

Hi Rosie

FYI.

Kind regards



**Queensland**  
Government

**Sharon Farry**

Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P [REDACTED] s73(2)  
Level 28, 1 William Street, Brisbane  
PO Box 15185, City East, QLD 4002

**From:** [REDACTED]@epw.qld.gov.au>  
**Sent:** Friday, 29 November 2024 4:51 PM  
**To:** [REDACTED]@jll.com>; MinServices Admin <[REDACTED]@premiers.qld.gov.au>  
**Cc:** [REDACTED]@jll.com>  
**Subject:** RE: Quote for approval - Level [REDACTED] Minister for Finance - [REDACTED] E - Window Frosting [REDACTED] 24

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H [REDACTED]

These works, along with the furniture changes, and plants were given verbal approval to proceed in a meeting [REDACTED] and I had with Jaime Blackburn and Rosie Turnbull on Tuesday 26 November at 2pm.

I am funding these works out of my MOG budget.

Thanks,

[REDACTED]

[REDACTED]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing and Public Works  
[REDACTED]@epw.qld.gov.au



[housing.qld.gov.au](http://housing.qld.gov.au)

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**Queensland**  
Government

From: [redacted]@jll.com>  
Sent: Friday, 29 November 2024 3:17 PM  
To: MinServices Admin [redacted] 73(2) @premiers.qld.gov.au>  
Cc: [redacted]@epw.qld.gov.au>; [redacted]@jll.com>  
Subject: Quote for approval - Level [redacted] Minister for Finance - [redacted] E - Window Frosting [redacted] 24  
Importance: High

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Works can commence at 6am on a weekday morning and aiming to finish by 8am.  
The service provider will be escorted by PSG for the duration of the works.  
Proposed date to be approved by the office.

Please let me know how you would like to proceed.

Thank you

| Item                               | Quantity | Work Request and Description                                                                                      | Pro |
|------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------|-----|
| Supply & install frosting to 39.24 | 1        | Supply and Install Haze to (4) Panels<br>Applied external - Outside of glass<br>300mm from the top and the bottom | \$1 |
|                                    |          |                                                                                                                   | \$1 |
|                                    |          |                                                                                                                   | \$  |
|                                    |          | Total                                                                                                             | \$2 |



s73(2)



Kind Regards,

[Redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

[Redacted] s73(2) [Redacted]@jll.com | [www.jll.com.au](http://www.jll.com.au)  
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Thank you.

## Rosie Turnbull

---

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, 14 January 2025 10:06 AM  
**To:** Jaime Blackburn; Rosie Turnbull; [redacted]  
**Subject:** Level [redacted] and Level [redacted]

Hi Jaime,

I have the Quantity Surveyor coming through on Friday at 10am.

Can I please ask if Level [redacted] Ministerial office can be advised that we will need to do a quick walk through of the space to ensure the best outcome.

We will also be walking through Level [redacted] DG side and Level [redacted] DG Side, but I will make contact with those offices.

Thank you,

[redacted]  
Associate Director  
Engineering and Operations Solutions Queensland  
**Workplace Services | QGAO | JLL**

1 | 1 William St Brisbane CBD Australia, 4000  
[redacted] s73(2) [redacted]@jll.com www.jll.com.au



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## Rosie Turnbull

---

**From:** Jaime Blackburn  
**Sent:** Tuesday, 14 January 2025 10:08 AM  
**To:** [redacted]; Rosie Turnbull; [redacted]  
**Subject:** RE: Level [redacted] and Level [redacted]

Thanks [redacted]

Rosie – please can you ensure they are told

Thanks

Jaime

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, 14 January 2025 10:06 AM  
**To:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>; Rosie Turnbull  
<[redacted]@premiers.qld.gov.au>; [redacted]@epw.qld.gov.au>  
**Subject:** Level [redacted] and Level [redacted]

Hi Jaime,

I have the Quantity Surveyor coming through on Friday at 10am.

Can I please ask if Level [redacted] Ministerial office can be advised that we will need to do a quick walk through of the space to ensure the best outcome.

We will also be walking through Level [redacted] DG side and Level [redacted] DG Side, but I will make contact with those offices.

Thank you,

[redacted]  
Associate Director  
Engineering and Operations Solutions Queensland  
**Workplace Services | QGAO | JLL**

1. 1 William St Brisbane CBD Australia, 4000  
[redacted] s73(2) [redacted]@jll.com www.jll.com.au

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## Rosie Turnbull

---

**From:** [redacted] s73(2)@jll.com>  
**Sent:** Wednesday, 15 January 2025 9:35 AM  
**To:** Jaime Blackburn; Rosie Turnbull; [redacted]  
**Subject:** Level [redacted] Works

Hi Everyone,

Just a quick note to advise progress for Level [redacted]

There will be a site visit on Friday at 10am to walk through with the Quantity Surveyor for the budget provision of the 3 separate solutions for Level [redacted] and Level [redacted]  
Installation of Frosting for Min Bates office – 16<sup>th</sup> Jan 2025 at 6:30am  
New tables for Level [redacted] Meeting room have been ordered and will be onsite ready for room completion  
MTR and Large Room format AV has been ordered – ProAV and NTT  
Scope for Wall removal has been discussed and currently being reviewed to ensure it includes all aspects of the works  
Fire Engineer has been issued a work order to visit site to ensure Sprinkler systems are / will be in correct locations for wall removal and wall installation, including providing expertise for the meeting room [redacted] 21 should that proceed.  
Security contractor has been sent the work order for the installation of the swipe access and cctv installation for the Wall installation and the Meeting room access.  
Wall and door installation contractor has been advised of the works and the accelerated delivery required. Hand over of the task is underway at their office due to staff movements.  
Site visit to be undertaken this week, with program to be delivered at the same time.  
Should this contractor not meet our deadlines, we have started discussion with a second contractor also with a site visit this week.  
Structural Engineer engaged and request made to be onsite this week / Monday / Tuesday next week at latest.

I will keep everyone apprised of the progress as we proceed.

Thank you,

[redacted]  
Associate Director  
Engineering and Operations Solutions Queensland  
**Workplace Services | QGAO | JLL**

L1, 1 William St, Brisbane CBD, Australia, 4000  
[redacted] s73(2)@jll.com www.jll.com.au



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## Rosie Turnbull

---

**From:** Jaime Blackburn  
**Sent:** Wednesday, 15 January 2025 2:32 PM  
**To:** Libby Gregoric  
**Cc:** Rosie Turnbull  
**Subject:** FW: Level [ ] Works

Hi Libby

Update on Level [ ] is as follows:

- JLL have an onsite meeting Thursday morning with the L [ ] Wall and door installation contractors at 6am
- Door is scheduled to be installed Friday Night 24<sup>th</sup> January, Saturday 25<sup>th</sup> January and Sunday 26<sup>th</sup> January 2025
- Glass frosting for Min Bates office is scheduled for 16<sup>th</sup> Jan 2025 at 6:30am
- New table for Level [ ] meeting room has been ordered and will be onsite ready for room completion
- Large meeting room format AV has been ordered – ProAV and NTT
- Fire Engineer has been issued a work order to visit site to ensure Sprinkler systems are / will be in correct locations for wall removal/installation.
- Security contractor has work order for the installation of the swipe access and cctv installation.

We have received advice from QGAO that the additional three offices that have been requested will **not** fit in the space available.

JLL have a site visit on Friday at 10am to walk through with the Quantity Surveyor alternative solutions (including fitout of [ ] west as a Ministerial office – currently a DG space).

Happy to discuss further

Thanks

Jaime

**From:** [ ] <[ ]@jll.com>  
**Sent:** Wednesday, 15 January 2025 10:22 AM  
**To:** Jaime Blackburn <[ ]s73(2)[ ]@premiers.qld.gov.au>; Rosie Turnbull <[ ]@premiers.qld.gov.au>; [ ] <[ ]@epw.qld.gov.au>  
**Subject:** Level [ ] Works

Hi All, Just a quick update:

I have an onsite meeting Thursday morning with the L [ ] Wall and door installation contractors at 6am. We will review and the programmed installation date is:

Friday Night 24<sup>th</sup> January, Saturday 25<sup>th</sup> January and the Sunday 26<sup>th</sup> January 2025.

I am just organising the other trades to ensure they are happy to work the Public Holiday weekend. (Some won't) But will push.



I will have the other trades complete their works prior to the weekend ready for the installation.

If this time doesn't suit, it will cause a 2 week delay.

Thanks,

**From:** [redacted]  
**Sent:** Wednesday, 15 January 2025 9:35 AM  
**To:** Jaime Blackburn <[redacted]s73(2)[redacted]@premiers.qld.gov.au>; Rosie Turnbull  
<[redacted]@premiers.qld.gov.au>; Andrea Storey <[redacted]@epw.qld.gov.au>  
**Subject:** Level [redacted] Works

Hi Everyone,

Just a quick note to advise progress for Level [redacted]

There will be a site visit on Friday at 10am to walk through with the Quantity Surveyor for the budget provision of the 3 separate solutions for Level [redacted] and Level [redacted]

Installation of Frosting for Min Bates office – 16<sup>th</sup> Jan 2025 at 6:30am

New tables for Level [redacted] Meeting room have been ordered and will be onsite ready for room completion

MTR and Large Room format AV has been ordered – ProAV and NTT

Scope for Wall removal has been discussed and currently being reviewed to ensure it includes all aspects of the works

Fire Engineer has been issued a work order to visit site to ensure Sprinkler systems are / will be in correct locations for wall removal and wall installation, including providing expertise for the meeting room [redacted] 21 should that proceed.

Security contractor has been sent the work order for the installation of the swipe access and cctv installation for the Wall installation and the Meeting room access.

Wall and door installation contractor has been advised of the works and the accelerated delivery required. Hand over of the task is underway at their office due to staff movements.

Site visit to be undertaken this week, with program to be delivered at the same time.

Should this contractor not meet our deadlines, we have started discussion with a second contractor also with a site visit this week.

Structural Engineer engaged and request made to be onsite this week / Monday / Tuesday next week at latest.

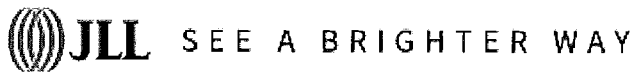
I will keep everyone apprised of the progress as we proceed.

Thank you,

[redacted]  
Associate Director  
Engineering and Operations Solutions Queensland  
**Workplace Services | QGAO | JLL**

L1, 1 William St, Brisbane CBD, Australia, 4000

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## Rosie Turnbull

---

**From:** [redacted] s73(2)@jll.com>  
**Sent:** Wednesday, 15 January 2025 10:22 AM  
**To:** Jaime Blackburn; Rosie Turnbull; [redacted]  
**Subject:** Level [redacted] Works  
**Categories:** Orange Category

Hi All, Just a quick update:

I have an onsite meeting Thursday morning with the [redacted] Wall and door installation contractors at 6am. We will review and the programmed installation date is:

Friday Night 24<sup>th</sup> January, Saturday 25<sup>th</sup> January and the Sunday 26<sup>th</sup> January 2025.

I am just organising the other trades to ensure they are happy to work the Public Holiday weekend. (Some won't) But will push.

I will have the other trades complete their works prior to the weekend ready for the installation.

If this time doesn't suit, it will cause a 2 week delay.

Thanks,

**From:** [redacted]  
**Sent:** Wednesday, 15 January 2025 9:35 AM  
**To:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>; Rosie Turnbull <[redacted]@premiers.qld.gov.au>; [redacted]@epw.qld.gov.au>  
**Subject:** Level 39 Works

Hi Everyone,

Just a quick note to advise progress for Level [redacted]

There will be a site visit on Friday at 10am to walk through with the Quantity Surveyor for the budget provision of the 3 separate solutions for Level [redacted] and Level [redacted]

Installation of Frosting for Min Bates office – 16<sup>th</sup> Jan 2025 at 6:30am

New tables for Level [redacted] Meeting room have been ordered and will be onsite ready for room completion

MTR and Large Room format AV has been ordered – ProAV and NTT

Scope for Wall removal has been discussed and currently being reviewed to ensure it includes all aspects of the works

Fire Engineer has been issued a work order to visit site to ensure Sprinkler systems are / will be in correct locations for wall removal and wall installation, including providing expertise for the meeting room [redacted] 21 should that proceed.

Security contractor has been sent the work order for the installation of the swipe access and cctv installation for the Wall installation and the Meeting room access.

Wall and door installation contractor has been advised of the works and the accelerated delivery required. Hand over of the task is underway at their office due to staff movements.

Site visit to be undertaken this week, with program to be delivered at the same time.

Should this contractor not meet our deadlines, we have started discussion with a second contractor also with a site visit this week.

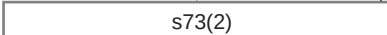
Structural Engineer engaged and request made to be onsite this week / Monday / Tuesday next week at latest.

I will keep everyone apprised of the progress as we proceed.

Thank you,

  
Associate Director  
Engineering and Operations Solutions Queensland  
**Workplace Services | QGAO | JLL**

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## Rosie Turnbull

**From:** [redacted] s73(2)@jll.com>  
**Sent:** Tuesday, 14 January 2025 11:18 AM  
**To:** Rosie Turnbull; Jaime Blackburn; [redacted]  
**Subject:** FW: Level [redacted] Minister FTET Office - Window Frosting - [redacted] 24  
**Importance:** High

In case you haven't seen this.

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, 14 January 2025 10:51 AM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com> [redacted]  
<[redacted]@epw.qld.gov.au>  
**Subject:** Level [redacted] Minister FTET Office - Window Frosting - [redacted] 24  
**Importance:** High

Good morning Min Services,

Our service providers are available to come to site to frost the glass in Minister Bate's office – [redacted] 24. They are proposing to commence works at 6:30am this coming Thursday 16<sup>th</sup> January in hopes they will be completed and off the floor from approx. 8am. Their next availability would be Wednesday 29<sup>th</sup> January for the same time.

Can you please check which date would be suitable for the Minister for installation?

When it comes to window frosting, the building's standard is leaving 300mm from the top and the bottom of the glass, can you confirm with the Minister if these measurements will be suitable?

Please advise.  
Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

[redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)



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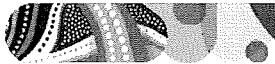
## Rosie Turnbull

**From:** [redacted]@epw.qld.gov.au>  
**Sent:** Thursday, 7 November 2024 4:58 PM  
**To:** Rosie Turnbull  
**Cc:** [redacted]  
**Subject:** RE: Securing of [redacted] Min office

A 12 person meeting table and 12 chairs.

As mentioned in my voice mail if we can swap the furniture during work hours it will at nil cost.

[redacted]  
Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing, Local Government, Planning and Public Works  
[redacted] s73(2) [redacted]@epw.qld.gov.au



housing.qld.gov.au

*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*



**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Thursday, 7 November 2024 4:56 PM  
**To:** [redacted]@epw.qld.gov.au>  
**Cc:** Mark Cook <[redacted]@epw.qld.gov.au>  
**Subject:** RE: Securing of [redacted] Min office

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[redacted]  
Do you know what furniture is currently in that meeting room?  
Thanks  
Rosie

**From:** [redacted]@epw.qld.gov.au>  
**Sent:** Tuesday, 5 November 2024 2:12 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Cc:** Mark Cook <[redacted]@epw.qld.gov.au>  
**Subject:** FW: Securing of [redacted] Min office

Hi Rosie,

We are currently obtaining quotes to converting the 12 person meeting room on Level [ ] 21) into a CoS office and tea point and secure the tenancy similar to the solution that was previously providing for the [ ] Ministerial Office.

Yesterday, I was contacted by Jennell Martin who is a Principal Advisor in the DG Trade, Employment and Training Office and supporting the Minister's office asking about a solution to provide a CoS office for Michael Negerevich, Minister Bates' CoS.

I advised that we were currently obtaining quotes and timings and we discussed a temporary solution for the CoS.

Can you please confirm if we have approval to create a temporary CoS office solution by:

1. Swapping out the 12P meeting room furniture in [ ] 21 with a desk, chair, and two credenzas from existing stock.
2. Placing the furniture using existing power and data in the room.

The cost would be the time only to move furniture between the floors and would be minimal expenditure.

We would be able to complete these furniture changes this week if given approval.

Regards,

[ ]

[ ]

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing, Local Government, Planning and Public Works

s73(2)

@epw.qld.gov.au



housing.qld.gov.au

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**From:** [ ]

**Sent:** Sunday, 3 November 2024 5:34 PM

**To:** Libby Gregoric (Premiers) <[ ]@premiers.qld.gov.au>

**Subject:** Securing of [ ] E Min office

Hi Libby,

Here's what we did on [ ] to create a Min office out of a DG office. We used the 12 person meeting room off the atrium and created a CoS office [ ] 101) and a tea point [ ] 21).



s49 sch4

Below is the Level ☐ E plan and the same solution by converting the 12 person meeting room (☐ 21) into a CoS office and tea point could work. Let me know if you want prices to proceed with this option.

s49 sch4

Thanks,

[Redacted]

[Redacted]

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing, Local Government, Planning and Public Works

s73(2)

@epw.qld.gov.au

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## Rosie Turnbull

**From:** MinServices Admin  
**Sent:** Friday, 29 November 2024 4:58 PM  
**To:** Rosie Turnbull  
**Subject:** FW: Quote for approval - Level [ ] Minister for Finance - [ ] - Window Frosting [ ] 24

Hi Rosie

FYI.

Kind regards



**Sharon Farry**  
Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
[ ] s73(2)  
Level 28, 1 William Street, Brisbane  
PO Box 15185, City East, QLD 4002

**From:** [ ]@epw.qld.gov.au>  
**Sent:** Friday, 29 November 2024 4:51 PM  
**To:** [ ]@jll.com>; MinServices Admin <[ ]@premiers.qld.gov.au>  
**Cc:** [ ]@jll.com>  
**Subject:** RE: Quote for approval - Level [ ] Minister for Finance - [ ] - Window Frosting [ ] 24

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Hi Lisa,

These works, along with the furniture changes, and plants were given verbal approval to proceed in a meeting [ ] and I had with Jaime Blackburn and Rosie Turnbull on Tuesday 26 November at 2pm.

I am funding these works out of my MOG budget.

Thanks,

[ ]

[ ]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing and Public Works  
[ ]@epw.qld.gov.au



housing.qld.gov.au

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From [redacted]@jll.com>  
Sent: Friday, 29 November 2024 3:17 PM  
To: MinServices Admin <[redacted]@premiers.qld.gov.au>  
Cc: [redacted]@epw.qld.gov.au>; [redacted]@jll.com>  
Subject: Quote for approval - Level [redacted] Minister for Finance - [redacted] E - Window Frosting [redacted] 24  
Importance: High

**CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.**

Good afternoon again,

Quote below to frost the Minister's glass in their office.  
Works can commence at 6am on a weekday morning and aiming to finish by 8am.  
The service provider will be escorted by PSG for the duration of the works.  
Proposed date to be approved by the office.

Please let me know how you would like to proceed.

Thank you

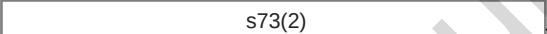
| Item                                  | Quantity | Work Request and Description                                                                                      | Pro |
|---------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------|-----|
| Supply & install frosting to<br>39.24 | 1        | Supply and Install Haze to (4) Panels<br>Applied external - Outside of glass<br>300mm from the top and the bottom | \$1 |
|                                       |          |                                                                                                                   | \$1 |
|                                       |          |                                                                                                                   | \$  |
|                                       |          | Total                                                                                                             | \$2 |

s49 sch4



Kind Regards,

  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

 s73(2) @jll.com | [www.jll.com.au](http://www.jll.com.au)  
I work on the lands of the Turrbal people



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Thank you.

## Rosie Turnbull

**From:** [redacted]@epw.qld.gov.au>  
**Sent:** Monday, 9 December 2024 12:41 PM  
**To:** Rosie Turnbull; Jaime Blackburn  
**Subject:** RE: Level [redacted]

Hi Rosie,

I can confirm that we had allocated a budget and had commenced the project to enclose the Ministerial tenancy and associated security works and provide a small tea point at a cost of approximately \$30K in third quarter 2024. The project was put on hold due to caretaker commencing in October 2024.

The cost to convert the two meeting rooms into one large conference room is approximately \$36K including upgrading the small AV kits to a large AV kit. I have budget for this as part of a Level 31-40 project to standardise the provision of 20P conference rooms. Please note that the Minister's generally have a 14 person conference room but conversion of the 39E conference will be consistent with the [redacted] E Ministerial tenancy.

The frosting to the Minister's office is a new request since the Election and will be funded from my MOG budget for 1WS. I understand that Workplace Services are actioning this request asap.

Regards,

[redacted]

[redacted]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing and Public Works  
[redacted] s73(2) [redacted]@epw.qld.gov.au



housing.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Monday, 9 December 2024 12:24 PM  
**To:** [redacted]@epw.qld.gov.au>; Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
**Subject:** Level [redacted]

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Hi [redacted]

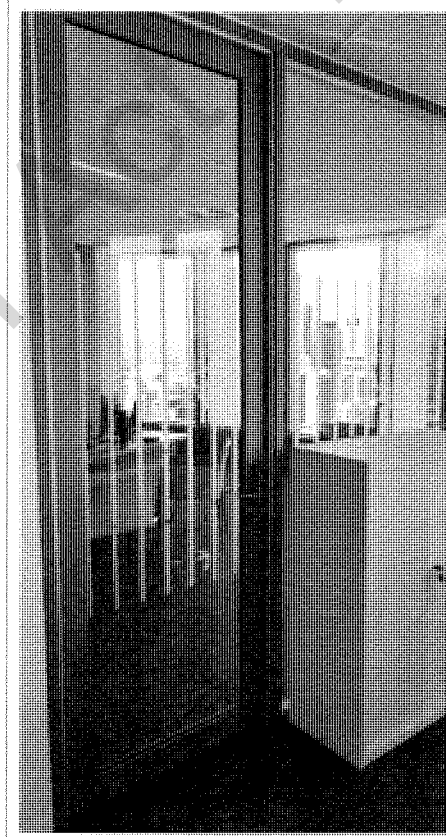


Can you confirm that the following works are included in your scope for Level ☐ - the approximate budget for which is \$30,000, noting that this was allocated to the previous works that did not proceed prior to the caretaker period.

Proposed changes include:

- Fit door to secure access
- Add frosting to Minister's glass (complete? See image below below)
- Make one large board room from two current meeting rooms ☐ 15 and ☐ 16)
- Add partition to allow small kitchen area to be created from ☐ 21
- Install teapoint and convert remaining space to COS office

s49 sch4



Thanks  
Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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Thank you.

Rosie Turnbull

From: Jaime Blackburn  
Sent: Monday, 9 December 2024 3:09 PM  
To: Libby Gregoric  
Cc: Rosie Turnbull  
Subject: FW: Level [redacted]

Hi Libby

A summary of the proposed changes to Min Bates office is as follows:

|                                                                                                                                                                                                                                          | Cost                     | Funded by                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------|
| <ul style="list-style-type: none"><li>Fit door to secure access</li><li>Add partition to allow small kitchen area to be created from [redacted] 21</li><li>Install teapoint and convert remaining space to COS office</li><li></li></ul> | Approx total of \$30,000 | QGAO – under their routine tenancy improvements budget |
| <ul style="list-style-type: none"><li>Add frosting to Minister’s glass</li></ul>                                                                                                                                                         | \$1500                   | QGAO – MOG budget                                      |
| <ul style="list-style-type: none"><li>Make one large board room from two current meeting rooms [redacted] 15 and [redacted] 16)</li></ul>                                                                                                | Approx \$36,000          | QGAO – standardisation of the conference rooms budget  |

Total cost all up is \$67,500 and this will be incurred by QGAO.

Happy to discuss

Jaime

From: [redacted] s73(2) [redacted]@epw.qld.gov.au>  
Sent: Monday, 9 December 2024 12:41 PM  
To: Rosie Turnbull [redacted]@premiers.qld.gov.au>; Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
Subject: RE: Level [redacted]

Hi Rosie,

I can confirm that we had allocated a budget and had commenced the project to enclose the Ministerial tenancy and associated security works and provide a small tea point at a cost of approximately \$30K in third quarter 2024. The project was put on hold due to caretaker commencing in October 2024.

The cost to convert the two meeting rooms into one large conference room is approximately \$36K including upgrading the small AV kits to a large AV kit. I have budget for this as part of a Level [redacted] project to standardise the provision of 20P conference rooms. Please note that the Minister’s generally have a 14 person conference room but conversion of the [redacted] E conference will be consistent with the [redacted] E Ministerial tenancy.

The frosting to the Minister’s office is a new request since the Election and will be funded from my MOG budget for 1WS. I understand that Workplace Services are actioning this request asap.

Regards,

[redacted]

[redacted]

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing and Public Works

s73(2)

@epw.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*



**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>

**Sent:** Monday, 9 December 2024 12:24 PM

**To:** [redacted]@epw.qld.gov.au; Jaime Blackburn <[redacted]@premiers.qld.gov.au>

**Subject:** Level [redacted]

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Hi [redacted]

Can you confirm that the following works are included in your scope for Level [redacted] - the approximate budget for which is \$30,000, noting that this was allocated to the previous works that did not proceed prior to the caretaker period.

Proposed changes include:

- Fit door to secure access
- Add frosting to Minister's glass (complete? See image below below)
- Make one large board room from two current meeting rooms [redacted] 15 and [redacted] 16)
- Add partition to allow small kitchen area to be created from [redacted] 21
- Install teapoint and convert remaining space to COS office

s49 sch4



Thanks  
Rosie



**Queensland**  
Government

**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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Thank you.

## Rosie Turnbull

---

**From:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Sent:** Friday, 6 December 2024 1:07 PM  
**To:** Rosie Turnbull  
**Cc:** Emma Schneider; Liam Bryan-Brown  
**Subject:** RE: Artwork Selection Package - Premier's Office

Dear Rosie

Thank you for your email. I am looking forward to visiting 1 William Street next week to install the artworks.

I have scheduled the Gallery Van [redacted] for 11:00am on Thursday, 12 December. If the Premier's Office would prefer a different timeslot, please let me know.

Early next week, I will confirm the QAGOMA staff attending the installation and provide the Loan Agreement and Indemnity Undertaking to formalise the loan.

With thanks  
Katee

**KATEE DEAN** [redacted] Assistant Registrar, Loans & Acquisitions  
Registration  
[redacted] s73(2)  
E: [redacted]@qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Sent:** Friday, 6 December 2024 10:31 AM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Artwork Selection Package - Premier's Office

Dear Rosie,

Thank you for your advice.

Katee is working offsite this morning and will coordinate with our internal teams to identify a preferred timeslot. She will get back to you this afternoon.

Thank you for your patience.

Kind regards,  
Emma

**EMMA SCHMEIDER** [redacted] Senior Registrar, Collection Management  
Registration  
[redacted]  
E: [redacted]@qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 6 December 2024 9:46 AM  
**To:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Artwork Selection Package - Premier's Office

Thanks Liam,



The Premier's office has advised that anytime on the 12<sup>th</sup> will be suitable, as Parliament is sitting that week. Can you let me know what time suits you and I will make arrangements with the building admin for access etc.

Thanks  
Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Sent:** Thursday, 5 December 2024 3:20 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Emma Schneider  
<[redacted]@qagoma.qld.gov.au>  
**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Artwork Selection Package - Premier's Office

Dear Rosie,

Many thanks for your email, we are thrilled that the Office of the Premier would like to display these two works. Thank you for our phone call yesterday regarding timelines, installation details and loan formalities (Loan Agreement and Indemnity Undertaking [insurance] documentation).

**Timelines**

Our Conservators are currently preparing these two works for display. The soonest we could schedule installation of the works would be Thurs 12 December. As we discussed on the phone, it would be ideal if you could please identify an appropriate window when the Office would be vacated for us to install the works on or after this date. I would suggest a 2 hour access window would provide ample time for the activity. Please do let us know what date and time would suit the Office of the Premier for us to attend.

**Installation details**

As I mentioned in my phone call, I would like to confirm that the Office of the Premier is happy to proceed with the following installation locations for each work.

**Location 1 of 2 [original request]:** Right of television (239cm wide)

SAUNDERS, Zane *Lovers story* 1989  
Landscape artwork – dims: 91cm high x 137cm wide

**Location 2 of 2 [additional location]:** Left of television (approx. 150cm wide)

MICHL, Lisa *Nundah (Wild apricot)* 2002  
Portrait artwork – dims: 142.2cm high x 110.5cm wide

Due to the width of each wall area and the size of each work, they are best suited to be installed in those respective locations. I do hope that will be suitable, and would appreciate it if you could please confirm, as the installation locations will be documented in the Loan Agreement.

1 William St facilities staff will need to supply the 4x hanging wires and related hooks required to install the works. We recommend the wall labels (listing the artwork details) should be installed with 3M strips, to make their removal in the future easier and minimise risk of unsightly paint damage. If your facilities team are happy to engage this method,

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then please also supply 4x velcro 3M strips for our staff to utilise to install the wall labels. If 3M strips are not supplied, we can install these with blu-tac, but long-term use of this material can create issues with wall paint.

### Loan formalities

Thank you for confirming that you will be the designated contact to for the Loan Agreement. In my previous email I noted the \$900 loan fee for the initial two year period – please note that this fee is per artwork, so expanding the request to two works results in an \$1,800.00 loan fee. We will forward through the invoice for the loan fee in due course, after the loan is formalised.

### Staff contacts

As I mentioned over the phone, I will be on leave from 6-13 December inclusive. My colleagues Emma Schneider and Katee Dean, who you may recall attended the site visit with me on 18 November will continue to liaise with you in my absence to formalise the loan. Their contact details are as follows:

**EMMA SCHMEIDER** [redacted] | Senior Registrar, Collection Management  
Registration

[redacted] s73(2)  
E: [redacted] @qagoma.qld.gov.au

**KATEE DEAN** [redacted] | Assistant Registrar, Loans & Acquisitions  
Registration

T: [redacted]  
E: [redacted] @qagoma.qld.gov.au

I will look forward to your confirmation regarding the installation locations.

With thanks,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration

M: [redacted]  
E: [redacted] @qagoma.qld.gov.au

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>

**Sent:** Tuesday, 3 December 2024 5:15 PM

**To:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Emma Schneider  
<[redacted]@qagoma.qld.gov.au>

**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: Artwork Selection Package - Premier's Office

Hi Liam,

Thank you for sending through this selection for the Premier to consider.

Can I please amend the original request? The Premier would like to display two of these pieces (Items 1 and 3 on the list).

The second piece will be displayed on the same wall, but on the other side (left) of the television? I'm hoping that this arrangement will be suitable but please give me a call if there are any concerns.

Thanks  
Rosie



**Queensland**  
Government

**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

[redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Liam Bryan-Brown <[redacted] s73(2) [redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:35 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Emma Schneider  
<[redacted]@qagoma.qld.gov.au>  
**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** Artwork Selection Package - Premier's Office

Good afternoon Rosie,

Please find attached the Selection Package for the Office of the Premier. We are happy to provide 7 options (carefully selected by our Curatorial, Conservation and Executive Management teams) for the Officer of the Premier to choose from.

Once the Office of the Premier has made a selection, we will provide a Loan Agreement and Indemnity Undertaking to formalise the terms of the loan and ensure the necessary insurance arrangements are in place. We are also happy to discuss the installation timeframe, taking into account any required Conservation preparations.

In due course, please let me know who will be the designated contact to manage all loan formalities and related matters. Per Emma's email of 15 November outlining the program requirements and fee structure, please note that a \$900.00 fee will apply for the initial two year period.

Please let me know if you require any additional information at this time. I will look forward to hearing from you.

Kind regards,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 25 November 2024 10:13 AM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Emma Schneider  
<[redacted]@qagoma.qld.gov.au>  
**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you for your email. We have progressed this request, and the selection of works identified by our Curatorial Manager, Australian Art are currently undergoing assessment by our Paintings Conservators to ensure they are physically stable for display. Once this assessment is complete, the list will be reviewed by our Deputy Director before the Selection Package is prepared.

As soon as the review is completed we will provide the Selection Package for the Premier's consideration. We hope to be in a position to provide this toward the end of this week.

I will be in touch with the package as soon as possible.

Best,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 22 November 2024 2:17 PM  
**To:** Emma Schneider <[redacted]@qagoma.qld.gov.au>

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**Cc:** Liam Bryan-Brown <[redacted]s73(2)[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Emma & Liam,  
Thanks for your time on Monday to look at the Premier's request.

Can you let me know when you think that some options will be ready for the Premier to review?

Thanks  
Rosie

**From:** Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Sent:** Friday, 15 November 2024 5:37 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you again for your time on the phone.

As discussed, Liam Bryan-Brown and Katee Dean will attend 1 William Street at 11:00am on Monday, 18 November 2024 to undertake the Premier's Office site visit. They will be travelling in a gallery vehicle and will need access to the underground carpark.

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**KATEE DEAN** [redacted] | Assistant Registrar, Loans & Acquisitions  
Registration  
T: [redacted]  
E: [redacted]@qagoma.qld.gov.au

Ahead of the site visit, please find below key information regarding the Government Building Loan Program:

### 1.1 ELIGIBILITY

The program is available to the following designated borrowers only:

- Public rooms within:
  - Government House
  - Parliament House
- The offices and reception areas of:
  - Premier
  - Cabinet
  - Deputy Director-General, Arts Queensland
  - Director-General, Department of Premier and Cabinet
  - Director, Queensland Museum
  - Artistic Director, Queensland Performing Arts Trust
  - State Librarian
- Foyers and public areas of government buildings as approved by the Director, QAGOMA

### 1.2 AVAILABILITY OF COLLECTION

- Not all artworks in the Collection are available for loan and those required by the Gallery for regular exhibition or study purposes are excluded from the program. Artworks available for loan are limited to suitable paintings (excluding works on paper), and ceramic / stone / metal sculptures.

### 1.3 APPLICATIONS

- Requests to participate in the Government Buildings Loan Program are submitted in writing to the Director.

- The Collection is held in public trust and the following minimum criteria must be met for the application to proceed to the selection process:
- The applicant/borrower meets costs, as outlined in section 4.6 Costs and charges.
- The applicant/borrower can provide appropriate insurance, security, environmental and display conditions for artworks on loan.
- The borrower is able to maintain prescribed standards of care and environmental conditions for objects on loan, as outlined in section 4.8 Conditions for safe display of original artwork.
- Borrowers are not permitted to relocate artworks or lend artworks to third parties.
- In the case of loans to Ministerial offices, the participation of Ministerial Services, Department of Premier and Cabinet is required, as outlined in the Government Buildings Loan Procedures, to facilitate insurance and related arrangements.

#### **1.4 SELECTION PROCEDURE**

- A formal request for artwork is directed to Registration and the request is then administered by the Registrar.
- The borrower is consulted regarding preferences for artwork type and subject.
- The relevant Curatorial Manager, in consultation with Conservation, will prepare a selection of suitable artworks from which the borrower may make a choice, and the loan then proceeds for the approval of the Deputy Director, Collection & Exhibitions.

#### **1.5 PERIOD OF LOAN**

- All loans are for an initial period of two years, then renewable for either a 12 or 24 month period.
- The period of loan includes transportation to and from the Borrower and is not the period of display or the period the Borrower requires possession of the artworks.
- The Gallery reserves the right to cancel any agreed loan or to recall an art work at any time by notice in writing to the Borrower.
- If at any time during the loan period the Borrower wishes to terminate the loan, the Borrower is to provide the Gallery with notice in writing at least one month prior to the return of the art work.

#### **1.6 COSTS AND CHARGES**

- The program operates on a cost-recovery basis (see fee schedule).
- The Borrower is subject to an initial service fee that covers preparation, installation and ongoing administration of a loan for a two-year period. The fee is applied per artwork.
- An annual renewal fee is applied should the Borrower wish to extend the loan. The fee is applied per artwork.
- The Gallery generally provides transport of loans to and from the Borrower at no cost. However, if the work is oversized or if a Gallery vehicle is unavailable, the Borrower is required to cover the cost of delivery and return in a Gallery-approved commercial art carrier.
- If at any time the Borrower initiates a new loan the initial service fee will be levied by the Gallery. A credit or refund is not applicable should the Borrower cancel a loan after installation or during a loan period.
- If the Gallery initiates the recall of an art work during a loan period, for reasons other than mistreatment of a loan by the Borrower, a replacement will be supplied without charge for the remainder of that loan period.
- All costs associated with the insurance or indemnification of the artwork(s) on loan are the responsibility of the Borrower.

#### **1.7 INSURANCE AND INDEMNIFICATION**

- The Borrower is required to insure or indemnify the artwork against all risks from the time it is despatched from the Gallery until the time it is returned to the Gallery.
- The artwork is to be insured or indemnified for the value nominated by the Gallery and stated in the loan agreement.
- The Gallery reserves the right to revalue the artwork annually. The Borrower will be notified of the artwork's reassessed value and is to ensure that it is insured or indemnified for the value as reassessed.
- Artwork(s) being lent specifically for display in Ministerial offices (including office, reception and conference spaces) are eligible for an indemnity provided by the Queensland Treasury through the branch of Ministerial Services.
- Artworks are not despatched to the Borrower until proof of adequate insurance or indemnification has been provided to the Gallery.

#### **1.8 CONDITIONS FOR SAFE DISPLAY OF ORIGINAL ARTWORK**

- The Borrower is responsible for the protection of the artwork whilst it is in its possession and is to ensure that protection from the hazards of water, fire, theft, insects, dirt, foodstuffs, drink, and smoking, and that it is not in danger from pedestrian traffic or office activities.
- The Borrower must be able to demonstrate that there is adequate 24-hour security in the area in which the artwork is to be displayed.
- Artworks will not be installed for display in areas that are subject to:
  - Direct sunlight
  - Extremes in humidity and heat

- Near air conditioning outlets / intakes
- Or that are otherwise not assessed to meet standards for conservation of the artwork.
- Display locations for artworks on loan must comply with the following light levels:
  - Paintings – up to 200 lux and 75 microwatts per lumen UV
  - Ceramic, stone and metal sculpture – up to 300 lux and 75 microwatts per lumen UV
- A representative from the Gallery will make an assessment of all potential display locations and identify those areas that meet the safe display criteria.
- In alignment with QAGOMA collection management standards and practices, the Director has the discretion to advise on artwork restrictions for venues where the environmental parameters fall outside QAGOMA Facility Standard for loans.
- Preventive conservation, particularly the framing and glazing of paintings, will be undertaken where appropriate for all Government loans.
- Any noticeable change in the condition of artworks on loan is to be made known immediately to the Gallery.

### 1.9.1 OTHER CONDITIONS

- A loan agreement is issued by the Gallery when all details of the loan have been finalised and approved.
  - The artwork is not released to the Borrower until the loan agreement has been completed and signed by the Borrower and the Gallery, and proof of insurance or indemnity provided.
  - In the case of loans to Ministerial offices, indemnification of the work is to be confirmed in writing by Ministerial Services, Department of Premier and Cabinet.
  - The Borrower is the entity identified on the loan agreement and not an individual or political party. The Gallery is to be notified prior to the relocation, or change in name, of the Borrower.
  - The Borrower is to nominate one senior departmental member of staff to ensure that the conditions of loan as contained in the agreement and in this document are adhered to. This person has authorisation to sign loan agreements on behalf of the Borrower and to assist Gallery staff to obtain access to the object as required.
  - The Borrower is responsible for the protection of the art work whilst in possession and any change in environmental conditions is to be advised immediately to the Gallery to prevent any deterioration of the work.
- The art work is to be displayed only at the location specified in the loan agreement.
- The artwork will be installed by the Gallery's exhibitions staff.
- The Borrower is not authorised to handle or move the artwork without the prior approval of the Gallery. The Gallery, otherwise, arranges all movement of the art work.
- The Borrower is to notify the Gallery immediately if the artwork is missing, damaged or its condition deteriorates. Unless it is necessary to move the artwork for immediate protection from further damage, the Borrower will await instructions from the Gallery.
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- The Borrower is not to permit the artwork to be photographed or reproduced without the prior written approval of the Gallery. Photographs and/or copyright permission required by the Borrower for use in publicity or publications must be requested from the Information and Publishing Services Section of the Gallery.
- The Gallery labels the reverse of the art work to identify ownership. A wall label stating catalogue information and acknowledging the Gallery will also be provided and must be displayed alongside the art work.

## 2. FEE SCHEDULE

- Government Buildings Loan Agreement (initial two year period) \$900
- Government Buildings Loan Renewal (one year renewal) \$200
- Government Buildings Loan Renewal (two year renewal) \$400

Please feel free to reach out should you require any additional information.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] | Senior Registrar, Collection Management  
Registration  
T [redacted] s73(2)  
E [redacted] @qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull [redacted] @premiers.qld.gov.au>

**Sent:** Friday, 15 November 2024 5:16 PM

**To:** Emma Schmeider [redacted] @qagoma.qld.gov.au>

**Cc:** Liam Bryan-Brown [redacted] @qagoma.qld.gov.au>

**Subject:** RE: art gallery loans

RTID662 File01 Page 141

You don't often get email from [redacted]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,

Thanks for your assistance in this matter. Monday morning would be fine for a site visit.

Can you please give me a ring to confirm a suitable time.

Thanks

Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M [redacted] s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Emma Schneider [redacted]@qagoma.qld.gov.au>

**Sent:** Friday, 15 November 2024 4:37 PM

**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>

**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: art gallery loans

Hi Rosie,

Thank you for your email, your time on the phone today, and for registering the Premier's interest in participating in the Government Buildings Loans Program.

As discussed, Liam Bryan-Brown (Associate Registrar, Loans & Acquisitions) is available to visit 1 William Street on Monday morning to conduct an initial site assessment. This visit will include reviewing security arrangements, identifying potential display locations, and collecting light and environmental data. Following this, you will receive recommendations on suitable display locations that meet the conditions for safe display of original artworks, and be consulted on artwork preferences. Please let me know if this site visit can be scheduled.

I'll provide additional details about the Program shortly and appreciate your patience in the meantime.

Best regards,

Emma

**EMMA SCHMEIDER** [redacted] Senior Registrar, Collection Management  
Registration

T: [redacted]

E: [redacted]@qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull [redacted]@premiers.qld.gov.au>

**Sent:** Friday, 15 November 2024 10:46 AM

**To:** Emma Schneider [redacted]@qagoma.qld.gov.au>

**Subject:** art gallery loans

You don't often get email from [redacted]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,

I just spoke to Liam Bryan-Brown who advised he has passed my earlier request regarding art gallery loans to you.



Can you please give me a call to discuss?

Thanks

Rosie



Queensland  
Government

**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet



Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

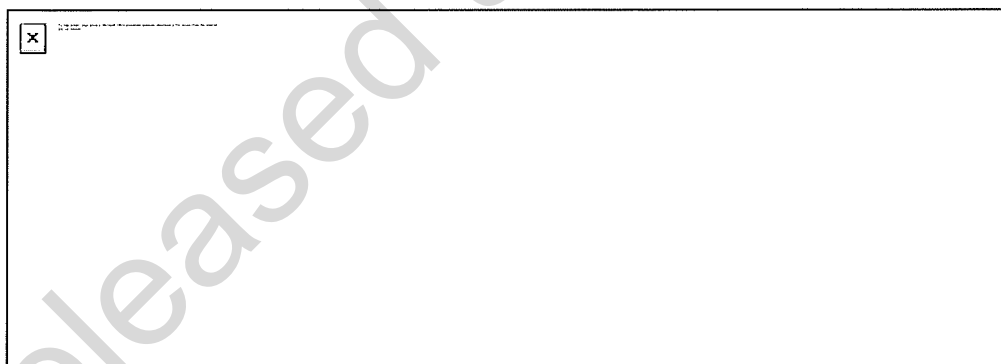
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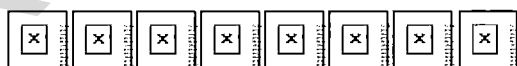


The Queensland Art Gallery | Gallery of Modern Art (QAGOMA) acknowledges the Traditional Owners of the land on which the Gallery stands in Brisbane. We pay respect to Aboriginal and Torres Strait Islander Elders past and present and, in the spirit of reconciliation, acknowledge the immense creative contribution First Australians make to the art and culture of this country.

Stanley Place, South Brisbane  
PO Box 3686, South Brisbane, Queensland 4101 Australia  
[www.qagoma.qld.gov.au](http://www.qagoma.qld.gov.au)



Kawita Vatanajyankur and Pat Pataranutaporn / 'The Machine Ghost in the Human Shell' (from the 'Cyber Labour' series) 2024 / Performative Hologram Projections with AI / Commissioned for 'The 11th Asia Pacific Triennial of Contemporary Art'



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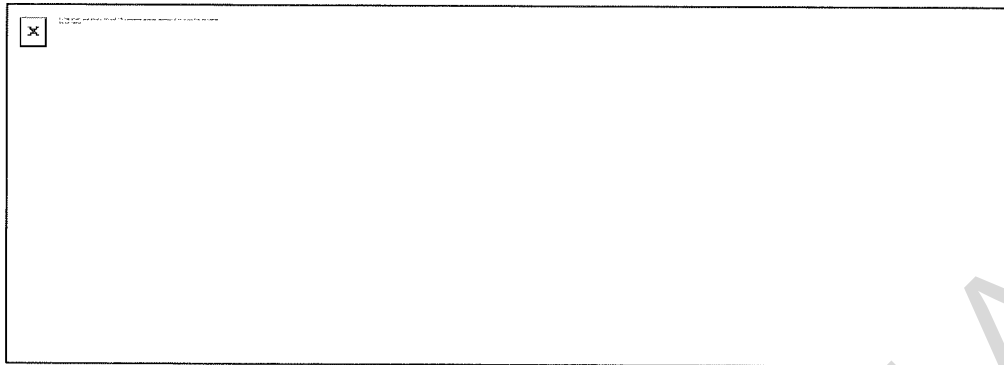
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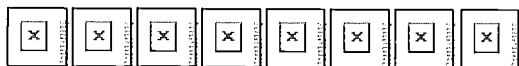


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## Rosie Turnbull

**From:** Liam Bryan-Brown <[REDACTED] s73(2) [REDACTED]@qagoma.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:35 PM  
**To:** Rosie Turnbull; Emma Schneider  
**Cc:** Katee Dean  
**Subject:** Artwork Selection Package - Premier's Office  
**Attachments:** 2.12.2024 Selection Package - Office of the Premier.pdf

Good afternoon Rosie,

Please find attached the Selection Package for the Office of the Premier. We are happy to provide 7 options (carefully selected by our Curatorial, Conservation and Executive Management teams) for the Officer of the Premier to choose from.

Once the Office of the Premier has made a selection, we will provide a Loan Agreement and Indemnity Undertaking to formalise the terms of the loan and ensure the necessary insurance arrangements are in place. We are also happy to discuss the installation timeframe, taking into account any required Conservation preparations.

In due course, please let me know who will be the designated contact to manage all loan formalities and related matters. Per Emma's email of 15 November outlining the program requirements and fee structure, please note that a \$900.00 fee will apply for the initial two year period.

Please let me know if you require any additional information at this time. I will look forward to hearing from you.

Kind regards,  
Liam

LIAM BRYAN-BROWN [REDACTED] Associate Registrar, Loans and Acquisitions  
Registration  
M: [REDACTED]  
E: [REDACTED]@qagoma.qld.gov.au

**From:** Liam Bryan-Brown <[REDACTED]@qagoma.qld.gov.au>  
**Sent:** Monday, 25 November 2024 10:13 AM  
**To:** Rosie Turnbull <[REDACTED]@premiers.qld.gov.au>; Emma Schneider <[REDACTED]@qagoma.qld.gov.au>  
**Cc:** Katee Dean <[REDACTED]@qagoma.qld.gov.au>  
**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you for your email. We have progressed this request, and the selection of works identified by our Curatorial Manager, Australian Art are currently undergoing assessment by our Paintings Conservators to ensure they are physically stable for display. Once this assessment is complete, the list will be reviewed by our Deputy Director before the Selection Package is prepared.

As soon as the review is completed we will provide the Selection Package for the Premier's consideration. We hope to be in a position to provide this toward the end of this week.

I will be in touch with the package as soon as possible.

Best,  
Liam

LIAM BRYAN-BROWN [REDACTED] Associate Registrar, Loans and Acquisitions  
Registration  
M: [REDACTED]  
E: [REDACTED]@qagoma.qld.gov.au

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 22 November 2024 2:17 PM  
**To:** Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Emma & Liam,  
Thanks for your time on Monday to look at the Premier's request.

Can you let me know when you think that some options will be ready for the Premier to review?

Thanks  
Rosie

**From:** Emma Schneider <[redacted] s73(2) @qagoma.qld.gov.au>  
**Sent:** Friday, 15 November 2024 5:37 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you again for your time on the phone.

As discussed, Liam Bryan-Brown and Katee Dean will attend 1 William Street at 11:00am on Monday, 18 November 2024 to undertake the Premier's Office site visit. They will be travelling in a gallery vehicle and will need access to the underground carpark.

**LIAM BRYAN-BROWN** [redacted] | Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**KATEE DEAN** [redacted] | Assistant Registrar, Loans & Acquisitions  
Registration  
T: [redacted]  
E: [redacted]@qagoma.qld.gov.au

Ahead of the site visit, please find below key information regarding the Government Building Loan Program:

### 1.1 ELIGIBILITY

The program is available to the following designated borrowers only:

- Public rooms within:
  - Government House
  - Parliament House
- The offices and reception areas of:
  - Premier
  - Cabinet
  - Deputy Director-General, Arts Queensland
  - Director-General, Department of Premier and Cabinet
  - Director, Queensland Museum
  - Artistic Director, Queensland Performing Arts Trust
  - State Librarian
- Foyers and public areas of government buildings as approved by the Director, QAGOMA

### 1.2 AVAILABILITY OF COLLECTION

- Not all artworks in the Collection are available for loan and those required by the Gallery for regular exhibition or study purposes are excluded from the program. Artworks available for loan are limited to suitable paintings (excluding works on paper), and ceramic / stone / metal sculptures.

### **1.3 APPLICATIONS**

- Requests to participate in the Government Buildings Loan Program are submitted in writing to the Director.
- The Collection is held in public trust and the following minimum criteria must be met for the application to proceed to the selection process:
- The applicant/borrower meets costs, as outlined in section 4.6 Costs and charges.
- The applicant/borrower can provide appropriate insurance, security, environmental and display conditions for artworks on loan.
- The borrower is able to maintain prescribed standards of care and environmental conditions for objects on loan, as outlined in section 4.8 Conditions for safe display of original artwork.
- Borrowers are not permitted to relocate artworks or lend artworks to third parties.
- In the case of loans to Ministerial offices, the participation of Ministerial Services, Department of Premier and Cabinet is required, as outlined in the Government Buildings Loan Procedures, to facilitate insurance and related arrangements.

### **1.4 SELECTION PROCEDURE**

- A formal request for artwork is directed to Registration and the request is then administered by the Registrar.
- The borrower is consulted regarding preferences for artwork type and subject.
- The relevant Curatorial Manager, in consultation with Conservation, will prepare a selection of suitable artworks from which the borrower may make a choice, and the loan then proceeds for the approval of the Deputy Director, Collection & Exhibitions.

### **1.5 PERIOD OF LOAN**

- All loans are for an initial period of two years, then renewable for either a 12 or 24 month period.
- The period of loan includes transportation to and from the Borrower and is not the period of display or the period the Borrower requires possession of the artworks.
- The Gallery reserves the right to cancel any agreed loan or to recall an art work at any time by notice in writing to the Borrower.
- If at any time during the loan period the Borrower wishes to terminate the loan, the Borrower is to provide the Gallery with notice in writing at least one month prior to the return of the art work.

### **1.6 COSTS AND CHARGES**

- The program operates on a cost-recovery basis (see fee schedule).
- The Borrower is subject to an initial service fee that covers preparation, installation and ongoing administration of a loan for a two-year period. The fee is applied per artwork.
- An annual renewal fee is applied should the Borrower wish to extend the loan. The fee is applied per artwork.
- The Gallery generally provides transport of loans to and from the Borrower at no cost. However, if the work is oversized or if a Gallery vehicle is unavailable, the Borrower is required to cover the cost of delivery and return in a Gallery-approved commercial art carrier.
- If at any time the Borrower initiates a new loan the initial service fee will be levied by the Gallery. A credit or refund is not applicable should the Borrower cancel a loan after installation or during a loan period.
- If the Gallery initiates the recall of an art work during a loan period, for reasons other than mistreatment of a loan by the Borrower, a replacement will be supplied without charge for the remainder of that loan period.
- All costs associated with the insurance or indemnification of the artwork(s) on loan are the responsibility of the Borrower.

### **1.7 INSURANCE AND INDEMNIFICATION**

- The Borrower is required to insure or indemnify the artwork against all risks from the time it is despatched from the Gallery until the time it is returned to the Gallery.
- The artwork is to be insured or indemnified for the value nominated by the Gallery and stated in the loan agreement.
- The Gallery reserves the right to revalue the artwork annually. The Borrower will be notified of the artwork's reassessed value and is to ensure that it is insured or indemnified for the value as reassessed.
- Artwork(s) being lent specifically for display in Ministerial offices (including office, reception and conference spaces) are eligible for an indemnity provided by the Queensland Treasury through the branch of Ministerial Services.
- Artworks are not despatched to the Borrower until proof of adequate insurance or indemnification has been provided to the Gallery.

### **1.8 CONDITIONS FOR SAFE DISPLAY OF ORIGINAL ARTWORK**

- The Borrower is responsible for the protection of the artwork whilst it is in its possession and is to ensure that protection from the hazards of water, fire, theft, insects, dirt, foodstuffs, drink, and smoking, and that it is not in danger from pedestrian traffic or office activities.
- The Borrower must be able to demonstrate that there is adequate 24-hour security in the area in which the artwork is to be displayed.

- Artworks will not be installed for display in areas that are subject to:
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## 2. FEE SCHEDULE

- |                                                                 |       |
|-----------------------------------------------------------------|-------|
| ▪ Government Buildings Loan Agreement (initial two year period) | \$900 |
| ▪ Government Buildings Loan Renewal (one year renewal)          | \$200 |
| ▪ Government Buildings Loan Renewal (two year renewal)          | \$400 |

Please feel free to reach out should you require any additional information.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] | Senior Registrar, Collection Management  
Registration

T: [redacted] s73(2)  
E: [redacted] @qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

From: Rosie Turnbull <[redacted]@premiers.qld.gov.au>

Sent: Friday, 15 November 2024 5:16 PM

RTID662 File01 Page 148

**To:** Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]s73(2)@qagoma.qld.gov.au>  
**Subject:** RE: art gallery loans

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Hi Emma,

Thanks for your assistance in this matter. Monday morning would be fine for a site visit.  
Can you please give me a ring to confirm a suitable time.

Thanks  
Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

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**Sent:** Friday, 15 November 2024 4:37 PM  
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**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: art gallery loans

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I'll provide additional details about the Program shortly and appreciate your patience in the meantime.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] Senior Registrar, Collection Management  
Registration

E: [redacted]@qagoma.qld.gov.au

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**Sent:** Friday, 15 November 2024 10:46 AM  
**To:** Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Subject:** art gallery loans

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Can you please give me a call to discuss?

Thanks

Rosie



Queensland  
Government

**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

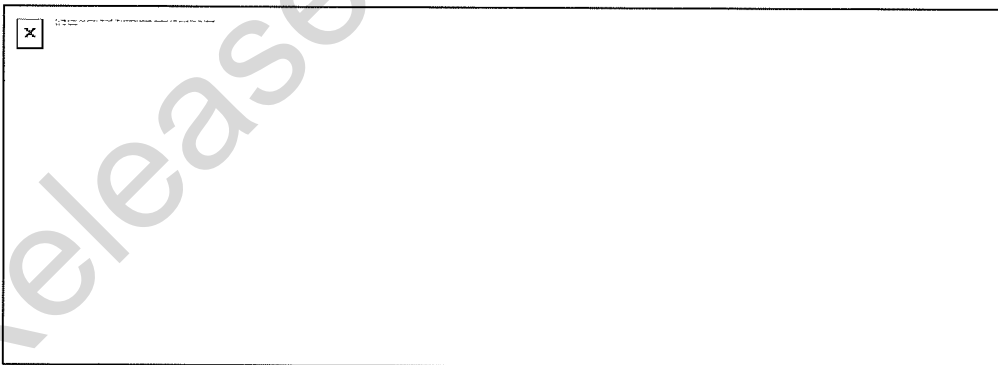
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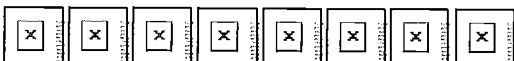


The Queensland Art Gallery | Gallery of Modern Art (QAGOMA) acknowledges the Traditional Owners of the land on which the Gallery stands in Brisbane. We pay respect to Aboriginal and Torres Strait Islander Elders past and present and, in the spirit of reconciliation, acknowledge the immense creative contribution First Australians make to the art and culture of this country.

Stanley Place, South Brisbane  
PO Box 3686, South Brisbane, Queensland 4101 Australia  
[www.qagoma.qld.gov.au](http://www.qagoma.qld.gov.au)



Kawita Vatanajyankur and Pat Pataranutaporn / 'The Machine Ghost in the Human Shell' (from the 'Cyber Labour' series) 2024 / Performative Hologram Projections with AI / Commissioned for 'The 11th Asia Pacific Triennial of Contemporary Art'



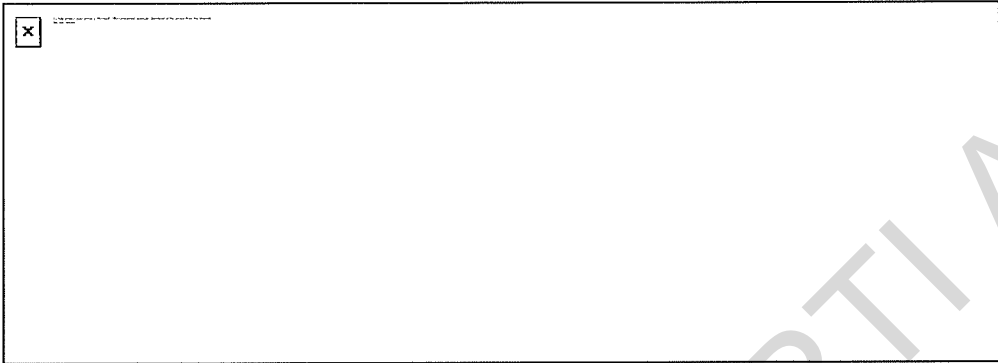


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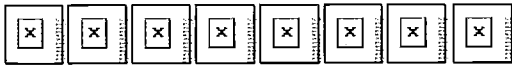


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# **GOVERNMENT BUILDINGS LOAN PROGRAM**

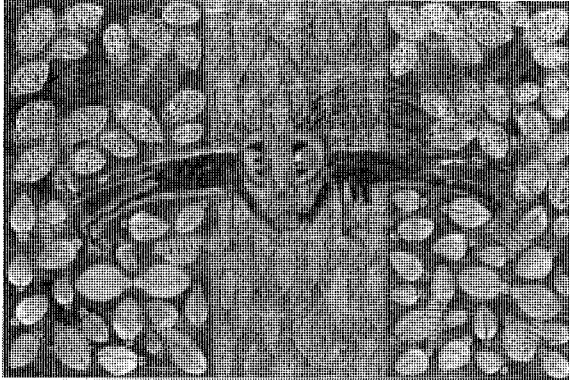
## **Selection Package for the Office of the Premier**

**November 2024**



## Office of the Premier - Main wall, right of television

### Option 1 of 7:



SAUNDERS, Zane  
Badjtala people  
Australia QLD b.1971  
*Lovers story* 1989  
Synthetic polymer paint on canvas  
91 x 137cm  
Acc. 1990.354  
Purchased 1990 with funds from  
ARCO Coal Australia Inc. through the  
Queensland Art Gallery Foundation

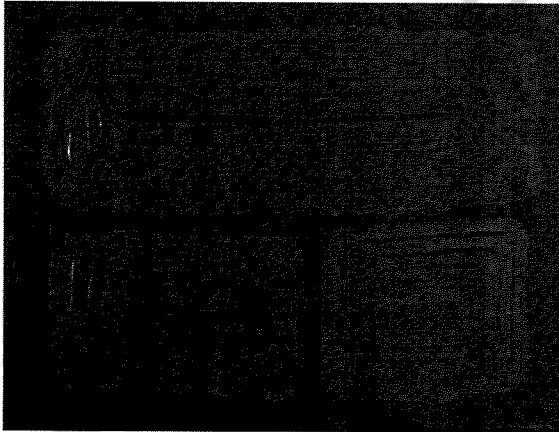
Value: s49 sch4

Zane Saunders is a Badjtala/Kunggari/Yiman man and multidisciplinary artist who currently lives in Kuranda, North Queensland.

This painting shows two lovers caught in a moment's embrace. Saunders says of this work:

"Most of my ideas are my own personal designs and inspired by everyday living, dreaming. Getting the feel of Aboriginal art and culture: food we eat, hunting, stories, insects, religion, animals, living in the bush. If people look closely at nature then they should learn something. This is where you imagine things. Dreaming, with the Dreamtime. Everybody's got their own dreams and this is how I express my ideas, in patterns and stories."

### Option 2 of 7:



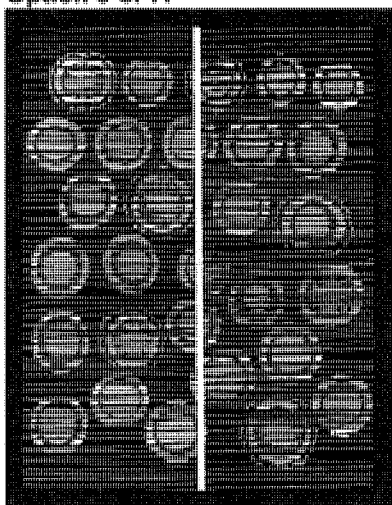
NAMOK, Rosella  
Kanthanampu and Aangkum  
(Ungkum) people  
Australia QLD b.1979  
*Para way* 2000  
Synthetic polymer paint on canvas  
81.5 x 106cm  
Acc. 2000.181  
Purchased 2000. Queensland Art  
Gallery Foundation Grant

Value: s49 sch4

In this work, 'Para way' 2000, Namok refers to the differences between her Lockhart River culture and that of white Australian society, 'para' being a term used to describe white society. Namok discusses these differences, as follows:

"'Para' way different to our way... we got different way of painting our body... our way is circles and dots... 'para' way is straight up and down and square. They live in straight streets... we live with lot of family together in one place. 'Para' they can live far away from their families... they do visit their families on special occasions like Christmas... but for us we go everywhere together... camping to Chilli Beach... Old Site. For funerals we travel by car to that place even if it's a long drive. In the dry we go to football carnivals together plenty of vehicles drive to Coen, Weipa, Kowanyama. Sometimes it takes all day to get to that place. In our culture for dancing we paint our bodies with circles, some dots and lines... special markings... different people paint their body different, put on shell necklace and grass 'juje' (skirt) to dance... different to 'para'."

Option 3 of 7:



MICHL, Lisa  
Kokoberrin people  
Australia QLD b.1977  
*Nundah (Wild apricot)* 2002  
Synthetic polymer paint on canvas  
142.2 x 110.5cm  
Acc. 2003.060  
Commissioned 2002 with funds from  
the Queensland Art Gallery  
Foundation  
**Value:** s49 sch4

Lisa Michl was born in Cairns, 1977, and is a Kokoberrin woman whose country is near Kowanyama on the west coast of the Cape York Peninsula.

*Nundah (Wild apricot)* 2002 was commissioned for the Queensland Art Gallery's 2003 exhibition 'Story Place: Indigenous Art of Cape York and the Rainforest'. This painting depicts the fruit that grows on her homeland at Pinarrinch. Michl represents the Nundah fruit using a combination of red, yellow and white circular shapes against a background of red ochre, symbolising their traditional homeland on Staaten River. The straight white lines refer to Michl's grandmother, who is recognised as a freshwater person (from inland), while the black, red and yellow lines represent travel routes used by the artist and previous generations of Kokoberrin people.

Option 4 of 7:

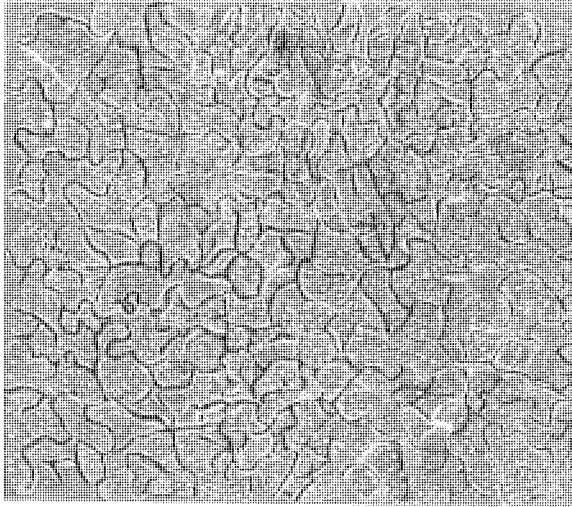


WOMPI, Nora  
Kukatja people  
Australia WA c.1939–2017  
*Kunawarritji* 2011  
Synthetic polymer paint on linen  
90 x 60cm  
Acc. 2014.428  
The Glenn Manser Collection.  
Gift of Glenn Manser through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2014.  
Donated through the Australian  
Government's Cultural Gifts Program  
**Value:** s49 sch4

Nora Wompi (c.1939-2017) was a Kukatja woman who was born in the Great Sandy Desert in Lilparu, close to Well 33, on the Canning Stock Route, Western Australia. Growing up she lived a nomadic life.

*Kunawarritji* 2011 is taken as an abstract depiction of the small Aboriginal community of Kunawarritji, located in the Pilbara region of Western Australia. In this painting, Wompi captures the metaphysical essence of her Kunawarritji Tjukurrpa (Dreaming) rather than its physical features. She says that, for her, Kunawarritji is the centre of it all. Gained through a lifetime of connection, she shares her perception of the underlying spiritual meaning of the site.

**Option 5 of 7:**



NGALLAMETTA, Mavis  
Kugu-Uwanh people, Putch clan  
Australia QLD 1944–2019  
*Mo'Yakal (White and yellow wattles in flower)* 2008  
Synthetic polymer paint on linen  
84 x 96cm  
Acc. 2015.097  
Gift of the artist through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2015.  
Donated through the Australian  
Government's Cultural Gifts Program  
**Value:** s49 sch4

Mrs. Ngallametta (1944-2019) was born near the Kendall River in the west Cape York Peninsula and was a Putch clan elder and cultural leader of the Kugu and Wik peoples of Aurukun. She remains one of the most celebrated Queensland artists, known for her unique painting styles which combined figurative scenes, meandering linear compositions and bold ochre fields with shimmering dotted patterns.

This seasonal painting has been described by Mrs. Ngallametta:

"White and yellow wattle flowers are all around starting in the Easter month of April with white ones and then finishing with the yellow ones around June."

**Option 6 of 7:**



GABORI, Mirdidingkingathi Juwarnda  
Sally  
Kaiadilt people  
Australia QLD c.1924–2015  
*Dibirdibi Country* 2011  
Synthetic polymer paint on linen  
121.7 x 91.5cm  
Acc. 2017.362  
Gift of the Estate of Mirdidingkingathi  
Juwarnda Sally Gabori through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2017  
s49 sch4

Mirdidingkingathi Juwarnda Sally Gabori (1924-2015) was a distinguished senior Kaiadilt woman who was born on Bentick Island and later relocated to Mornington Island. Beginning her artistic practice at the age of 81, Gabori remains one of the most celebrated contemporary Australian artists of all time.

This focus of this painting is Dibirdibi Country—Gabori's favourite location, and the land, songs and narratives associated with Dibirdibi (the Rock Cod ancestor) that Gabori maintained along with her husband Dibirdibi (Pat Gabori), before moving to Mornington Island. Dibirdibi is a subject and location painted more often by Gabori than any other.



Option 7 of 7:



NUNGURRAYI, Naata  
Pintupi people  
Australia WA b.c. 1932  
*Untitled (Marapinti)* 2002  
Synthetic polymer paint on canvas  
91 x 61cm  
Acc. 2017.403  
The Glenn Manser Collection.  
Gift of Glenn Manser in memory of  
Martin Wardrop through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2017.  
Donated through the Australian  
Government's Cultural Gifts Program  
**Value:** s49 sch4

Naata Nungurrayi is a highly respected senior Pintupi leader and one of the leading women painters of the Western Desert art movement. Nungurrayi started painting in 1996, in her mid-sixties, with years of accumulated cultural and ancestral knowledge, a respected position as an elder, and the natural affinity for Country that informs her paintings.

Marapinti is a place of women's ceremony associated with the Tingari women, the ancestors who first traversed a featureless desert landscape and imbued the country with its characteristics and meaning. This painting focusses more on aspects of ceremony, the participants and objects used therein.

## Rosie Turnbull

**From:** Katee Dean <[redacted] s73(2) [redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 9 December 2024 4:18 PM  
**To:** Rosie Turnbull  
**Cc:** Emma Schneider; Liam Bryan-Brown  
**Subject:** TRIM: RE: Artwork Selection Package - Premier's Office  
**Attachments:** Outgoing Loan Agreement - L74392 - 1990.354 SAUNDERS.pdf; Outgoing Loan Agreement - L74393 - 2003.060 MICHL.pdf; QAGOMA Indemnity Undertaking - Office of the Premier - L74392; L74393.pdf

Dear Rosie

I hope you had a nice weekend. Thank you for your assistance in arranging building access.

Further to my last email, please note the QAGOMA staff attending on Thursday (11 December) are as follows:

Katee Dean (Registration)  
Zane Stuart (Workshop)  
Steve Thompson (Workshop)

In order to formalise this loan, please find attached two Outgoing Loan Agreements. I would be grateful if you could:

- check the information entered on the Agreements, making any corrections necessary (these should be initialled);
- complete the insurance section;
- sign and date in the space provided.

Once complete, please return to me (in full) for countersigning on behalf of the Gallery.

Additionally, if you could please print the attached Indemnity Undertaking on your Office's letterhead before it is signed and returned to me, that would be greatly appreciated.

I will forward through the invoice for the \$1,800.00 loan fee when it is available.

With thanks  
Katee

**KATEE DEAN** [redacted] Assistant Registrar, Loans & Acquisitions  
Registration  
T: [redacted]  
E: [redacted]@qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 6 December 2024 2:54 PM  
**To:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Cc:** Emma Schneider [redacted]@qagoma.qld.gov.au; Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Artwork Selection Package - Premier's Office

Thanks for your email Katee. We will liaise with building security regarding access.  
Thanks for all your assistance with setting this up.

Regards  
Rosie

**From:** Katee Dean <Katee.Dean@qagoma.qld.gov.au>  
**Sent:** Friday, 6 December 2024 1:07 PM

**To:** Rosie Turnbull <[redacted] s73(2) [redacted]@premiers.qld.gov.au>

**Cc:** Emma Schneider <[redacted]@qagoma.qld.gov.au>; Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: Artwork Selection Package - Premier's Office

Dear Rosie

Thank you for your email. I am looking forward to visiting 1 William Street next week to install the artworks.

I have scheduled the Gallery Van [redacted] for 11:00am on Thursday, 12 December. If the Premier's Office would prefer a different timeslot, please let me know.

Early next week, I will confirm the QAGOMA staff attending the installation and provide the Loan Agreement and Indemnity Undertaking to formalise the loan.

With thanks

Katee

**KATEE DEAN** [redacted] Assistant Registrar, Loans & Acquisitions

Registration

T: [redacted]

E: [redacted]@qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Emma Schneider <[redacted]@qagoma.qld.gov.au>

**Sent:** Friday, 6 December 2024 10:31 AM

**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>

**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: Artwork Selection Package - Premier's Office

Dear Rosie,

Thank you for your advice.

Katee is working offsite this morning and will coordinate with our internal teams to identify a preferred timeslot. She will get back to you this afternoon.

Thank you for your patience.

Kind regards,  
Emma

**EMMA SCHMEIDER** [redacted] Senior Registrar, Collection Management

Registration

T: [redacted]

E: [redacted]@qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>

**Sent:** Friday, 6 December 2024 9:46 AM

**To:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Emma Schneider

<[redacted]@qagoma.qld.gov.au>

**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: Artwork Selection Package - Premier's Office

Thanks Liam,

The Premier's office has advised that anytime on the 12<sup>th</sup> will be suitable, as Parliament is sitting that week. Can you let me know what time suits you and I will make arrangements with the building admin for access etc.

Thanks

Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Sent:** Thursday, 5 December 2024 3:20 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Emma Schneider  
<[redacted]@qagoma.qld.gov.au>  
**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Artwork Selection Package - Premier's Office

Dear Rosie,

Many thanks for your email, we are thrilled that the Office of the Premier would like to display these two works. Thank you for our phone call yesterday regarding timelines, installation details and loan formalities (Loan Agreement and Indemnity Undertaking [insurance] documentation).

**Timelines**

Our Conservators are currently preparing these two works for display. The soonest we could schedule installation of the works would be Thurs 12 December. As we discussed on the phone, it would be ideal if you could please identify an appropriate window when the Office would be vacated for us to install the works on or after this date. I would suggest a 2 hour access window would provide ample time for the activity. Please do let us know what date and time would suit the Office of the Premier for us to attend.

**Installation details**

As I mentioned in my phone call, I would like to confirm that the Office of the Premier is happy to proceed with the following installation locations for each work.

**Location 1 of 2 [original request]:** Right of television (239cm wide)

SAUNDERS, Zane *Lovers story* 1989  
Landscape artwork – dims: 91cm high x 137cm wide

**Location 2 of 2 [additional location]:** Left of television (approx. 150cm wide)

MICHL, Lisa *Nundah (Wild apricot)* 2002  
Portrait artwork – dims: 142.2cm high x 110.5cm wide

Due to the width of each wall area and the size of each work, they are best suited to be installed in those respective locations. I do hope that will be suitable, and would appreciate it if you could please confirm, as the installation locations will be documented in the Loan Agreement.

1 William St facilities staff will need to supply the 4x hanging wires and related hooks required to install the works. We recommend the wall labels (listing the artwork details) should be installed with 3M strips, to make their removal in the future easier and minimise risk of unsightly paint damage. If your facilities team are happy to engage this method, then please also supply 4x velcro 3M strips for our staff to utilise to install the wall labels. If 3M strips are not supplied, we can install these with blu-tac, but long-term use of this material can create issues with wall paint.

**Loan formalities**

Thank you for confirming that you will be the designated contact to for the Loan Agreement. In my previous email I noted the \$900 loan fee for the initial two year period – please note that this fee is per artwork, so expanding the request to two works results in an \$1,800.00 loan fee. We will forward through the invoice for the loan fee in due course, after the loan is formalised.

### Staff contacts

As I mentioned over the phone, I will be on leave from 6-13 December inclusive. My colleagues Emma Schneider and Katee Dean, who you may recall attended the site visit with me on 18 November will continue to liaise with you in my absence to formalise the loan. Their contact details are as follows:

**EMMA SCHMEIDER** [redacted] | Senior Registrar, Collection Management  
Registration  
T: [redacted] s73(2)  
E: [redacted] @qagoma.qld.gov.au

**KATEE DEAN** (she/her) | Assistant Registrar, Loans & Acquisitions  
Registration  
T: [redacted]  
E: [redacted] @qagoma.qld.gov.au

I will look forward to your confirmation regarding the installation locations.

With thanks,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted] @qagoma.qld.gov.au

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Tuesday, 3 December 2024 5:15 PM  
**To:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Artwork Selection Package - Premier's Office

Hi Liam,  
Thank you for sending through this selection for the Premier to consider.  
Can I please amend the original request? The Premier would like to display two of these pieces (Items 1 and 3 on the list).  
The second piece will be displayed on the same wall, but on the other side (left) of the television? I'm hoping that this arrangement will be suitable but please give me a call if there are any concerns.

Thanks  
Rosie



Queensland  
Government

**Rosie Turnbull**  
A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet  
M: [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:35 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Emma Schneider <[redacted]@qagoma.qld.gov.au>

RTID662 File01 Page 160



**Cc:** Katee Dean <[redacted]s73(2)[redacted]@qagoma.qld.gov.au>  
**Subject:** Artwork Selection Package - Premier's Office

Good afternoon Rosie,

Please find attached the Selection Package for the Office of the Premier. We are happy to provide 7 options (carefully selected by our Curatorial, Conservation and Executive Management teams) for the Officer of the Premier to choose from.

Once the Office of the Premier has made a selection, we will provide a Loan Agreement and Indemnity Undertaking to formalise the terms of the loan and ensure the necessary insurance arrangements are in place. We are also happy to discuss the installation timeframe, taking into account any required Conservation preparations.

In due course, please let me know who will be the designated contact to manage all loan formalities and related matters. Per Emma's email of 15 November outlining the program requirements and fee structure, please note that a \$900.00 fee will apply for the initial two year period.

Please let me know if you require any additional information at this time. I will look forward to hearing from you.

Kind regards,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 25 November 2024 10:13 AM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Emma Schneider  
<[redacted]@qagoma.qld.gov.au>  
**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you for your email. We have progressed this request, and the selection of works identified by our Curatorial Manager, Australian Art are currently undergoing assessment by our Paintings Conservators to ensure they are physically stable for display. Once this assessment is complete, the list will be reviewed by our Deputy Director before the Selection Package is prepared.

As soon as the review is completed we will provide the Selection Package for the Premier's consideration. We hope to be in a position to provide this toward the end of this week.

I will be in touch with the package as soon as possible.

Best,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 22 November 2024 2:17 PM  
**To:** Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Emma & Liam,

Thanks for your time on Monday to look at the Premier's request.

Can you let me know when you think that some options will be ready for the Premier to review?

Thanks  
Rosie

**From:** Emma Schneider <[redacted] s73(2) [redacted]@qagoma.qld.gov.au>  
**Sent:** Friday, 15 November 2024 5:37 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you again for your time on the phone.

As discussed, Liam Bryan-Brown and Katee Dean will attend 1 William Street at 11:00am on Monday, 18 November 2024 to undertake the Premier's Office site visit. They will be travelling in a gallery vehicle and will need access to the underground carpark.

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**KATEE DEAN** [redacted] Assistant Registrar, Loans & Acquisitions  
Registration  
T: [redacted]  
E: [redacted]@qagoma.qld.gov.au

Ahead of the site visit, please find below key information regarding the Government Building Loan Program:

### 1.1 ELIGIBILITY

The program is available to the following designated borrowers only:

- Public rooms within:
  - Government House
  - Parliament House
- The offices and reception areas of:
  - Premier
  - Cabinet
  - Deputy Director-General, Arts Queensland
  - Director-General, Department of Premier and Cabinet
  - Director, Queensland Museum
  - Artistic Director, Queensland Performing Arts Trust
  - State Librarian
- Foyers and public areas of government buildings as approved by the Director, QAGOMA

### 1.2 AVAILABILITY OF COLLECTION

- Not all artworks in the Collection are available for loan and those required by the Gallery for regular exhibition or study purposes are excluded from the program. Artworks available for loan are limited to suitable paintings (excluding works on paper), and ceramic / stone / metal sculptures.

### 1.3 APPLICATIONS

- Requests to participate in the Government Buildings Loan Program are submitted in writing to the Director.
- The Collection is held in public trust and the following minimum criteria must be met for the application to proceed to the selection process:
  - The applicant/borrower meets costs, as outlined in section 4.6 Costs and charges.
  - The applicant/borrower can provide appropriate insurance, security, environmental and display conditions for artworks on loan.

- The borrower is able to maintain prescribed standards of care and environmental conditions for objects on loan, as outlined in section 4.8 Conditions for safe display of original artwork.
- Borrowers are not permitted to relocate artworks or lend artworks to third parties.
- In the case of loans to Ministerial offices, the participation of Ministerial Services, Department of Premier and Cabinet is required, as outlined in the Government Buildings Loan Procedures, to facilitate insurance and related arrangements.

#### **1.4 SELECTION PROCEDURE**

- A formal request for artwork is directed to Registration and the request is then administered by the Registrar.
- The borrower is consulted regarding preferences for artwork type and subject.
- The relevant Curatorial Manager, in consultation with Conservation, will prepare a selection of suitable artworks from which the borrower may make a choice, and the loan then proceeds for the approval of the Deputy Director, Collection & Exhibitions.

#### **1.5 PERIOD OF LOAN**

- All loans are for an initial period of two years, then renewable for either a 12 or 24 month period.
- The period of loan includes transportation to and from the Borrower and is not the period of display or the period the Borrower requires possession of the artworks.
- The Gallery reserves the right to cancel any agreed loan or to recall an art work at any time by notice in writing to the Borrower.
- If at any time during the loan period the Borrower wishes to terminate the loan, the Borrower is to provide the Gallery with notice in writing at least one month prior to the return of the art work.

#### **1.6 COSTS AND CHARGES**

- The program operates on a cost-recovery basis (see fee schedule).
- The Borrower is subject to an initial service fee that covers preparation, installation and ongoing administration of a loan for a two-year period. The fee is applied per artwork.
- An annual renewal fee is applied should the Borrower wish to extend the loan. The fee is applied per artwork.
- The Gallery generally provides transport of loans to and from the Borrower at no cost. However, if the work is oversized or if a Gallery vehicle is unavailable, the Borrower is required to cover the cost of delivery and return in a Gallery-approved commercial art carrier.
- If at any time the Borrower initiates a new loan the initial service fee will be levied by the Gallery. A credit or refund is not applicable should the Borrower cancel a loan after installation or during a loan period.
- If the Gallery initiates the recall of an art work during a loan period, for reasons other than mistreatment of a loan by the Borrower, a replacement will be supplied without charge for the remainder of that loan period.
- All costs associated with the insurance or indemnification of the artwork(s) on loan are the responsibility of the Borrower.

#### **1.7 INSURANCE AND INDEMNIFICATION**

- The Borrower is required to insure or indemnify the artwork against all risks from the time it is despatched from the Gallery until the time it is returned to the Gallery.
- The artwork is to be insured or indemnified for the value nominated by the Gallery and stated in the loan agreement.
- The Gallery reserves the right to revalue the artwork annually. The Borrower will be notified of the artwork's reassessed value and is to ensure that it is insured or indemnified for the value as reassessed.
- Artwork(s) being lent specifically for display in Ministerial offices (including office, reception and conference spaces) are eligible for an indemnity provided by the Queensland Treasury through the branch of Ministerial Services.
- Artworks are not despatched to the Borrower until proof of adequate insurance or indemnification has been provided to the Gallery.

#### **1.8 CONDITIONS FOR SAFE DISPLAY OF ORIGINAL ARTWORK**

- The Borrower is responsible for the protection of the artwork whilst it is in its possession and is to ensure that protection from the hazards of water, fire, theft, insects, dirt, foodstuffs, drink, and smoking, and that it is not in danger from pedestrian traffic or office activities.
- The Borrower must be able to demonstrate that there is adequate 24-hour security in the area in which the artwork is to be displayed.
- Artworks will not be installed for display in areas that are subject to:
  - Direct sunlight
  - Extremes in humidity and heat
  - Near air conditioning outlets / intakes
  - Or that are otherwise not assessed to meet standards for conservation of the artwork.
- Display locations for artworks on loan must comply with the following light levels:
  - Paintings – up to 200 lux and 75 microwatts per lumen UV
  - Ceramic, stone and metal sculpture – up to 300 lux and 75 microwatts per lumen UV

- A representative from the Gallery will make an assessment of all potential display locations and identify those areas that meet the safe display criteria.
- In alignment with QAGOMA collection management standards and practices, the Director has the discretion to advise on artwork restrictions for venues where the environmental parameters fall outside QAGOMA Facility Standard for loans.
- Preventive conservation, particularly the framing and glazing of paintings, will be undertaken where appropriate for all Government loans.
- Any noticeable change in the condition of artworks on loan is to be made known immediately to the Gallery.

#### 1.9.1 OTHER CONDITIONS

- A loan agreement is issued by the Gallery when all details of the loan have been finalised and approved.
  - The artwork is not released to the Borrower until the loan agreement has been completed and signed by the Borrower and the Gallery, and proof of insurance or indemnity provided.
  - In the case of loans to Ministerial offices, indemnification of the work is to be confirmed in writing by Ministerial Services, Department of Premier and Cabinet.
  - The Borrower is the entity identified on the loan agreement and not an individual or political party. The Gallery is to be notified prior to the relocation, or change in name, of the Borrower.
  - The Borrower is to nominate one senior departmental member of staff to ensure that the conditions of loan as contained in the agreement and in this document are adhered to. This person has authorisation to sign loan agreements on behalf of the Borrower and to assist Gallery staff to obtain access to the object as required.
  - The Borrower is responsible for the protection of the art work whilst in possession and any change in environmental conditions is to be advised immediately to the Gallery to prevent any deterioration of the work.
- The art work is to be displayed only at the location specified in the loan agreement.
- The artwork will be installed by the Gallery's exhibitions staff.
- The Borrower is not authorised to handle or move the artwork without the prior approval of the Gallery. The Gallery, otherwise, arranges all movement of the art work.
- The Borrower is to notify the Gallery immediately if the artwork is missing, damaged or its condition deteriorates. Unless it is necessary to move the artwork for immediate protection from further damage, the Borrower will await instructions from the Gallery.
- During the period of loan the Borrower is to allow reasonable access to the artwork by bona fide scholars (with the prior authorisation of the Gallery) and regular access by Gallery staff for condition checking and audit purposes.
- The Borrower is not to permit the artwork to be photographed or reproduced without the prior written approval of the Gallery. Photographs and/or copyright permission required by the Borrower for use in publicity or publications must be requested from the Information and Publishing Services Section of the Gallery.
- The Gallery labels the reverse of the art work to identify ownership. A wall label stating catalogue information and acknowledging the Gallery will also be provided and must be displayed alongside the art work.

## 2. FEE SCHEDULE

- |                                                               |       |
|---------------------------------------------------------------|-------|
| Government Buildings Loan Agreement (initial two year period) | \$900 |
| Government Buildings Loan Renewal (one year renewal)          | \$200 |
| Government Buildings Loan Renewal (two year renewal)          | \$400 |

Please feel free to reach out should you require any additional information.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] Senior Registrar, Collection Management  
Registration  
T: [redacted]  
E: [redacted]@qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull [redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 15 November 2024 5:16 PM  
**To:** Emma Schmeider [redacted]@qagoma.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: art gallery loans

You don't often get email from [redacted]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,

Thanks for your assistance in this matter. Monday morning would be fine for a site visit.  
Can you please give me a ring to confirm a suitable time.

Thanks  
Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Sent:** Friday, 15 November 2024 4:37 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: art gallery loans

Hi Rosie,

Thank you for your email, your time on the phone today, and for registering the Premier's interest in participating in the Government Buildings Loans Program.

As discussed, Liam Bryan-Brown (Associate Registrar, Loans & Acquisitions) is available to visit 1 William Street on Monday morning to conduct an initial site assessment. This visit will include reviewing security arrangements, identifying potential display locations, and collecting light and environmental data. Following this, you will receive recommendations on suitable display locations that meet the conditions for safe display of original artworks, and be consulted on artwork preferences. Please let me know if this site visit can be scheduled.

I'll provide additional details about the Program shortly and appreciate your patience in the meantime.

Best regards,  
Emma

**EMMA SCHMEIDER** [redacted] | Senior Registrar, Collection Management  
Registration  
T: [redacted]  
E: [redacted]@qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 15 November 2024 10:46 AM  
**To:** Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Subject:** art gallery loans

You don't often get email from [redacted]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,

I just spoke to Liam Bryan-Brown who advised he has passed my earlier request regarding art gallery loans to you.

Can you please give me a call to discuss?

Thanks  
Rosie



**Rosie Turnbull**  
A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet

M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

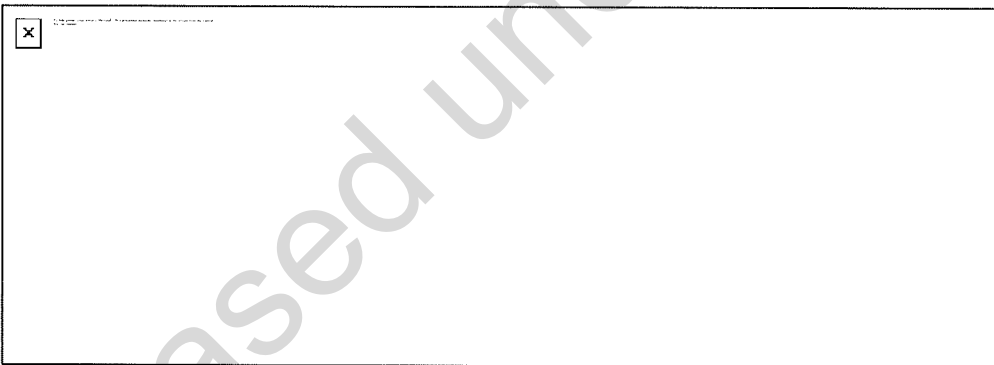
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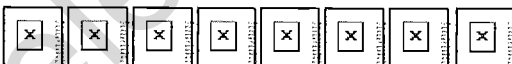


The Queensland Art Gallery | Gallery of Modern Art (QAGOMA) acknowledges the Traditional Owners of the land on which the Gallery stands in Brisbane. We pay respect to Aboriginal and Torres Strait Islander Elders past and present and, in the spirit of reconciliation, acknowledge the immense creative contribution First Australians make to the art and culture of this country.

Stanley Place, South Brisbane  
PO Box 3686, South Brisbane, Queensland 4101 Australia  
[www.qagoma.qld.gov.au](http://www.qagoma.qld.gov.au)



Kawita Vatanajyankur and Pat Pataranutaporn / 'The Machine Ghost in the Human Shell' (from the 'Cyber Labour' series) 2024 / Performative Hologram Projections with AI / Commissioned for 'The 11th Asia Pacific Triennial of Contemporary Art'



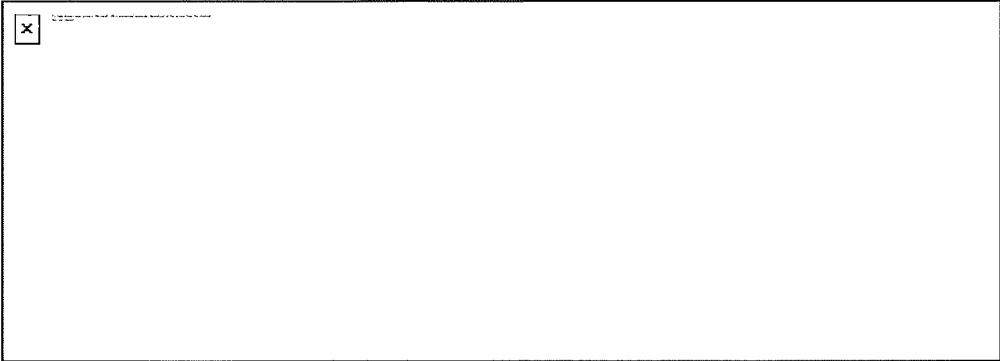
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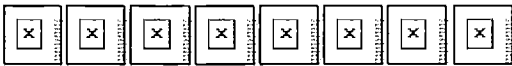


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## OUTGOING LOAN AGREEMENT

### LOAN SPECIFIC TERMS

|                           |                                                                                                                                                                                                                                                   |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Loan Agreement number     | L74393                                                                                                                                                                                                                                            |
| 1. QAGOMA                 | Queensland Art Gallery   Gallery of Modern Art<br>Stanley Place<br>SOUTH BRISBANE QLD 4101<br>AUSTRALIA                                                                                                                                           |
| Postal address            | Queensland Art Gallery   Gallery of Modern Art<br>PO Box 3686<br>SOUTH BRISBANE QLD 4101<br>AUSTRALIA                                                                                                                                             |
| Contact                   | Liam Bryan-Brown<br>Associate Registrar, Loans and Acquisitions<br>+ [REDACTED] s73(2)<br>[REDACTED]@qagoma.qld.gov.au<br><br><i>QAGOMA is a Queensland Government statutory corporation, established by the Queensland Art Gallery Act 1987.</i> |
| 2. Borrower               | Office of the Premier<br>Level 40, 1 William Street<br>BRISBANE QLD 4000<br>AUSTRALIA                                                                                                                                                             |
| Contact                   | Rosie Turnbull<br>A/Director, Ministerial Finance<br>Ministerial Services, Department of the Premier and Cabinet<br>[REDACTED]<br>[REDACTED]@premiers.qld.gov.au                                                                                  |
| Emergency contact details | Rosie Turnbull<br>A/Director, Ministerial Finance<br>Ministerial Services, Department of the Premier and Cabinet<br>[REDACTED]<br>[REDACTED]@premiers.qld.gov.au                                                                                  |
| 3. Work/s to be loaned    |                                                                                                                                                                                                                                                   |
| Acc. No                   | 2003.060                                                                                                                                                                                                                                          |
| Artist                    | Lisa MICHL                                                                                                                                                                                                                                        |
| Title                     | Nundah (Wild apricot)                                                                                                                                                                                                                             |
| Date                      | 2002                                                                                                                                                                                                                                              |
| Medium                    | Synthetic polymer paint on canvas                                                                                                                                                                                                                 |
| Dimensions                | 142.2 x 110.5cm                                                                                                                                                                                                                                   |
| Value                     | [REDACTED] s49 sch4                                                                                                                                                                                                                               |
| Credit Line               | Commissioned 2002 with funds from the Queensland Art Gallery Foundation<br>Collection: Queensland Art Gallery   Gallery of Modern Art                                                                                                             |
| 4. Purpose of Loan        | Government Building Loan                                                                                                                                                                                                                          |



|                                                                             |                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Exhibition Title                                                            | Not applicable                                                                                                                                                                                                                        |
| Exhibition opening date                                                     | Not applicable                                                                                                                                                                                                                        |
| Exhibition closing date                                                     | Not applicable                                                                                                                                                                                                                        |
| No. of works                                                                | 1                                                                                                                                                                                                                                     |
| 5. Borrower's Venue                                                         | Office of the Premier<br>Level 40, 1 William Street<br>Main wall, left of television                                                                                                                                                  |
| 6. Subsequent Venue/s                                                       | Not applicable                                                                                                                                                                                                                        |
| 7. Loan Period                                                              |                                                                                                                                                                                                                                       |
| Loan start date                                                             | 11/12/2024                                                                                                                                                                                                                            |
| Loan end date                                                               | 11/12/2026                                                                                                                                                                                                                            |
| 8. Agreed Value and Insurance                                               | The borrower is to insure all Work/s on loan from "wall to wall".                                                                                                                                                                     |
| Total agreed value of Work/s                                                | s49 sch4                                                                                                                                                                                                                              |
| Name of Insurer                                                             |                                                                                                                                                                                                                                       |
| Address of Insurer                                                          |                                                                                                                                                                                                                                       |
| Policy number                                                               |                                                                                                                                                                                                                                       |
| 9. Does the Work contain any confidential or culturally sensitive material? | No                                                                                                                                                                                                                                    |
| 10. Physical Collection address and contact details                         | Queensland Art Gallery<br>Loading Dock Grey Street (corner Peel Street)<br>SOUTH BRISBANE QLD 4101<br>AUSTRALIA<br><br>Liam Bryan-Brown<br>Associate Registrar, Loans and Acquisitions<br>s73(2)<br>@qagoma.qld.gov.au                |
| 11. Physical Delivery address and contact details                           | Office of the Premier<br>Level 40, 1 William Street<br>BRISBANE QLD 4000<br>AUSTRALIA<br><br>Rosie Turnbull<br>A/Director, Ministerial Finance<br>Ministerial Services, Department of the Premier and Cabinet<br>@premiers.qld.gov.au |
| 12. Physical Return address and contact details                             | Queensland Art Gallery<br>Loading Dock Grey Street (corner Peel Street)<br>SOUTH BRISBANE QLD 4101<br>AUSTRALIA<br><br>Liam Bryan-Brown<br>Associate Registrar, Loans and Acquisitions<br>@qagoma.qld.gov.au                          |
| 13. Special Conditions                                                      | Nil                                                                                                                                                                                                                                   |
| 14. Copyright Ownership                                                     |                                                                                                                                                                                                                                       |

## OUTGOING LOAN AGREEMENT TERMS AND CONDITIONS

**BETWEEN** The Queensland Art Gallery Board of Trustees, trading as "Queensland Art Gallery | Gallery of Modern Art" ("QAGOMA", whose details appear in **Item 1** of the Loan Specific Terms).

**AND** The **Borrower** (whose details appear in **Item 2** of the Loan Specific Terms).

**BACKGROUND** The Borrower and QAGOMA wish to arrange a loan of the work or works specified in **Item 3** of the Loan Specific Terms (jointly and severally referred to as the "**Work**") for the Purpose set out in **Item 4** of the Loan Specific Terms, on the terms and conditions set out in this Agreement.

### 1) Loan of the Work

- a) QAGOMA agrees to lend the Work to the Borrower for the Purpose ("**the Loan**").
- b) While the Work is on loan to the Borrower, it will principally be held by the Borrower in the place described in **Item 5** of the Loan Specific Terms.

### 2) QAGOMA's Warranties

- a) QAGOMA warrants that:
  - i) it has authority to lend the Work to the Borrower;
  - ii) no other person's consent or permission is required to make this Agreement;
  - iii) it is entitled to execute this Agreement;
  - iv) to the best of QAGOMA's knowledge:
    - (1) if the Work has been exported from any country, that export conformed with the laws of such country and (if the Work is already in Australia) its importation into Australia conformed with Australian law; and
    - (2) all statements of fact in this Agreement are true and accurate;
  - v) QAGOMA:
    - (1) has received no notice of any claim that may affect any of the promises and warranties it makes in this Agreement;
    - (2) knows of no adverse claim relevant to ownership of the Work;
    - (3) is not aware of any circumstances that may form the basis of any adverse claim;
    - (4) has provided or, if further requested, will provide to the Borrower all information it holds relevant to the provenance of the Work; and
  - vi) the Work is free and clear of all encumbrances and restrictions to the best of its knowledge.

### 3) Loan Period

- a) The Loan Period (as set out in **Item 7** of the Loan Specific Terms) begins when the Work is dispatched from QAGOMA, and ends when the Work is returned to possession or control of QAGOMA, as set out in clause 8 of this Agreement.
- b) Any change to the Loan Period not otherwise contemplated in this Agreement must be in writing and signed by both parties.

### 4) Care and liability

- a) While the Work is in its possession or control, the Borrower:
  - i) will take care of the Work in accordance with professional standards appropriate to works of that medium, condition and value

- and in accordance with any specific provisions of this Agreement;
- ii) having regard to the nature of the Work, and the materials from which it is constructed, will not do or permit anything which may endanger the safety of the Work or the preservation of its quality, or which may cause any damage or deterioration to the Work;
- iii) will not lend or sell the Work to any third party.
- b) The Borrower must provide a safe, stable environment for the Work at all times, by maintaining the following (unless otherwise stated in **Item 13** of the Loan Specific Terms):
  - i) temperature within the range of 18°C - 24°C;
  - ii) relative humidity within the range of 45% - 65% with minimal fluctuations;
  - iii) if the Work is known to be or predicted to be sensitive to temperature and/or relative humidity, amendments to the controls stipulated in 4.b.i-ii will be at the discretion of QAGOMA with reference to the *AICCM Environmental Guidelines for Australian Cultural Heritage Collections* and/or the *Bizot Green Protocol*, and the nature of the Work;
  - iv) specific light levels not exceeding:
    - (1) 50 lux for sensitive materials including but not limited to works on paper, textiles, dyed organic materials, polymeric materials, photography, and digital prints
    - (2) 100 lux for moderately sensitive materials including but not limited to bark paintings, horn and bone, leather, pigmented plastics, non-dyed organic materials, and shell
    - (3) 200 lux for paintings and polychrome sculpture
    - (4) 300 lux for ceramics, glass, stone and metal sculpture
    - (5) 10 microwatts / lumen ultraviolet light
  - v) minimum paint drying times before installation of Work:
    - (1) 4 days drying time for open structures eg. walls and shelves
    - (2) 4 weeks drying time for enclosed structures eg. display cases
- c) If the Borrower is unable to meet the controls in clause 4.b the Borrower must obtain QAGOMA's written permission prior to the commencement of the loan period, to display the Works using alternate controls.
- d) Notwithstanding clause 4.a, if the Borrower is concerned that the Work may be suffering from infestation of any kind:
  - i) the Borrower will:

- (1) take whatever immediate steps are reasonably necessary to protect the Work, or any people or property; and
- (2) immediately notify QAGOMA; and
- ii) the parties will co-operate in good faith, including to ensure the long-term integrity of the Work.

#### 5) Treatment and Display of the Work

- a) The Borrower must supply QAGOMA with exhibition design elevations / drawings showing the intended display of the Work, for written approval by QAGOMA.
- b) While the Work is in its possession or control, the Borrower must not, without first obtaining QAGOMA's written permission:
  - i) reframe or remount the Work;
  - ii) make substitutions of the glazing covering the Work;
  - iii) change or modify the hanging system of the Work;
  - iv) clean, conserve, restore or alter the Work;
  - v) provide food or beverage service in the vicinity of the Work while on display;
  - vi) transport the Work in a damaged condition;
  - vii) do anything else to the Work that may compromise its integrity; or
  - viii) permit any third party to do any of the above.
- c) The Borrower must ensure that preparation of the Exhibition Space in the Borrower's venue and any Subsequent Venue is completed prior to the Work being stored or installed in the Exhibition space.
- d) The Borrower must ensure that the Work remains crated / packed for at least 24 hours in an environmentally controlled space, such as the Exhibition space, in order to enable the Work to acclimatise.
- e) The Borrower must use only qualified persons to unpack, repack and handle the Work. Voluntary staff, unqualified staff and interns shall be used only with prior written approval of QAGOMA, and shall be supervised by the Borrower at all times.
- f) The Borrower must adhere to specific installation and display instructions provided by QAGOMA.
- g) If the Purpose of the Loan includes public exhibition, the Borrower will follow all instructions relating to fixing and exhibition of the Work supplied by QAGOMA.

#### 6) Withdrawal and Recall

- a) QAGOMA may recall the Work if it has formed the reasonable view that:
  - i) the Borrower has breached the terms of this Agreement; or
  - ii) the Work is endangered; or
  - iii) the moral rights of the Work's creator are being breached; and
  - iv) QAGOMA has given the Borrower reasonable written notice to remedy the specified problem; and
  - v) the Borrower has failed within a reasonable time to remedy the problem set out in the written notice.
- b) If the Work is recalled or withdrawn (other than temporarily) from exhibition by QAGOMA or the Borrower, the provisions of clause 8 of this

Agreement relating to return of the Work will apply from the date the Work is withdrawn.

#### 7) Insurance

- a) The Borrower will insure the Work for the amount specified in **Item 8** of the Loan Specific Terms ("**the Agreed Value**") against all risks and "wall to wall" from the time that the Work is dispatched from QAGOMA until the Work is returned to the possession or control of QAGOMA.
- b) The Borrower responsible for the insurance of the Work under this Agreement will:
  - i) provide QAGOMA with a certificate of insurance stating terms and conditions that meet QAGOMA's expectations; and
  - ii) notify QAGOMA of any impending cancellation of the policy or of any changes in the policy at least 20 days in advance of any such cancellation or change.
- c) Where the period of loan exceeds 12 months QAGOMA reserves the right to reassess the value of the Work and to notify the Borrower of the reassessed value. Upon notification to the Borrower of the reassessed value the Borrower will ensure that the Work is held insured for the value as reassessed and will cover any associated costs.

#### 8) Collection and Return of the Work

- a) Unless otherwise stated, QAGOMA will arrange to pack the Work in preparation for transport to the Borrower, at the Borrower's expense.
- b) The Borrower will make all transportation arrangements and submit those detailed arrangements in writing to QAGOMA for approval, in advance of the Work being collected from QAGOMA and returned to QAGOMA.
- c) When shipping overseas:
  - i) The Borrower will arrange for all necessary Customs clearances to be obtained for overseas shipment, other than Australian Customs clearances, and will provide QAGOMA with copies of all necessary Customs clearance documentation prior to the Work being dispatched.
  - ii) QAGOMA will arrange all necessary Australian Customs clearances for the Work, at the Borrower's expense.
- d) The Borrower will collect the Work from QAGOMA at the address specified in **Item 10** of the Loan Specific Terms ("**the Collection Address**").
- e) The Borrower will retain in good order all packing materials provided for the Work for the purpose of repacking and return freight. The Borrower will not alter the packing method or materials unless the Borrower is following instructions from QAGOMA or has sort approval in writing from QAGOMA.
- f) In the event of damage occurring to the Work during transit the Borrower shall forthwith notify QAGOMA and the carrier and will retain all packing materials until QAGOMA and the carrier have inspected the Work, the materials and the damage.
- g) The Borrower must ensure that the empty travelling crate is acclimatised in a suitable environmentally controlled space, such as the

Exhibition space, for 48 hours prior to repacking the Work.

- h) The Work will be returned by the Borrower to QAGOMA to the address specified in **Item 12** of the Loan Specific Terms ("**the Return Address**").
- i) If QAGOMA requests to have the Work returned to an address that is different to the Return Address, then QAGOMA will, within a reasonable time before the Work is to be returned, notify the Borrower in writing of the new return address ("**the New Return Address**") and will cover any costs over and above the original return costs.

#### 9) Courier

- a) If QAGOMA elects to send a Courier to escort the Work while in transit or to be present for unpacking/repacking, reporting and/or installation/deinstallation the Borrower will ensure that the Work will be unpacked/repacked, inspected for reporting and installed/deinstalled only in the presence of the Courier.
- b) All costs associated with Courier duties will be the responsibility of the Borrower.

#### 10) Reporting

- a) The Condition Report will accompany the Work and must be returned with the Work.
- b) Upon unpacking of the Work the Borrower must ensure that:
  - i) an appropriately qualified person immediately inspects the Work;
  - ii) that any changes in condition of the Work are noted on the Condition Report and photographic documentation is attached;
  - iii) in the event of a change in condition QAGOMA is to be notified immediately and a report in writing is to be provided within reasonable time.
- c) Upon repacking of the Work the Borrower must ensure that:
  - i) an appropriately qualified person inspects the Work immediately before packing;
  - ii) that any changes in condition of the Work are noted on the Condition Report and photographic documentation is attached;
  - iii) in the event of a change in condition QAGOMA is to be notified immediately prior to transportation of the Work.
- d) QAGOMA may from time to time request the Borrower to provide it with condition reports or to have a third party inspect the Work for the purpose of preparing such a report. If so requested, the Borrower will comply with any such reasonable request.
- e) The Borrower will provide QAGOMA with a loan report including:
  - i) two free copies of all catalogues and other printed or electronic material provided to the public in relation to the Purpose and/or the Work;
  - ii) one copy of all promotional material and of any media reviews; and
  - iii) where the Purpose is for public exhibition of the Work, attendance figures.

#### 11) Controls and Procedures

- a) The Borrower will follow and maintain the special conditions and controls described in **Item 13** of the Loan Specific Terms.

#### 12) Damage to the Work

- a) If the Work is damaged or its condition changes while it is in its possession or control, the Borrower will:
  - i) take whatever immediate steps are necessary to prevent any further damage or change of condition;
  - ii) notify QAGOMA as soon as practicable;
  - iii) unless the safety of the public or the integrity of the Work is at risk, not move the Work;
  - iv) undertake photographic documentation of the Work (if possible, before the Work is moved);
  - v) follow QAGOMA's written or verbal directions and instructions;
  - vi) provide QAGOMA with a detailed written report (including the circumstances of any incident and photographic documentation); and
  - vii) notify its insurer.

#### 13) Reproduction and Communication

- a) The Borrower will not permit the Work to be photographed (except for the Borrower's record purposes or for condition reports to QAGOMA) or reproduced without the prior written approval of QAGOMA (subject to QAGOMA's **Image Reproduction Application Form and Terms and Conditions**).
- b) QAGOMA acknowledges that the Borrower may, as a matter of practice, be unable to prevent visitors taking photographs and will not hold the Borrower liable for unauthorised photography or filming of the Work by visitors to the Borrower's premises.
- c) Other than as allowed under either this clause 13 or under copyright law (including the *Copyright Act 1968* [Cth]), the Borrower will not deal with the Work in any of the ways reserved to the copyright owner (and will not authorise any such dealing with the Work), without the prior written permission of QAGOMA and that of any necessary third party.

#### 14) Indemnity

- a) Each party indemnifies the other (including its directors, officers, employees and agents) against all actions, claims, suits, demands, liabilities, losses, damages and costs (including all legal costs on a solicitor-client basis) directly or indirectly arising out of, relating to or in any way connected with any breach of this Agreement by it or of any of its promises and warranties in this Agreement.

#### 15) Credit Line

- a) Where appropriate, reasonable and in accordance with accepted professional standards, the Borrower will provide the credit line set out in **Item 3** of the Loan Specific Terms.
- b) Without limiting the scope of clause 15.a, the Borrower will:
  - i) include the credit line on printed, audio-visual or other media that refers to or



- includes images of the Work, including exhibition labels and catalogues, publicity and any permitted reproduction and communication of the Work; and
- ii) ensure that any information relating to the Work in catalogues, labels or for any other purpose conforms factually with information provided by QAGOMA or otherwise approved for use by QAGOMA.

#### 16) Disputes

- a) If any dispute arises between the parties in relation to any issue arising out of this Agreement then the parties will make reasonable efforts to resolve the dispute by good faith negotiation.
- b) If good faith negotiation envisaged under clause 16.a is not successful after 21 days of the dispute arising:
  - i) the parties will each appoint a representative ("**the Representative**"), not being a legal practitioner representing a party; and
  - ii) the Representatives will meet and in good faith use his or her best efforts to resolve the issues.
- c) If the good faith efforts envisaged under clause 16.b are unable to resolve the dispute within a further 30 days from the Representatives being appointed, or if one party fails to appoint a Representative:
  - i) either party may submit the dispute to mediation in accordance with the Mediation Protocol of the Arbitrators' and Mediators' Institute of Australia; and
  - ii) if the parties are unable to agree on a mediator, the mediator will be appointed by the President of the Queensland Law Society.
- d) If the mediation referral envisaged under clause 16.c is not successful after 30 days from submission of the dispute, either party may refer the dispute to arbitration in accordance with the provisions of the *Commercial Arbitration Act 2013* (Qld).

#### 17) Force Majeure

- a) Despite any other provision of this Agreement, no party need act if it is impossible to act due to any cause beyond its control (including war, riot, natural disaster, labour dispute, or law taking effect after the date of this Agreement). The non-performing party agrees to notify the other party promptly after it determines that it is unable to act.
- b) No party has responsibility or liability for any loss or expense suffered or incurred by the other party as a result of its not acting for so long as the impossibility under clause 18.a continues. However, the non-performing party agrees to make reasonable efforts to avoid or remove the cause of non-performance and agrees to continue performance under this Agreement promptly when the causes are removed.

#### 18) Costs

- a) Except as otherwise set out in this Agreement, all costs associated with the Loan will be met by the Borrower, including but not limited to:

- i) all costs associated with packing, transportation and customs clearances;
- ii) all costs associated with insurance;
- iii) all cost associated with travel, accommodation and subsistence cost of the Courier, if elected; and
- iv) all costs associated where the Borrower cancels the loan request prior to commencement or expiration of the Loan Period.

- b) Each party will pay its own costs relating to this Agreement.

#### 19) Confidentiality

- a) The parties may only use or divulge the other's Confidential Information to the extent necessary for the purposes of performing this Agreement or seeking professional legal or accounting advice (but only in circumstances where the recipient is bound by similar obligations of confidentiality). The parties must otherwise keep the other's Confidential Information confidential and secure.
- b) "Confidential Information" means all information relating to the business of a party or its officers, employees, agents or contractors which may be disclosed to, or learnt by the other party (whether before or after the execution of this Agreement) and which is by its nature confidential, is treated, or has been identified, as confidential, or would reasonably be regarded as confidential, and specifically includes the information set out in **Item 9** of the Loan Specific Terms.
- c) Confidential Information does not include information that is generally available to the public or has been independently acquired provided that neither occurred as a result of a breach of confidence.

#### 20) Applicable Law

- a) This Agreement is governed by, and must be construed in accordance with, the laws of Queensland, and the parties irrevocably submit to the exclusive jurisdiction of the courts of Queensland with respect to any legal action, suit or proceeding or any other matter arising out of or in connection with this Agreement.

#### 21) Entire Agreement

- a) Subject to clause 21.b, this Agreement constitutes the entire agreement, understanding and arrangement between the parties in respect of the matters contained in this Agreement, to the exclusion of all other agreements, arrangements, understandings or representations, whether express or implied, and therefore supersedes any prior agreements, arrangements, understandings and representations between the parties in respect of such matters of any nature.
- b) If the parties agree to vary the terms of this Agreement they must enter a Variation Agreement.

#### 22) Waiver

- a) No delay, failure or forbearance by a party to exercise (in whole or in part) any right, power or remedy under, or in connection with this Agreement will operate as a waiver of such

right, power or remedy, nor will any single or partial exercise of any such right, power or remedy preclude any other or future exercise of the same, or any other right, power or remedy under this Agreement.

- b) A waiver of any breach of this Agreement is not effective unless that waiver is in writing and is signed by the party against whom that waiver is claimed. A waiver of any breach shall not be, or be deemed to be, a waiver of any other or subsequent breach.

### 23) General

- a) Neither party may assign either this Agreement or any benefit under this Agreement without the written consent of the other party.
- b) This Agreement may be executed by electronic communications and in any number of counterparts (including copies, facsimile copies and scanned email copies) each of which is to be deemed to be an original, but all of which together will constitute one instrument.
- c) If there is any inconsistency in the terms of this Agreement between the numbered clauses of this Agreement and any numbered item in the Loan Specific Terms – including the numbered item relating to "Special Conditions" – the numbered item in the Loan Specific Terms (and including any schedule or attachment referred to in that numbered item) prevails.
- d) Rights and obligations in this Agreement that are intended or stated to survive termination or

expiration include those relating to warranties and indemnities, dispute resolution and confidentiality.

- e) Any payments to be made under this Agreement are to be paid in Australian dollars.

### 24) Definitions

- a) "**Agreement**" means this document, including the Loan Specific Terms and any schedule or annexure.
- b) "**Communicate**" means "communicate to the public", as that phrase is understood under the *Copyright Act 1968* (Cth).
- c) "**Condition Report**" means a written and photographic document that is prepared by an expert (such as a Conservator) that records the physical state of a work of art.
- d) "**Courier**" means a member of QAGOMA staff assigned to escort, supervise the transfer and care and/or install a work of art.
- e) "**Exhibition space**" means the environmentally controlled room or location in which the Work will be displayed.
- f) "**Loan Specific Terms**" means the key terms attached to and forming part of this Agreement.
- g) "**Subsequent venue**" means any venue, other than the initial venue, where the Work will be displayed as part of a touring exhibition.
- h) References to a party include the agents, administrators, executors and permitted assigns of that party.

Read, understood and agreed

| SIGNED by or on behalf of the BORROWER                                           | SIGNED on behalf of the<br>Queensland Art Gallery Board of Trustees:             |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| SIGNATURE:                                                                       | SIGNATURE:                                                                       |
| NAME:                                                                            | NAME: Simon Elliott                                                              |
| POSITION:                                                                        | POSITION: Deputy Director, Collection & Exhibitions,<br>QAGOMA                   |
| <i>Who hereby also warrants their<br/>authority to enter into this Agreement</i> | <i>Who hereby also warrants their<br/>authority to enter into this Agreement</i> |
| DATE:                                                                            | DATE:                                                                            |

**UNDERTAKING TO COVER LOSS OF OR DAMAGE TO  
ART WORKS TO BE DISPLAYED IN THE OFFICE OF THE PREMIER**

- The Office of the Premier hereby undertakes to cover the Queensland Art Gallery | Gallery of Modern Art (referred to here as "the Gallery") against loss or damage from any cause whatsoever for an amount not larger than that specified by the Gallery in the relevant Loan Agreement.
- This Undertaking takes effect from the time the Work/s leave the Gallery until they are returned to the Gallery.
- In the case that the loan period set out in the Agreement is extended, this Undertaking will cover any variance to the valuation as assessed by the Gallery.
- In the event that the Office of the Premier makes any payment under this Undertaking, all rights with regard to consequential action to recover costs from third parties will transfer to the Office of the Premier.
- Work/s covered by this Undertaking are as follows: -

| Record No. | Acc. No. | Artist         | Title                 | AUD Value at Date of Undertaking |
|------------|----------|----------------|-----------------------|----------------------------------|
| L74392     | 1990.354 | SAUNDERS, Zane | Lovers story          | s49 sch4                         |
| L74393     | 2003.060 | MICHL, Lisa    | Nundah (Wild apricot) |                                  |
| Total:     |          |                |                       |                                  |

Signed:

Name:

Position:

Date:



## OUTGOING LOAN AGREEMENT

### LOAN SPECIFIC TERMS

|                           |                                                                                                                                                                                                                                                 |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Loan Agreement number     | L74392                                                                                                                                                                                                                                          |
| 1. QAGOMA                 | Queensland Art Gallery   Gallery of Modern Art<br>Stanley Place<br>SOUTH BRISBANE QLD 4101<br>AUSTRALIA                                                                                                                                         |
| Postal address            | Queensland Art Gallery   Gallery of Modern Art<br>PO Box 3686<br>SOUTH BRISBANE QLD 4101<br>AUSTRALIA                                                                                                                                           |
| Contact                   | Liam Bryan-Brown<br>Associate Registrar, Loans and Acquisitions<br>[redacted] s73(2)<br>[redacted]@qagoma.qld.gov.au<br><br><i>QAGOMA is a Queensland Government statutory corporation, established by the Queensland Art Gallery Act 1987.</i> |
| 2. Borrower               | Office of the Premier<br>Level 40, 1 William Street<br>BRISBANE QLD 4000<br>AUSTRALIA                                                                                                                                                           |
| Contact                   | Rosie Turnbull<br>A/Director, Ministerial Finance<br>Ministerial Services, Department of the Premier and Cabinet<br>[redacted]<br>[redacted]@premiers.qld.gov.au                                                                                |
| Emergency contact details | Rosie Turnbull<br>A/Director, Ministerial Finance<br>Ministerial Services, Department of the Premier and Cabinet<br>[redacted]<br>[redacted]@premiers.qld.gov.au                                                                                |
| 3. Work/s to be loaned    |                                                                                                                                                                                                                                                 |
| Acc. No                   | 1990.354                                                                                                                                                                                                                                        |
| Artist                    | Zane SAUNDERS                                                                                                                                                                                                                                   |
| Title                     | <i>Lovers story</i>                                                                                                                                                                                                                             |
| Date                      | 1989                                                                                                                                                                                                                                            |
| Medium                    | Synthetic polymer paint on canvas                                                                                                                                                                                                               |
| Dimensions                | 91 x 137cm                                                                                                                                                                                                                                      |
| Inscriptions              | bot. c.: Zane Saunders 1989                                                                                                                                                                                                                     |
| Value                     | [redacted] s49 sch4                                                                                                                                                                                                                             |
| Credit Line               | Purchased 1990 with funds from ARCO Coal Australia Inc. through the Queensland Art Gallery Foundation<br>Collection: Queensland Art Gallery   Gallery of Modern Art                                                                             |
| 4. Purpose of Loan        | Government Building Loan                                                                                                                                                                                                                        |



|                                                                             |                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Exhibition Title                                                            | Not applicable                                                                                                                                                                                                                                                |
| Exhibition opening date                                                     | Not applicable                                                                                                                                                                                                                                                |
| Exhibition closing date                                                     | Not applicable                                                                                                                                                                                                                                                |
| No. of works                                                                | 1                                                                                                                                                                                                                                                             |
| 5. Borrower's Venue                                                         | Office of the Premier<br>Level 40, 1 William Street<br>Main wall, right of television                                                                                                                                                                         |
| 6. Subsequent Venue/s                                                       | Not applicable                                                                                                                                                                                                                                                |
| 7. Loan Period                                                              |                                                                                                                                                                                                                                                               |
| Loan start date                                                             | 11/12/2024                                                                                                                                                                                                                                                    |
| Loan end date                                                               | 11/12/2026                                                                                                                                                                                                                                                    |
| 8. Agreed Value and Insurance                                               | The borrower is to insure all Work/s on loan from "wall to wall".                                                                                                                                                                                             |
| Total agreed value of Work/s                                                | s49 sch4                                                                                                                                                                                                                                                      |
| Name of Insurer                                                             |                                                                                                                                                                                                                                                               |
| Address of Insurer                                                          |                                                                                                                                                                                                                                                               |
| Policy number                                                               |                                                                                                                                                                                                                                                               |
| 9. Does the Work contain any confidential or culturally sensitive material? | No                                                                                                                                                                                                                                                            |
| 10. Physical Collection address and contact details                         | Queensland Art Gallery<br>Loading Dock Grey Street (corner Peel Street)<br>SOUTH BRISBANE QLD 4101<br>AUSTRALIA<br><br>Liam Bryan-Brown<br>Associate Registrar, Loans and Acquisitions<br>[redacted]<br>[redacted]@qagoma.qld.gov.au                          |
| 11. Physical Delivery address and contact details                           | Office of the Premier<br>Level 40, 1 William Street<br>BRISBANE QLD 4000<br>AUSTRALIA<br><br>Rosie Turnbull<br>A/Director, Ministerial Finance<br>Ministerial Services, Department of the Premier and Cabinet<br>[redacted]<br>[redacted]@premiers.qld.gov.au |
| 12. Physical Return address and contact details                             | Queensland Art Gallery<br>Loading Dock Grey Street (corner Peel Street)<br>SOUTH BRISBANE QLD 4101<br>AUSTRALIA<br><br>Liam Bryan-Brown<br>Associate Registrar, Loans and Acquisitions<br>[redacted]<br>[redacted]@qagoma.qld.gov.au                          |
| 13. Special Conditions                                                      | Nil                                                                                                                                                                                                                                                           |
| 14. Copyright Ownership                                                     | © Zane Saunders                                                                                                                                                                                                                                               |

## OUTGOING LOAN AGREEMENT TERMS AND CONDITIONS

**BETWEEN** The Queensland Art Gallery Board of Trustees, trading as "Queensland Art Gallery | Gallery of Modern Art" ("**QAGOMA**", whose details appear in **Item 1** of the Loan Specific Terms).

**AND** The **Borrower** (whose details appear in **Item 2** of the Loan Specific Terms).

**BACKGROUND** The Borrower and QAGOMA wish to arrange a loan of the work or works specified in **Item 3** of the Loan Specific Terms (jointly and severally referred to as the "**Work**") for the Purpose set out in **Item 4** of the Loan Specific Terms, on the terms and conditions set out in this Agreement.

### 1) Loan of the Work

- a) QAGOMA agrees to lend the Work to the Borrower for the Purpose ("**the Loan**").
- b) While the Work is on loan to the Borrower, it will principally be held by the Borrower in the place described in **Item 5** of the Loan Specific Terms.

### 2) QAGOMA's Warranties

- a) QAGOMA warrants that:
  - i) it has authority to lend the Work to the Borrower;
  - ii) no other person's consent or permission is required to make this Agreement;
  - iii) it is entitled to execute this Agreement;
  - iv) to the best of QAGOMA's knowledge:
    - (1) if the Work has been exported from any country, that export conformed with the laws of such country and (if the Work is already in Australia) its importation into Australia conformed with Australian law; and
    - (2) all statements of fact in this Agreement are true and accurate;
  - v) QAGOMA:
    - (1) has received no notice of any claim that may affect any of the promises and warranties it makes in this Agreement;
    - (2) knows of no adverse claim relevant to ownership of the Work;
    - (3) is not aware of any circumstances that may form the basis of any adverse claim;
    - (4) has provided or, if further requested, will provide to the Borrower all information it holds relevant to the provenance of the Work; and
  - vi) the Work is free and clear of all encumbrances and restrictions to the best of its knowledge.

### 3) Loan Period

- a) The Loan Period (as set out in **Item 7** of the Loan Specific Terms) begins when the Work is dispatched from QAGOMA, and ends when the Work is returned to possession or control of QAGOMA, as set out in clause 8 of this Agreement.
- b) Any change to the Loan Period not otherwise contemplated in this Agreement must be in writing and signed by both parties.

### 4) Care and liability

- a) While the Work is in its possession or control, the Borrower:
  - i) will take care of the Work in accordance with professional standards appropriate to works of that medium, condition and value

- and in accordance with any specific provisions of this Agreement;
- ii) having regard to the nature of the Work, and the materials from which it is constructed, will not do or permit anything which may endanger the safety of the Work or the preservation of its quality, or which may cause any damage or deterioration to the Work;
- iii) will not lend or sell the Work to any third party.
- b) The Borrower must provide a safe, stable environment for the Work at all times, by maintaining the following (unless otherwise stated in **Item 13** of the Loan Specific Terms):
  - i) temperature within the range of 18°C - 24°C;
  - ii) relative humidity within the range of 45% - 65% with minimal fluctuations;
  - iii) if the Work is known to be or predicted to be sensitive to temperature and/or relative humidity, amendments to the controls stipulated in 4.b.i-ii will be at the discretion of QAGOMA with reference to the *A/CCM Environmental Guidelines for Australian Cultural Heritage Collections* and/or the *Bizot Green Protocol*, and the nature of the Work;
  - iv) specific light levels not exceeding:
    - (1) 50 lux for sensitive materials including but not limited to works on paper, textiles, dyed organic materials, polymeric materials, photography, and digital prints
    - (2) 100 lux for moderately sensitive materials including but not limited to bark paintings, horn and bone, leather, pigmented plastics, non-dyed organic materials, and shell
    - (3) 200 lux for paintings and polychrome sculpture
    - (4) 300 lux for ceramics, glass, stone and metal sculpture
    - (5) 10 microwatts / lumen ultraviolet light
  - v) minimum paint drying times before installation of Work:
    - (1) 4 days drying time for open structures eg. walls and shelves
    - (2) 4 weeks drying time for enclosed structures eg. display cases
- c) If the Borrower is unable to meet the controls in clause 4.b the Borrower must obtain QAGOMA's written permission prior to the commencement of the loan period, to display the Works using alternate controls.
- d) Notwithstanding clause 4.a, if the Borrower is concerned that the Work may be suffering from infestation of any kind:
  - i) the Borrower will:

- (1) take whatever immediate steps are reasonably necessary to protect the Work, or any people or property; and
- (2) immediately notify QAGOMA; and
- ii) the parties will co-operate in good faith, including to ensure the long-term integrity of the Work.

#### 5) Treatment and Display of the Work

- a) The Borrower must supply QAGOMA with exhibition design elevations / drawings showing the intended display of the Work, for written approval by QAGOMA.
- b) While the Work is in its possession or control, the Borrower must not, without first obtaining QAGOMA's written permission:
  - i) reframe or remount the Work;
  - ii) make substitutions of the glazing covering the Work;
  - iii) change or modify the hanging system of the Work;
  - iv) clean, conserve, restore or alter the Work;
  - v) provide food or beverage service in the vicinity of the Work while on display;
  - vi) transport the Work in a damaged condition;
  - vii) do anything else to the Work that may compromise its integrity; or
  - viii) permit any third party to do any of the above.
- c) The Borrower must ensure that preparation of the Exhibition Space in the Borrower's venue and any Subsequent Venue is completed prior to the Work being stored or installed in the Exhibition space.
- d) The Borrower must ensure that the Work remains crated / packed for at least 24 hours in an environmentally controlled space, such as the Exhibition space, in order to enable the Work to acclimatise.
- e) The Borrower must use only qualified persons to unpack, repack and handle the Work. Voluntary staff, unqualified staff and interns shall be used only with prior written approval of QAGOMA, and shall be supervised by the Borrower at all times.
- f) The Borrower must adhere to specific installation and display instructions provided by QAGOMA.
- g) If the Purpose of the Loan includes public exhibition, the Borrower will follow all instructions relating to fixing and exhibition of the Work supplied by QAGOMA.

#### 6) Withdrawal and Recall

- a) QAGOMA may recall the Work if it has formed the reasonable view that:
  - i) the Borrower has breached the terms of this Agreement; or
  - ii) the Work is endangered; or
  - iii) the moral rights of the Work's creator are being breached; and
  - iv) QAGOMA has given the Borrower reasonable written notice to remedy the specified problem; and
  - v) the Borrower has failed within a reasonable time to remedy the problem set out in the written notice.
- b) If the Work is recalled or withdrawn (other than temporarily) from exhibition by QAGOMA or the Borrower, the provisions of clause 8 of this

Agreement relating to return of the Work will apply from the date the Work is withdrawn.

#### 7) Insurance

- a) The Borrower will insure the Work for the amount specified in **Item 8** of the Loan Specific Terms ("**the Agreed Value**") against all risks and "wall to wall" from the time that the Work is dispatched from QAGOMA until the Work is returned to the possession or control of QAGOMA.
- b) The Borrower responsible for the insurance of the Work under this Agreement will:
  - i) provide QAGOMA with a certificate of insurance stating terms and conditions that meet QAGOMA's expectations; and
  - ii) notify QAGOMA of any impending cancellation of the policy or of any changes in the policy at least 20 days in advance of any such cancellation or change.
- c) Where the period of loan exceeds 12 months QAGOMA reserves the right to reassess the value of the Work and to notify the Borrower of the reassessed value. Upon notification to the Borrower of the reassessed value the Borrower will ensure that the Work is held insured for the value as reassessed and will cover any associated costs.

#### 8) Collection and Return of the Work

- a) Unless otherwise stated, QAGOMA will arrange to pack the Work in preparation for transport to the Borrower, at the Borrower's expense.
- b) The Borrower will make all transportation arrangements and submit those detailed arrangements in writing to QAGOMA for approval, in advance of the Work being collected from QAGOMA and returned to QAGOMA.
- c) When shipping overseas:
  - i) The Borrower will arrange for all necessary Customs clearances to be obtained for overseas shipment, other than Australian Customs clearances, and will provide QAGOMA with copies of all necessary Customs clearance documentation prior to the Work being dispatched.
  - ii) QAGOMA will arrange all necessary Australian Customs clearances for the Work, at the Borrower's expense.
- d) The Borrower will collect the Work from QAGOMA at the address specified in **Item 10** of the Loan Specific Terms ("**the Collection Address**").
- e) The Borrower will retain in good order all packing materials provided for the Work for the purpose of repacking and return freight. The Borrower will not alter the packing method or materials unless the Borrower is following instructions from QAGOMA or has sort approval in writing from QAGOMA.
- f) In the event of damage occurring to the Work during transit the Borrower shall forthwith notify QAGOMA and the carrier and will retain all packing materials until QAGOMA and the carrier have inspected the Work, the materials and the damage.
- g) The Borrower must ensure that the empty travelling crate is acclimatised in a suitable environmentally controlled space, such as the

Exhibition space, for 48 hours prior to repacking the Work.

- h) The Work will be returned by the Borrower to QAGOMA to the address specified in **Item 12** of the Loan Specific Terms ("**the Return Address**").
- i) If QAGOMA requests to have the Work returned to an address that is different to the Return Address, then QAGOMA will, within a reasonable time before the Work is to be returned, notify the Borrower in writing of the new return address ("**the New Return Address**") and will cover any costs over and above the original return costs.

**9) Courier**

- a) If QAGOMA elects to send a Courier to escort the Work while in transit or to be present for unpacking/repacking, reporting and/or installation/deinstallation the Borrower will ensure that the Work will be unpacked/repacked, inspected for reporting and installed/deinstalled only in the presence of the Courier.
- b) All costs associated with Courier duties will be the responsibility of the Borrower.

**10) Reporting**

- a) The Condition Report will accompany the Work and must be returned with the Work.
- b) Upon unpacking of the Work the Borrower must ensure that:
  - i) an appropriately qualified person immediately inspects the Work;
  - ii) that any changes in condition of the Work are noted on the Condition Report and photographic documentation is attached;
  - iii) in the event of a change in condition QAGOMA is to be notified immediately and a report in writing is to be provided within reasonable time.
- c) Upon repacking of the Work the Borrower must ensure that:
  - i) an appropriately qualified person inspects the Work immediately before packing;
  - ii) that any changes in condition of the Work are noted on the Condition Report and photographic documentation is attached;
  - iii) in the event of a change in condition QAGOMA is to be notified immediately prior to transportation of the Work.
- d) QAGOMA may from time to time request the Borrower to provide it with condition reports or to have a third party inspect the Work for the purpose of preparing such a report. If so requested, the Borrower will comply with any such reasonable request.
- e) The Borrower will provide QAGOMA with a loan report including:
  - i) two free copies of all catalogues and other printed or electronic material provided to the public in relation to the Purpose and/or the Work;
  - ii) one copy of all promotional material and of any media reviews; and
  - iii) where the Purpose is for public exhibition of the Work, attendance figures.

**11) Controls and Procedures**

- a) The Borrower will follow and maintain the special conditions and controls described in **Item 13** of the Loan Specific Terms.

**12) Damage to the Work**

- a) If the Work is damaged or its condition changes while it is in its possession or control, the Borrower will:
  - i) take whatever immediate steps are necessary to prevent any further damage or change of condition;
  - ii) notify QAGOMA as soon as practicable;
  - iii) unless the safety of the public or the integrity of the Work is at risk, not move the Work;
  - iv) undertake photographic documentation of the Work (if possible, before the Work is moved);
  - v) follow QAGOMA's written or verbal directions and instructions;
  - vi) provide QAGOMA with a detailed written report (including the circumstances of any incident and photographic documentation); and
  - vii) notify its insurer.

**13) Reproduction and Communication**

- a) The Borrower will not permit the Work to be photographed (except for the Borrower's record purposes or for condition reports to QAGOMA) or reproduced without the prior written approval of QAGOMA (subject to QAGOMA's **Image Reproduction Application Form and Terms and Conditions**).
- b) QAGOMA acknowledges that the Borrower may, as a matter of practice, be unable to prevent visitors taking photographs and will not hold the Borrower liable for unauthorised photography or filming of the Work by visitors to the Borrower's premises.
- c) Other than as allowed under either this clause 13 or under copyright law (including the *Copyright Act 1968* [Cth]), the Borrower will not deal with the Work in any of the ways reserved to the copyright owner (and will not authorise any such dealing with the Work), without the prior written permission of QAGOMA and that of any necessary third party.

**14) Indemnity**

- a) Each party indemnifies the other (including its directors, officers, employees and agents) against all actions, claims, suits, demands, liabilities, losses, damages and costs (including all legal costs on a solicitor-client basis) directly or indirectly arising out of, relating to or in any way connected with any breach of this Agreement by it or of any of its promises and warranties in this Agreement.

**15) Credit Line**

- a) Where appropriate, reasonable and in accordance with accepted professional standards, the Borrower will provide the credit line set out in **Item 3** of the Loan Specific Terms.
- b) Without limiting the scope of clause 15.a, the Borrower will:
  - i) include the credit line on printed, audio-visual or other media that refers to or



- includes images of the Work, including exhibition labels and catalogues, publicity and any permitted reproduction and communication of the Work; and
- ii) ensure that any information relating to the Work in catalogues, labels or for any other purpose conforms factually with information provided by QAGOMA or otherwise approved for use by QAGOMA.

#### 16) Disputes

- a) If any dispute arises between the parties in relation to any issue arising out of this Agreement then the parties will make reasonable efforts to resolve the dispute by good faith negotiation.
- b) If good faith negotiation envisaged under clause 16.a is not successful after 21 days of the dispute arising:
  - i) the parties will each appoint a representative ("**the Representative**"), not being a legal practitioner representing a party; and
  - ii) the Representatives will meet and in good faith use his or her best efforts to resolve the issues.
- c) If the good faith efforts envisaged under clause 16.b are unable to resolve the dispute within a further 30 days from the Representatives being appointed, or if one party fails to appoint a Representative:
  - i) either party may submit the dispute to mediation in accordance with the Mediation Protocol of the Arbitrators' and Mediators' Institute of Australia; and
  - ii) if the parties are unable to agree on a mediator, the mediator will be appointed by the President of the Queensland Law Society.
- d) If the mediation referral envisaged under clause 16.c is not successful after 30 days from submission of the dispute, either party may refer the dispute to arbitration in accordance with the provisions of the *Commercial Arbitration Act 2013* (Qld).

#### 17) Force Majeure

- a) Despite any other provision of this Agreement, no party need act if it is impossible to act due to any cause beyond its control (including war, riot, natural disaster, labour dispute, or law taking effect after the date of this Agreement). The non-performing party agrees to notify the other party promptly after it determines that it is unable to act.
- b) No party has responsibility or liability for any loss or expense suffered or incurred by the other party as a result of its not acting for so long as the impossibility under clause 18.a continues. However, the non-performing party agrees to make reasonable efforts to avoid or remove the cause of non-performance and agrees to continue performance under this Agreement promptly when the causes are removed.

#### 18) Costs

- a) Except as otherwise set out in this Agreement, all costs associated with the Loan will be met by the Borrower, including but not limited to:

- i) all costs associated with packing, transportation and customs clearances;
- ii) all costs associated with insurance;
- iii) all cost associated with travel, accommodation and subsistence cost of the Courier, if elected; and
- iv) all costs associated where the Borrower cancels the loan request prior to commencement or expiration of the Loan Period.

- b) Each party will pay its own costs relating to this Agreement.

#### 19) Confidentiality

- a) The parties may only use or divulge the other's Confidential Information to the extent necessary for the purposes of performing this Agreement or seeking professional legal or accounting advice (but only in circumstances where the recipient is bound by similar obligations of confidentiality). The parties must otherwise keep the other's Confidential Information confidential and secure.
- b) "Confidential Information" means all information relating to the business of a party or its officers, employees, agents or contractors which may be disclosed to, or learnt by the other party (whether before or after the execution of this Agreement) and which is by its nature confidential, is treated, or has been identified, as confidential, or would reasonably be regarded as confidential, and specifically includes the information set out in **Item 9** of the Loan Specific Terms.
- c) Confidential Information does not include information that is generally available to the public or has been independently acquired provided that neither occurred as a result of a breach of confidence.

#### 20) Applicable Law

- a) This Agreement is governed by, and must be construed in accordance with, the laws of Queensland, and the parties irrevocably submit to the exclusive jurisdiction of the courts of Queensland with respect to any legal action, suit or proceeding or any other matter arising out of or in connection with this Agreement.

#### 21) Entire Agreement

- a) Subject to clause 21.b, this Agreement constitutes the entire agreement, understanding and arrangement between the parties in respect of the matters contained in this Agreement, to the exclusion of all other agreements, arrangements, understandings or representations, whether express or implied, and therefore supersedes any prior agreements, arrangements, understandings and representations between the parties in respect of such matters of any nature.
- b) If the parties agree to vary the terms of this Agreement they must enter a Variation Agreement.

#### 22) Waiver

- a) No delay, failure or forbearance by a party to exercise (in whole or in part) any right, power or remedy under, or in connection with this Agreement will operate as a waiver of such

right, power or remedy, nor will any single or partial exercise of any such right, power or remedy preclude any other or future exercise of the same, or any other right, power or remedy under this Agreement.

- b) A waiver of any breach of this Agreement is not effective unless that waiver is in writing and is signed by the party against whom that waiver is claimed. A waiver of any breach shall not be, or be deemed to be, a waiver of any other or subsequent breach.

### 23) General

- a) Neither party may assign either this Agreement or any benefit under this Agreement without the written consent of the other party.
- b) This Agreement may be executed by electronic communications and in any number of counterparts (including copies, facsimile copies and scanned email copies) each of which is to be deemed to be an original, but all of which together will constitute one instrument.
- c) If there is any inconsistency in the terms of this Agreement between the numbered clauses of this Agreement and any numbered item in the Loan Specific Terms – including the numbered item relating to “Special Conditions” – the numbered item in the Loan Specific Terms (and including any schedule or attachment referred to in that numbered item) prevails.
- d) Rights and obligations in this Agreement that are intended or stated to survive termination or

expiration include those relating to warranties and indemnities, dispute resolution and confidentiality.

- e) Any payments to be made under this Agreement are to be paid in Australian dollars.

### 24) Definitions

- a) “**Agreement**” means this document, including the Loan Specific Terms and any schedule or annexure.
- b) “**Communicate**” means “communicate to the public”, as that phrase is understood under the *Copyright Act 1968* (Cth).
- c) “**Condition Report**” means a written and photographic document that is prepared by an expert (such as a Conservator) that records the physical state of a work of art.
- d) “**Courier**” means a member of QAGOMA staff assigned to escort, supervise the transfer and care and/or install a work of art.
- e) “**Exhibition space**” means the environmentally controlled room or location in which the Work will be displayed.
- f) “**Loan Specific Terms**” means the key terms attached to and forming part of this Agreement.
- g) “**Subsequent venue**” means any venue, other than the initial venue, where the Work will be displayed as part of a touring exhibition.
- h) References to a party include the agents, administrators, executors and permitted assigns of that party.

Read, understood and agreed

| SIGNED by or on behalf of the BORROWER                                       | SIGNED on behalf of the Queensland Art Gallery Board of Trustees:            |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| SIGNATURE:                                                                   | SIGNATURE:                                                                   |
| NAME:                                                                        | NAME: Simon Elliott                                                          |
| POSITION:                                                                    | POSITION: Deputy Director, Collection & Exhibitions, QAGOMA                  |
| <i>Who hereby also warrants their authority to enter into this Agreement</i> | <i>Who hereby also warrants their authority to enter into this Agreement</i> |
| DATE:                                                                        | DATE:                                                                        |

## Jaime Blackburn

---

**From:** Jaime Blackburn  
**Sent:** Monday, 2 December 2024 5:16 PM  
**To:** Libby Gregoric  
**Cc:** Rosie Turnbull  
**Subject:** FW: Artwork Selection Package - Premier's Office  
**Attachments:** 2.12.2024 Selection Package - Office of the Premier.pdf

Hi Libby

FYI – Art options for PO will be sent to Rebecca today

J

**From:** Rosie Turnbull <s73(2)@premiers.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:46 PM  
**To:** Jaime Blackburn <@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

Hi,  
Are you happy for me to send this to Rebecca?

**From:** Liam Bryan-Brown <@qagoma.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:35 PM  
**To:** Rosie Turnbull <@premiers.qld.gov.au>; Emma Schneider <@qagoma.qld.gov.au>  
**Cc:** Katee Dean <@qagoma.qld.gov.au>  
**Subject:** Artwork Selection Package - Premier's Office

Good afternoon Rosie,

Please find attached the Selection Package for the Office of the Premier. We are happy to provide 7 options (carefully selected by our Curatorial, Conservation and Executive Management teams) for the Officer of the Premier to choose from.

Once the Office of the Premier has made a selection, we will provide a Loan Agreement and Indemnity Undertaking to formalise the terms of the loan and ensure the necessary insurance arrangements are in place. We are also happy to discuss the installation timeframe, taking into account any required Conservation preparations.

In due course, please let me know who will be the designated contact to manage all loan formalities and related matters. Per Emma's email of 15 November outlining the program requirements and fee structure, please note that a \$900.00 fee will apply for the initial two year period.

Please let me know if you require any additional information at this time. I will look forward to hearing from you.

Kind regards,  
Liam

**LIAM BRYAN-BROWN** <@qagoma.qld.gov.au> Associate Registrar, Loans and Acquisitions  
Registration  
M: <@qagoma.qld.gov.au>  
E: <@qagoma.qld.gov.au>

**From:** Liam Bryan-Brown <Liam.Bryan-Brown@qagoma.qld.gov.au>  
**Sent:** Monday, 25 November 2024 10:13 AM



**To:** Rosie Turnbull <[redacted]s73(2)[redacted]@premiers.qld.gov.au>; Emma Schneider  
[redacted]@qagoma.qld.gov.au>  
**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you for your email. We have progressed this request, and the selection of works identified by our Curatorial Manager, Australian Art are currently undergoing assessment by our Paintings Conservators to ensure they are physically stable for display. Once this assessment is complete, the list will be reviewed by our Deputy Director before the Selection Package is prepared.

As soon as the review is completed we will provide the Selection Package for the Premier's consideration. We hope to be in a position to provide this toward the end of this week.

I will be in touch with the package as soon as possible.

Best,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 22 November 2024 2:17 PM  
**To:** Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Emma & Liam,  
Thanks for your time on Monday to look at the Premier's request.

Can you let me know when you think that some options will be ready for the Premier to review?

Thanks  
Rosie

**From:** Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Sent:** Friday, 15 November 2024 5:37 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you again for your time on the phone.

As discussed, Liam Bryan-Brown and Katee Dean will attend 1 William Street at 11:00am on Monday, 18 November 2024 to undertake the Premier's Office site visit. They will be travelling in a gallery vehicle and will need access to the underground carpark.

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

Ahead of the site visit, please find below key information regarding the Government Building Loan Program:

## 1.1 ELIGIBILITY

The program is available to the following designated borrowers only:

- Public rooms within:
  - Government House
  - Parliament House
- The offices and reception areas of:
  - Premier
  - Cabinet
  - Deputy Director-General, Arts Queensland
  - Director-General, Department of Premier and Cabinet
  - Director, Queensland Museum
  - Artistic Director, Queensland Performing Arts Trust
  - State Librarian
- Foyers and public areas of government buildings as approved by the Director, QAGOMA

## 1.2 AVAILABILITY OF COLLECTION

- Not all artworks in the Collection are available for loan and those required by the Gallery for regular exhibition or study purposes are excluded from the program. Artworks available for loan are limited to suitable paintings (excluding works on paper), and ceramic / stone / metal sculptures.

## 1.3 APPLICATIONS

- Requests to participate in the Government Buildings Loan Program are submitted in writing to the Director.
- The Collection is held in public trust and the following minimum criteria must be met for the application to proceed to the selection process:
  - The applicant/borrower meets costs, as outlined in section 4.6 Costs and charges.
  - The applicant/borrower can provide appropriate insurance, security, environmental and display conditions for artworks on loan.
  - The borrower is able to maintain prescribed standards of care and environmental conditions for objects on loan, as outlined in section 4.8 Conditions for safe display of original artwork.
  - Borrowers are not permitted to relocate artworks or lend artworks to third parties.
  - In the case of loans to Ministerial offices, the participation of Ministerial Services, Department of Premier and Cabinet is required, as outlined in the Government Buildings Loan Procedures, to facilitate insurance and related arrangements.

## 1.4 SELECTION PROCEDURE

- A formal request for artwork is directed to Registration and the request is then administered by the Registrar.
- The borrower is consulted regarding preferences for artwork type and subject.
- The relevant Curatorial Manager, in consultation with Conservation, will prepare a selection of suitable artworks from which the borrower may make a choice, and the loan then proceeds for the approval of the Deputy Director, Collection & Exhibitions.

## 1.5 PERIOD OF LOAN

- All loans are for an initial period of two years, then renewable for either a 12 or 24 month period.
- The period of loan includes transportation to and from the Borrower and is not the period of display or the period the Borrower requires possession of the artworks.
- The Gallery reserves the right to cancel any agreed loan or to recall an art work at any time by notice in writing to the Borrower.
- If at any time during the loan period the Borrower wishes to terminate the loan, the Borrower is to provide the Gallery with notice in writing at least one month prior to the return of the art work.

## 1.6 COSTS AND CHARGES

- The program operates on a cost-recovery basis (see fee schedule).
- The Borrower is subject to an initial service fee that covers preparation, installation and ongoing administration of a loan for a two-year period. The fee is applied per artwork.
- An annual renewal fee is applied should the Borrower wish to extend the loan. The fee is applied per artwork.
- The Gallery generally provides transport of loans to and from the Borrower at no cost. However, if the work is oversized or if a Gallery vehicle is unavailable, the Borrower is required to cover the cost of delivery and return in a Gallery-approved commercial art carrier.

- If at any time the Borrower initiates a new loan the initial service fee will be levied by the Gallery. A credit or refund is not applicable should the Borrower cancel a loan after installation or during a loan period.
- If the Gallery initiates the recall of an art work during a loan period, for reasons other than mistreatment of a loan by the Borrower, a replacement will be supplied without charge for the remainder of that loan period.
- All costs associated with the insurance or indemnification of the artwork(s) on loan are the responsibility of the Borrower.

## **1.7 INSURANCE AND INDEMNIFICATION**

- The Borrower is required to insure or indemnify the artwork against all risks from the time it is despatched from the Gallery until the time it is returned to the Gallery.
- The artwork is to be insured or indemnified for the value nominated by the Gallery and stated in the loan agreement.
- The Gallery reserves the right to revalue the artwork annually. The Borrower will be notified of the artwork's reassessed value and is to ensure that it is insured or indemnified for the value as reassessed.
- Artwork(s) being lent specifically for display in Ministerial offices (including office, reception and conference spaces) are eligible for an indemnity provided by the Queensland Treasury through the branch of Ministerial Services.
- Artworks are not despatched to the Borrower until proof of adequate insurance or indemnification has been provided to the Gallery.

## **1.8 CONDITIONS FOR SAFE DISPLAY OF ORIGINAL ARTWORK**

- The Borrower is responsible for the protection of the artwork whilst it is in its possession and is to ensure that protection from the hazards of water, fire, theft, insects, dirt, foodstuffs, drink, and smoking, and that it is not in danger from pedestrian traffic or office activities.
- The Borrower must be able to demonstrate that there is adequate 24-hour security in the area in which the artwork is to be displayed.
- Artworks will not be installed for display in areas that are subject to:
  - Direct sunlight
  - Extremes in humidity and heat
  - Near air conditioning outlets / intakes
  - Or that are otherwise not assessed to meet standards for conservation of the artwork.
- Display locations for artworks on loan must comply with the following light levels:
  - Paintings – up to 200 lux and 75 microwatts per lumen UV
  - Ceramic, stone and metal sculpture – up to 300 lux and 75 microwatts per lumen UV
- A representative from the Gallery will make an assessment of all potential display locations and identify those areas that meet the safe display criteria.
- In alignment with QAGOMA collection management standards and practices, the Director has the discretion to advise on artwork restrictions for venues where the environmental parameters fall outside QAGOMA Facility Standard for loans.
- Preventive conservation, particularly the framing and glazing of paintings, will be undertaken where appropriate for all Government loans.
- Any noticeable change in the condition of artworks on loan is to be made known immediately to the Gallery.

### **1.9.1 OTHER CONDITIONS**

- A loan agreement is issued by the Gallery when all details of the loan have been finalised and approved.
  - The artwork is not released to the Borrower until the loan agreement has been completed and signed by the Borrower and the Gallery, and proof of insurance or indemnity provided.
  - In the case of loans to Ministerial offices, indemnification of the work is to be confirmed in writing by Ministerial Services, Department of Premier and Cabinet.
  - The Borrower is the entity identified on the loan agreement and not an individual or political party. The Gallery is to be notified prior to the relocation, or change in name, of the Borrower.
  - The Borrower is to nominate one senior departmental member of staff to ensure that the conditions of loan as contained in the agreement and in this document are adhered to. This person has authorisation to sign loan agreements on behalf of the Borrower and to assist Gallery staff to obtain access to the object as required.
  - The Borrower is responsible for the protection of the art work whilst in possession and any change in environmental conditions is to be advised immediately to the Gallery to prevent any deterioration of the work.
- The art work is to be displayed only at the location specified in the loan agreement.
- The artwork will be installed by the Gallery's exhibitions staff.
- The Borrower is not authorised to handle or move the artwork without the prior approval of the Gallery. The Gallery, otherwise, arranges all movement of the art work.
- The Borrower is to notify the Gallery immediately if the artwork is missing, damaged or its condition deteriorates. Unless it is necessary to move the artwork for immediate protection from further damage, the Borrower will await instructions from the Gallery.

- During the period of loan the Borrower is to allow reasonable access to the artwork by bona fide scholars (with the prior authorisation of the Gallery) and regular access by Gallery staff for condition checking and audit purposes.
- The Borrower is not to permit the artwork to be photographed or reproduced without the prior written approval of the Gallery. Photographs and/or copyright permission required by the Borrower for use in publicity or publications must be requested from the Information and Publishing Services Section of the Gallery.
- The Gallery labels the reverse of the art work to identify ownership. A wall label stating catalogue information and acknowledging the Gallery will also be provided and must be displayed alongside the art work.

## 2. FEE SCHEDULE

- Government Buildings Loan Agreement (initial two year period) \$900
- Government Buildings Loan Renewal (one year renewal) \$200
- Government Buildings Loan Renewal (two year renewal) \$400

Please feel free to reach out should you require any additional information.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] Senior Registrar, Collection Management  
Registration  
T: [redacted] s73(2)  
E: [redacted] @qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 15 November 2024 5:16 PM  
**To:** Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: art gallery loans

You don't often get email from [redacted]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,  
Thanks for your assistance in this matter. Monday morning would be fine for a site visit.  
Can you please give me a ring to confirm a suitable time.

Thanks  
Rosie



**Rosie Turnbull**  
A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet  
M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Sent:** Friday, 15 November 2024 4:37 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: art gallery loans

Hi Rosie,

Thank you for your email, your time on the phone today, and for registering the Premier's interest in participating in the Government Buildings Loans Program.

As discussed, Liam Bryan-Brown (Associate Registrar, Loans & Acquisitions) is available to visit 1 William Street on Monday morning to conduct an initial site assessment. This visit will include reviewing security arrangements, identifying potential display locations, and collecting light and environmental data. Following this, you will receive recommendations on suitable display locations that meet the conditions for safe display of original artworks, and be consulted on artwork preferences. Please let me know if this site visit can be scheduled.

I'll provide additional details about the Program shortly and appreciate your patience in the meantime.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] | Senior Registrar, Collection Management  
Registration  
T: [redacted] s73(2)  
E: [redacted] @qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 15 November 2024 10:46 AM  
**To:** Emma Schmeider [redacted]@qagoma.qld.gov.au>  
**Subject:** art gallery loans

You don't often get email from [redacted]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,

I just spoke to Liam Bryan-Brown who advised he has passed my earlier request regarding art gallery loans to you.

Can you please give me a call to discuss?

Thanks  
Rosie



Queensland  
Government

**Rosie Turnbull**

A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet

M [redacted]

Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

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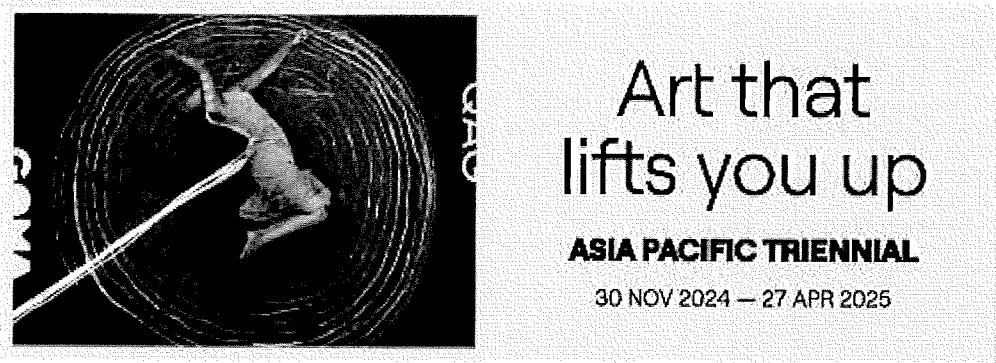
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The Queensland Art Gallery | Gallery of Modern Art (QAGOMA) acknowledges the Traditional Owners of the land on which the Gallery stands in Brisbane. We pay respect to Aboriginal and Torres Strait Islander Elders past and present and, in the spirit of reconciliation, acknowledge the immense creative contribution First Australians make to the art and culture of this country.

Stanley Place, South Brisbane  
PO Box 3686, South Brisbane, Queensland 4101 Australia  
[www.qagoma.qld.gov.au](http://www.qagoma.qld.gov.au)



Kawita Vatanajyankur and Pat Pataranutaporn / 'The Machine Ghost in the Human Shell' (from the 'Cyber Labour' series) 2024 / Performative Hologram Projections with AI / Commissioned for 'The 11th Asia Pacific Triennial of Contemporary Art'

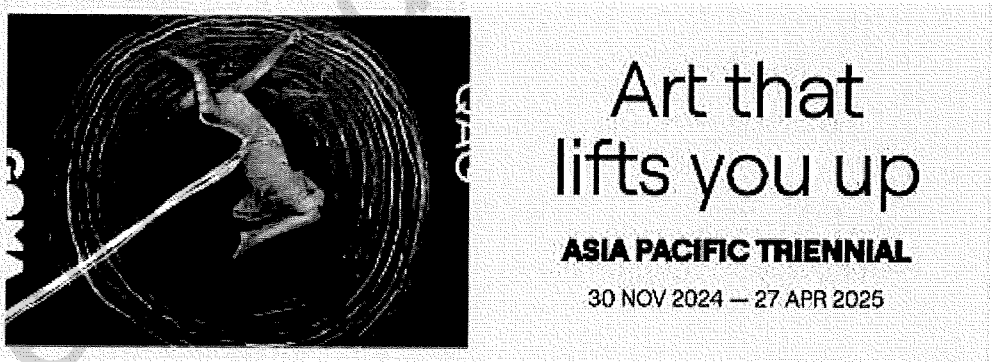


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PO Box 3686, South Brisbane, Queensland 4101 Australia  
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Kawita Vatanajyankur and Pat Pataranutaporn / 'The Machine Ghost in the Human Shell' (from the 'Cyber Labour' series) 2024 / Performative Hologram Projections with AI / Commissioned for 'The 11th Asia Pacific Triennial of Contemporary Art'



**QUEENSLAND ART GALLERY  
GALLERY OF MODERN ART**

STANLEY PLACE, SOUTH BANK, BRISBANE  
PO BOX 3686, SOUTH BRISBANE  
QUEENSLAND 4101 AUSTRALIA  
QAGOMA.QLD.GOV.AU

T: +61 (0)7 3840 7303  
F: +61 (0)7 3844 8865  
E: GALLERY@QAGOMA.QLD.GOV.AU



**GOVERNMENT BUILDINGS  
LOAN PROGRAM**

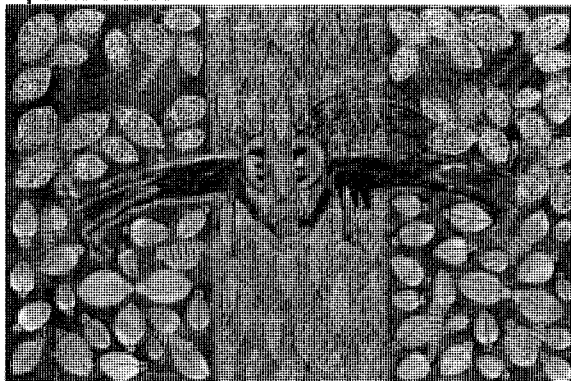
**Selection Package for the  
Office of the Premier**

**November 2024**



## Office of the Premier - Main wall, right of television

### Option 1 of 7:



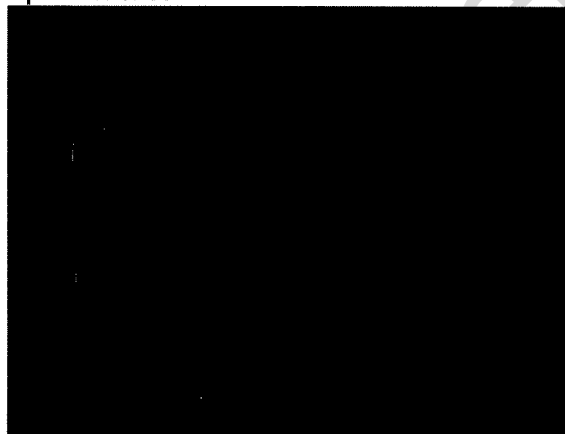
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Australia QLD b.1971  
*Lovers story* 1989  
Synthetic polymer paint on canvas  
91 x 137cm  
Acc. 1990.354  
Purchased 1990 with funds from  
ARCO Coal Australia Inc. through the  
Queensland Art Gallery Foundation  
Value: \$49 sch4

Zane Saunders is a Badjtala/Kunggari/Yiman man and multidisciplinary artist who currently lives in Kuranda, North Queensland.

This painting shows two lovers caught in a moment's embrace. Saunders says of this work:

"Most of my ideas are my own personal designs and inspired by everyday living, dreaming. Getting the feel of Aboriginal art and culture: food we eat, hunting, stories, insects, religion, animals, living in the bush. If people look closely at nature then they should learn something. This is where you imagine things. Dreaming, with the Dreamtime. Everybody's got their own dreams and this is how I express my ideas, in patterns and stories."

### Option 2 of 7:

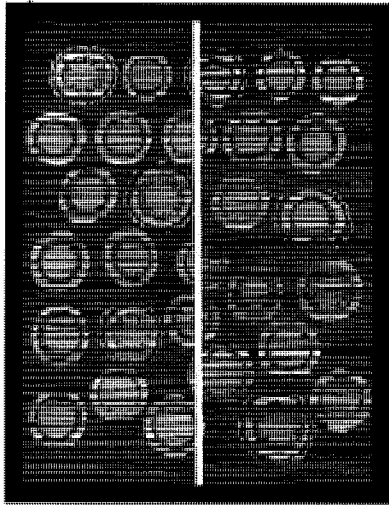


NAMOK, Rosella  
Kanthanampu and Aangkum  
(Ungkum) people  
Australia QLD b.1979  
*Para way* 2000  
Synthetic polymer paint on canvas  
81.5 x 106cm  
Acc. 2000.181  
Purchased 2000. Queensland Art  
Gallery Foundation Grant  
Value: \$49 sch4

In this work, 'Para way' 2000, Namok refers to the differences between her Lockhart River culture and that of white Australian society, 'para' being a term used to describe white society. Namok discusses these differences, as follows:

"'Para' way different to our way... we got different way of painting our body... our way is circles and dots... 'para' way is straight up and down and square. They live in straight streets... we live with lot of family together in one place. 'Para' they can live far away from their families... they do visit their families on special occasions like Christmas... but for us we go everywhere together... camping to Chillli Beach... Old Site. For funerals we travel by car to that place even if it's a long drive. In the dry we go to football carnivals together plenty of vehicles drive to Coen, Weipa, Kowanyama. Sometimes it takes all day to get to that place. In our culture for dancing we paint our bodies with circles, some dots and lines... special markings... different people paint their body different, put on shell necklace and grass 'juje' (skirt) to dance... different to 'para'."

Option 3 of 7:



MICHL, Lisa  
Kokoberrin people  
Australia QLD b.1977  
*Nundah (Wild apricot)* 2002  
Synthetic polymer paint on canvas  
142.2 x 110.5cm  
Acc. 2003.060  
Commissioned 2002 with funds from  
the Queensland Art Gallery  
Foundation  
Value:

Lisa Michl was born in Cairns, 1977, and is a Kokoberrin woman whose country is near Kowanyama on the west coast of the Cape York Peninsula.

*Nundah (Wild apricot)* 2002 was commissioned for the Queensland Art Gallery's 2003 exhibition 'Story Place: Indigenous Art of Cape York and the Rainforest'. This painting depicts the fruit that grows on her homeland at Pinarrinch. Michl represents the Nundah fruit using a combination of red, yellow and white circular shapes against a background of red ochre, symbolising their traditional homeland on Staaten River. The straight white lines refer to Michl's grandmother, who is recognised as a freshwater person (from inland), while the black, red and yellow lines represent travel routes used by the artist and previous generations of Kokoberrin people.

Option 4 of 7:

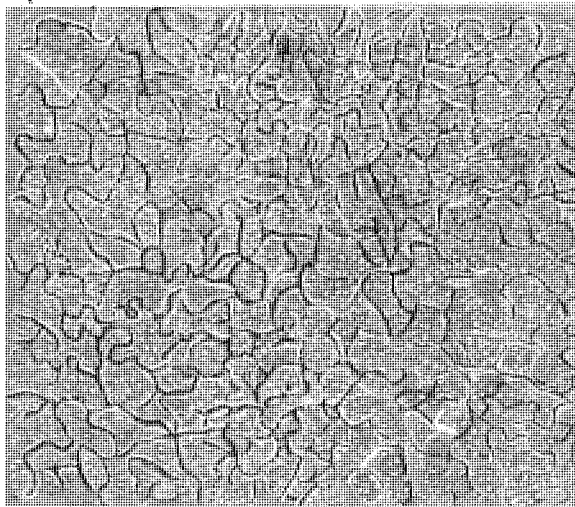


WOMPI, Nora  
Kukatja people  
Australia WA c.1939–2017  
*Kunawarritji* 2011  
Synthetic polymer paint on linen  
90 x 60cm  
Acc. 2014.428  
The Glenn Manser Collection.  
Gift of Glenn Manser through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2014.  
Donated through the Australian  
Government's Cultural Gifts Program  
Value:

Nora Wompi (c.1939-2017) was a Kukatja woman who was born in the Great Sandy Desert in Lilparu, close to Well 33, on the Canning Stock Route, Western Australia. Growing up she lived a nomadic life.

*Kunawarritji* 2011 is taken as an abstract depiction of the small Aboriginal community of Kunawarritji, located in the Pilbara region of Western Australia. In this painting, Wompi captures the metaphysical essence of her Kunawarritji Tjukurrpa (Dreaming) rather than its physical features. She says that, for her, Kunawarritji is the centre of it all. Gained through a lifetime of connection, she shares her perception of the underlying spiritual meaning of the site.

**Option 5 of 7:**



NGALLAMETTA, Mavis  
Kugu-Uwanh people, Putch clan  
Australia QLD 1944–2019  
*Mo'Yakal (White and yellow wattles in flower)* 2008  
Synthetic polymer paint on linen  
84 x 96cm  
Acc. 2015.097  
Gift of the artist through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2015.  
Donated through the Australian  
Government's Cultural Gifts Program  
**Value**

Mrs. Ngallametta (1944-2019) was born near the Kendall River in the west Cape York Peninsula and was a Putch clan elder and cultural leader of the Kugu and Wik peoples of Aurukun. She remains one of the most celebrated Queensland artists, known for her unique painting styles which combined figurative scenes, meandering linear compositions and bold ochre fields with shimmering dotted patterns.

This seasonal painting has been described by Mrs. Ngallametta:

"White and yellow wattle flowers are all around starting in the Easter month of April with white ones and then finishing with the yellow ones around June."

**Option 6 of 7:**



GABORI, Mirdidingkingathi Juwarnda  
Sally  
Kaiadilt people  
Australia QLD c.1924–2015  
*Dibirdibi Country* 2011  
Synthetic polymer paint on linen  
121.7 x 91.5cm  
Acc. 2017.362  
Gift of the Estate of Mirdidingkingathi  
Juwarnda Sally Gabori through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2017  
**Value**

Mirdidingkingathi Juwarnda Sally Gabori (1924-2015) was a distinguished senior Kaiadilt woman who was born on Bentick Island and later relocated to Mornington Island. Beginning her artistic practice at the age of 81, Gabori remains one of the most celebrated contemporary Australian artists of all time.

This focus of this painting is Dibirdibi Country—Gabori's favourite location, and the land, songs and narratives associated with Dibirdibi (the Rock Cod ancestor) that Gabori maintained along with her husband Dibirdibi (Pat Gabori), before moving to Mornington Island. Dibirdibi is a subject and location painted more often by Gabori than any other.



Option 7 of 7:



NUNGURRAYI, Naata  
Pintupi people  
Australia WA b.c.1932  
*Untitled (Marapinti)* 2002  
Synthetic polymer paint on canvas  
91 x 61cm  
Acc. 2017.403  
The Glenn Manser Collection.  
Gift of Glenn Manser in memory of  
Martin Wardrop through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2017.  
Donated through the Australian  
Government's Cultural Gifts Program  
Value: s49 sch4

Naata Nungurrayi is a highly respected senior Pintupi leader and one of the leading women painters of the Western Desert art movement. Nungurrayi started painting in 1996, in her mid-sixties, with years of accumulated cultural and ancestral knowledge, a respected position as an elder, and the natural affinity for Country that informs her paintings.

Marapinti is a place of women's ceremony associated with the Tingari women, the ancestors who first traversed a featureless desert landscape and imbued the country with its characteristics and meaning. This painting focusses more on aspects of ceremony, the participants and objects used therein.

## Jaime Blackburn

---

**From:** Jaime Blackburn  
**Sent:** Friday, 6 December 2024 2:53 PM  
**To:** Libby Gregoric  
**Subject:** FW: Artworks

FYI – art being installed on Thursday

**From:** Rosie Turnbull <s73(2)@premiers.qld.gov.au>  
**Sent:** Friday, 6 December 2024 2:46 PM  
**To:** Rebecca Docherty <@ministerial.qld.gov.au>  
**Cc:** Jaime Blackburn <@premiers.qld.gov.au>  
**Subject:** RE: Artworks

Hi Rebecca,

The art gallery will be on site at 11am Thursday 12 December. It will take them a little while to park and unpack so I expect sometime before 11.30 ETA to your office on level 40. Can you let me know who to contact on arrival if it is not you?

Hope this suits, let me know if you'd prefer a different time.

Thanks  
Rosie

**From:** Rebecca Docherty <@ministerial.qld.gov.au>  
**Sent:** Thursday, 5 December 2024 5:26 PM  
**To:** Rosie Turnbull <@premiers.qld.gov.au>  
**Cc:** Jaime Blackburn <@premiers.qld.gov.au>  
**Subject:** RE: Artworks

Hi Rosie

That works well as we will be at Parliament next week – we'll have staff onsite, but the Premier won't be in his office. I'm relaxed about what time they come in.

Kind Regards

Rebecca

**From:** Rosie Turnbull <@premiers.qld.gov.au>  
**Sent:** Thursday, December 5, 2024 4:08 PM  
**To:** Rebecca Docherty <@ministerial.qld.gov.au>  
**Cc:** Jaime Blackburn <@premiers.qld.gov.au>  
**Subject:** Artworks

Hi Rebecca,

The art gallery has advised that the earliest date they are able to install the two artworks is Thursday 12 December. They recommend setting aside a 2 hour window for the installation of the two works, so can you identify a suitable time on or after 12 December that they can attend.

They have recommended that the locations be as follows:

**Location 1 of 2 [original request]:** Right of television (239cm wide)

SAUNDERS, Zane *Lovers story* 1989  
Landscape artwork – dims: 91cm high x 137cm wide

**Location 2 of 2 [additional location]:** Left of television (approx. 150cm wide)

MICHL, Lisa *Nundah (Wild apricot)* 2002  
Portrait artwork – dims: 142.2cm high x 110.5cm cm wide

Due to the width of each wall area and the size of each work, they are best suited to be installed in those respective locations. Can you confirm you are happy with this as it will be documented in the loan agreement. Please note that once the gallery hangs the works, they can only be moved again by the gallery staff.

Happy to discuss.

Thanks  
Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet

M s73(2)

Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

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## Jaime Blackburn

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**From:** Libby Gregoric  
**Sent:** Thursday, 14 November 2024 11:38 AM  
**To:** Emma Kinnane; Scott Mathewson  
**Cc:** Simon Carl; Jaime Blackburn; Rosie Turnbull; Lisa Pollard  
**Subject:** RE: PO - artwork etc

Thanks Emma

Yes we are aware of these requests and actioning. We will go back through Rebecca directly so you won't need to worry.

Just FYI Rosie looks after Min Facilities matters.

Thank you!

Regards

Libby



**Libby Gregoric**

Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

P [redacted] s73(2)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



*I acknowledge Aboriginal and Torres Strait Islander peoples  
as the Traditional Owners and Custodians of this Country  
and recognise their connection to land, sea and community.*

*I pay my respect to them, their cultures, and to their Elders,  
past, present and emerging.*

**From:** Emma Kinnane <[redacted]@premiers.qld.gov.au>  
**Sent:** Thursday, November 14, 2024 11:29 AM  
**To:** Libby Gregoric <[redacted]@premiers.qld.gov.au>; Scott Mathewson  
<[redacted]@premiers.qld.gov.au>  
**Cc:** Simon Carl <[redacted]@premiers.qld.gov.au>; Emma Kinnane <[redacted]@premiers.qld.gov.au>  
**Subject:** PO - artwork etc

Hi Libby and Scott

Rebecca Docherty from the PO rang me. The Premier has a number of pieces of artwork that he would like hung in the office.



Are you able to arrange someone to contact Rebecca to arrange a suitable time for someone to hang those, she said there are at least 8 minimum.

The Premier is also after an indigenous piece of art to hang – are you able to arrange for someone to source some options of indigenous art for him to choose and then have hung please?

Then also, Rebecca asked if we can provide her with a list of anything that is outstanding awaiting their reply for approval on things that may have been missed in their busyness.

Does Ministerial Services or anyone have a list of things that have gone in for their approval and a response hasn't yet been received?

Regards



**Queensland**  
Government

**Emma Kinnane**

A/Executive Director  
Office of the Director-General  
Department of the Premier and Cabinet

M [redacted] s73(2)

[redacted]@premiers.qld.gov.au  
1 William Street, Brisbane QLD 4000

## Lisa Pollard

---

**From:** Libby Gregoric  
**Sent:** Thursday, 14 November 2024 11:38 AM  
**To:** Emma Kinnane; Scott Mathewson  
**Cc:** Simon Carl; Jaime Blackburn; Rosie Turnbull; Lisa Pollard  
**Subject:** RE: PO - artwork etc

Thanks Emma

Yes we are aware of these requests and actioning. We will go back through Rebecca directly so you won't need to worry.

Just FYI Rosie looks after Min Facilities matters.

Thank you!

Regards

Libby

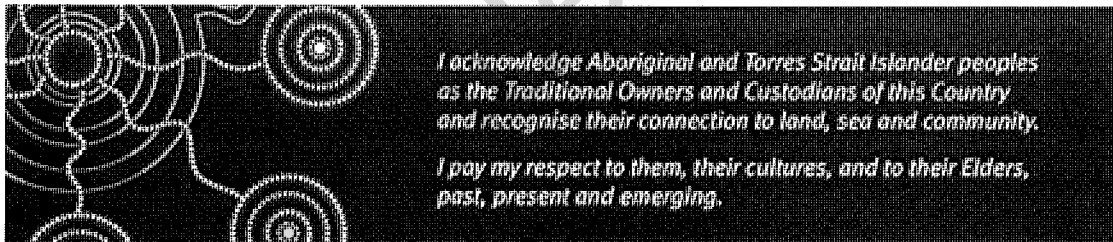


**Queensland**  
Government

### Libby Gregoric

Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

P ( [redacted] ) s73(2)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



**From:** Emma Kinnane <[redacted]@premiers.qld.gov.au>  
**Sent:** Thursday, November 14, 2024 11:29 AM  
**To:** Libby Gregoric <[redacted]@premiers.qld.gov.au>; Scott Mathewson <[redacted]@premiers.qld.gov.au>  
**Cc:** Simon Carl <[redacted]@premiers.qld.gov.au>; Emma Kinnane <[redacted]@premiers.qld.gov.au>  
**Subject:** PO - artwork etc

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Does Ministerial Services or anyone have a list of things that have gone in for their approval and a response hasn't yet been received?

Regards



**Emma Kinnane**

A/Executive Director  
Office of the Director-General  
Department of the Premier and Cabinet

M [redacted]  
[redacted]@premiers.qld.gov.au  
1 William Street, Brisbane QLD 4000

**Lisa Pollard**

---

**From:** Libby Gregoric  
**Sent:** Tuesday, 3 December 2024 12:25 PM  
**To:** Filly Morgan  
**Cc:** Lisa Pollard  
**Subject:** FW: Artwork Selection Package - Premier's Office  
**Attachments:** 2.12.2024 Selection Package - Office of the Premier.pdf

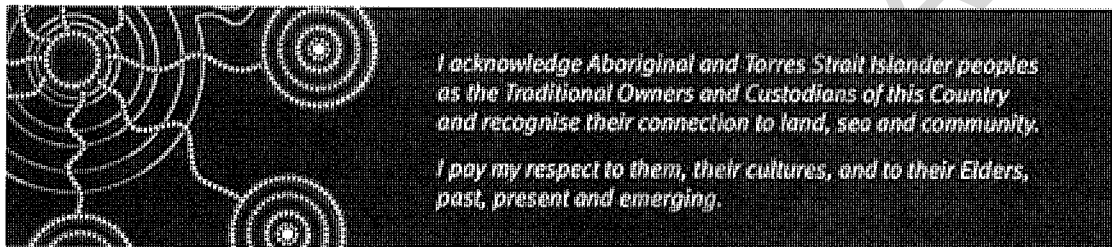
FYI



**Libby Gregoric**

Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

[Redacted] s73(2)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



**From:** Jaime Blackburn <[Redacted]@premiers.qld.gov.au>  
**Sent:** Monday, December 2, 2024 5:16 PM  
**To:** Libby Gregoric <[Redacted]@premiers.qld.gov.au>  
**Cc:** Rosie Turnbull <[Redacted]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

Hi Libby

FYI – Art options for PO will be sent to Rebecca today

J

**From:** Rosie Turnbull <[Redacted]@premiers.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:46 PM  
**To:** Jaime Blackburn <[Redacted]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

Hi,  
Are you happy for me to send this to Rebecca?

**From:** Liam Bryan-Brown <[Redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:35 PM  
**To:** Rosie Turnbull <[Redacted]@premiers.qld.gov.au>; Emma Schneider

RTID662 Fije01 Page 202

R

[redacted]@qagoma.qld.gov.au>  
**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** Artwork Selection Package - Premier's Office

Good afternoon Rosie,

Please find attached the Selection Package for the Office of the Premier. We are happy to provide 7 options (carefully selected by our Curatorial, Conservation and Executive Management teams) for the Officer of the Premier to choose from.

Once the Office of the Premier has made a selection, we will provide a Loan Agreement and Indemnity Undertaking to formalise the terms of the loan and ensure the necessary insurance arrangements are in place. We are also happy to discuss the installation timeframe, taking into account any required Conservation preparations.

In due course, please let me know who will be the designated contact to manage all loan formalities and related matters. Per Emma's email of 15 November outlining the program requirements and fee structure, please note that a \$900.00 fee will apply for the initial two year period.

Please let me know if you require any additional information at this time. I will look forward to hearing from you.

Kind regards,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
[redacted] s73(2)  
[redacted]@qagoma.qld.gov.au

**From:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 25 November 2024 10:13 AM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Emma Schneider  
[redacted]@qagoma.qld.gov.au  
**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you for your email. We have progressed this request, and the selection of works identified by our Curatorial Manager, Australian Art are currently undergoing assessment by our Paintings Conservators to ensure they are physically stable for display. Once this assessment is complete, the list will be reviewed by our Deputy Director before the Selection Package is prepared.

As soon as the review is completed we will provide the Selection Package for the Premier's consideration. We hope to be in a position to provide this toward the end of this week.

I will be in touch with the package as soon as possible.

Best,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 22 November 2024 2:17 PM  
**To:** Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Emma & Liam,  
Thanks for your time on Monday to look at the Premier's request.

Can you let me know when you think that some options will be ready for the Premier to review?

Thanks  
Rosie

**From:** Emma Schneider [redacted] s73(2) [redacted]@qagoma.qld.gov.au>  
**Sent:** Friday, 15 November 2024 5:37 PM  
**To:** Rosie Turnbull [redacted]@premiers.qld.gov.au>  
**Cc:** Liam Bryan-Brown [redacted]@qagoma.qld.gov.au>; Katee Dean [redacted]@qagoma.qld.gov.au>  
**Subject:** Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you again for your time on the phone.

As discussed, Liam Bryan-Brown and Katee Dean will attend 1 William Street at 11:00am on Monday, 18 November 2024 to undertake the Premier's Office site visit. They will be travelling in a gallery vehicle and will need access to the underground carpark.

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**KATEE DEAN** [redacted] Assistant Registrar, Loans & Acquisitions  
Registration  
T: [redacted]  
E: [redacted]@qagoma.qld.gov.au

Ahead of the site visit, please find below key information regarding the Government Building Loan Program:

### 1.1 ELIGIBILITY

The program is available to the following designated borrowers only:

- Public rooms within:
  - Government House
  - Parliament House
- The offices and reception areas of:
  - Premier
  - Cabinet
  - Deputy Director-General, Arts Queensland
  - Director-General, Department of Premier and Cabinet
  - Director, Queensland Museum
  - Artistic Director, Queensland Performing Arts Trust
  - State Librarian
- Foyers and public areas of government buildings as approved by the Director, QAGOMA

### 1.2 AVAILABILITY OF COLLECTION

- Not all artworks in the Collection are available for loan and those required by the Gallery for regular exhibition or study purposes are excluded from the program. Artworks available for loan are limited to suitable paintings (excluding works on paper), and ceramic / stone / metal sculptures.

### 1.3 APPLICATIONS

- Requests to participate in the Government Buildings Loan Program are submitted in writing to the Director.
- The Collection is held in public trust and the following minimum criteria must be met for the application to proceed to the selection process:
- The applicant/borrower meets costs, as outlined in section 4.6 Costs and charges.

- The applicant/borrower can provide appropriate insurance, security, environmental and display conditions for artworks on loan.
- The borrower is able to maintain prescribed standards of care and environmental conditions for objects on loan, as outlined in section 4.8 Conditions for safe display of original artwork.
- Borrowers are not permitted to relocate artworks or lend artworks to third parties.
- In the case of loans to Ministerial offices, the participation of Ministerial Services, Department of Premier and Cabinet is required, as outlined in the Government Buildings Loan Procedures, to facilitate insurance and related arrangements.

#### **1.4 SELECTION PROCEDURE**

- A formal request for artwork is directed to Registration and the request is then administered by the Registrar.
- The borrower is consulted regarding preferences for artwork type and subject.
- The relevant Curatorial Manager, in consultation with Conservation, will prepare a selection of suitable artworks from which the borrower may make a choice, and the loan then proceeds for the approval of the Deputy Director, Collection & Exhibitions.

#### **1.5 PERIOD OF LOAN**

- All loans are for an initial period of two years, then renewable for either a 12 or 24 month period.
- The period of loan includes transportation to and from the Borrower and is not the period of display or the period the Borrower requires possession of the artworks.
- The Gallery reserves the right to cancel any agreed loan or to recall an art work at any time by notice in writing to the Borrower.
- If at any time during the loan period the Borrower wishes to terminate the loan, the Borrower is to provide the Gallery with notice in writing at least one month prior to the return of the art work.

#### **1.6 COSTS AND CHARGES**

- The program operates on a cost-recovery basis (see fee schedule).
- The Borrower is subject to an initial service fee that covers preparation, installation and ongoing administration of a loan for a two-year period. The fee is applied per artwork.
- An annual renewal fee is applied should the Borrower wish to extend the loan. The fee is applied per artwork.
- The Gallery generally provides transport of loans to and from the Borrower at no cost. However, if the work is oversized or if a Gallery vehicle is unavailable, the Borrower is required to cover the cost of delivery and return in a Gallery-approved commercial art carrier.
- If at any time the Borrower initiates a new loan the initial service fee will be levied by the Gallery. A credit or refund is not applicable should the Borrower cancel a loan after installation or during a loan period.
- If the Gallery initiates the recall of an art work during a loan period, for reasons other than mistreatment of a loan by the Borrower, a replacement will be supplied without charge for the remainder of that loan period.
- All costs associated with the insurance or indemnification of the artwork(s) on loan are the responsibility of the Borrower.

#### **1.7 INSURANCE AND INDEMNIFICATION**

- The Borrower is required to insure or indemnify the artwork against all risks from the time it is despatched from the Gallery until the time it is returned to the Gallery.
- The artwork is to be insured or indemnified for the value nominated by the Gallery and stated in the loan agreement.
- The Gallery reserves the right to revalue the artwork annually. The Borrower will be notified of the artwork's reassessed value and is to ensure that it is insured or indemnified for the value as reassessed.
- Artwork(s) being lent specifically for display in Ministerial offices (including office, reception and conference spaces) are eligible for an indemnity provided by the Queensland Treasury through the branch of Ministerial Services.
- Artworks are not despatched to the Borrower until proof of adequate insurance or indemnification has been provided to the Gallery.

#### **1.8 CONDITIONS FOR SAFE DISPLAY OF ORIGINAL ARTWORK**

- The Borrower is responsible for the protection of the artwork whilst it is in its possession and is to ensure that protection from the hazards of water, fire, theft, insects, dirt, foodstuffs, drink, and smoking, and that it is not in danger from pedestrian traffic or office activities.
- The Borrower must be able to demonstrate that there is adequate 24-hour security in the area in which the artwork is to be displayed.
- Artworks will not be installed for display in areas that are subject to:
  - Direct sunlight
  - Extremes in humidity and heat
  - Near air conditioning outlets / intakes
  - Or that are otherwise not assessed to meet standards for conservation of the artwork.



- Display locations for artworks on loan must comply with the following light levels:
  - Paintings – up to 200 lux and 75 microwatts per lumen UV
  - Ceramic, stone and metal sculpture – up to 300 lux and 75 microwatts per lumen UV
- A representative from the Gallery will make an assessment of all potential display locations and identify those areas that meet the safe display criteria.
- In alignment with QAGOMA collection management standards and practices, the Director has the discretion to advise on artwork restrictions for venues where the environmental parameters fall outside QAGOMA Facility Standard for loans.
- Preventive conservation, particularly the framing and glazing of paintings, will be undertaken where appropriate for all Government loans.
- Any noticeable change in the condition of artworks on loan is to be made known immediately to the Gallery.

#### 1.9.1 OTHER CONDITIONS

- A loan agreement is issued by the Gallery when all details of the loan have been finalised and approved.
  - The artwork is not released to the Borrower until the loan agreement has been completed and signed by the Borrower and the Gallery, and proof of insurance or indemnity provided.
  - In the case of loans to Ministerial offices, indemnification of the work is to be confirmed in writing by Ministerial Services, Department of Premier and Cabinet.
  - The Borrower is the entity identified on the loan agreement and not an individual or political party. The Gallery is to be notified prior to the relocation, or change in name, of the Borrower.
  - The Borrower is to nominate one senior departmental member of staff to ensure that the conditions of loan as contained in the agreement and in this document are adhered to. This person has authorisation to sign loan agreements on behalf of the Borrower and to assist Gallery staff to obtain access to the object as required.
  - The Borrower is responsible for the protection of the art work whilst in possession and any change in environmental conditions is to be advised immediately to the Gallery to prevent any deterioration of the work.
- The art work is to be displayed only at the location specified in the loan agreement.
- The artwork will be installed by the Gallery's exhibitions staff.
- The Borrower is not authorised to handle or move the artwork without the prior approval of the Gallery. The Gallery, otherwise, arranges all movement of the art work.
- The Borrower is to notify the Gallery immediately if the artwork is missing, damaged or its condition deteriorates. Unless it is necessary to move the artwork for immediate protection from further damage, the Borrower will await instructions from the Gallery.
- During the period of loan the Borrower is to allow reasonable access to the artwork by bona fide scholars (with the prior authorisation of the Gallery) and regular access by Gallery staff for condition checking and audit purposes.
- The Borrower is not to permit the artwork to be photographed or reproduced without the prior written approval of the Gallery. Photographs and/or copyright permission required by the Borrower for use in publicity or publications must be requested from the Information and Publishing Services Section of the Gallery.
- The Gallery labels the reverse of the art work to identify ownership. A wall label stating catalogue information and acknowledging the Gallery will also be provided and must be displayed alongside the art work.

## 2. FEE SCHEDULE

- |                                                               |       |
|---------------------------------------------------------------|-------|
| Government Buildings Loan Agreement (initial two year period) | \$900 |
| Government Buildings Loan Renewal (one year renewal)          | \$200 |
| Government Buildings Loan Renewal (two year renewal)          | \$400 |

Please feel free to reach out should you require any additional information.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] Senior Registrar, Collection Management  
Registration  
T: [redacted]  
E: [redacted]@qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 15 November 2024 5:16 PM  
**To:** Emma Schmeider <[redacted]@qagoma.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: art gallery loans

You don't often get email from [redacted]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,

Thanks for your assistance in this matter. Monday morning would be fine for a site visit.

Can you please give me a ring to confirm a suitable time.

Thanks

Rosie



Queensland  
Government

**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

[redacted]

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Emma Schneider [redacted]@qagoma.qld.gov.au>

**Sent:** Friday, 15 November 2024 4:37 PM

**To:** Rosie Turnbull [redacted]@premiers.qld.gov.au>

**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: art gallery loans

Hi Rosie,

Thank you for your email, your time on the phone today, and for registering the Premier's interest in participating in the Government Buildings Loans Program.

As discussed, Liam Bryan-Brown (Associate Registrar, Loans & Acquisitions) is available to visit 1 William Street on Monday morning to conduct an initial site assessment. This visit will include reviewing security arrangements, identifying potential display locations, and collecting light and environmental data. Following this, you will receive recommendations on suitable display locations that meet the conditions for safe display of original artworks, and be consulted on artwork preferences. Please let me know if this site visit can be scheduled.

I'll provide additional details about the Program shortly and appreciate your patience in the meantime.

Best regards,  
Emma

**EMMA SCHMEIDER** [redacted] | Senior Registrar, Collection Management  
Registration

T: [redacted]

E: [redacted]@qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull [redacted]@premiers.qld.gov.au>

**Sent:** Friday, 15 November 2024 10:46 AM

**To:** Emma Schneider [redacted]@qagoma.qld.gov.au>

**Subject:** art gallery loans

You don't often get email from [redacted]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,

I just spoke to Liam Bryan-Brown who advised he has passed my earlier request regarding art gallery loans to you.

Can you please give me a call to discuss?  
Thanks  
Rosie



**Rosie Turnbull**  
A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet  
M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

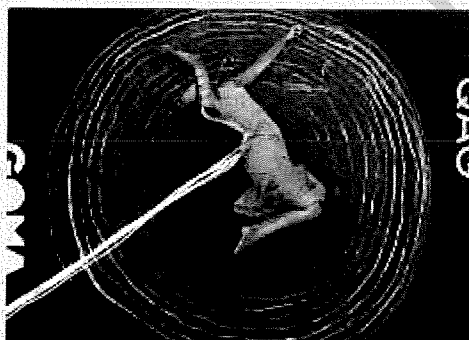
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The Queensland Art Gallery | Gallery of Modern Art (QAGOMA) acknowledges the Traditional Owners of the land on which the Gallery stands in Brisbane. We pay respect to Aboriginal and Torres Strait Islander Elders past and present and, in the spirit of reconciliation, acknowledge the immense creative contribution First Australians make to the art and culture of this country.

Stanley Place, South Brisbane  
PO Box 3686, South Brisbane, Queensland 4101 Australia  
[www.qagoma.qld.gov.au](http://www.qagoma.qld.gov.au)



Art that  
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**ASIA PACIFIC TRIENNIAL**

30 NOV 2024 — 27 APR 2025

Kawita Vatanajyankur and Pat Pataranutaporn / 'The Machine Ghost in the Human Shell' (from the 'Cyber Labour' series) 2024 / Performative Hologram Projections with AI / Commissioned for 'The 11th Asia Pacific Triennial of Contemporary Art'



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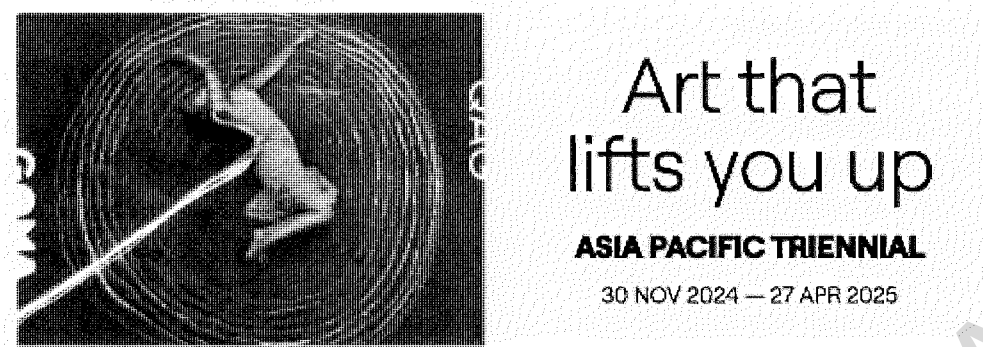
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# **GOVERNMENT BUILDINGS LOAN PROGRAM**

**Selection Package for the  
Office of the Premier**

**November 2024**



## Office of the Premier - Main wall, right of television

### Option 1 of 7:



SAUNDERS, Zane  
Badjala people  
Australia QLD b.1971  
*Lovers story* 1989  
Synthetic polymer paint on canvas  
91 x 137cm  
Acc. 1990.354  
Purchased 1990 with funds from  
ARCO Coal Australia Inc. through the  
Queensland Art Gallery Foundation  
Value:

Zane Saunders is a Badjala/Kunggari/Yiman man and multidisciplinary artist who currently lives in Kuranda, North Queensland.

This painting shows two lovers caught in a moment's embrace. Saunders says of this work:

"Most of my ideas are my own personal designs and inspired by everyday living, dreaming. Getting the feel of Aboriginal art and culture: food we eat, hunting, stories, insects, religion, animals, living in the bush. If people look closely at nature then they should learn something. This is where you imagine things. Dreaming, with the Dreamtime. Everybody's got their own dreams and this is how I express my ideas, in patterns and stories."

### Option 2 of 7:



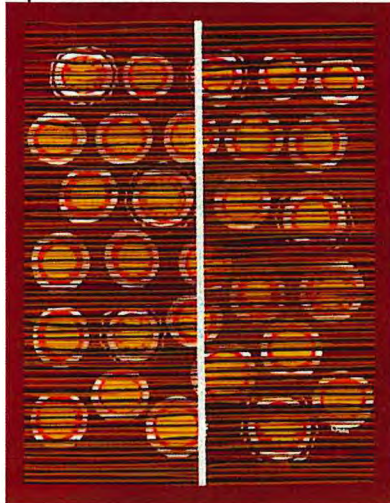
NAMOK, Rosella  
Kanthanampu and Aangkum  
(Ungkum) people  
Australia QLD b.1979  
*Para way* 2000  
Synthetic polymer paint on canvas  
81.5 x 106cm  
Acc. 2000.181  
Purchased 2000. Queensland Art  
Gallery Foundation Grant  
Value:

In this work, 'Para way' 2000, Namok refers to the differences between her Lockhart River culture and that of white Australian society, 'para' being a term used to describe white society. Namok discusses these differences, as follows:

"'Para' way different to our way... we got different way of painting our body... our way is circles and dots... 'para' way is straight up and down and square. They live in straight streets... we live with lot of family together in one place. 'Para' they can live far away from their families... they do visit their families on special occasions like Christmas... but for us we go everywhere together... camping to Chilli Beach... Old Site. For funerals we travel by car to that place even if it's a long drive. In the dry we go to football carnivals together plenty of vehicles drive to Coen, Weipa, Kowanyama. Sometimes it takes all day to get to that place. In our culture for dancing we paint our bodies with circles, some dots and lines... special markings... different people paint their body different, put on shell necklace and grass 'juje' (skirt) to dance... different to 'para'."



Option 3 of 7:



MICHL, Lisa  
Kokoberrin people  
Australia QLD b.1977  
*Nundah (Wild apricot)* 2002  
Synthetic polymer paint on canvas  
142.2 x 110.5cm  
Acc. 2003.060  
Commissioned 2002 with funds from  
the Queensland Art Gallery  
Foundation  
**Value:**

Lisa Michl was born in Cairns, 1977, and is a Kokoberrin woman whose country is near Kowanyama on the west coast of the Cape York Peninsula.

*Nundah (Wild apricot)* 2002 was commissioned for the Queensland Art Gallery's 2003 exhibition 'Story Place: Indigenous Art of Cape York and the Rainforest'. This painting depicts the fruit that grows on her homeland at Pinarrinch. Michl represents the Nundah fruit using a combination of red, yellow and white circular shapes against a background of red ochre, symbolising their traditional homeland on Staaten River. The straight white lines refer to Michl's grandmother, who is recognised as a freshwater person (from inland), while the black, red and yellow lines represent travel routes used by the artist and previous generations of Kokoberrin people.

Option 4 of 7:



WOMPI, Nora  
Kukatja people  
Australia WA c.1939–2017  
*Kunawarritji* 2011  
Synthetic polymer paint on linen  
90 x 60cm  
Acc. 2014.428  
The Glenn Manser Collection.  
Gift of Glenn Manser through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2014.  
Donated through the Australian  
Government's Cultural Gifts Program  
**Value:**

Nora Wompi (c.1939-2017) was a Kukatja woman who was born in the Great Sandy Desert in Lilparu, close to Well 33, on the Canning Stock Route, Western Australia. Growing up she lived a nomadic life.

*Kunawarritji* 2011 is taken as an abstract depiction of the small Aboriginal community of Kunawarritji, located in the Pilbara region of Western Australia. In this painting, Wompi captures the metaphysical essence of her Kunawarritji Tjukurrpa (Dreaming) rather than its physical features. She says that, for her, Kunawarritji is the centre of it all. Gained through a lifetime of connection, she shares her perception of the underlying spiritual meaning of the site.



Option 5 of 7:



NGALLAMETTA, Mavis  
Kugu-Uwanh people, Putch clan  
Australia QLD 1944–2019  
*Mo'Yakal (White and yellow wattles in flower)* 2008  
Synthetic polymer paint on linen  
84 x 96cm  
Acc. 2015.097  
Gift of the artist through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2015.  
Donated through the Australian  
Government's Cultural Gifts Program  
Value:

Mrs. Ngallametta (1944–2019) was born near the Kendall River in the west Cape York Peninsula and was a Putch clan elder and cultural leader of the Kugu and Wik peoples of Aurukun. She remains one of the most celebrated Queensland artists, known for her unique painting styles which combined figurative scenes, meandering linear compositions and bold ochre fields with shimmering dotted patterns.

This seasonal painting has been described by Mrs. Ngallametta:

"White and yellow wattle flowers are all around starting in the Easter month of April with white ones and then finishing with the yellow ones around June."

Option 6 of 7:

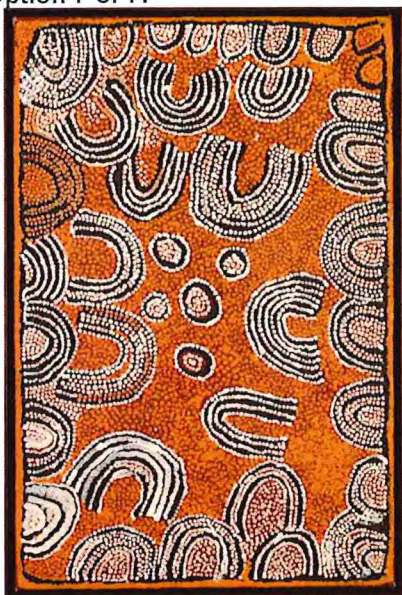


GABORI, Mirdidingkingathi Juwarnda  
Sally  
Kaiadilt people  
Australia QLD c.1924–2015  
*Dibirdibi Country* 2011  
Synthetic polymer paint on linen  
121.7 x 91.5cm  
Acc. 2017.362  
Gift of the Estate of Mirdidingkingathi  
Juwarnda Sally Gabori through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2017  
Value:

Mirdidingkingathi Juwarnda Sally Gabori (1924–2015) was a distinguished senior Kaiadilt woman who was born on Bentick Island and later relocated to Mornington Island. Beginning her artistic practice at the age of 81, Gabori remains one of the most celebrated contemporary Australian artists of all time.

This focus of this painting is Dibirdibi Country—Gabori's favourite location, and the land, songs and narratives associated with Dibirdibi (the Rock Cod ancestor) that Gabori maintained along with her husband Dibirdibi (Pat Gabori), before moving to Mornington Island. Dibirdibi is a subject and location painted more often by Gabori than any other.

Option 7 of 7:



NUNGURRAYI, Naata  
Pintupi people  
Australia WA b.c.1932  
*Untitled (Marapinti)* 2002  
Synthetic polymer paint on canvas  
91 x 61cm  
Acc. 2017.403  
The Glenn Manser Collection.  
Gift of Glenn Manser in memory of  
Martin Wardrop through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2017.  
Donated through the Australian  
Government's Cultural Gifts Program  
**Value:** s49 sch4

Naata Nungurrayi is a highly respected senior Pintupi leader and one of the leading women painters of the Western Desert art movement. Nungurrayi started painting in 1996, in her mid-sixties, with years of accumulated cultural and ancestral knowledge, a respected position as an elder, and the natural affinity for Country that informs her paintings.

Marapinti is a place of women's ceremony associated with the Tingari women, the ancestors who first traversed a featureless desert landscape and imbued the country with its characteristics and meaning. This painting focusses more on aspects of ceremony, the participants and objects used therein.

## Lisa Pollard

---

**From:** Libby Gregoric  
**Sent:** Tuesday, 3 December 2024 2:23 PM  
**To:** Filly Morgan  
**Cc:** Lisa Pollard  
**Subject:** Re: Artwork Selection Package - Premier's Office

Selected option 1 and 3

FYI

Libby Gregoric  
Deputy Director-General  
People and Services  
Department of the Premier and Cabinet  
P [REDACTED] s73(2)  
E: [REDACTED]@premiers.qld.gov.au

---

**From:** Filly Morgan <[REDACTED]@premiers.qld.gov.au>  
**Sent:** Tuesday, December 3, 2024 2:13:27 PM  
**To:** Libby Gregoric <[REDACTED]@premiers.qld.gov.au>  
**Cc:** Lisa Pollard <[REDACTED]@premiers.qld.gov.au>  
**Subject:** Re: Artwork Selection Package - Premier's Office

Thanks

Get Outlook for iOS

---

**From:** Libby Gregoric <[REDACTED]c@premiers.qld.gov.au>  
**Sent:** Tuesday, December 3, 2024 12:25:04 PM  
**To:** Filly Morgan <[REDACTED]@premiers.qld.gov.au>  
**Cc:** Lisa Pollard <[REDACTED]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

FYI



**Queensland  
Government**

**Libby Gregoric**  
Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

[REDACTED]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



*I acknowledge Aboriginal and Torres Strait Islander peoples  
as the Traditional Owners and Custodians of this Country  
and recognise their connection to land, sea and community.*

*I pay my respect to them, their cultures, and to their Elders,  
past, present and emerging.*



**From:** Jaime Blackburn [redacted]@premiers.qld.gov.au>  
**Sent:** Monday, December 2, 2024 5:16 PM  
**To:** Libby Gregoric [redacted]@premiers.qld.gov.au>  
**Cc:** Rosie Turnbull [redacted]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

Hi Libby

FYI – Art options for PO will be sent to Rebecca today

J

**From:** Rosie Turnbull [redacted] s73(2)@premiers.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:46 PM  
**To:** Jaime Blackburn [redacted]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

Hi,  
Are you happy for me to send this to Rebecca?

**From:** Liam Bryan-Brown [redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:35 PM  
**To:** Rosie Turnbull [redacted]@premiers.qld.gov.au>; Emma Schneider [redacted]@qagoma.qld.gov.au>  
**Cc:** Katee Dean [redacted]@qagoma.qld.gov.au>  
**Subject:** Artwork Selection Package - Premier's Office

Good afternoon Rosie,

Please find attached the Selection Package for the Office of the Premier. We are happy to provide 7 options (carefully selected by our Curatorial, Conservation and Executive Management teams) for the Officer of the Premier to choose from.

Once the Office of the Premier has made a selection, we will provide a Loan Agreement and Indemnity Undertaking to formalise the terms of the loan and ensure the necessary insurance arrangements are in place. We are also happy to discuss the installation timeframe, taking into account any required Conservation preparations.

In due course, please let me know who will be the designated contact to manage all loan formalities and related matters. Per Emma's email of 15 November outlining the program requirements and fee structure, please note that a \$900.00 fee will apply for the initial two year period.

Please let me know if you require any additional information at this time. I will look forward to hearing from you.

Kind regards,  
Liam

**LIAM BRYAN-BROWN** (he/him) | Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Liam Bryan-Brown [redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 25 November 2024 10:13 AM  
**To:** Rosie Turnbull [redacted]@premiers.qld.gov.au>; Emma Schneider

RTID662 File01 Page 216

[redacted]@qagoma.qld.gov.au>

**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you for your email. We have progressed this request, and the selection of works identified by our Curatorial Manager, Australian Art are currently undergoing assessment by our Paintings Conservators to ensure they are physically stable for display. Once this assessment is complete, the list will be reviewed by our Deputy Director before the Selection Package is prepared.

As soon as the review is completed we will provide the Selection Package for the Premier's consideration. We hope to be in a position to provide this toward the end of this week.

I will be in touch with the package as soon as possible.

Best,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Rosie Turnbull <[redacted]s73(2)@premiers.qld.gov.au>

**Sent:** Friday, 22 November 2024 2:17 PM

**To:** Emma Schneider <[redacted]@qagoma.qld.gov.au>

**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Emma & Liam,

Thanks for your time on Monday to look at the Premier's request.

Can you let me know when you think that some options will be ready for the Premier to review?

Thanks  
Rosie

**From:** Emma Schneider <[redacted]@qagoma.qld.gov.au>

**Sent:** Friday, 15 November 2024 5:37 PM

**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>

**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>

**Subject:** Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you again for your time on the phone.

As discussed, Liam Bryan-Brown and Katee Dean will attend 1 William Street at 11:00am on Monday, 18 November 2024 to undertake the Premier's Office site visit. They will be travelling in a gallery vehicle and will need access to the underground carpark.

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

Ahead of the site visit, please find below key information regarding the Government Building Loan Program:

### 1.1 ELIGIBILITY

The program is available to the following designated borrowers only:

- Public rooms within:
  - Government House
  - Parliament House
- The offices and reception areas of:
  - Premier
  - Cabinet
  - Deputy Director-General, Arts Queensland
  - Director-General, Department of Premier and Cabinet
  - Director, Queensland Museum
  - Artistic Director, Queensland Performing Arts Trust
  - State Librarian
- Foyers and public areas of government buildings as approved by the Director, QAGOMA

### 1.2 AVAILABILITY OF COLLECTION

- Not all artworks in the Collection are available for loan and those required by the Gallery for regular exhibition or study purposes are excluded from the program. Artworks available for loan are limited to suitable paintings (excluding works on paper), and ceramic / stone / metal sculptures.

### 1.3 APPLICATIONS

- Requests to participate in the Government Buildings Loan Program are submitted in writing to the Director.
- The Collection is held in public trust and the following minimum criteria must be met for the application to proceed to the selection process:
  - The applicant/borrower meets costs, as outlined in section 4.6 Costs and charges.
  - The applicant/borrower can provide appropriate insurance, security, environmental and display conditions for artworks on loan.
  - The borrower is able to maintain prescribed standards of care and environmental conditions for objects on loan, as outlined in section 4.8 Conditions for safe display of original artwork.
  - Borrowers are not permitted to relocate artworks or lend artworks to third parties.
  - In the case of loans to Ministerial offices, the participation of Ministerial Services, Department of Premier and Cabinet is required, as outlined in the Government Buildings Loan Procedures, to facilitate insurance and related arrangements.

### 1.4 SELECTION PROCEDURE

- A formal request for artwork is directed to Registration and the request is then administered by the Registrar.
- The borrower is consulted regarding preferences for artwork type and subject.
- The relevant Curatorial Manager, in consultation with Conservation, will prepare a selection of suitable artworks from which the borrower may make a choice, and the loan then proceeds for the approval of the Deputy Director, Collection & Exhibitions.

### 1.5 PERIOD OF LOAN

- All loans are for an initial period of two years, then renewable for either a 12 or 24 month period.
- The period of loan includes transportation to and from the Borrower and is not the period of display or the period the Borrower requires possession of the artworks.
- The Gallery reserves the right to cancel any agreed loan or to recall an art work at any time by notice in writing to the Borrower.
- If at any time during the loan period the Borrower wishes to terminate the loan, the Borrower is to provide the Gallery with notice in writing at least one month prior to the return of the art work.

### 1.6 COSTS AND CHARGES

- The program operates on a cost-recovery basis (see fee schedule).
- The Borrower is subject to an initial service fee that covers preparation, installation and ongoing administration of a loan for a two-year period. The fee is applied per artwork.
- An annual renewal fee is applied should the Borrower wish to extend the loan. The fee is applied per artwork.
- The Gallery generally provides transport of loans to and from the Borrower at no cost. However, if the work is oversized or if a Gallery vehicle is unavailable, the Borrower is required to cover the cost of delivery and return in a Gallery-approved commercial art carrier.

- If at any time the Borrower initiates a new loan the initial service fee will be levied by the Gallery. A credit or refund is not applicable should the Borrower cancel a loan after installation or during a loan period.
- If the Gallery initiates the recall of an art work during a loan period, for reasons other than mistreatment of a loan by the Borrower, a replacement will be supplied without charge for the remainder of that loan period.
- All costs associated with the insurance or indemnification of the artwork(s) on loan are the responsibility of the Borrower.

## **1.7 INSURANCE AND INDEMNIFICATION**

- The Borrower is required to insure or indemnify the artwork against all risks from the time it is despatched from the Gallery until the time it is returned to the Gallery.
- The artwork is to be insured or indemnified for the value nominated by the Gallery and stated in the loan agreement.
- The Gallery reserves the right to revalue the artwork annually. The Borrower will be notified of the artwork's reassessed value and is to ensure that it is insured or indemnified for the value as reassessed.
- Artwork(s) being lent specifically for display in Ministerial offices (including office, reception and conference spaces) are eligible for an indemnity provided by the Queensland Treasury through the branch of Ministerial Services.
- Artworks are not despatched to the Borrower until proof of adequate insurance or indemnification has been provided to the Gallery.

## **1.8 CONDITIONS FOR SAFE DISPLAY OF ORIGINAL ARTWORK**

- The Borrower is responsible for the protection of the artwork whilst it is in its possession and is to ensure that protection from the hazards of water, fire, theft, insects, dirt, foodstuffs, drink, and smoking, and that it is not in danger from pedestrian traffic or office activities.
- The Borrower must be able to demonstrate that there is adequate 24-hour security in the area in which the artwork is to be displayed.
- Artworks will not be installed for display in areas that are subject to:
  - Direct sunlight
  - Extremes in humidity and heat
  - Near air conditioning outlets / intakes
  - Or that are otherwise not assessed to meet standards for conservation of the artwork.
- Display locations for artworks on loan must comply with the following light levels:
  - Paintings – up to 200 lux and 75 microwatts per lumen UV
  - Ceramic, stone and metal sculpture – up to 300 lux and 75 microwatts per lumen UV
- A representative from the Gallery will make an assessment of all potential display locations and identify those areas that meet the safe display criteria.
- In alignment with QAGOMA collection management standards and practices, the Director has the discretion to advise on artwork restrictions for venues where the environmental parameters fall outside QAGOMA Facility Standard for loans.
- Preventive conservation, particularly the framing and glazing of paintings, will be undertaken where appropriate for all Government loans.
- Any noticeable change in the condition of artworks on loan is to be made known immediately to the Gallery.

### **1.9.1 OTHER CONDITIONS**

- A loan agreement is issued by the Gallery when all details of the loan have been finalised and approved.
  - The artwork is not released to the Borrower until the loan agreement has been completed and signed by the Borrower and the Gallery, and proof of insurance or indemnity provided.
  - In the case of loans to Ministerial offices, indemnification of the work is to be confirmed in writing by Ministerial Services, Department of Premier and Cabinet.
  - The Borrower is the entity identified on the loan agreement and not an individual or political party. The Gallery is to be notified prior to the relocation, or change in name, of the Borrower.
  - The Borrower is to nominate one senior departmental member of staff to ensure that the conditions of loan as contained in the agreement and in this document are adhered to. This person has authorisation to sign loan agreements on behalf of the Borrower and to assist Gallery staff to obtain access to the object as required.
  - The Borrower is responsible for the protection of the art work whilst in possession and any change in environmental conditions is to be advised immediately to the Gallery to prevent any deterioration of the work.
- The art work is to be displayed only at the location specified in the loan agreement.
- The artwork will be installed by the Gallery's exhibitions staff.
- The Borrower is not authorised to handle or move the artwork without the prior approval of the Gallery. The Gallery, otherwise, arranges all movement of the art work.
- The Borrower is to notify the Gallery immediately if the artwork is missing, damaged or its condition deteriorates. Unless it is necessary to move the artwork for immediate protection from further damage, the Borrower will await instructions from the Gallery.



- During the period of loan the Borrower is to allow reasonable access to the artwork by bona fide scholars (with the prior authorisation of the Gallery) and regular access by Gallery staff for condition checking and audit purposes.
- The Borrower is not to permit the artwork to be photographed or reproduced without the prior written approval of the Gallery. Photographs and/or copyright permission required by the Borrower for use in publicity or publications must be requested from the Information and Publishing Services Section of the Gallery.
- The Gallery labels the reverse of the art work to identify ownership. A wall label stating catalogue information and acknowledging the Gallery will also be provided and must be displayed alongside the art work.

## 2. FEE SCHEDULE

- Government Buildings Loan Agreement (initial two year period) \$900
- Government Buildings Loan Renewal (one year renewal) \$200
- Government Buildings Loan Renewal (two year renewal) \$400

Please feel free to reach out should you require any additional information.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] | Senior Registrar, Collection Management

Registration

T [redacted]

E [redacted]@qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull <[redacted]s73(2)@premiers.qld.gov.au>

**Sent:** Friday, 15 November 2024 5:16 PM

**To:** Emma Schmeider [redacted]@qagoma.qld.gov.au>

**Cc:** Liam Bryan-Brown [redacted]@qagoma.qld.gov.au>

**Subject:** RE: art gallery loans

You don't often get email from [redacted]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,

Thanks for your assistance in this matter. Monday morning would be fine for a site visit.

Can you please give me a ring to confirm a suitable time.

Thanks

Rosie



Queensland  
Government

**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

[redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Emma Schmeider <[redacted]@qagoma.qld.gov.au>

**Sent:** Friday, 15 November 2024 4:37 PM

**To:** Rosie Turnbull [redacted]@premiers.qld.gov.au>

**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: art gallery loans

Hi Rosie,

Thank you for your email, your time on the phone today, and for registering the Premier's interest in participating in the Government Buildings Loans Program.

As discussed, Liam Bryan-Brown (Associate Registrar, Loans & Acquisitions) is available to visit 1 William Street on Monday morning to conduct an initial site assessment. This visit will include reviewing security arrangements, identifying potential display locations, and collecting light and environmental data. Following this, you will receive recommendations on suitable display locations that meet the conditions for safe display of original artworks, and be consulted on artwork preferences. Please let me know if this site visit can be scheduled.

I'll provide additional details about the Program shortly and appreciate your patience in the meantime.

Best regards,  
Emma

EMMA SCHMEIDER s73(2) | Senior Registrar, Collection Management  
Registration

T: [REDACTED]  
E: [REDACTED]@qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull [REDACTED]@premiers.qld.gov.au>  
**Sent:** Friday, 15 November 2024 10:46 AM  
**To:** Emma Schneider [REDACTED]@qagoma.qld.gov.au>  
**Subject:** art gallery loans

You don't often get email from [REDACTED]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,

I just spoke to Liam Bryan-Brown who advised he has passed my earlier request regarding art gallery loans to you.

Can you please give me a call to discuss?

Thanks  
Rosie



Queensland  
Government

**Rosie Turnbull**

A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet

M [REDACTED]

Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

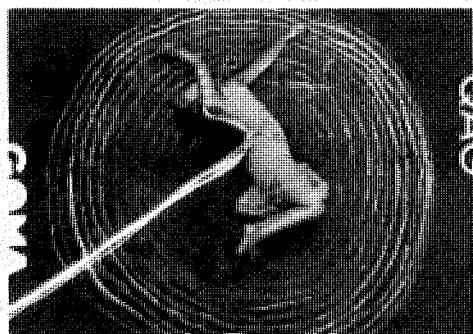
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Stanley Place, South Brisbane  
PO Box 3686, South Brisbane, Queensland 4101 Australia  
[www.qagoma.qld.gov.au](http://www.qagoma.qld.gov.au)



Art that  
lifts you up

**ASIA PACIFIC TRIENNIAL**

30 NOV 2024 — 27 APR 2025

Kawita Vatanajyankur and Pat Pataranutaporn / 'The Machine Ghost in the Human Shell' (from the 'Cyber Labour' series) 2024 / Performative Hologram Projections with AI / Commissioned for 'The 11th Asia Pacific Triennial of Contemporary Art'

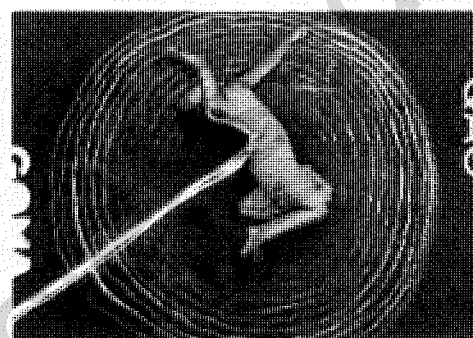


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## Filly Morgan

---

**From:** Libby Gregoric  
**Sent:** Tuesday, 3 December 2024 12:25 PM  
**To:** Filly Morgan  
**Cc:** Lisa Pollard  
**Subject:** FW: Artwork Selection Package - Premier's Office  
**Attachments:** 2.12.2024 Selection Package - Office of the Premier.pdf

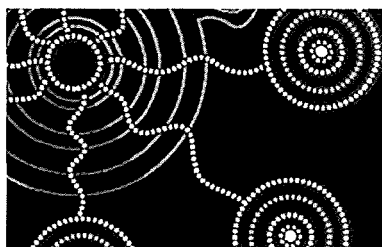
FYI



### Libby Gregoric

Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

P [redacted] s73(2)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



*I acknowledge Aboriginal and Torres Strait Islander peoples  
as the Traditional Owners and Custodians of this Country  
and recognise their connection to land, sea and community.*

*I pay my respect to them, their cultures, and to their Elders,  
past, present and emerging.*

**From:** Jaime Blackburn [redacted]@premiers.qld.gov.au>  
**Sent:** Monday, December 2, 2024 5:16 PM  
**To:** Libby Gregoric [redacted]@premiers.qld.gov.au>  
**Cc:** Rosie Turnbull [redacted]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

Hi Libby

FYI – Art options for PO will be sent to Rebecca today

J

**From:** Rosie Turnbull [redacted]@premiers.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:46 PM  
**To:** Jaime Blackburn [redacted]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

Hi,  
Are you happy for me to send this to Rebecca?

**From:** Liam Bryan-Brown <[redacted]@gagoma.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:35 PM  
**To:** Rosie Turnbull [redacted]@premiers.qld.gov.au>; Emma Schneider

<[redacted] s73(2) [redacted]@qagoma.qld.gov.au>

**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>

**Subject:** Artwork Selection Package - Premier's Office

Good afternoon Rosie,

Please find attached the Selection Package for the Office of the Premier. We are happy to provide 7 options (carefully selected by our Curatorial, Conservation and Executive Management teams) for the Officer of the Premier to choose from.

Once the Office of the Premier has made a selection, we will provide a Loan Agreement and Indemnity Undertaking to formalise the terms of the loan and ensure the necessary insurance arrangements are in place. We are also happy to discuss the installation timeframe, taking into account any required Conservation preparations.

In due course, please let me know who will be the designated contact to manage all loan formalities and related matters. Per Emma's email of 15 November outlining the program requirements and fee structure, please note that a \$900.00 fee will apply for the initial two year period.

Please let me know if you require any additional information at this time. I will look forward to hearing from you.

Kind regards,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>

**Sent:** Monday, 25 November 2024 10:13 AM

**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Emma Schneider

<[redacted]@qagoma.qld.gov.au>

**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you for your email. We have progressed this request, and the selection of works identified by our Curatorial Manager, Australian Art are currently undergoing assessment by our Paintings Conservators to ensure they are physically stable for display. Once this assessment is complete, the list will be reviewed by our Deputy Director before the Selection Package is prepared.

As soon as the review is completed we will provide the Selection Package for the Premier's consideration. We hope to be in a position to provide this toward the end of this week.

I will be in touch with the package as soon as possible.

Best,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>

**Sent:** Friday, 22 November 2024 2:17 PM

**To:** Emma Schneider <[redacted]@qagoma.qld.gov.au>

**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )



Hi Emma & Liam,  
Thanks for your time on Monday to look at the Premier's request.

Can you let me know when you think that some options will be ready for the Premier to review?

Thanks  
Rosie

**From:** Emma Schneider <[redacted] s73(2) [redacted]@qagoma.qld.gov.au>  
**Sent:** Friday, 15 November 2024 5:37 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you again for your time on the phone.

As discussed, Liam Bryan-Brown and Katee Dean will attend 1 William Street at 11:00am on Monday, 18 November 2024 to undertake the Premier's Office site visit. They will be travelling in a gallery vehicle and will need access to the underground carpark.

**LIAM BRYAN-BROWN** [redacted] | Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**KATEE DEAN** [redacted] | Assistant Registrar, Loans & Acquisitions  
Registration  
T: [redacted]  
E: [redacted]@qagoma.qld.gov.au

Ahead of the site visit, please find below key information regarding the Government Building Loan Program:

### 1.1 ELIGIBILITY

The program is available to the following designated borrowers only:

- Public rooms within:
  - Government House
  - Parliament House
- The offices and reception areas of:
  - Premier
  - Cabinet
  - Deputy Director-General, Arts Queensland
  - Director-General, Department of Premier and Cabinet
  - Director, Queensland Museum
  - Artistic Director, Queensland Performing Arts Trust
  - State Librarian
- Foyers and public areas of government buildings as approved by the Director, QAGOMA

### 1.2 AVAILABILITY OF COLLECTION

- Not all artworks in the Collection are available for loan and those required by the Gallery for regular exhibition or study purposes are excluded from the program. Artworks available for loan are limited to suitable paintings (excluding works on paper), and ceramic / stone / metal sculptures.

### 1.3 APPLICATIONS

- Requests to participate in the Government Buildings Loan Program are submitted in writing to the Director.
- The Collection is held in public trust and the following minimum criteria must be met for the application to proceed to the selection process:
- The applicant/borrower meets costs, as outlined in section 4.6 Costs and charges.

- The applicant/borrower can provide appropriate insurance, security, environmental and display conditions for artworks on loan.
- The borrower is able to maintain prescribed standards of care and environmental conditions for objects on loan, as outlined in section 4.8 Conditions for safe display of original artwork.
- Borrowers are not permitted to relocate artworks or lend artworks to third parties.
- In the case of loans to Ministerial offices, the participation of Ministerial Services, Department of Premier and Cabinet is required, as outlined in the Government Buildings Loan Procedures, to facilitate insurance and related arrangements.

#### **1.4 SELECTION PROCEDURE**

- A formal request for artwork is directed to Registration and the request is then administered by the Registrar.
- The borrower is consulted regarding preferences for artwork type and subject.
- The relevant Curatorial Manager, in consultation with Conservation, will prepare a selection of suitable artworks from which the borrower may make a choice, and the loan then proceeds for the approval of the Deputy Director, Collection & Exhibitions.

#### **1.5 PERIOD OF LOAN**

- All loans are for an initial period of two years, then renewable for either a 12 or 24 month period.
- The period of loan includes transportation to and from the Borrower and is not the period of display or the period the Borrower requires possession of the artworks.
- The Gallery reserves the right to cancel any agreed loan or to recall an art work at any time by notice in writing to the Borrower.
- If at any time during the loan period the Borrower wishes to terminate the loan, the Borrower is to provide the Gallery with notice in writing at least one month prior to the return of the art work.

#### **1.6 COSTS AND CHARGES**

- The program operates on a cost-recovery basis (see fee schedule).
- The Borrower is subject to an initial service fee that covers preparation, installation and ongoing administration of a loan for a two-year period. The fee is applied per artwork.
- An annual renewal fee is applied should the Borrower wish to extend the loan. The fee is applied per artwork.
- The Gallery generally provides transport of loans to and from the Borrower at no cost. However, if the work is oversized or if a Gallery vehicle is unavailable, the Borrower is required to cover the cost of delivery and return in a Gallery-approved commercial art carrier.
- If at any time the Borrower initiates a new loan the initial service fee will be levied by the Gallery. A credit or refund is not applicable should the Borrower cancel a loan after installation or during a loan period.
- If the Gallery initiates the recall of an art work during a loan period, for reasons other than mistreatment of a loan by the Borrower, a replacement will be supplied without charge for the remainder of that loan period.
- All costs associated with the insurance or indemnification of the artwork(s) on loan are the responsibility of the Borrower.

#### **1.7 INSURANCE AND INDEMNIFICATION**

- The Borrower is required to insure or indemnify the artwork against all risks from the time it is despatched from the Gallery until the time it is returned to the Gallery.
- The artwork is to be insured or indemnified for the value nominated by the Gallery and stated in the loan agreement.
- The Gallery reserves the right to revalue the artwork annually. The Borrower will be notified of the artwork's reassessed value and is to ensure that it is insured or indemnified for the value as reassessed.
- Artwork(s) being lent specifically for display in Ministerial offices (including office, reception and conference spaces) are eligible for an indemnity provided by the Queensland Treasury through the branch of Ministerial Services.
- Artworks are not despatched to the Borrower until proof of adequate insurance or indemnification has been provided to the Gallery.

#### **1.8 CONDITIONS FOR SAFE DISPLAY OF ORIGINAL ARTWORK**

- The Borrower is responsible for the protection of the artwork whilst it is in its possession and is to ensure that protection from the hazards of water, fire, theft, insects, dirt, foodstuffs, drink, and smoking, and that it is not in danger from pedestrian traffic or office activities.
- The Borrower must be able to demonstrate that there is adequate 24-hour security in the area in which the artwork is to be displayed.
- Artworks will not be installed for display in areas that are subject to:
  - Direct sunlight
  - Extremes in humidity and heat
  - Near air conditioning outlets / intakes
  - Or that are otherwise not assessed to meet standards for conservation of the artwork.



- Display locations for artworks on loan must comply with the following light levels:
  - Paintings – up to 200 lux and 75 microwatts per lumen UV
  - Ceramic, stone and metal sculpture – up to 300 lux and 75 microwatts per lumen UV
- A representative from the Gallery will make an assessment of all potential display locations and identify those areas that meet the safe display criteria.
- In alignment with QAGOMA collection management standards and practices, the Director has the discretion to advise on artwork restrictions for venues where the environmental parameters fall outside QAGOMA Facility Standard for loans.
- Preventive conservation, particularly the framing and glazing of paintings, will be undertaken where appropriate for all Government loans.
- Any noticeable change in the condition of artworks on loan is to be made known immediately to the Gallery.

### 1.9.1 OTHER CONDITIONS

- A loan agreement is issued by the Gallery when all details of the loan have been finalised and approved.
  - The artwork is not released to the Borrower until the loan agreement has been completed and signed by the Borrower and the Gallery, and proof of insurance or indemnity provided.
  - In the case of loans to Ministerial offices, indemnification of the work is to be confirmed in writing by Ministerial Services, Department of Premier and Cabinet.
  - The Borrower is the entity identified on the loan agreement and not an individual or political party. The Gallery is to be notified prior to the relocation, or change in name, of the Borrower.
  - The Borrower is to nominate one senior departmental member of staff to ensure that the conditions of loan as contained in the agreement and in this document are adhered to. This person has authorisation to sign loan agreements on behalf of the Borrower and to assist Gallery staff to obtain access to the object as required.
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- The art work is to be displayed only at the location specified in the loan agreement.
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- The Gallery labels the reverse of the art work to identify ownership. A wall label stating catalogue information and acknowledging the Gallery will also be provided and must be displayed alongside the art work.

## 2. FEE SCHEDULE

- Government Buildings Loan Agreement (initial two year period) \$900
- Government Buildings Loan Renewal (one year renewal) \$200
- Government Buildings Loan Renewal (two year renewal) \$400

Please feel free to reach out should you require any additional information.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] | Senior Registrar, Collection Management  
Registration

T: [redacted] s73(2)  
E: [redacted] @qagoma.qld.gov.au

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From: Rosie Turnbull [redacted] <[redacted]@premiers.qld.gov.au>

Sent: Friday, 15 November 2024 5:16 PM

To: Emma Schmeider <[redacted]@qagoma.qld.gov.au>

Cc: Liam Bryan-Brown [redacted] <[redacted]@qagoma.qld.gov.au>

Subject: RE: art gallery loans

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Hi Emma,

Thanks for your assistance in this matter. Monday morning would be fine for a site visit.  
Can you please give me a ring to confirm a suitable time.

Thanks  
Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M [redacted] s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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**Sent:** Friday, 15 November 2024 4:37 PM

**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>

**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: art gallery loans

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I'll provide additional details about the Program shortly and appreciate your patience in the meantime.

Best regards,  
Emma

**EMMA SCHMEIDER** [redacted] | Senior Registrar, Collection Management

Registration

T: [redacted] s73(2)

E: [redacted]@qagoma.qld.gov.au

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**To:** Emma Schmeider <[redacted]@qagoma.qld.gov.au>

**Subject:** art gallery loans

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Thanks

Rosie



Queensland  
Government

**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

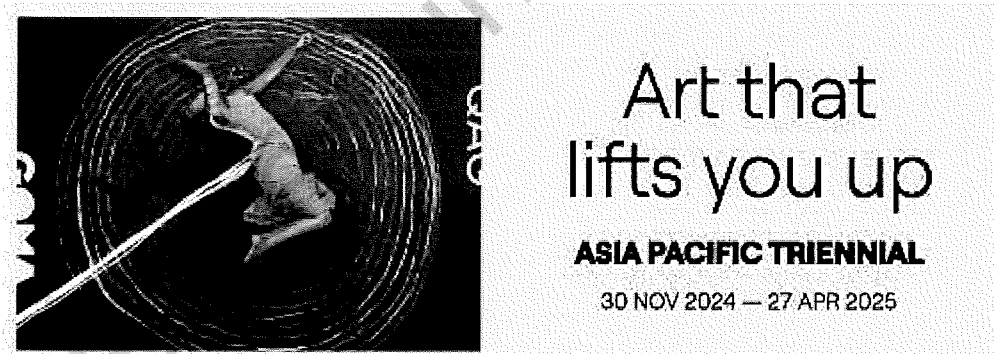
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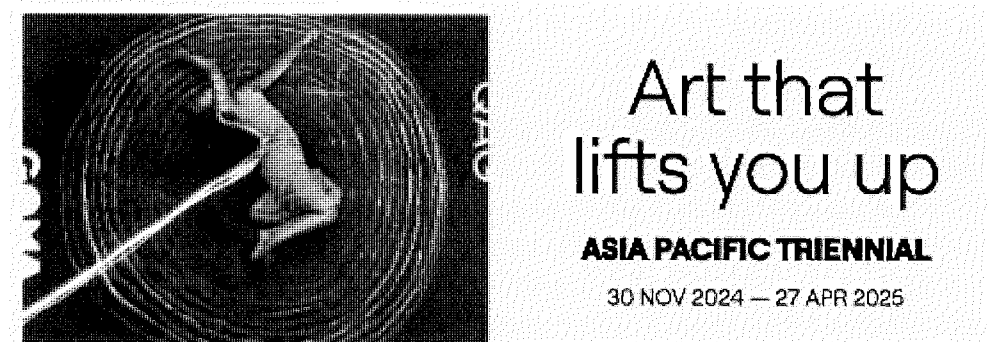
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Stanley Place, South Brisbane  
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Kawita Vatanajyankur and Pat Pataranutaporn / 'The Machine Ghost in the Human Shell' (from the 'Cyber Labour' series) 2024 / Performative Hologram Projections with AI / Commissioned for 'The 11th Asia Pacific Triennial of Contemporary Art'



**QUEENSLAND ART GALLERY  
GALLERY OF MODERN ART**

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QUEENSLAND 4101 AUSTRALIA  
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T: +61 (0)7 3840 7303  
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E: GALLERY@QAGOMA.QLD.GOV.AU



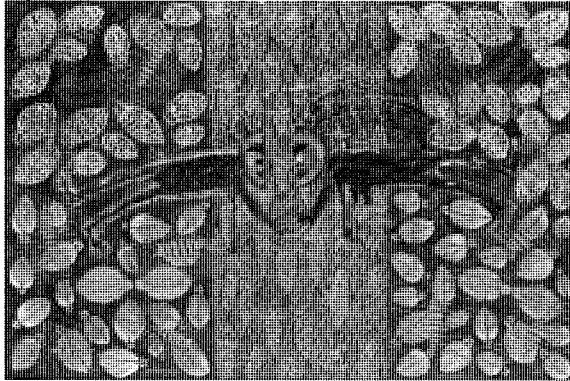
# **GOVERNMENT BUILDINGS LOAN PROGRAM**

## **Selection Package for the Office of the Premier**

**November 2024**

## Office of the Premier - Main wall, right of television

### Option 1 of 7:



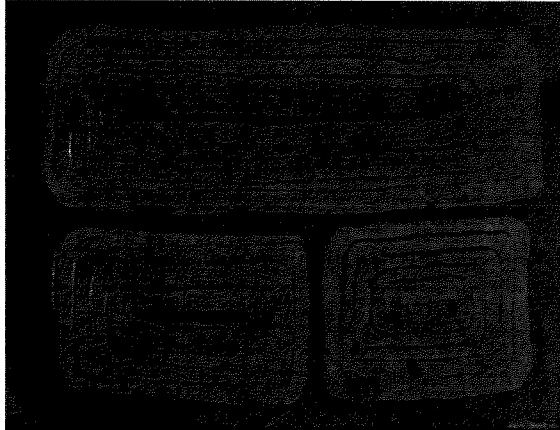
SAUNDERS, Zane  
Badjala people  
Australia QLD b.1971  
*Lovers story* 1989  
Synthetic polymer paint on canvas  
91 x 137cm  
Acc. 1990.354  
Purchased 1990 with funds from  
ARCO Coal Australia Inc. through the  
Queensland Art Gallery Foundation  
**Value:** s49 sch4

Zane Saunders is a Badjala/Kunggari/Yiman man and multidisciplinary artist who currently lives in Kuranda, North Queensland.

This painting shows two lovers caught in a moment's embrace. Saunders says of this work:

"Most of my ideas are my own personal designs and inspired by everyday living, dreaming. Getting the feel of Aboriginal art and culture: food we eat, hunting, stories, insects, religion, animals, living in the bush. If people look closely at nature then they should learn something. This is where you imagine things. Dreaming, with the Dreamtime. Everybody's got their own dreams and this is how I express my ideas, in patterns and stories."

### Option 2 of 7:



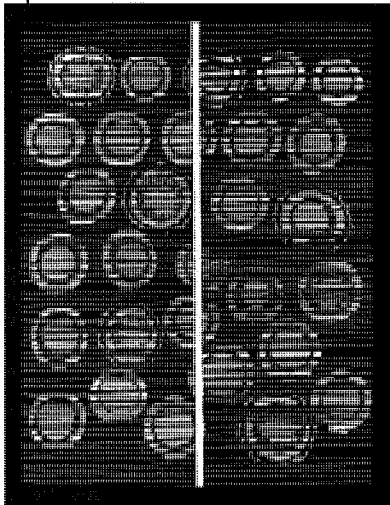
NAMOK, Rosella  
Kanthanampu and Aangkum  
(Ungkum) people  
Australia QLD b.1979  
*Para way* 2000  
Synthetic polymer paint on canvas  
81.5 x 106cm  
Acc. 2000.181  
Purchased 2000. Queensland Art  
Gallery Foundation Grant  
**Value:** s49 sch4

In this work, 'Para way' 2000, Namok refers to the differences between her Lockhart River culture and that of white Australian society, 'para' being a term used to describe white society. Namok discusses these differences, as follows:

"'Para' way different to our way... we got different way of painting our body... our way is circles and dots... 'para' way is straight up and down and square. They live in straight streets... we live with lot of family together in one place. 'Para' they can live far away from their families... they do visit their families on special occasions like Christmas... but for us we go everywhere together... camping to Chillli Beach... Old Site. For funerals we travel by car to that place even if it's a long drive. In the dry we go to football carnivals together plenty of vehicles drive to Coen, Weipa, Kowanyama. Sometimes it takes all day to get to that place. In our culture for dancing we paint our bodies with circles, some dots and lines... special markings... different people paint their body different, put on shell necklace and grass 'juje' (skirt) to dance... different to 'para'."



Option 3 of 7:



MICHL, Lisa  
Kokoberrin people  
Australia QLD b.1977  
*Nundah (Wild apricot)* 2002  
Synthetic polymer paint on canvas  
142.2 x 110.5cm  
Acc. 2003.060  
Commissioned 2002 with funds from  
the Queensland Art Gallery  
Foundation

Value: s49 sch4

Lisa Michl was born in Cairns, 1977, and is a Kokoberrin woman whose country is near Kowanyama on the west coast of the Cape York Peninsula.

*Nundah (Wild apricot)* 2002 was commissioned for the Queensland Art Gallery's 2003 exhibition 'Story Place: Indigenous Art of Cape York and the Rainforest'. This painting depicts the fruit that grows on her homeland at Pinarrinch. Michl represents the Nundah fruit using a combination of red, yellow and white circular shapes against a background of red ochre, symbolising their traditional homeland on Staaten River. The straight white lines refer to Michl's grandmother, who is recognised as a freshwater person (from inland), while the black, red and yellow lines represent travel routes used by the artist and previous generations of Kokoberrin people.

Option 4 of 7:



WOMPI, Nora  
Kukatja people  
Australia WA c.1939–2017  
*Kunawarritji* 2011  
Synthetic polymer paint on linen  
90 x 60cm  
Acc. 2014.428  
The Glenn Manser Collection.  
Gift of Glenn Manser through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2014.  
Donated through the Australian  
Government's Cultural Gifts Program

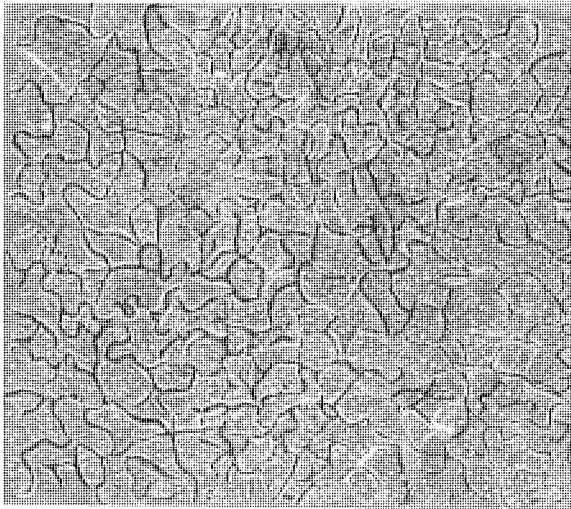
Value: s49 sch4

Nora Wompi (c.1939-2017) was a Kukatja woman who was born in the Great Sandy Desert in Lilparu, close to Well 33, on the Canning Stock Route, Western Australia. Growing up she lived a nomadic life.

*Kunawarritji* 2011 is taken as an abstract depiction of the small Aboriginal community of Kunawarritji, located in the Pilbara region of Western Australia. In this painting, Wompi captures the metaphysical essence of her Kunawarritji Tjukurrpa (Dreaming) rather than its physical features. She says that, for her, Kunawarritji is the centre of it all. Gained through a lifetime of connection, she shares her perception of the underlying spiritual meaning of the site.



Option 5 of 7:



NGALLAMETTA, Mavis  
Kugu-Uwanh people, Putch clan  
Australia QLD 1944–2019  
*Mo'Yakal (White and yellow wattles in flower)* 2008  
Synthetic polymer paint on linen  
84 x 96cm  
Acc. 2015.097  
Gift of the artist through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2015.  
Donated through the Australian  
Government's Cultural Gifts Program  
**Value:** s49 sch4

Mrs. Ngallametta (1944–2019) was born near the Kendall River in the west Cape York Peninsula and was a Putch clan elder and cultural leader of the Kugu and Wik peoples of Aurukun. She remains one of the most celebrated Queensland artists, known for her unique painting styles which combined figurative scenes, meandering linear compositions and bold ochre fields with shimmering dotted patterns.

This seasonal painting has been described by Mrs. Ngallametta:

"White and yellow wattle flowers are all around starting in the Easter month of April with white ones and then finishing with the yellow ones around June."

Option 6 of 7:

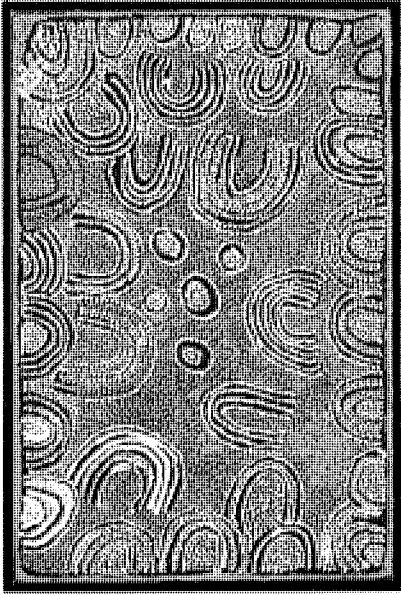


GABORI, Mirdidingkingathi Juwarnda  
Sally  
Kaiadilt people  
Australia QLD c.1924–2015  
*Dibirdibi Country* 2011  
Synthetic polymer paint on linen  
121.7 x 91.5cm  
Acc. 2017.362  
Gift of the Estate of Mirdidingkingathi  
Juwarnda Sally Gabori through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2017  
**Value:** s49 sch4

Mirdidingkingathi Juwarnda Sally Gabori (1924–2015) was a distinguished senior Kaiadilt woman who was born on Bentick Island and later relocated to Mornington Island. Beginning her artistic practice at the age of 81, Gabori remains one of the most celebrated contemporary Australian artists of all time.

This focus of this painting is Dibirdibi Country—Gabori's favourite location, and the land, songs and narratives associated with Dibirdibi (the Rock Cod ancestor) that Gabori maintained along with her husband Dibirdibi (Pat Gabori), before moving to Mornington Island. Dibirdibi is a subject and location painted more often by Gabori than any other.

Option 7 of 7:



NUNGURRAYI, Naata  
Pintupi people  
Australia WA b.c.1932  
*Untitled (Marapinti)* 2002  
Synthetic polymer paint on canvas  
91 x 61cm  
Acc. 2017.403  
The Glenn Manser Collection.  
Gift of Glenn Manser in memory of  
Martin Wardrop through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2017.  
Donated through the Australian  
Government's Cultural Gifts Program  
**Value:** s49 sch4

Naata Nungurrayi is a highly respected senior Pintupi leader and one of the leading women painters of the Western Desert art movement. Nungurrayi started painting in 1996, in her mid-sixties, with years of accumulated cultural and ancestral knowledge, a respected position as an elder, and the natural affinity for Country that informs her paintings.

Marapinti is a place of women's ceremony associated with the Tingari women, the ancestors who first traversed a featureless desert landscape and imbued the country with its characteristics and meaning. This painting focusses more on aspects of ceremony, the participants and objects used therein.

## Filly Morgan

---

**From:** Libby Gregoric  
**Sent:** Tuesday, 3 December 2024 2:23 PM  
**To:** Filly Morgan  
**Cc:** Lisa Pollard  
**Subject:** Re: Artwork Selection Package - Premier's Office

Selected option 1 and 3

FYI

Libby Gregoric  
Deputy Director-General  
People and Services  
Department of the Premier and Cabinet  
P: [REDACTED] s73(2)  
E: [REDACTED]@premiers.qld.gov.au

---

**From:** Filly Morgan <[REDACTED]@premiers.qld.gov.au>  
**Sent:** Tuesday, December 3, 2024 2:13:27 PM  
**To:** Libby Gregoric <[REDACTED]@premiers.qld.gov.au>  
**Cc:** Lisa Pollard <[REDACTED]@premiers.qld.gov.au>  
**Subject:** Re: Artwork Selection Package - Premier's Office

Thanks

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---

**From:** Libby Gregoric <[REDACTED]@premiers.qld.gov.au>  
**Sent:** Tuesday, December 3, 2024 12:25:04 PM  
**To:** Filly Morgan <[REDACTED]@premiers.qld.gov.au>  
**Cc:** Lisa Pollard <[REDACTED]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

FYI

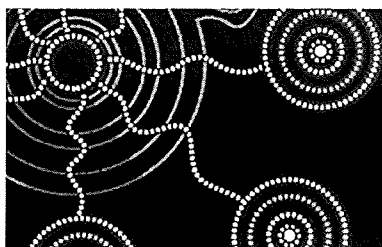


**Libby Gregoric**

Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

---

P [REDACTED]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



*I acknowledge Aboriginal and Torres Strait Islander peoples  
as the Traditional Owners and Custodians of this Country  
and recognise their connection to land, sea and community.*

*I pay my respect to them, their cultures, and to their Elders,  
past, present and emerging.*

**From:** Jaime Blackburn <[redacted] s73(2) [redacted]@premiers.qld.gov.au>  
**Sent:** Monday, December 2, 2024 5:16 PM  
**To:** Libby Gregoric <[redacted]@premiers.qld.gov.au>  
**Cc:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

Hi Libby

FYI – Art options for PO will be sent to Rebecca today

J

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:46 PM  
**To:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

Hi,  
Are you happy for me to send this to Rebecca?

**From:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:35 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** Artwork Selection Package - Premier's Office

Good afternoon Rosie,

Please find attached the Selection Package for the Office of the Premier. We are happy to provide 7 options (carefully selected by our Curatorial, Conservation and Executive Management teams) for the Officer of the Premier to choose from.

Once the Office of the Premier has made a selection, we will provide a Loan Agreement and Indemnity Undertaking to formalise the terms of the loan and ensure the necessary insurance arrangements are in place. We are also happy to discuss the installation timeframe, taking into account any required Conservation preparations.

In due course, please let me know who will be the designated contact to manage all loan formalities and related matters. Per Emma's email of 15 November outlining the program requirements and fee structure, please note that a \$900.00 fee will apply for the initial two year period.

Please let me know if you require any additional information at this time. I will look forward to hearing from you.

Kind regards,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 25 November 2024 10:13 AM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Emma Schneider

s73(2) [redacted]@qagoma.qld.gov.au>

Cc: Katee Dean <[redacted]@qagoma.qld.gov.au>

Subject: RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you for your email. We have progressed this request, and the selection of works identified by our Curatorial Manager, Australian Art are currently undergoing assessment by our Paintings Conservators to ensure they are physically stable for display. Once this assessment is complete, the list will be reviewed by our Deputy Director before the Selection Package is prepared.

As soon as the review is completed we will provide the Selection Package for the Premier's consideration. We hope to be in a position to provide this toward the end of this week.

I will be in touch with the package as soon as possible.

Best,  
Liam

LIAM BRYAN-BROWN [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

From: Rosie Turnbull <[redacted]@premiers.qld.gov.au>

Sent: Friday, 22 November 2024 2:17 PM

To: Emma Schneider <[redacted]@qagoma.qld.gov.au>

Cc: Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>

Subject: RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Emma & Liam,

Thanks for your time on Monday to look at the Premier's request.

Can you let me know when you think that some options will be ready for the Premier to review?

Thanks  
Rosie

From: Emma Schneider <[redacted]@qagoma.qld.gov.au>

Sent: Friday, 15 November 2024 5:37 PM

To: Rosie Turnbull <[redacted]@premiers.qld.gov.au>

Cc: Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>

Subject: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you again for your time on the phone.

As discussed, Liam Bryan-Brown and Katee Dean will attend 1 William Street at 11:00am on Monday, 18 November 2024 to undertake the Premier's Office site visit. They will be travelling in a gallery vehicle and will need access to the underground carpark.

LIAM BRYAN-BROWN [redacted] | Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au



KATEE DEAN [ ] | Assistant Registrar, Loans & Acquisitions  
Registration  
T: [ ] s73(2)  
E: [ ] @qagoma.qld.gov.au

Ahead of the site visit, please find below key information regarding the Government Building Loan Program:

### 1.1 ELIGIBILITY

The program is available to the following designated borrowers only:

- Public rooms within:
  - Government House
  - Parliament House
- The offices and reception areas of:
  - Premier
  - Cabinet
  - Deputy Director-General, Arts Queensland
  - Director-General, Department of Premier and Cabinet
  - Director, Queensland Museum
  - Artistic Director, Queensland Performing Arts Trust
  - State Librarian
- Foyers and public areas of government buildings as approved by the Director, QAGOMA

### 1.2 AVAILABILITY OF COLLECTION

- Not all artworks in the Collection are available for loan and those required by the Gallery for regular exhibition or study purposes are excluded from the program. Artworks available for loan are limited to suitable paintings (excluding works on paper), and ceramic / stone / metal sculptures.

### 1.3 APPLICATIONS

- Requests to participate in the Government Buildings Loan Program are submitted in writing to the Director.
- The Collection is held in public trust and the following minimum criteria must be met for the application to proceed to the selection process:
  - The applicant/borrower meets costs, as outlined in section 4.6 Costs and charges.
  - The applicant/borrower can provide appropriate insurance, security, environmental and display conditions for artworks on loan.
  - The borrower is able to maintain prescribed standards of care and environmental conditions for objects on loan, as outlined in section 4.8 Conditions for safe display of original artwork.
  - Borrowers are not permitted to relocate artworks or lend artworks to third parties.
  - In the case of loans to Ministerial offices, the participation of Ministerial Services, Department of Premier and Cabinet is required, as outlined in the Government Buildings Loan Procedures, to facilitate insurance and related arrangements.

### 1.4 SELECTION PROCEDURE

- A formal request for artwork is directed to Registration and the request is then administered by the Registrar.
- The borrower is consulted regarding preferences for artwork type and subject.
- The relevant Curatorial Manager, in consultation with Conservation, will prepare a selection of suitable artworks from which the borrower may make a choice, and the loan then proceeds for the approval of the Deputy Director, Collection & Exhibitions.

### 1.5 PERIOD OF LOAN

- All loans are for an initial period of two years, then renewable for either a 12 or 24 month period.
- The period of loan includes transportation to and from the Borrower and is not the period of display or the period the Borrower requires possession of the artworks.
- The Gallery reserves the right to cancel any agreed loan or to recall an art work at any time by notice in writing to the Borrower.
- If at any time during the loan period the Borrower wishes to terminate the loan, the Borrower is to provide the Gallery with notice in writing at least one month prior to the return of the art work.

### 1.6 COSTS AND CHARGES

- The program operates on a cost-recovery basis (see fee schedule).
- The Borrower is subject to an initial service fee that covers preparation, installation and ongoing administration of a loan for a two-year period. The fee is applied per artwork.
- An annual renewal fee is applied should the Borrower wish to extend the loan. The fee is applied per artwork.
- The Gallery generally provides transport of loans to and from the Borrower at no cost. However, if the work is oversized or if a Gallery vehicle is unavailable, the Borrower is required to cover the cost of delivery and return in a Gallery-approved commercial art carrier.



- If at any time the Borrower initiates a new loan the initial service fee will be levied by the Gallery. A credit or refund is not applicable should the Borrower cancel a loan after installation or during a loan period.
- If the Gallery initiates the recall of an art work during a loan period, for reasons other than mistreatment of a loan by the Borrower, a replacement will be supplied without charge for the remainder of that loan period.
- All costs associated with the insurance or indemnification of the artwork(s) on loan are the responsibility of the Borrower.

#### **1.7 INSURANCE AND INDEMNIFICATION**

- The Borrower is required to insure or indemnify the artwork against all risks from the time it is despatched from the Gallery until the time it is returned to the Gallery.
- The artwork is to be insured or indemnified for the value nominated by the Gallery and stated in the loan agreement.
- The Gallery reserves the right to revalue the artwork annually. The Borrower will be notified of the artwork's reassessed value and is to ensure that it is insured or indemnified for the value as reassessed.
- Artwork(s) being lent specifically for display in Ministerial offices (including office, reception and conference spaces) are eligible for an indemnity provided by the Queensland Treasury through the branch of Ministerial Services.
- Artworks are not despatched to the Borrower until proof of adequate insurance or indemnification has been provided to the Gallery.

#### **1.8 CONDITIONS FOR SAFE DISPLAY OF ORIGINAL ARTWORK**

- The Borrower is responsible for the protection of the artwork whilst it is in its possession and is to ensure that protection from the hazards of water, fire, theft, insects, dirt, foodstuffs, drink, and smoking, and that it is not in danger from pedestrian traffic or office activities.
- The Borrower must be able to demonstrate that there is adequate 24-hour security in the area in which the artwork is to be displayed.
- Artworks will not be installed for display in areas that are subject to:
  - Direct sunlight
  - Extremes in humidity and heat
  - Near air conditioning outlets / intakes
  - Or that are otherwise not assessed to meet standards for conservation of the artwork.
- Display locations for artworks on loan must comply with the following light levels:
  - Paintings – up to 200 lux and 75 microwatts per lumen UV
  - Ceramic, stone and metal sculpture – up to 300 lux and 75 microwatts per lumen UV
- A representative from the Gallery will make an assessment of all potential display locations and identify those areas that meet the safe display criteria.
- In alignment with QAGOMA collection management standards and practices, the Director has the discretion to advise on artwork restrictions for venues where the environmental parameters fall outside QAGOMA Facility Standard for loans.
- Preventive conservation, particularly the framing and glazing of paintings, will be undertaken where appropriate for all Government loans.
- Any noticeable change in the condition of artworks on loan is to be made known immediately to the Gallery.

##### **1.9.1 OTHER CONDITIONS**

- A loan agreement is issued by the Gallery when all details of the loan have been finalised and approved.
  - The artwork is not released to the Borrower until the loan agreement has been completed and signed by the Borrower and the Gallery, and proof of insurance or indemnity provided.
  - In the case of loans to Ministerial offices, indemnification of the work is to be confirmed in writing by Ministerial Services, Department of Premier and Cabinet.
  - The Borrower is the entity identified on the loan agreement and not an individual or political party. The Gallery is to be notified prior to the relocation, or change in name, of the Borrower.
  - The Borrower is to nominate one senior departmental member of staff to ensure that the conditions of loan as contained in the agreement and in this document are adhered to. This person has authorisation to sign loan agreements on behalf of the Borrower and to assist Gallery staff to obtain access to the object as required.
  - The Borrower is responsible for the protection of the art work whilst in possession and any change in environmental conditions is to be advised immediately to the Gallery to prevent any deterioration of the work.
- The art work is to be displayed only at the location specified in the loan agreement.
- The artwork will be installed by the Gallery's exhibitions staff.
- The Borrower is not authorised to handle or move the artwork without the prior approval of the Gallery. The Gallery, otherwise, arranges all movement of the art work.
- The Borrower is to notify the Gallery immediately if the artwork is missing, damaged or its condition deteriorates. Unless it is necessary to move the artwork for immediate protection from further damage, the Borrower will await instructions from the Gallery.



Thank you for your email, your time on the phone today, and for registering the Premier's interest in participating in the Government Buildings Loans Program.

As discussed, Liam Bryan-Brown (Associate Registrar, Loans & Acquisitions) is available to visit 1 William Street on Monday morning to conduct an initial site assessment. This visit will include reviewing security arrangements, identifying potential display locations, and collecting light and environmental data. Following this, you will receive recommendations on suitable display locations that meet the conditions for safe display of original artworks, and be consulted on artwork preferences. Please let me know if this site visit can be scheduled.

I'll provide additional details about the Program shortly and appreciate your patience in the meantime.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] Senior Registrar, Collection Management  
Registration  
T: [redacted] s73(2)  
E: [redacted] @qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 15 November 2024 10:46 AM  
**To:** Emma Schmeider <[redacted]@qagoma.qld.gov.au>  
**Subject:** art gallery loans

You don't often get email from [redacted]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,

I just spoke to Liam Bryan-Brown who advised he has passed my earlier request regarding art gallery loans to you.

Can you please give me a call to discuss?

Thanks  
Rosie



Queensland  
Government

**Rosie Turnbull**

A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet

M [redacted]

Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

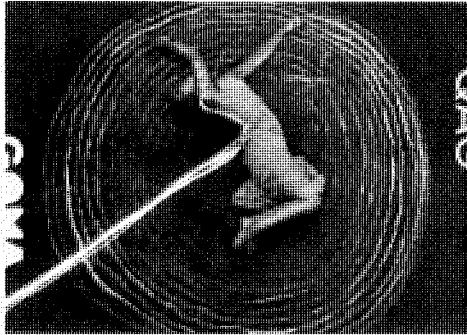
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Stanley Place, South Brisbane  
PO Box 3686, South Brisbane, Queensland 4101 Australia  
[www.qagoma.qld.gov.au](http://www.qagoma.qld.gov.au)



## Art that lifts you up

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30 NOV 2024 — 27 APR 2025

Kawita Vatanajyankur and Pat Pataranutaporn / 'The Machine Ghost in the Human Shell' (from the 'Cyber Labour' series) 2024 / Performative Hologram Projections with AI / Commissioned for 'The 11th Asia Pacific Triennial of Contemporary Art'

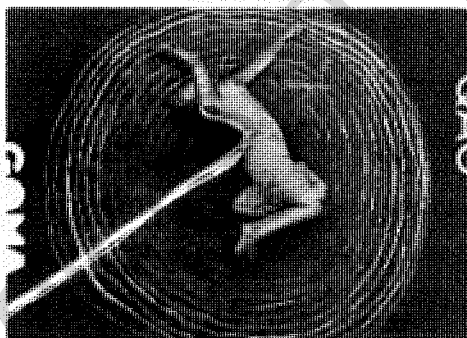


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Stanley Place, South Brisbane  
PO Box 3686, South Brisbane, Queensland 4101 Australia  
[www.qagoma.qld.gov.au](http://www.qagoma.qld.gov.au)



## Art that lifts you up

**ASIA PACIFIC TRIENNIAL**

30 NOV 2024 — 27 APR 2025

Kawita Vatanajyankur and Pat Pataranutaporn / 'The Machine Ghost in the Human Shell' (from the 'Cyber Labour' series) 2024 / Performative Hologram Projections with AI / Commissioned for 'The 11th Asia Pacific Triennial of Contemporary Art'



## Libby Gregoric

---

**From:** Jaime Blackburn  
**Sent:** Friday, 6 December 2024 2:53 PM  
**To:** Libby Gregoric  
**Subject:** FW: Artworks

FYI – art being installed on Thursday

**From:** Rosie Turnbull <s73(2)@premiers.qld.gov.au>  
**Sent:** Friday, 6 December 2024 2:46 PM  
**To:** Rebecca Docherty <@ministerial.qld.gov.au>  
**Cc:** Jaime Blackburn <@premiers.qld.gov.au>  
**Subject:** RE: Artworks

Hi Rebecca,

The art gallery will be on site at 11am Thursday 12 December. It will take them a little while to park and unpack so I expect sometime before 11.30 ETA to your office on level 40. Can you let me know who to contact on arrival if it is not you?

Hope this suits, let me know if you'd prefer a different time.

Thanks  
Rosie

**From:** Rebecca Docherty <@ministerial.qld.gov.au>  
**Sent:** Thursday, 5 December 2024 5:26 PM  
**To:** Rosie Turnbull <@premiers.qld.gov.au>  
**Cc:** Jaime Blackburn <@premiers.qld.gov.au>  
**Subject:** RE: Artworks

Hi Rosie

That works well as we will be at Parliament next week – we'll have staff onsite, but the Premier won't be in his office. I'm relaxed about what time they come in.

Kind Regards

Rebecca

**From:** Rosie Turnbull <@premiers.qld.gov.au>  
**Sent:** Thursday, December 5, 2024 4:08 PM  
**To:** Rebecca Docherty <@ministerial.qld.gov.au>  
**Cc:** Jaime Blackburn <@premiers.qld.gov.au>  
**Subject:** Artworks

Hi Rebecca,



The art gallery has advised that the earliest date they are able to install the two artworks is Thursday 12 December. They recommend setting aside a 2 hour window for the installation of the two works, so can you identify a suitable time on or after 12 December that they can attend.

They have recommended that the locations be as follows:

**Location 1 of 2 [original request]:** Right of television (239cm wide)

SAUNDERS, Zane *Lovers story* 1989  
Landscape artwork – dims: 91cm high x 137cm wide

**Location 2 of 2 [additional location]:** Left of television (approx. 150cm wide)

MICHL, Lisa *Nundah (Wild apricot)* 2002  
Portrait artwork – dims: 142.2cm high x 110.5cm cm wide

Due to the width of each wall area and the size of each work, they are best suited to be installed in those respective locations. Can you confirm you are happy with this as it will be documented in the loan agreement. Please note that once the gallery hangs the works, they can only be moved again by the gallery staff.

Happy to discuss.

Thanks  
Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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## Libby Gregoric

---

**From:** Libby Gregoric  
**Sent:** Tuesday, 3 December 2024 2:23 PM  
**To:** Filly Morgan  
**Cc:** Lisa Pollard  
**Subject:** Re: Artwork Selection Package - Premier's Office

Selected option 1 and 3

FYI

Libby Gregoric  
Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

P: [REDACTED] s73(2)  
E: [REDACTED]@premiers.qld.gov.au

---

**From:** Filly Morgan [REDACTED]@premiers.qld.gov.au>  
**Sent:** Tuesday, December 3, 2024 2:13:27 PM  
**To:** Libby Gregoric [REDACTED]@premiers.qld.gov.au>  
**Cc:** Lisa Pollard [REDACTED]@premiers.qld.gov.au>  
**Subject:** Re: Artwork Selection Package - Premier's Office

Thanks

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---

**From:** Libby Gregoric [REDACTED]@premiers.qld.gov.au>  
**Sent:** Tuesday, December 3, 2024 12:25:04 PM  
**To:** Filly Morgan [REDACTED]@premiers.qld.gov.au>  
**Cc:** Lisa Pollard [REDACTED]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

FYI



**Queensland**  
Government

### Libby Gregoric

Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

P [REDACTED]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



*I acknowledge Aboriginal and Torres Strait Islander peoples  
as the Traditional Owners and Custodians of this Country  
and recognise their connection to land, sea and community.*

*I pay my respect to them, their cultures, and to their Elders,  
past, present and emerging.*

**From:** Jaime Blackburn <[redacted]s73(2)[redacted]@premiers.qld.gov.au>  
**Sent:** Monday, December 2, 2024 5:16 PM  
**To:** Libby Gregoric <[redacted]@premiers.qld.gov.au>  
**Cc:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

Hi Libby

FYI – Art options for PO will be sent to Rebecca today

J

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:46 PM  
**To:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

Hi,  
Are you happy for me to send this to Rebecca?

**From:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:35 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Emma Schneider  
<[redacted]@qagoma.qld.gov.au>  
**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** Artwork Selection Package - Premier's Office

Good afternoon Rosie,

Please find attached the Selection Package for the Office of the Premier. We are happy to provide 7 options (carefully selected by our Curatorial, Conservation and Executive Management teams) for the Officer of the Premier to choose from.

Once the Office of the Premier has made a selection, we will provide a Loan Agreement and Indemnity Undertaking to formalise the terms of the loan and ensure the necessary insurance arrangements are in place. We are also happy to discuss the installation timeframe, taking into account any required Conservation preparations.

In due course, please let me know who will be the designated contact to manage all loan formalities and related matters. Per Emma's email of 15 November outlining the program requirements and fee structure, please note that a \$900.00 fee will apply for the initial two year period.

Please let me know if you require any additional information at this time. I will look forward to hearing from you.

Kind regards,  
Liam

**LIAM BRYAN-BROWN** <[redacted]> | Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 25 November 2024 10:13 AM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Emma Schneider

[redacted] s73(2) [redacted]@qagoma.qld.gov.au>

**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you for your email. We have progressed this request, and the selection of works identified by our Curatorial Manager, Australian Art are currently undergoing assessment by our Paintings Conservators to ensure they are physically stable for display. Once this assessment is complete, the list will be reviewed by our Deputy Director before the Selection Package is prepared.

As soon as the review is completed we will provide the Selection Package for the Premier's consideration. We hope to be in a position to provide this toward the end of this week.

I will be in touch with the package as soon as possible.

Best,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration

M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>

**Sent:** Friday, 22 November 2024 2:17 PM

**To:** Emma Schneider <[redacted]@qagoma.qld.gov.au>

**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Emma & Liam,  
Thanks for your time on Monday to look at the Premier's request.

Can you let me know when you think that some options will be ready for the Premier to review?

Thanks  
Rosie

**From:** Emma Schneider <[redacted]@qagoma.qld.gov.au>

**Sent:** Friday, 15 November 2024 5:37 PM

**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>

**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>

**Subject:** Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you again for your time on the phone.

As discussed, Liam Bryan-Brown and Katee Dean will attend 1 William Street at 11:00am on Monday, 18 November 2024 to undertake the Premier's Office site visit. They will be travelling in a gallery vehicle and will need access to the underground carpark.

**LIAM BRYAN-BROWN** [redacted] | Associate Registrar, Loans and Acquisitions  
Registration

M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

KATEE DEAN [ ] | Assistant Registrar, Loans & Acquisitions  
Registration  
T: [ ] s73(2)  
E: [ ] @qagoma.qld.gov.au

Ahead of the site visit, please find below key information regarding the Government Building Loan Program:

### 1.1 ELIGIBILITY

The program is available to the following designated borrowers only:

- Public rooms within:
  - Government House
  - Parliament House
- The offices and reception areas of:
  - Premier
  - Cabinet
  - Deputy Director-General, Arts Queensland
  - Director-General, Department of Premier and Cabinet
  - Director, Queensland Museum
  - Artistic Director, Queensland Performing Arts Trust
  - State Librarian
- Foyers and public areas of government buildings as approved by the Director, QAGOMA

### 1.2 AVAILABILITY OF COLLECTION

- Not all artworks in the Collection are available for loan and those required by the Gallery for regular exhibition or study purposes are excluded from the program. Artworks available for loan are limited to suitable paintings (excluding works on paper), and ceramic / stone / metal sculptures.

### 1.3 APPLICATIONS

- Requests to participate in the Government Buildings Loan Program are submitted in writing to the Director.
- The Collection is held in public trust and the following minimum criteria must be met for the application to proceed to the selection process:
  - The applicant/borrower meets costs, as outlined in section 4.6 Costs and charges.
  - The applicant/borrower can provide appropriate insurance, security, environmental and display conditions for artworks on loan.
  - The borrower is able to maintain prescribed standards of care and environmental conditions for objects on loan, as outlined in section 4.8 Conditions for safe display of original artwork.
  - Borrowers are not permitted to relocate artworks or lend artworks to third parties.
  - In the case of loans to Ministerial offices, the participation of Ministerial Services, Department of Premier and Cabinet is required, as outlined in the Government Buildings Loan Procedures, to facilitate insurance and related arrangements.

### 1.4 SELECTION PROCEDURE

- A formal request for artwork is directed to Registration and the request is then administered by the Registrar.
- The borrower is consulted regarding preferences for artwork type and subject.
- The relevant Curatorial Manager, in consultation with Conservation, will prepare a selection of suitable artworks from which the borrower may make a choice, and the loan then proceeds for the approval of the Deputy Director, Collection & Exhibitions.

### 1.5 PERIOD OF LOAN

- All loans are for an initial period of two years, then renewable for either a 12 or 24 month period.
- The period of loan includes transportation to and from the Borrower and is not the period of display or the period the Borrower requires possession of the artworks.
- The Gallery reserves the right to cancel any agreed loan or to recall an art work at any time by notice in writing to the Borrower.
- If at any time during the loan period the Borrower wishes to terminate the loan, the Borrower is to provide the Gallery with notice in writing at least one month prior to the return of the art work.

### 1.6 COSTS AND CHARGES

- The program operates on a cost-recovery basis (see fee schedule).
- The Borrower is subject to an initial service fee that covers preparation, installation and ongoing administration of a loan for a two-year period. The fee is applied per artwork.
- An annual renewal fee is applied should the Borrower wish to extend the loan. The fee is applied per artwork.
- The Gallery generally provides transport of loans to and from the Borrower at no cost. However, if the work is oversized or if a Gallery vehicle is unavailable, the Borrower is required to cover the cost of delivery and return in a Gallery-approved commercial art carrier.

- If at any time the Borrower initiates a new loan the initial service fee will be levied by the Gallery. A credit or refund is not applicable should the Borrower cancel a loan after installation or during a loan period.
- If the Gallery initiates the recall of an art work during a loan period, for reasons other than mistreatment of a loan by the Borrower, a replacement will be supplied without charge for the remainder of that loan period.
- All costs associated with the insurance or indemnification of the artwork(s) on loan are the responsibility of the Borrower.

#### **1.7 INSURANCE AND INDEMNIFICATION**

- The Borrower is required to insure or indemnify the artwork against all risks from the time it is despatched from the Gallery until the time it is returned to the Gallery.
- The artwork is to be insured or indemnified for the value nominated by the Gallery and stated in the loan agreement.
- The Gallery reserves the right to revalue the artwork annually. The Borrower will be notified of the artwork's reassessed value and is to ensure that it is insured or indemnified for the value as reassessed.
- Artwork(s) being lent specifically for display in Ministerial offices (including office, reception and conference spaces) are eligible for an indemnity provided by the Queensland Treasury through the branch of Ministerial Services.
- Artworks are not despatched to the Borrower until proof of adequate insurance or indemnification has been provided to the Gallery.

#### **1.8 CONDITIONS FOR SAFE DISPLAY OF ORIGINAL ARTWORK**

- The Borrower is responsible for the protection of the artwork whilst it is in its possession and is to ensure that protection from the hazards of water, fire, theft, insects, dirt, foodstuffs, drink, and smoking, and that it is not in danger from pedestrian traffic or office activities.
- The Borrower must be able to demonstrate that there is adequate 24-hour security in the area in which the artwork is to be displayed.
- Artworks will not be installed for display in areas that are subject to:
  - Direct sunlight
  - Extremes in humidity and heat
  - Near air conditioning outlets / intakes
  - Or that are otherwise not assessed to meet standards for conservation of the artwork.
- Display locations for artworks on loan must comply with the following light levels:
  - Paintings – up to 200 lux and 75 microwatts per lumen UV
  - Ceramic, stone and metal sculpture – up to 300 lux and 75 microwatts per lumen UV
- A representative from the Gallery will make an assessment of all potential display locations and identify those areas that meet the safe display criteria.
- In alignment with QAGOMA collection management standards and practices, the Director has the discretion to advise on artwork restrictions for venues where the environmental parameters fall outside QAGOMA Facility Standard for loans.
- Preventive conservation, particularly the framing and glazing of paintings, will be undertaken where appropriate for all Government loans.
- Any noticeable change in the condition of artworks on loan is to be made known immediately to the Gallery.

##### **1.9.1 OTHER CONDITIONS**

- A loan agreement is issued by the Gallery when all details of the loan have been finalised and approved.
  - The artwork is not released to the Borrower until the loan agreement has been completed and signed by the Borrower and the Gallery, and proof of insurance or indemnity provided.
  - In the case of loans to Ministerial offices, indemnification of the work is to be confirmed in writing by Ministerial Services, Department of Premier and Cabinet.
  - The Borrower is the entity identified on the loan agreement and not an individual or political party. The Gallery is to be notified prior to the relocation, or change in name, of the Borrower.
  - The Borrower is to nominate one senior departmental member of staff to ensure that the conditions of loan as contained in the agreement and in this document are adhered to. This person has authorisation to sign loan agreements on behalf of the Borrower and to assist Gallery staff to obtain access to the object as required.
  - The Borrower is responsible for the protection of the art work whilst in possession and any change in environmental conditions is to be advised immediately to the Gallery to prevent any deterioration of the work.
- The art work is to be displayed only at the location specified in the loan agreement.
- The artwork will be installed by the Gallery's exhibitions staff.
- The Borrower is not authorised to handle or move the artwork without the prior approval of the Gallery. The Gallery, otherwise, arranges all movement of the art work.
- The Borrower is to notify the Gallery immediately if the artwork is missing, damaged or its condition deteriorates. Unless it is necessary to move the artwork for immediate protection from further damage, the Borrower will await instructions from the Gallery.

- During the period of loan the Borrower is to allow reasonable access to the artwork by bona fide scholars (with the prior authorisation of the Gallery) and regular access by Gallery staff for condition checking and audit purposes.
- The Borrower is not to permit the artwork to be photographed or reproduced without the prior written approval of the Gallery. Photographs and/or copyright permission required by the Borrower for use in publicity or publications must be requested from the Information and Publishing Services Section of the Gallery.
- The Gallery labels the reverse of the art work to identify ownership. A wall label stating catalogue information and acknowledging the Gallery will also be provided and must be displayed alongside the art work.

## 2. FEE SCHEDULE

- Government Buildings Loan Agreement (initial two year period) \$900
- Government Buildings Loan Renewal (one year renewal) \$200
- Government Buildings Loan Renewal (two year renewal) \$400

Please feel free to reach out should you require any additional information.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] | Senior Registrar, Collection Management  
Registration  
T: [redacted] s73(2)  
E: [redacted] @qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 15 November 2024 5:16 PM  
**To:** Emma Schmeider <[redacted]@qagoma.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: art gallery loans

You don't often get email from [redacted]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,  
Thanks for your assistance in this matter. Monday morning would be fine for a site visit.  
Can you please give me a ring to confirm a suitable time.

Thanks  
Rosie



**Rosie Turnbull**  
A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet  
M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Emma Schmeider <[redacted]@qagoma.qld.gov.au>  
**Sent:** Friday, 15 November 2024 4:37 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: art gallery loans

Hi Rosie,



Thank you for your email, your time on the phone today, and for registering the Premier's interest in participating in the Government Buildings Loans Program.

As discussed, Liam Bryan-Brown (Associate Registrar, Loans & Acquisitions) is available to visit 1 William Street on Monday morning to conduct an initial site assessment. This visit will include reviewing security arrangements, identifying potential display locations, and collecting light and environmental data. Following this, you will receive recommendations on suitable display locations that meet the conditions for safe display of original artworks, and be consulted on artwork preferences. Please let me know if this site visit can be scheduled.

I'll provide additional details about the Program shortly and appreciate your patience in the meantime.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] Senior Registrar, Collection Management  
Registration  
T: [redacted] s73(2)  
E: [redacted] @qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 15 November 2024 10:46 AM  
**To:** Emma Schmeider <[redacted]@qagoma.qld.gov.au>  
**Subject:** art gallery loans

You don't often get email from [redacted]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,

I just spoke to Liam Bryan-Brown who advised he has passed my earlier request regarding art gallery loans to you.

Can you please give me a call to discuss?

Thanks  
Rosie



Queensland  
Government

**Rosie Turnbull**

A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet

M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

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## Libby Gregoric

---

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**Sent:** Tuesday, 3 December 2024 2:13 PM  
**To:** Libby Gregoric  
**Cc:** Lisa Pollard  
**Subject:** Re: Artwork Selection Package - Premier's Office

Thanks

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**Subject:** FW: Artwork Selection Package - Premier's Office

FYI



**Queensland**  
Government

### Libby Gregoric

Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

[REDACTED]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



*I acknowledge Aboriginal and Torres Strait Islander peoples  
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and recognise their connection to land, sea and community.*

*I pay my respect to them, their cultures, and to their Elders,  
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**Subject:** FW: Artwork Selection Package - Premier's Office

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**From:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>

**Sent:** Monday, 2 December 2024 3:35 PM

**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Emma Schneider

<[redacted]@qagoma.qld.gov.au>

**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>

**Subject:** Artwork Selection Package - Premier's Office

Good afternoon Rosie,

Please find attached the Selection Package for the Office of the Premier. We are happy to provide 7 options (carefully selected by our Curatorial, Conservation and Executive Management teams) for the Officer of the Premier to choose from.

Once the Office of the Premier has made a selection, we will provide a Loan Agreement and Indemnity Undertaking to formalise the terms of the loan and ensure the necessary insurance arrangements are in place. We are also happy to discuss the installation timeframe, taking into account any required Conservation preparations.

In due course, please let me know who will be the designated contact to manage all loan formalities and related matters. Per Emma's email of 15 November outlining the program requirements and fee structure, please note that a \$900.00 fee will apply for the initial two year period.

Please let me know if you require any additional information at this time. I will look forward to hearing from you.

Kind regards,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration

M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>

**Sent:** Monday, 25 November 2024 10:13 AM

**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Emma Schneider

<[redacted]@qagoma.qld.gov.au>

**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you for your email. We have progressed this request, and the selection of works identified by our Curatorial Manager, Australian Art are currently undergoing assessment by our Paintings Conservators to ensure they are physically stable for display. Once this assessment is complete, the list will be reviewed by our Deputy Director before the Selection Package is prepared.

As soon as the review is completed we will provide the Selection Package for the Premier's consideration. We hope to be in a position to provide this toward the end of this week.

I will be in touch with the package as soon as possible.

Best,  
Liam

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Registration

R

M: [REDACTED]  
E: [REDACTED]@qagoma.qld.gov.au

**From:** Rosie Turnbull [REDACTED]@premiers.qld.gov.au>  
**Sent:** Friday, 22 November 2024 2:17 PM  
**To:** Emma Schneider <[REDACTED]@qagoma.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[REDACTED]@qagoma.qld.gov.au>; Katee Dean <[REDACTED]@qagoma.qld.gov.au>  
**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Emma & Liam,  
Thanks for your time on Monday to look at the Premier's request.

Can you let me know when you think that some options will be ready for the Premier to review?

Thanks  
Rosie

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Hi Rosie,

Thank you again for your time on the phone.

As discussed, Liam Bryan-Brown and Katee Dean will attend 1 William Street at 11:00am on Monday, 18 November 2024 to undertake the Premier's Office site visit. They will be travelling in a gallery vehicle and will need access to the underground carpark.

**LIAM BRYAN-BROWN** [REDACTED] | Associate Registrar, Loans and Acquisitions  
Registration  
M: [REDACTED]  
E: [REDACTED]@qagoma.qld.gov.au

**KATEE DEAN** [REDACTED] | Assistant Registrar, Loans & Acquisitions  
Registration  
T: + [REDACTED]  
E: [REDACTED]@qagoma.qld.gov.au

Ahead of the site visit, please find below key information regarding the Government Building Loan Program:

### 1.1 ELIGIBILITY

The program is available to the following designated borrowers only:

- Public rooms within:
  - Government House
  - Parliament House
- The offices and reception areas of:
  - Premier
  - Cabinet
  - Deputy Director-General, Arts Queensland
  - Director-General, Department of Premier and Cabinet
  - Director, Queensland Museum
  - Artistic Director, Queensland Performing Arts Trust
  - State Librarian
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### 1.2 AVAILABILITY OF COLLECTION

- Not all artworks in the Collection are available for loan and those required by the Gallery for regular exhibition or study purposes are excluded from the program. Artworks available for loan are limited to suitable paintings (excluding works on paper), and ceramic / stone / metal sculptures.

### **1.3 APPLICATIONS**

- Requests to participate in the Government Buildings Loan Program are submitted in writing to the Director.
- The Collection is held in public trust and the following minimum criteria must be met for the application to proceed to the selection process:
- The applicant/borrower meets costs, as outlined in section 4.6 Costs and charges.
- The applicant/borrower can provide appropriate insurance, security, environmental and display conditions for artworks on loan.
- The borrower is able to maintain prescribed standards of care and environmental conditions for objects on loan, as outlined in section 4.8 Conditions for safe display of original artwork.
- Borrowers are not permitted to relocate artworks or lend artworks to third parties.
- In the case of loans to Ministerial offices, the participation of Ministerial Services, Department of Premier and Cabinet is required, as outlined in the Government Buildings Loan Procedures, to facilitate insurance and related arrangements.

### **1.4 SELECTION PROCEDURE**

- A formal request for artwork is directed to Registration and the request is then administered by the Registrar.
- The borrower is consulted regarding preferences for artwork type and subject.
- The relevant Curatorial Manager, in consultation with Conservation, will prepare a selection of suitable artworks from which the borrower may make a choice, and the loan then proceeds for the approval of the Deputy Director, Collection & Exhibitions.

### **1.5 PERIOD OF LOAN**

- All loans are for an initial period of two years, then renewable for either a 12 or 24 month period.
- The period of loan includes transportation to and from the Borrower and is not the period of display or the period the Borrower requires possession of the artworks.
- The Gallery reserves the right to cancel any agreed loan or to recall an art work at any time by notice in writing to the Borrower.
- If at any time during the loan period the Borrower wishes to terminate the loan, the Borrower is to provide the Gallery with notice in writing at least one month prior to the return of the art work.

### **1.6 COSTS AND CHARGES**

- The program operates on a cost-recovery basis (see fee schedule).
- The Borrower is subject to an initial service fee that covers preparation, installation and ongoing administration of a loan for a two-year period. The fee is applied per artwork.
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- The Gallery generally provides transport of loans to and from the Borrower at no cost. However, if the work is oversized or if a Gallery vehicle is unavailable, the Borrower is required to cover the cost of delivery and return in a Gallery-approved commercial art carrier.
- If at any time the Borrower initiates a new loan the initial service fee will be levied by the Gallery. A credit or refund is not applicable should the Borrower cancel a loan after installation or during a loan period.
- If the Gallery initiates the recall of an art work during a loan period, for reasons other than mistreatment of a loan by the Borrower, a replacement will be supplied without charge for the remainder of that loan period.
- All costs associated with the insurance or indemnification of the artwork(s) on loan are the responsibility of the Borrower.

### **1.7 INSURANCE AND INDEMNIFICATION**

- The Borrower is required to insure or indemnify the artwork against all risks from the time it is despatched from the Gallery until the time it is returned to the Gallery.
- The artwork is to be insured or indemnified for the value nominated by the Gallery and stated in the loan agreement.
- The Gallery reserves the right to revalue the artwork annually. The Borrower will be notified of the artwork's reassessed value and is to ensure that it is insured or indemnified for the value as reassessed.
- Artwork(s) being lent specifically for display in Ministerial offices (including office, reception and conference spaces) are eligible for an indemnity provided by the Queensland Treasury through the branch of Ministerial Services.
- Artworks are not despatched to the Borrower until proof of adequate insurance or indemnification has been provided to the Gallery.

### **1.8 CONDITIONS FOR SAFE DISPLAY OF ORIGINAL ARTWORK**



- The Borrower is responsible for the protection of the artwork whilst it is in its possession and is to ensure that protection from the hazards of water, fire, theft, insects, dirt, foodstuffs, drink, and smoking, and that it is not in danger from pedestrian traffic or office activities.
- The Borrower must be able to demonstrate that there is adequate 24-hour security in the area in which the artwork is to be displayed.
- Artworks will not be installed for display in areas that are subject to:
  - Direct sunlight
  - Extremes in humidity and heat
  - Near air conditioning outlets / intakes
  - Or that are otherwise not assessed to meet standards for conservation of the artwork.
- Display locations for artworks on loan must comply with the following light levels:
  - Paintings – up to 200 lux and 75 microwatts per lumen UV
  - Ceramic, stone and metal sculpture – up to 300 lux and 75 microwatts per lumen UV
- A representative from the Gallery will make an assessment of all potential display locations and identify those areas that meet the safe display criteria.
- In alignment with QAGOMA collection management standards and practices, the Director has the discretion to advise on artwork restrictions for venues where the environmental parameters fall outside QAGOMA Facility Standard for loans.
- Preventive conservation, particularly the framing and glazing of paintings, will be undertaken where appropriate for all Government loans.
- Any noticeable change in the condition of artworks on loan is to be made known immediately to the Gallery.

### 1.9.1 OTHER CONDITIONS

- A loan agreement is issued by the Gallery when all details of the loan have been finalised and approved.
  - The artwork is not released to the Borrower until the loan agreement has been completed and signed by the Borrower and the Gallery, and proof of insurance or indemnity provided.
  - In the case of loans to Ministerial offices, indemnification of the work is to be confirmed in writing by Ministerial Services, Department of Premier and Cabinet.
  - The Borrower is the entity identified on the loan agreement and not an individual or political party. The Gallery is to be notified prior to the relocation, or change in name, of the Borrower.
  - The Borrower is to nominate one senior departmental member of staff to ensure that the conditions of loan as contained in the agreement and in this document are adhered to. This person has authorisation to sign loan agreements on behalf of the Borrower and to assist Gallery staff to obtain access to the object as required.
  - The Borrower is responsible for the protection of the art work whilst in possession and any change in environmental conditions is to be advised immediately to the Gallery to prevent any deterioration of the work.
- The art work is to be displayed only at the location specified in the loan agreement.
- The artwork will be installed by the Gallery's exhibitions staff.
- The Borrower is not authorised to handle or move the artwork without the prior approval of the Gallery. The Gallery, otherwise, arranges all movement of the art work.
- The Borrower is to notify the Gallery immediately if the artwork is missing, damaged or its condition deteriorates. Unless it is necessary to move the artwork for immediate protection from further damage, the Borrower will await instructions from the Gallery.
- During the period of loan the Borrower is to allow reasonable access to the artwork by bona fide scholars (with the prior authorisation of the Gallery) and regular access by Gallery staff for condition checking and audit purposes.
- The Borrower is not to permit the artwork to be photographed or reproduced without the prior written approval of the Gallery. Photographs and/or copyright permission required by the Borrower for use in publicity or publications must be requested from the Information and Publishing Services Section of the Gallery.
- The Gallery labels the reverse of the art work to identify ownership. A wall label stating catalogue information and acknowledging the Gallery will also be provided and must be displayed alongside the art work.

## 2. FEE SCHEDULE

- |                                                                 |       |
|-----------------------------------------------------------------|-------|
| ▪ Government Buildings Loan Agreement (initial two year period) | \$900 |
| ▪ Government Buildings Loan Renewal (one year renewal)          | \$200 |
| ▪ Government Buildings Loan Renewal (two year renewal)          | \$400 |

Please feel free to reach out should you require any additional information.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] | Senior Registrar, Collection Management

Registration

T: [redacted] s73(2)

E: [redacted] @qagoma.qld.gov.au



To: Emma Schneider <[redacted]s73(2)[redacted]@qagoma.qld.gov.au>

Subject: art gallery loans

You don't often get email from [redacted]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,

I just spoke to Liam Bryan-Brown who advised he has passed my earlier request regarding art gallery loans to you.

Can you please give me a call to discuss?

Thanks

Rosie



Queensland  
Government

**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M [redacted]

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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Stanley Place, South Brisbane  
PO Box 3686, South Brisbane, Queensland 4101 Australia  
[www.qagoma.qld.gov.au](http://www.qagoma.qld.gov.au)



Art that  
lifts you up

**ASIA PACIFIC TRIENNIAL**

30 NOV 2024 — 27 APR 2025

Kawita Vatanajyankur and Pat Pataranutaporn / 'The Machine Ghost in the Human Shell' (from the 'Cyber Labour' series) 2024 / Performative Hologram Projections with AI / Commissioned for 'The 11th Asia Pacific Triennial of Contemporary Art'

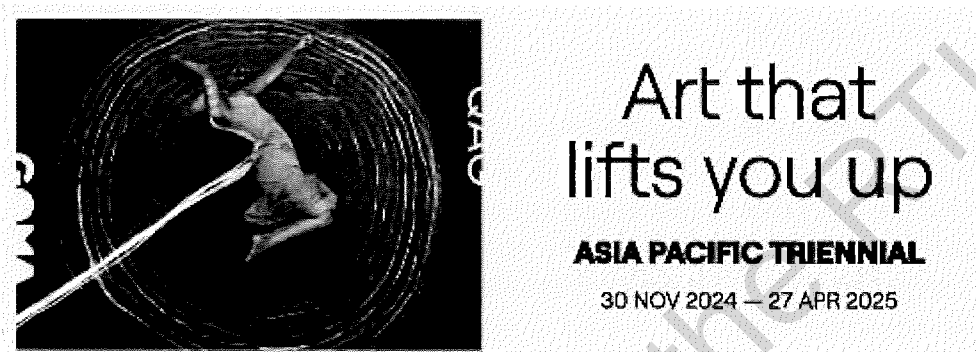


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## Libby Gregoric

---

**From:** Jaime Blackburn  
**Sent:** Tuesday, 3 December 2024 1:43 PM  
**To:** Libby Gregoric  
**Subject:** FW: 2.12.2024 Selection Package - Office of the Premier.pdf

FYI

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

From: Rebecca Docherty <[redacted] s73(2) [redacted]@ministerial.qld.gov.au>  
Sent: Tuesday, 3 December 2024 11:32 AM  
To: Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
Cc: Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
Subject: RE: 2.12.2024 Selection Package - Office of the Premier.pdf

Hi Rosie

The Premier would actually like two paintings now if that can be arranged. He would like Option 1 and Option 3 please. We will remove one of his other photos to accommodate the other artwork.

Kind Regards

Rebecca

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

From: Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
Sent: Monday, December 2, 2024 5:31 PM  
To: Rebecca Docherty <[redacted]@ministerial.qld.gov.au>  
Cc: Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
Subject: 2.12.2024 Selection Package - Office of the Premier.pdf

Hi Rebecca,

Please find attached the selection of artworks provided by the Art Gallery for the Premier's office.

Once a selection has been made the Gallery will provide a Loan Agreement and Indemnity Undertaking to formalise the terms of the loan and ensure the necessary insurance arrangements are in place. They have advised that a \$900.00 fee will apply for the initial two year period.

Happy to discuss.

Regards  
Rosie

Rosie Turnbull  
A/Director, Ministerial Finance  
Ministerial Services  
Department of the Premier and Cabinet

---

M [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000 PO Box 15185, City East, QLD 4002

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

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

Please consider the environment before printing this email.



## Libby Gregoric

**From:** Libby Gregoric  
**Sent:** Tuesday, 3 December 2024 12:25 PM  
**To:** Filly Morgan  
**Cc:** Lisa Pollard  
**Subject:** FW: Artwork Selection Package - Premier's Office  
**Attachments:** 2.12.2024 Selection Package - Office of the Premier.pdf

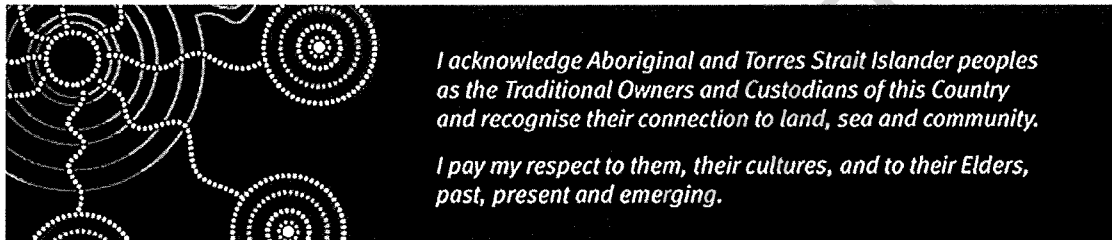
FYI



### Libby Gregoric

Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

P [redacted] s73(2)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



**From:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
**Sent:** Monday, December 2, 2024 5:16 PM  
**To:** Libby Gregoric <[redacted]@premiers.qld.gov.au>  
**Cc:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

Hi Libby

FYI – Art options for PO will be sent to Rebecca today

J

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:46 PM  
**To:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

Hi,  
Are you happy for me to send this to Rebecca?

**From:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:35 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Emma Schneider

<[redacted]s73(2)[redacted]@qagoma.qld.gov.au>  
**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** Artwork Selection Package - Premier's Office

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In due course, please let me know who will be the designated contact to manage all loan formalities and related matters. Per Emma's email of 15 November outlining the program requirements and fee structure, please note that a \$900.00 fee will apply for the initial two year period.

Please let me know if you require any additional information at this time. I will look forward to hearing from you.

Kind regards,  
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E: [redacted]@qagoma.qld.gov.au

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As soon as the review is completed we will provide the Selection Package for the Premier's consideration. We hope to be in a position to provide this toward the end of this week.

I will be in touch with the package as soon as possible.

Best,  
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Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**KATEE DEAN** [redacted] | Assistant Registrar, Loans & Acquisitions  
Registration  
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- The Borrower is required to insure or indemnify the artwork against all risks from the time it is despatched from the Gallery until the time it is returned to the Gallery.
- The artwork is to be insured or indemnified for the value nominated by the Gallery and stated in the loan agreement.
- The Gallery reserves the right to revalue the artwork annually. The Borrower will be notified of the artwork's reassessed value and is to ensure that it is insured or indemnified for the value as reassessed.
- Artwork(s) being lent specifically for display in Ministerial offices (including office, reception and conference spaces) are eligible for an indemnity provided by the Queensland Treasury through the branch of Ministerial Services.
- Artworks are not despatched to the Borrower until proof of adequate insurance or indemnification has been provided to the Gallery.

#### **1.8 CONDITIONS FOR SAFE DISPLAY OF ORIGINAL ARTWORK**

- The Borrower is responsible for the protection of the artwork whilst it is in its possession and is to ensure that protection from the hazards of water, fire, theft, insects, dirt, foodstuffs, drink, and smoking, and that it is not in danger from pedestrian traffic or office activities.
- The Borrower must be able to demonstrate that there is adequate 24-hour security in the area in which the artwork is to be displayed.
- Artworks will not be installed for display in areas that are subject to:
  - Direct sunlight
  - Extremes in humidity and heat
  - Near air conditioning outlets / intakes
  - Or that are otherwise not assessed to meet standards for conservation of the artwork.

- Display locations for artworks on loan must comply with the following light levels:
  - Paintings – up to 200 lux and 75 microwatts per lumen UV
  - Ceramic, stone and metal sculpture – up to 300 lux and 75 microwatts per lumen UV
- A representative from the Gallery will make an assessment of all potential display locations and identify those areas that meet the safe display criteria.
- In alignment with QAGOMA collection management standards and practices, the Director has the discretion to advise on artwork restrictions for venues where the environmental parameters fall outside QAGOMA Facility Standard for loans.
- Preventive conservation, particularly the framing and glazing of paintings, will be undertaken where appropriate for all Government loans.
- Any noticeable change in the condition of artworks on loan is to be made known immediately to the Gallery.

#### 1.9.1 OTHER CONDITIONS

- A loan agreement is issued by the Gallery when all details of the loan have been finalised and approved.
  - The artwork is not released to the Borrower until the loan agreement has been completed and signed by the Borrower and the Gallery, and proof of insurance or indemnity provided.
  - In the case of loans to Ministerial offices, indemnification of the work is to be confirmed in writing by Ministerial Services, Department of Premier and Cabinet.
  - The Borrower is the entity identified on the loan agreement and not an individual or political party. The Gallery is to be notified prior to the relocation, or change in name, of the Borrower.
  - The Borrower is to nominate one senior departmental member of staff to ensure that the conditions of loan as contained in the agreement and in this document are adhered to. This person has authorisation to sign loan agreements on behalf of the Borrower and to assist Gallery staff to obtain access to the object as required.
  - The Borrower is responsible for the protection of the art work whilst in possession and any change in environmental conditions is to be advised immediately to the Gallery to prevent any deterioration of the work.
- The art work is to be displayed only at the location specified in the loan agreement.
- The artwork will be installed by the Gallery's exhibitions staff.
- The Borrower is not authorised to handle or move the artwork without the prior approval of the Gallery. The Gallery, otherwise, arranges all movement of the art work.
- The Borrower is to notify the Gallery immediately if the artwork is missing, damaged or its condition deteriorates. Unless it is necessary to move the artwork for immediate protection from further damage, the Borrower will await instructions from the Gallery.
- During the period of loan the Borrower is to allow reasonable access to the artwork by bona fide scholars (with the prior authorisation of the Gallery) and regular access by Gallery staff for condition checking and audit purposes.
- The Borrower is not to permit the artwork to be photographed or reproduced without the prior written approval of the Gallery. Photographs and/or copyright permission required by the Borrower for use in publicity or publications must be requested from the Information and Publishing Services Section of the Gallery.
- The Gallery labels the reverse of the art work to identify ownership. A wall label stating catalogue information and acknowledging the Gallery will also be provided and must be displayed alongside the art work.

## 2. FEE SCHEDULE

- Government Buildings Loan Agreement (initial two year period) \$900
- Government Buildings Loan Renewal (one year renewal) \$200
- Government Buildings Loan Renewal (two year renewal) \$400

Please feel free to reach out should you require any additional information.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] | Senior Registrar, Collection Management  
Registration

T: [redacted] s73(2)

E: [redacted] @qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>

**Sent:** Friday, 15 November 2024 5:16 PM

**To:** Emma Schmeider <[redacted]@qagoma.qld.gov.au>

**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>

**Subject:** RE: art gallery loans

You don't often get email from [redacted] s73(2) [redacted] @premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,

Thanks for your assistance in this matter. Monday morning would be fine for a site visit.  
Can you please give me a ring to confirm a suitable time.

Thanks  
Rosie



Queensland  
Government

**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M [redacted]

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Emma Schmeider <[redacted]@qagoma.qld.gov.au>  
**Sent:** Friday, 15 November 2024 4:37 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: art gallery loans

Hi Rosie,

Thank you for your email, your time on the phone today, and for registering the Premier's interest in participating in the Government Buildings Loans Program.

As discussed, Liam Bryan-Brown (Associate Registrar, Loans & Acquisitions) is available to visit 1 William Street on Monday morning to conduct an initial site assessment. This visit will include reviewing security arrangements, identifying potential display locations, and collecting light and environmental data. Following this, you will receive recommendations on suitable display locations that meet the conditions for safe display of original artworks, and be consulted on artwork preferences. Please let me know if this site visit can be scheduled.

I'll provide additional details about the Program shortly and appreciate your patience in the meantime.

Best regards,  
Emma

**EMMA SCHMEIDER** [redacted] Senior Registrar, Collection Management  
Registration  
T: [redacted]  
E: [redacted]@qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 15 November 2024 10:46 AM  
**To:** Emma Schmeider <[redacted]@qagoma.qld.gov.au>  
**Subject:** art gallery loans

You don't often get email from [redacted] [redacted] @premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,

I just spoke to Liam Bryan-Brown who advised he has passed my earlier request regarding art gallery loans to you.



Can you please give me a call to discuss?

Thanks

Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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The Queensland Art Gallery | Gallery of Modern Art (QAGOMA) acknowledges the Traditional Owners of the land on which the Gallery stands in Brisbane. We pay respect to Aboriginal and Torres Strait Islander Elders past and present and, in the spirit of reconciliation, acknowledge the immense creative contribution First Australians make to the art and culture of this country.

Stanley Place, South Brisbane  
PO Box 3686, South Brisbane, Queensland 4101 Australia  
[www.qagoma.qld.gov.au](http://www.qagoma.qld.gov.au)



Art that  
lifts you up

**ASIA PACIFIC TRIENNIAL**

30 NOV 2024 — 27 APR 2025

Kawita Vatanajyankur and Pat Pataranutaporn / 'The Machine Ghost in the Human Shell' (from the 'Cyber Labour' series) 2024 / Performative Hologram Projections with AI / Commissioned for 'The 11th Asia Pacific Triennial of Contemporary Art'



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**QUEENSLAND ART GALLERY  
GALLERY OF MODERN ART**

STANLEY PLACE, SOUTH BANK, BRISBANE  
PO BOX 3686, SOUTH BRISBANE  
QUEENSLAND 4101 AUSTRALIA  
QAGOMA.QLD.GOV.AU

T: +61 (0)7 3840 7303  
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E: GALLERY@QAGOMA.QLD.GOV.AU



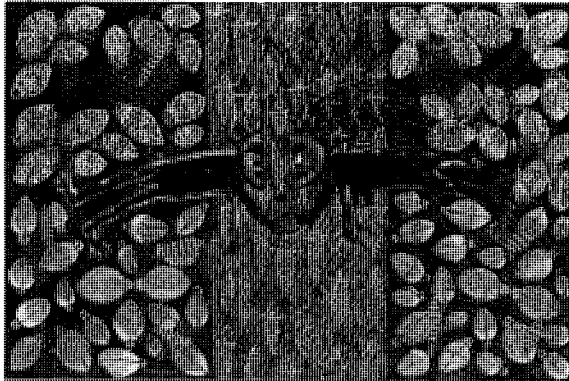
# **GOVERNMENT BUILDINGS LOAN PROGRAM**

## **Selection Package for the Office of the Premier**

### **November 2024**

## Office of the Premier - Main wall, right of television

### Option 1 of 7:



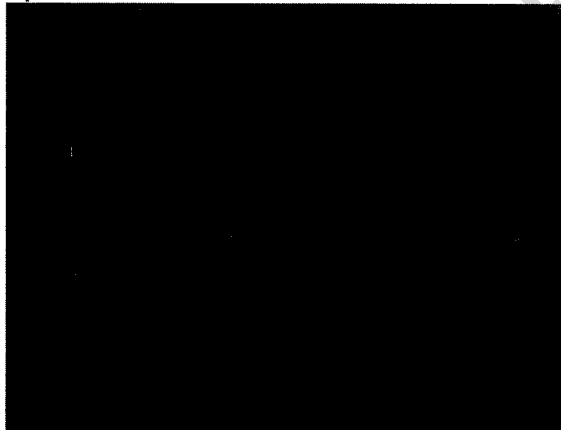
SAUNDERS, Zane  
Badtjala people  
Australia QLD b.1971  
*Lovers story* 1989  
Synthetic polymer paint on canvas  
91 x 137cm  
Acc. 1990.354  
Purchased 1990 with funds from  
ARCO Coal Australia Inc. through the  
Queensland Art Gallery Foundation  
Value: s49 sch4

Zane Saunders is a Badtjala/Kunggari/Yiman man and multidisciplinary artist who currently lives in Kuranda, North Queensland.

This painting shows two lovers caught in a moment's embrace. Saunders says of this work:

"Most of my ideas are my own personal designs and inspired by everyday living, dreaming. Getting the feel of Aboriginal art and culture: food we eat, hunting, stories, insects, religion, animals, living in the bush. If people look closely at nature then they should learn something. This is where you imagine things. Dreaming, with the Dreamtime. Everybody's got their own dreams and this is how I express my ideas, in patterns and stories."

### Option 2 of 7:

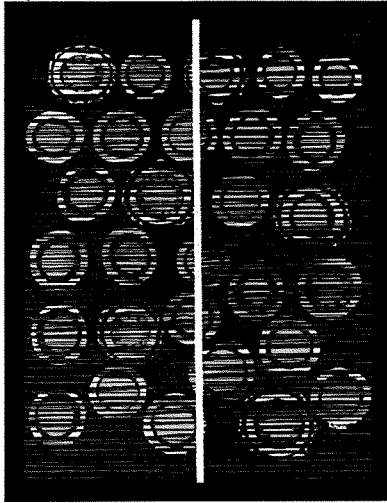


NAMOK, Rosella  
Kanthanampu and Aangkum  
(Ungkum) people  
Australia QLD b.1979  
*Para way* 2000  
Synthetic polymer paint on canvas  
81.5 x 106cm  
Acc. 2000.181  
Purchased 2000. Queensland Art  
Gallery Foundation Grant  
Value: s49 sch4

In this work, 'Para way' 2000, Namok refers to the differences between her Lockhart River culture and that of white Australian society, 'para' being a term used to describe white society. Namok discusses these differences, as follows:

"'Para' way different to our way... we got different way of painting our body... our way is circles and dots... 'para' way is straight up and down and square. They live in straight streets... we live with lot of family together in one place. 'Para' they can live far away from their families... they do visit their families on special occasions like Christmas... but for us we go everywhere together... camping to Chilli Beach... Old Site. For funerals we travel by car to that place even if it's a long drive. In the dry we go to football carnivals together plenty of vehicles drive to Coen, Weipa, Kowanyama. Sometimes it takes all day to get to that place. In our culture for dancing we paint our bodies with circles, some dots and lines... special markings... different people paint their body different, put on shell necklace and grass 'juje' (skirt) to dance... different to 'para'."

Option 3 of 7:



MICHL, Lisa  
Kokoberrin people  
Australia QLD b.1977  
*Nundah (Wild apricot)* 2002  
Synthetic polymer paint on canvas  
142.2 x 110.5cm  
Acc. 2003.060  
Commissioned 2002 with funds from  
the Queensland Art Gallery  
Foundation  
**Value:**

Lisa Michl was born in Cairns, 1977, and is a Kokoberrin woman whose country is near Kowanyama on the west coast of the Cape York Peninsula.

*Nundah (Wild apricot)* 2002 was commissioned for the Queensland Art Gallery's 2003 exhibition 'Story Place: Indigenous Art of Cape York and the Rainforest'. This painting depicts the fruit that grows on her homeland at Pinarrinch. Michl represents the Nundah fruit using a combination of red, yellow and white circular shapes against a background of red ochre, symbolising their traditional homeland on Staaten River. The straight white lines refer to Michl's grandmother, who is recognised as a freshwater person (from inland), while the black, red and yellow lines represent travel routes used by the artist and previous generations of Kokoberrin people.

Option 4 of 7:



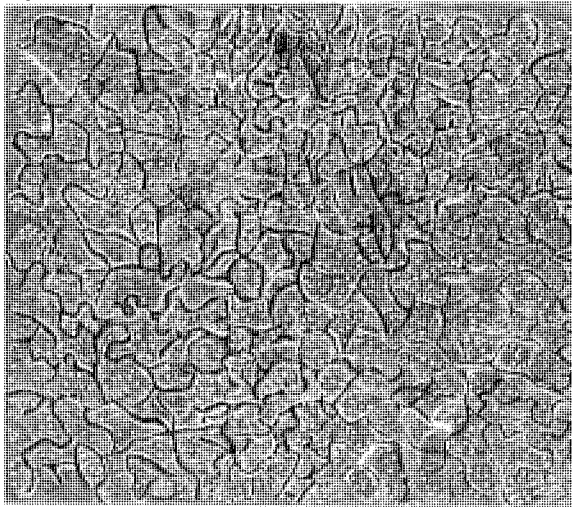
WOMPI, Nora  
Kukatja people  
Australia WA c.1939–2017  
*Kunawarritji* 2011  
Synthetic polymer paint on linen  
90 x 60cm  
Acc. 2014.428  
The Glenn Manser Collection.  
Gift of Glenn Manser through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2014.  
Donated through the Australian  
Government's Cultural Gifts Program  
**Value:**

Nora Wompi (c.1939-2017) was a Kukatja woman who was born in the Great Sandy Desert in Lilparu, close to Well 33, on the Canning Stock Route, Western Australia. Growing up she lived a nomadic life.

*Kunawarritji* 2011 is taken as an abstract depiction of the small Aboriginal community of Kunawarritji, located in the Pilbara region of Western Australia. In this painting, Wompi captures the metaphysical essence of her Kunawarritji Tjukurrpa (Dreaming) rather than its physical features. She says that, for her, Kunawarritji is the centre of it all. Gained through a lifetime of connection, she shares her perception of the underlying spiritual meaning of the site.



Option 5 of 7:



NGALLAMETTA, Mavis  
Kugu-Uwanh people, Putch clan  
Australia QLD 1944–2019  
*Mo'Yakal (White and yellow wattles in flower)* 2008  
Synthetic polymer paint on linen  
84 x 96cm  
Acc. 2015.097  
Gift of the artist through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2015.  
Donated through the Australian  
Government's Cultural Gifts Program  
Value:

Mrs. Ngallametta (1944-2019) was born near the Kendall River in the west Cape York Peninsula and was a Putch clan elder and cultural leader of the Kugu and Wik peoples of Aurukun. She remains one of the most celebrated Queensland artists, known for her unique painting styles which combined figurative scenes, meandering linear compositions and bold ochre fields with shimmering dotted patterns.

This seasonal painting has been described by Mrs. Ngallametta:

"White and yellow wattle flowers are all around starting in the Easter month of April with white ones and then finishing with the yellow ones around June."

Option 6 of 7:



GABORI, Mirdidingkingathi Juwarnda  
Sally  
Kaiadilt people  
Australia QLD c.1924–2015  
*Dibirdibi Country* 2011  
Synthetic polymer paint on linen  
121.7 x 91.5cm  
Acc. 2017.362  
Gift of the Estate of Mirdidingkingathi  
Juwarnda Sally Gabori through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2017  
Value:

Mirdidingkingathi Juwarnda Sally Gabori (1924-2015) was a distinguished senior Kaiadilt woman who was born on Bentick Island and later relocated to Mornington Island. Beginning her artistic practice at the age of 81, Gabori remains one of the most celebrated contemporary Australian artists of all time.

This focus of this painting is Dibirdibi Country—Gabori's favourite location, and the land, songs and narratives associated with Dibirdibi (the Rock Cod ancestor) that Gabori maintained along with her husband Dibirdibi (Pat Gabori), before moving to Mornington Island. Dibirdibi is a subject and location painted more often by Gabori than any other.



Option 7 of 7:



NUNGURRAYI, Naata  
Pintupi people  
Australia WA b.c.1932  
*Untitled (Marapinti)* 2002  
Synthetic polymer paint on canvas  
91 x 61cm  
Acc. 2017.403  
The Glenn Manser Collection.  
Gift of Glenn Manser in memory of  
Martin Wardrop through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2017.  
Donated through the Australian  
Government's Cultural Gifts Program  
**Value:** s49 sch4

Naata Nungurrayi is a highly respected senior Pintupi leader and one of the leading women painters of the Western Desert art movement. Nungurrayi started painting in 1996, in her mid-sixties, with years of accumulated cultural and ancestral knowledge, a respected position as an elder, and the natural affinity for Country that informs her paintings.

Marapinti is a place of women's ceremony associated with the Tingari women, the ancestors who first traversed a featureless desert landscape and imbued the country with its characteristics and meaning. This painting focusses more on aspects of ceremony, the participants and objects used therein.

## Libby Gregoric

---

**From:** Jaime Blackburn  
**Sent:** Monday, 2 December 2024 5:16 PM  
**To:** Libby Gregoric  
**Cc:** Rosie Turnbull  
**Subject:** FW: Artwork Selection Package - Premier's Office  
**Attachments:** 2.12.2024 Selection Package - Office of the Premier.pdf

Hi Libby

FYI – Art options for PO will be sent to Rebecca today

J

**From:** Rosie Turnbull <[redacted] s73(2) [redacted]@premiers.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:46 PM  
**To:** Jaime Blackburn <[redacted] [redacted]@premiers.qld.gov.au>  
**Subject:** FW: Artwork Selection Package - Premier's Office

Hi,  
Are you happy for me to send this to Rebecca?

**From:** Liam Bryan-Brown <[redacted] [redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 2 December 2024 3:35 PM  
**To:** Rosie Turnbull <[redacted] [redacted]@premiers.qld.gov.au>; Emma Schneider <[redacted] [redacted]@qagoma.qld.gov.au>  
**Cc:** Katee Dean <[redacted] [redacted]@qagoma.qld.gov.au>  
**Subject:** Artwork Selection Package - Premier's Office

Good afternoon Rosie,

Please find attached the Selection Package for the Office of the Premier. We are happy to provide 7 options (carefully selected by our Curatorial, Conservation and Executive Management teams) for the Officer of the Premier to choose from.

Once the Office of the Premier has made a selection, we will provide a Loan Agreement and Indemnity Undertaking to formalise the terms of the loan and ensure the necessary insurance arrangements are in place. We are also happy to discuss the installation timeframe, taking into account any required Conservation preparations.

In due course, please let me know who will be the designated contact to manage all loan formalities and related matters. Per Emma's email of 15 November outlining the program requirements and fee structure, please note that a \$900.00 fee will apply for the initial two year period.

Please let me know if you require any additional information at this time. I will look forward to hearing from you.

Kind regards,  
Liam

**LIAM BRYAN-BROWN** <[redacted] [redacted]@qagoma.qld.gov.au> Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Liam Bryan-Brown <[redacted] [redacted]@qagoma.qld.gov.au>  
**Sent:** Monday, 25 November 2024 10:13 AM

**To:** Rosie Turnbull <[redacted] s73(2) [redacted]@premiers.qld.gov.au>; Emma Schneider  
[redacted]@qagoma.qld.gov.au>  
**Cc:** Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you for your email. We have progressed this request, and the selection of works identified by our Curatorial Manager, Australian Art are currently undergoing assessment by our Paintings Conservators to ensure they are physically stable for display. Once this assessment is complete, the list will be reviewed by our Deputy Director before the Selection Package is prepared.

As soon as the review is completed we will provide the Selection Package for the Premier's consideration. We hope to be in a position to provide this toward the end of this week.

I will be in touch with the package as soon as possible.

Best,  
Liam

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 22 November 2024 2:17 PM  
**To:** Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Emma & Liam,  
Thanks for your time on Monday to look at the Premier's request.

Can you let me know when you think that some options will be ready for the Premier to review?

Thanks  
Rosie

**From:** Emma Schneider <[redacted]@qagoma.qld.gov.au>  
**Sent:** Friday, 15 November 2024 5:37 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>; Katee Dean <[redacted]@qagoma.qld.gov.au>  
**Subject:** Premier's Office - Site Visit (11:00am on Monday, 18 November 2024 )

Hi Rosie,

Thank you again for your time on the phone.

As discussed, Liam Bryan-Brown and Katee Dean will attend 1 William Street at 11:00am on Monday, 18 November 2024 to undertake the Premier's Office site visit. They will be travelling in a gallery vehicle and will need access to the underground carpark.

**LIAM BRYAN-BROWN** [redacted] Associate Registrar, Loans and Acquisitions  
Registration  
M: [redacted]  
E: [redacted]@qagoma.qld.gov.au

KATEE DEAN [ ] | Assistant Registrar, Loans & Acquisitions  
Registration  
T: [ ]  
E: [ ]@qagoma.qld.gov.au

Ahead of the site visit, please find below key information regarding the Government Building Loan Program:

### 1.1 ELIGIBILITY

The program is available to the following designated borrowers only:

- Public rooms within:
  - Government House
  - Parliament House
- The offices and reception areas of:
  - Premier
  - Cabinet
  - Deputy Director-General, Arts Queensland
  - Director-General, Department of Premier and Cabinet
  - Director, Queensland Museum
  - Artistic Director, Queensland Performing Arts Trust
  - State Librarian
- Foyers and public areas of government buildings as approved by the Director, QAGOMA

### 1.2 AVAILABILITY OF COLLECTION

- Not all artworks in the Collection are available for loan and those required by the Gallery for regular exhibition or study purposes are excluded from the program. Artworks available for loan are limited to suitable paintings (excluding works on paper), and ceramic / stone / metal sculptures.

### 1.3 APPLICATIONS

- Requests to participate in the Government Buildings Loan Program are submitted in writing to the Director.
- The Collection is held in public trust and the following minimum criteria must be met for the application to proceed to the selection process:
  - The applicant/borrower meets costs, as outlined in section 4.6 Costs and charges.
  - The applicant/borrower can provide appropriate insurance, security, environmental and display conditions for artworks on loan.
  - The borrower is able to maintain prescribed standards of care and environmental conditions for objects on loan, as outlined in section 4.8 Conditions for safe display of original artwork.
  - Borrowers are not permitted to relocate artworks or lend artworks to third parties.
  - In the case of loans to Ministerial offices, the participation of Ministerial Services, Department of Premier and Cabinet is required, as outlined in the Government Buildings Loan Procedures, to facilitate insurance and related arrangements.

### 1.4 SELECTION PROCEDURE

- A formal request for artwork is directed to Registration and the request is then administered by the Registrar.
- The borrower is consulted regarding preferences for artwork type and subject.
- The relevant Curatorial Manager, in consultation with Conservation, will prepare a selection of suitable artworks from which the borrower may make a choice, and the loan then proceeds for the approval of the Deputy Director, Collection & Exhibitions.

### 1.5 PERIOD OF LOAN

- All loans are for an initial period of two years, then renewable for either a 12 or 24 month period.
- The period of loan includes transportation to and from the Borrower and is not the period of display or the period the Borrower requires possession of the artworks.
- The Gallery reserves the right to cancel any agreed loan or to recall an art work at any time by notice in writing to the Borrower.
- If at any time during the loan period the Borrower wishes to terminate the loan, the Borrower is to provide the Gallery with notice in writing at least one month prior to the return of the art work.

### 1.6 COSTS AND CHARGES

- The program operates on a cost-recovery basis (see fee schedule).
- The Borrower is subject to an initial service fee that covers preparation, installation and ongoing administration of a loan for a two-year period. The fee is applied per artwork.
- An annual renewal fee is applied should the Borrower wish to extend the loan. The fee is applied per artwork.
- The Gallery generally provides transport of loans to and from the Borrower at no cost. However, if the work is oversized or if a Gallery vehicle is unavailable, the Borrower is required to cover the cost of delivery and return in a Gallery-approved commercial art carrier.

- If at any time the Borrower initiates a new loan the initial service fee will be levied by the Gallery. A credit or refund is not applicable should the Borrower cancel a loan after installation or during a loan period.
- If the Gallery initiates the recall of an art work during a loan period, for reasons other than mistreatment of a loan by the Borrower, a replacement will be supplied without charge for the remainder of that loan period.
- All costs associated with the insurance or indemnification of the artwork(s) on loan are the responsibility of the Borrower.

## **1.7 INSURANCE AND INDEMNIFICATION**

- The Borrower is required to insure or indemnify the artwork against all risks from the time it is despatched from the Gallery until the time it is returned to the Gallery.
- The artwork is to be insured or indemnified for the value nominated by the Gallery and stated in the loan agreement.
- The Gallery reserves the right to revalue the artwork annually. The Borrower will be notified of the artwork's reassessed value and is to ensure that it is insured or indemnified for the value as reassessed.
- Artwork(s) being lent specifically for display in Ministerial offices (including office, reception and conference spaces) are eligible for an indemnity provided by the Queensland Treasury through the branch of Ministerial Services.
- Artworks are not despatched to the Borrower until proof of adequate insurance or indemnification has been provided to the Gallery.

## **1.8 CONDITIONS FOR SAFE DISPLAY OF ORIGINAL ARTWORK**

- The Borrower is responsible for the protection of the artwork whilst it is in its possession and is to ensure that protection from the hazards of water, fire, theft, insects, dirt, foodstuffs, drink, and smoking, and that it is not in danger from pedestrian traffic or office activities.
- The Borrower must be able to demonstrate that there is adequate 24-hour security in the area in which the artwork is to be displayed.
- Artworks will not be installed for display in areas that are subject to:
  - Direct sunlight
  - Extremes in humidity and heat
  - Near air conditioning outlets / intakes
  - Or that are otherwise not assessed to meet standards for conservation of the artwork.
- Display locations for artworks on loan must comply with the following light levels:
  - Paintings – up to 200 lux and 75 microwatts per lumen UV
  - Ceramic, stone and metal sculpture – up to 300 lux and 75 microwatts per lumen UV
- A representative from the Gallery will make an assessment of all potential display locations and identify those areas that meet the safe display criteria.
- In alignment with QAGOMA collection management standards and practices, the Director has the discretion to advise on artwork restrictions for venues where the environmental parameters fall outside QAGOMA Facility Standard for loans.
- Preventive conservation, particularly the framing and glazing of paintings, will be undertaken where appropriate for all Government loans.
- Any noticeable change in the condition of artworks on loan is to be made known immediately to the Gallery.

### **1.9.1 OTHER CONDITIONS**

- A loan agreement is issued by the Gallery when all details of the loan have been finalised and approved.
  - The artwork is not released to the Borrower until the loan agreement has been completed and signed by the Borrower and the Gallery, and proof of insurance or indemnity provided.
  - In the case of loans to Ministerial offices, indemnification of the work is to be confirmed in writing by Ministerial Services, Department of Premier and Cabinet.
  - The Borrower is the entity identified on the loan agreement and not an individual or political party. The Gallery is to be notified prior to the relocation, or change in name, of the Borrower.
  - The Borrower is to nominate one senior departmental member of staff to ensure that the conditions of loan as contained in the agreement and in this document are adhered to. This person has authorisation to sign loan agreements on behalf of the Borrower and to assist Gallery staff to obtain access to the object as required.
  - The Borrower is responsible for the protection of the art work whilst in possession and any change in environmental conditions is to be advised immediately to the Gallery to prevent any deterioration of the work.
- The art work is to be displayed only at the location specified in the loan agreement.
- The artwork will be installed by the Gallery's exhibitions staff.
- The Borrower is not authorised to handle or move the artwork without the prior approval of the Gallery. The Gallery, otherwise, arranges all movement of the art work.
- The Borrower is to notify the Gallery immediately if the artwork is missing, damaged or its condition deteriorates. Unless it is necessary to move the artwork for immediate protection from further damage, the Borrower will await instructions from the Gallery.

- During the period of loan the Borrower is to allow reasonable access to the artwork by bona fide scholars (with the prior authorisation of the Gallery) and regular access by Gallery staff for condition checking and audit purposes.
- The Borrower is not to permit the artwork to be photographed or reproduced without the prior written approval of the Gallery. Photographs and/or copyright permission required by the Borrower for use in publicity or publications must be requested from the Information and Publishing Services Section of the Gallery.
- The Gallery labels the reverse of the art work to identify ownership. A wall label stating catalogue information and acknowledging the Gallery will also be provided and must be displayed alongside the art work.

## 2. FEE SCHEDULE

- Government Buildings Loan Agreement (initial two year period) \$900
- Government Buildings Loan Renewal (one year renewal) \$200
- Government Buildings Loan Renewal (two year renewal) \$400

Please feel free to reach out should you require any additional information.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] | Senior Registrar, Collection Management  
Registration  
T: [redacted] s73(2)  
E: [redacted] @qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull [redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 15 November 2024 5:16 PM  
**To:** Emma Schmeider <[redacted]@qagoma.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: art gallery loans

You don't often get email from [redacted]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,  
Thanks for your assistance in this matter. Monday morning would be fine for a site visit.  
Can you please give me a ring to confirm a suitable time.

Thanks  
Rosie



**Rosie Turnbull**  
A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet  
M: [redacted]  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Emma Schmeider [redacted]@qagoma.qld.gov.au>  
**Sent:** Friday, 15 November 2024 4:37 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Cc:** Liam Bryan-Brown <[redacted]@qagoma.qld.gov.au>  
**Subject:** RE: art gallery loans

Hi Rosie,



Thank you for your email, your time on the phone today, and for registering the Premier's interest in participating in the Government Buildings Loans Program.

As discussed, Liam Bryan-Brown (Associate Registrar, Loans & Acquisitions) is available to visit 1 William Street on Monday morning to conduct an initial site assessment. This visit will include reviewing security arrangements, identifying potential display locations, and collecting light and environmental data. Following this, you will receive recommendations on suitable display locations that meet the conditions for safe display of original artworks, and be consulted on artwork preferences. Please let me know if this site visit can be scheduled.

I'll provide additional details about the Program shortly and appreciate your patience in the meantime.

Best regards,  
Emma

EMMA SCHMEIDER [redacted] Senior Registrar, Collection Management  
Registration

T: [redacted] s73(2)

E: [redacted] @qagoma.qld.gov.au

QUEENSLAND ART GALLERY | GALLERY OF MODERN ART

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>

**Sent:** Friday, 15 November 2024 10:46 AM

**To:** Emma Schmeider <[redacted]@qagoma.qld.gov.au>

**Subject:** art gallery loans

You don't often get email from [redacted]@premiers.qld.gov.au. [Learn why this is important](#)

Hi Emma,

I just spoke to Liam Bryan-Brown who advised he has passed my earlier request regarding art gallery loans to you.

Can you please give me a call to discuss?

Thanks

Rosie



Queensland  
Government

**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M [redacted]

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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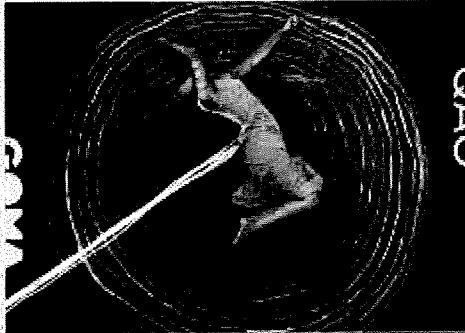
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R



The Queensland Art Gallery | Gallery of Modern Art (QAGOMA) acknowledges the Traditional Owners of the land on which the Gallery stands in Brisbane. We pay respect to Aboriginal and Torres Strait Islander Elders past and present and, in the spirit of reconciliation, acknowledge the immense creative contribution First Australians make to the art and culture of this country.

Stanley Place, South Brisbane  
PO Box 3686, South Brisbane, Queensland 4101 Australia  
[www.qagoma.qld.gov.au](http://www.qagoma.qld.gov.au)



Art that  
lifts you up

**ASIA PACIFIC TRIENNIAL**

30 NOV 2024 — 27 APR 2025

Kawita Vatanajyankur and Pat Pataranutaporn / 'The Machine Ghost in the Human Shell' (from the 'Cyber Labour' series) 2024 / Performative Hologram Projections with AI / Commissioned for 'The 11th Asia Pacific Triennial of Contemporary Art'



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The Queensland Art Gallery | Gallery of Modern Art (QAGOMA) acknowledges the Traditional Owners of the land on which the Gallery stands in Brisbane. We pay respect to Aboriginal and Torres Strait Islander Elders past and present and, in the spirit of reconciliation, acknowledge the immense creative contribution First Australians make to the art and culture of this country.

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**QUEENSLAND ART GALLERY  
GALLERY OF MODERN ART**

STANLEY PLACE, SOUTH BANK, BRISBANE  
PO BOX 3686, SOUTH BRISBANE  
QUEENSLAND 4101 AUSTRALIA  
QAGOMA.QLD.GOV.AU

T: +61 (0)7 3840 7303  
F: +61 (0)7 3844 8865  
E: GALLERY@QAGOMA.QLD.GOV.AU



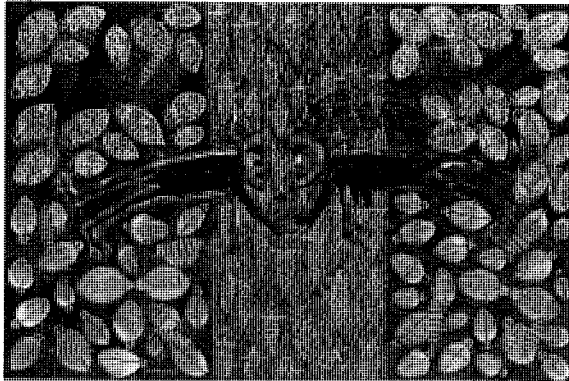
# **GOVERNMENT BUILDINGS LOAN PROGRAM**

## **Selection Package for the Office of the Premier**

**November 2024**

## Office of the Premier - Main wall, right of television

### Option 1 of 7:



SAUNDERS, Zane  
Badjala people  
Australia QLD b.1971  
*Lovers story* 1989  
Synthetic polymer paint on canvas  
91 x 137cm  
Acc. 1990.354  
Purchased 1990 with funds from  
ARCO Coal Australia Inc. through the  
Queensland Art Gallery Foundation

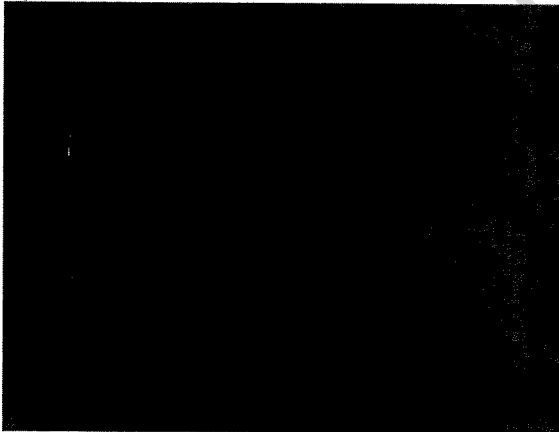
Value:

Zane Saunders is a Badjala/Kunggari/Yiman man and multidisciplinary artist who currently lives in Kuranda, North Queensland.

This painting shows two lovers caught in a moment's embrace. Saunders says of this work:

"Most of my ideas are my own personal designs and inspired by everyday living, dreaming. Getting the feel of Aboriginal art and culture: food we eat, hunting, stories, insects, religion, animals, living in the bush. If people look closely at nature then they should learn something. This is where you imagine things. Dreaming, with the Dreamtime. Everybody's got their own dreams and this is how I express my ideas, in patterns and stories."

### Option 2 of 7:



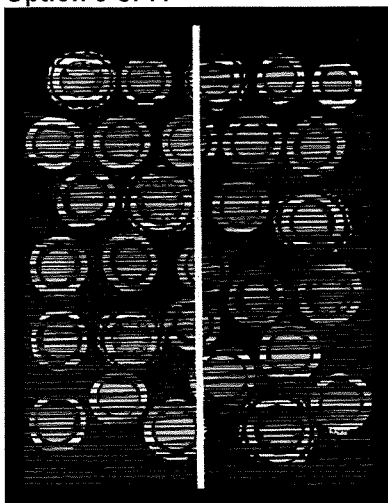
NAMOK, Rosella  
Kanthanampu and Aangkum  
(Ungkum) people  
Australia QLD b.1979  
*Para way* 2000  
Synthetic polymer paint on canvas  
81.5 x 106cm  
Acc. 2000.181  
Purchased 2000. Queensland Art  
Gallery Foundation Grant

Value:

In this work, 'Para way' 2000, Namok refers to the differences between her Lockhart River culture and that of white Australian society, 'para' being a term used to describe white society. Namok discusses these differences, as follows:

"'Para' way different to our way... we got different way of painting our body... our way is circles and dots... 'para' way is straight up and down and square. They live in straight streets... we live with lot of family together in one place. 'Para' they can live far away from their families... they do visit their families on special occasions like Christmas... but for us we go everywhere together... camping to Chilli Beach... Old Site. For funerals we travel by car to that place even if it's a long drive. In the dry we go to football carnivals together plenty of vehicles drive to Coen, Weipa, Kowanyama. Sometimes it takes all day to get to that place. In our culture for dancing we paint our bodies with circles, some dots and lines... special markings... different people paint their body different, put on shell necklace and grass 'juje' (skirt) to dance... different to 'para'."

Option 3 of 7:



MICHL, Lisa  
Kokoberrin people  
Australia QLD b.1977  
*Nundah (Wild apricot)* 2002  
Synthetic polymer paint on canvas  
142.2 x 110.5cm  
Acc. 2003.060  
Commissioned 2002 with funds from  
the Queensland Art Gallery  
Foundation  
**Value:**

Lisa Michl was born in Cairns, 1977, and is a Kokoberrin woman whose country is near Kowanyama on the west coast of the Cape York Peninsula.

*Nundah (Wild apricot)* 2002 was commissioned for the Queensland Art Gallery's 2003 exhibition 'Story Place: Indigenous Art of Cape York and the Rainforest'. This painting depicts the fruit that grows on her homeland at Pinarrinch. Michl represents the Nundah fruit using a combination of red, yellow and white circular shapes against a background of red ochre, symbolising their traditional homeland on Staaten River. The straight white lines refer to Michl's grandmother, who is recognised as a freshwater person (from inland), while the black, red and yellow lines represent travel routes used by the artist and previous generations of Kokoberrin people.

Option 4 of 7:



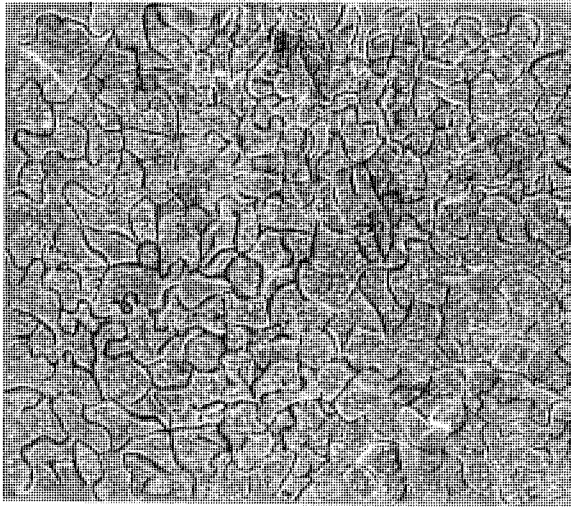
WOMPI, Nora  
Kukatja people  
Australia WA c.1939–2017  
*Kunawarritji* 2011  
Synthetic polymer paint on linen  
90 x 60cm  
Acc. 2014.428  
The Glenn Manser Collection.  
Gift of Glenn Manser through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2014.  
Donated through the Australian  
Government's Cultural Gifts Program  
**Value:**

Nora Wompi (c.1939-2017) was a Kukatja woman who was born in the Great Sandy Desert in Lilparu, close to Well 33, on the Canning Stock Route, Western Australia. Growing up she lived a nomadic life.

*Kunawarritji* 2011 is taken as an abstract depiction of the small Aboriginal community of Kunawarritji, located in the Pilbara region of Western Australia. In this painting, Wompi captures the metaphysical essence of her Kunawarritji Tjukurrpa (Dreaming) rather than its physical features. She says that, for her, Kunawarritji is the centre of it all. Gained through a lifetime of connection, she shares her perception of the underlying spiritual meaning of the site.



Option 5 of 7:



NGALLAMETTA, Mavis  
Kugu-Uwanh people, Putch clan  
Australia QLD 1944–2019  
*Mo'Yakal (White and yellow wattles in flower)* 2008  
Synthetic polymer paint on linen  
84 x 96cm  
Acc. 2015.097  
Gift of the artist through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2015.  
Donated through the Australian  
Government's Cultural Gifts Program  
Value:

Mrs. Ngallametta (1944-2019) was born near the Kendall River in the west Cape York Peninsula and was a Putch clan elder and cultural leader of the Kugu and Wik peoples of Aurukun. She remains one of the most celebrated Queensland artists, known for her unique painting styles which combined figurative scenes, meandering linear compositions and bold ochre fields with shimmering dotted patterns.

This seasonal painting has been described by Mrs. Ngallametta:

"White and yellow wattle flowers are all around starting in the Easter month of April with white ones and then finishing with the yellow ones around June."

Option 6 of 7:



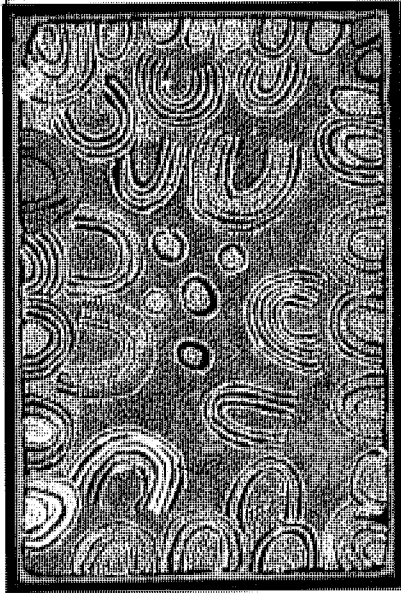
GABORI, Mirdidingkingathi Juwarnda  
Sally  
Kaiadilt people  
Australia QLD c.1924–2015  
*Dibirdibi Country* 2011  
Synthetic polymer paint on linen  
121.7 x 91.5cm  
Acc. 2017.362  
Gift of the Estate of Mirdidingkingathi  
Juwarnda Sally Gabori through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2017  
Value:

Mirdidingkingathi Juwarnda Sally Gabori (1924-2015) was a distinguished senior Kaiadilt woman who was born on Bentick Island and later relocated to Mornington Island. Beginning her artistic practice at the age of 81, Gabori remains one of the most celebrated contemporary Australian artists of all time.

This focus of this painting is Dibirdibi Country—Gabori's favourite location, and the land, songs and narratives associated with Dibirdibi (the Rock Cod ancestor) that Gabori maintained along with her husband Dibirdibi (Pat Gabori), before moving to Mornington Island. Dibirdibi is a subject and location painted more often by Gabori than any other.



Option 7 of 7:



NUNGURRAYI, Naata  
Pintupi people  
Australia WA b.c.1932  
*Untitled (Marapinti)* 2002  
Synthetic polymer paint on canvas  
91 x 61cm  
Acc. 2017.403  
The Glenn Manser Collection.  
Gift of Glenn Manser in memory of  
Martin Wardrop through the  
Queensland Art Gallery | Gallery of  
Modern Art Foundation 2017.  
Donated through the Australian  
Government's Cultural Gifts Program  
**Value:** s49 sch4

Naata Nungurrayi is a highly respected senior Pintupi leader and one of the leading women painters of the Western Desert art movement. Nungurrayi started painting in 1996, in her mid-sixties, with years of accumulated cultural and ancestral knowledge, a respected position as an elder, and the natural affinity for Country that informs her paintings.

Marapinti is a place of women's ceremony associated with the Tingari women, the ancestors who first traversed a featureless desert landscape and imbued the country with its characteristics and meaning. This painting focusses more on aspects of ceremony, the participants and objects used therein.

## Libby Gregoric

---

**From:** Jaime Blackburn  
**Sent:** Monday, 18 November 2024 12:30 PM  
**To:** Libby Gregoric  
**Subject:** Art Gallery

Hi Libby

Confirming that the Art Gallery attended the Premier's office today to take readings of the light. They will provide 6 options for display in due course.

Jaime



### Jaime Blackburn

Executive Director

**People and Services**

Department of the Premier and Cabinet

M s73(2)

Level 28, 1 William Street, Brisbane  
PO Box 15185, City East, QLD 4002

## Libby Gregoric

---

**From:** Libby Gregoric  
**Sent:** Thursday, 14 November 2024 11:38 AM  
**To:** Emma Kinnane; Scott Mathewson  
**Cc:** Simon Carl; Jaime Blackburn; Rosie Turnbull; Lisa Pollard  
**Subject:** RE: PO - artwork etc

Thanks Emma

Yes we are aware of these requests and actioning. We will go back through Rebecca directly so you won't need to worry.

Just FYI Rosie looks after Min Facilities matters.

Thank you!

Regards

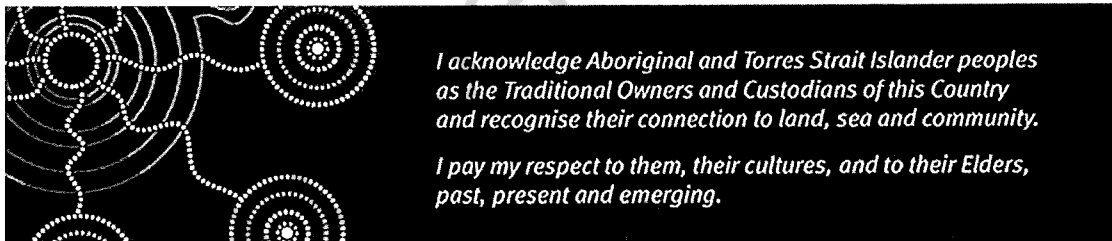
Libby



**Libby Gregoric**

Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

P [redacted] s73(2)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



**From:** Emma Kinnane <[redacted]@premiers.qld.gov.au>  
**Sent:** Thursday, November 14, 2024 11:29 AM  
**To:** Libby Gregoric <[redacted]@premiers.qld.gov.au>; Scott Mathewson <[redacted]@premiers.qld.gov.au>  
**Cc:** Simon Carl <[redacted]@premiers.qld.gov.au>; Emma Kinnane <[redacted]@premiers.qld.gov.au>  
**Subject:** PO - artwork etc

Hi Libby and Scott

Rebecca Docherty from the PO rang me. The Premier has a number of pieces of artwork that he would like hung in the office.

Are you able to arrange someone to contact Rebecca to arrange a suitable time for someone to hang those, she said there are at least 8 minimum.

The Premier is also after an indigenous piece of art to hang – are you able to arrange for someone to source some options of indigenous art for him to choose and then have hung please?

Then also, Rebecca asked if we can provide her with a list of anything that is outstanding awaiting their reply for approval on things that may have been missed in their busyness.

Does Ministerial Services or anyone have a list of things that have gone in for their approval and a response hasn't yet been received?

Regards



**Emma Kinnane**

A/Executive Director  
Office of the Director-General  
Department of the Premier and Cabinet

s73(2)

@premiers.qld.gov.au

1 William Street, Brisbane QLD 4000

## Libby Gregoric

---

**From:** Emma Kinnane  
**Sent:** Thursday, 14 November 2024 11:29 AM  
**To:** Libby Gregoric; Scott Mathewson  
**Cc:** Simon Carl; Emma Kinnane  
**Subject:** PO - artwork etc

Hi Libby and Scott

Rebecca Docherty from the PO rang me. The Premier has a number of pieces of artwork that he would like hung in the office.

Are you able to arrange someone to contact Rebecca to arrange a suitable time for someone to hang those, she said there are at least 8 minimum.

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Does Ministerial Services or anyone have a list of things that have gone in for their approval and a response hasn't yet been received?

Regards



**Emma Kinnane**

A/Executive Director  
Office of the Director-General  
Department of the Premier and Cabinet

M [redacted] s73(2)  
[redacted]@premiers.qld.gov.au  
1 William Street, Brisbane QLD 4000

## Libby Gregoric

---

**From:** Jaime Blackburn  
**Sent:** Wednesday, 15 January 2025 2:32 PM  
**To:** Libby Gregoric  
**Cc:** Rosie Turnbull  
**Subject:** FW: Level 39 Works

Hi Libby

Update on Level 39 is as follows:

- JLL have an onsite meeting Thursday morning with the L39 Wall and door installation contractors at 6am
- Door is scheduled to be installed Friday Night 24<sup>th</sup> January, Saturday 25<sup>th</sup> January and Sunday 26<sup>th</sup> January 2025
- Glass frosting for Min Bates office is scheduled for 16<sup>th</sup> Jan 2025 at 6:30am
- New table for Level 39 meeting room has been ordered and will be onsite ready for room completion
- Large meeting room format AV has been ordered – ProAV and NTT
- Fire Engineer has been issued a work order to visit site to ensure Sprinkler systems are / will be in correct locations for wall removal/installation.
- Security contractor has work order for the installation of the swipe access and cctv installation.

We have received advice from QGAO that the additional three offices that have been requested will **not** fit in the space available.

JLL have a site visit on Friday at 10am to walk through with the Quantity Surveyor alternative solutions (including fitout of 39 west as a Ministerial office – currently a DG space).

Happy to discuss further

Thanks

Jaime

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Wednesday, 15 January 2025 10:22 AM  
**To:** Jaime Blackburn [redacted]@premiers.qld.gov.au>; Rosie Turnbull [redacted]@premiers.qld.gov.au>; [redacted]@epw.qld.gov.au>  
**Subject:** Level 39 Works

Hi All, Just a quick update:

I have an onsite meeting Thursday morning with the L39 Wall and door installation contractors at 6am. We will review and the programmed installation date is:

Friday Night 24<sup>th</sup> January, Saturday 25<sup>th</sup> January and the Sunday 26<sup>th</sup> January 2025.

I am just organising the other trades to ensure they are happy to work the Public Holiday weekend. (Some won't) But will push.



I will have the other trades complete their works prior to the weekend ready for the installation.

If this time doesn't suit, it will cause a 2 week delay.

Thanks,

**From:** [redacted]  
**Sent:** Wednesday, 15 January 2025 9:35 AM  
**To:** Jaime Blackburn [redacted] s73(2) [redacted]@premiers.qld.gov.au>; Rosie Turnbull  
<[redacted]@premiers.qld.gov.au> [redacted]@epw.qld.gov.au>  
**Subject:** Level 39 Works

Hi Everyone,

Just a quick note to advise progress for Level 39:

There will be a site visit on Friday at 10am to walk through with the Quantity Surveyor for the budget provision of the 3 separate solutions for Level 39 and Level 38.

Installation of Frosting for Min Bates office – 16<sup>th</sup> Jan 2025 at 6:30am

New tables for Level 39 Meeting room have been ordered and will be onsite ready for room completion

MTR and Large Room format AV has been ordered – ProAV and NTT

Scope for Wall removal has been discussed and currently being reviewed to ensure it includes all aspects of the works

Fire Engineer has been issued a work order to visit site to ensure Sprinkler systems are / will be in correct locations for wall removal and wall installation, including providing expertise for the meeting room 39.21 should that proceed.

Security contractor has been sent the work order for the installation of the swipe access and cctv installation for the Wall installation and the Meeting room access.

Wall and door installation contractor has been advised of the works and the accelerated delivery required. Hand over of the task is underway at their office due to staff movements.

Site visit to be undertaken this week, with program to be delivered at the same time.

Should this contractor not meet our deadlines, we have started discussion with a second contractor also with a site visit this week.

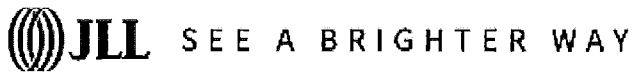
Structural Engineer engaged and request made to be onsite this week / Monday / Tuesday next week at latest.

I will keep everyone apprised of the progress as we proceed.

Thank you,

[redacted]  
Associate Director  
Engineering and Operations Solutions Queensland  
**Workplace Services | QGAO | JLL**

L1, 1 William St, Brisbane CBD, Australia, 4000  
T [redacted]@jll.com www.jll.com.au



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## Libby Gregoric

---

**From:** Jaime Blackburn  
**Sent:** Friday, 13 December 2024 3:46 PM  
**To:** Libby Gregoric  
**Cc:** Simon Carl  
**Subject:** FW: Agenda items for Filly

Hi Libby

Extra item added, see below s73(2)

J

**From:** Jaime Blackburn  
**Sent:** Friday, 13 December 2024 10:22 AM  
**To:** Libby Gregoric < >@premiers.qld.gov.au>  
**Subject:** Agenda items for Filly

Hi Libby

Agenda items for Filly to discuss with Richard on Monday:



- Air con on L40

R

- JLL are switching on the air con to start at 4am to see if it makes a difference. They are also exploring dehumidifiers and an extra unit – currently being sourced. Min Services has asked for a temperature reader to be placed near COS office to track the temp changes.
- **L39 Min Bates office works**
  - Can we proceed with the changes? Estimated cost to be \$67500 to be funded by QGAO
- **Premier Office and Deputy Premier TVs**
  - Two requested in each office. Quotes being obtained from NTT but initial conversations indicated that they are approximately \$10k each. Funding arrangements unclear (QGAO or ministerial). No budget exists in ministerial to cover this cost.
- **Deputy Premier budget**
  - FYI this has been amended to be exactly 8/12 and sent to Nathan

Will provide you with the detail for each in hard copy.

Thanks

Jaime



**Jaime Blackburn**

Executive Director

**People and Services**

Department of the Premier and Cabinet

M s73(2)

Level 28, 1 William Street, Brisbane

PO Box 15185, City East, QLD 4002

## Libby Gregoric

**From:** Jaime Blackburn  
**Sent:** Monday, 9 December 2024 3:09 PM  
**To:** Libby Gregoric  
**Cc:** Rosie Turnbull  
**Subject:** FW: Level 39

Hi Libby

A summary of the proposed changes to Min Bates office is as follows:

|                                                                                                                                                                                                                                  | Cost                     | Funded by                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------|
| <ul style="list-style-type: none"><li>Fit door to secure access</li><li>Add partition to allow small kitchen area to be created from 39.21</li><li>Install teapoint and convert remaining space to COS office</li><li></li></ul> | Approx total of \$30,000 | QGAO – under their routine tenancy improvements budget |
| <ul style="list-style-type: none"><li>Add frosting to Minister's glass</li></ul>                                                                                                                                                 | \$1500                   | QGAO – MOG budget                                      |
| <ul style="list-style-type: none"><li>Make one large board room from two current meeting rooms (39.15 and 39.16)</li></ul>                                                                                                       | Approx \$36,000          | QGAO – standardisation of the conference rooms budget  |

Total cost all up is \$67,500 and this will be incurred by QGAO.

Happy to discuss

Jaime

**From:** [redacted] s73(2) [redacted]@epw.qld.gov.au>  
**Sent:** Monday, 9 December 2024 12:41 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
**Subject:** RE: Level 39

Hi Rosie,

I can confirm that we had allocated a budget and had commenced the project to enclose the Ministerial tenancy and associated security works and provide a small tea point at a cost of approximately \$30K in third quarter 2024. The project was put on hold due to caretaker commencing in October 2024.

The cost to convert the two meeting rooms into one large conference room is approximately \$36K including upgrading the small AV kits to a large AV kit. I have budget for this as part of a Level 31-40 project to standardise the provision of 20P conference rooms. Please note that the Minister's generally have a 14 person conference room but conversion of the 39E conference will be consistent with the 31E Ministerial tenancy.

The frosting to the Minister's office is a new request since the Election and will be funded from my MOG budget for 1WS. I understand that Workplace Services are actioning this request asap.

Regards,

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing and Public Works

M [redacted] s73(2) [redacted]@epw.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>

**Sent:** Monday, 9 December 2024 12:24 PM

**To:** [redacted]@epw.qld.gov.au; Jaime Blackburn <[redacted]@premiers.qld.gov.au>

**Subject:** Level 39

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Hi [redacted]

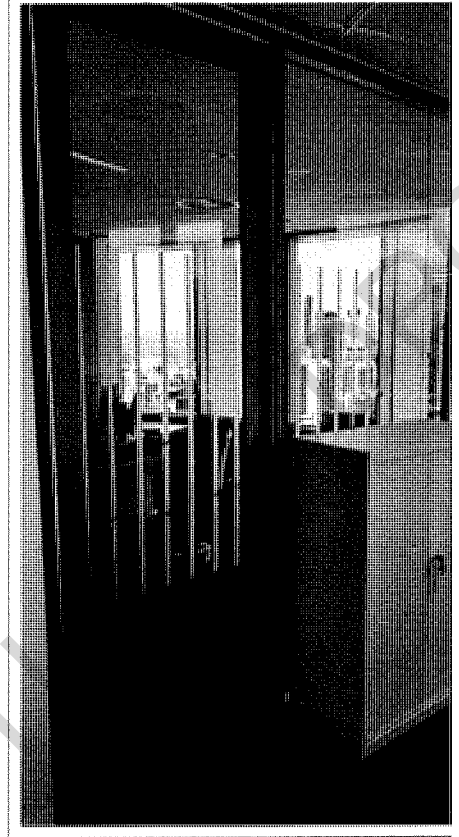
Can you confirm that the following works are included in your scope for Level 39 – the approximate budget for which is \$30,000, noting that this was allocated to the previous works that did not proceed prior to the caretaker period.

Proposed changes include:

- Fit door to secure access
- Add frosting to Minister's glass (complete? See image below below)
- Make one large board room from two current meeting rooms (39.15 and 39.16)
- Add partition to allow small kitchen area to be created from 23.21
- Install teapoint and convert remaining space to COS office



s49 sch4



Thanks  
Rosie



**Rosie Turnbull**  
A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet

M s73(2)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

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Thank you.

## Libby Gregoric

---

**From:** Jaime Blackburn  
**Sent:** Friday, 6 December 2024 4:48 PM  
**To:** Charlotte Rice  
**Cc:** Libby Gregoric  
**Subject:** COS meeting info  
**Attachments:** Request tracker NEW.xlsx

Hi Charlotte

This is the monitoring sheet for the COS.

Not many new things to add at this stage.

Just add to agenda

- Decision on installing door for Min Bates on L39 and/or potential alternative office or move

Happy to discuss

Jaime



**Jaime Blackburn**

Executive Director

**People and Services**

Department of the Premier and Cabinet

M s73(2)

Level 28, 1 William Street, Brisbane

PO Box 15185, City East, QLD 4002

## Libby Gregoric

---

**From:** Jaime Blackburn  
**Sent:** Wednesday, 27 November 2024 2:00 PM  
**To:** Libby Gregoric  
**Cc:** Rosie Turnbull  
**Subject:** FW: Level 39 Ministers Office  
**Attachments:** 1WS Level 39.pdf

Hi Libby

Rosie and I met with QGAO regarding possible options for Min Bates office. I outline below the options:

### Long term solution

Given the amount of work created post reshuffle/MOGs QGAO is willing to explore (a cost to be borne by them) the full refurbishment of levels 38 and 39 to provide two extra ministerial offices instead of the current set up. This will involve State Development and Treasury moving some of its staff to other floors to free up the office space that can be converted to a full ministerial office. QGAO will seek quotes for this and indicate this would be a 6 -12 month process.

### Short term solution

#### Option 1

Swap Min Bates with another office. Recommend this is done with minimum impact on others so a three way move may suit. For example, Min Bates moves to mid stack such as level 35 and a Minister on level 35 moves to 31 and a Minister on level 31 moves to 39.

#### Option 2

Proceed with proposed changes and see if the updates address the concerns raised.

Proposed changes include:

- Fit door to secure access
- Add frosting to Minister's glass
- Make one large board room from two current meeting rooms (39.15 and 39.16)
- Add partition to allow small kitchen area to be created
- Install teapoint

Concerns raised have focused on security of the floor.

Option 2 may need to proceed regardless of the Minister occupying the area.

Happy to discuss

Thanks

Jaime

**From:** Rosie Turnbull <s73(2)@premiers.qld.gov.au>  
**Sent:** Monday, 25 November 2024 12:22 PM  
**To:** Jaime Blackburn <>@premiers.qld.gov.au>  
**Subject:** FW: Level 39 Ministers Office

Jaime,  
FYI,

[redacted] called earlier. She has been asked to provide some information regarding the history and size of the Finance Minister's office on level 39.

JLL are meeting with the Minister's office to go through her request to instal the door and rearrange some of the workspaces.

They have also requested an additional privacy screen, White board on wheels, Table and chairs for Cos office, The two meeting rooms behind the ministers office to be reserved for our office due to the minister being able to hear everything from those meeting rooms and The table in her meeting room to be repaired.

Thanks  
Rosie

**From:** [redacted] s73(2) [redacted]@epw.qld.gov.au>  
**Sent:** Monday, 25 November 2024 11:17 AM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Subject:** Level 39 Ministers Office

Hi Rosie,

As discussed.

Thanks,

[redacted]

[redacted]

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing and Public Works

M 04 [redacted]@epw.qld.gov.au



housing.qld.gov.au

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**From:** [redacted]  
**Sent:** Monday, 25 November 2024 10:47 AM  
**To:** Peter Wyeth <[redacted]@epw.qld.gov.au>  
**Subject:** RE: Level 39 Ministers Office

Hi Pete,

When 1WS was constructed there were 17 Ministerial Offices and 18 Director-General Offices between Levels 31 – 40.

- Levels, 31-37 had 2 x Minister and 2 x Director-General Offices per floor.
- Levels 38 and 39 had 1 x Minister and 2 x Director-General Offices per floor.
  - 1 x Director-General Office on each of these floors **is a half floor**.

R

In 2022, an additional Ministerial portfolio was announced (18 Ministers and 17 Director-General Offices)

- A Director-General office was made into Minister's Office on Level 31 East (Top right)
- Inspector-General Emergency Management who provide D-G support to the Minister for Police were relocated to Level 26, 111 George Street.
- The Ministerial Office on 31 East was secured in 2022/23.

In 2023, an additional Ministerial portfolio was announced (19 Ministers and 18 Director-General Offices)

- A Director-General office was made into Minister's Office on Level 39 East (Top right)
- A temporary Director-General office was located on Level 29 E (Top right) in a meeting room.
  - Neither the Ministerial Office or the Director-General Office are secured currently.

In 2024, DPC allocated the Ministerial Offices, and DHPW allocated the D-G Offices (19 Minister and 18 Director-General Offices)

On Level 39, the office sizes are:

- Minister Finance, Trade and Employment - 36.95m2
- Deputy Premier - 38.11m2
- DG DSDIP - 45.88m2

On level 38, the office sizes are:

- Treasurer - 46.56m2
- Under-Treasurer - 48.64m2
- DG DTET - 37.00m2

The interim solution for the Chief of Staff to Minister Bates has been completed with a temporary office set up in meeting room 39.21.

At the request of Ministerial Services Branch, Workplace Services are meeting with Laura Wong in Minister Bates' office this afternoon to discuss their accommodation including securing of the office.

Attached is your table with the office sizes shown, and current plans we have on file for Level 38 and 39. Please note 39.21 is showing the room set up as a meeting room but this was reconfigure last week into a CoS office.

Thanks,

[Redacted Signature]

[Redacted Name]

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing and Public Works

M [Redacted] s73(2) [Redacted]@epw.qld.gov.au



housing.qld.gov.au

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Thank you.

Released under the RTI Act - DPC

## Libby Gregoric

---

**From:** Libby Gregoric  
**Sent:** Sunday, 3 November 2024 5:38 PM  
**To:** Andrea Storey  
**Cc:** Jaime Blackburn; Rosie Turnbull  
**Subject:** RE: Securing of L39E Min office

Thanks Andrea

I think it would be useful to have some conversion prices and then we can manage expectations about price and timing.

Regards

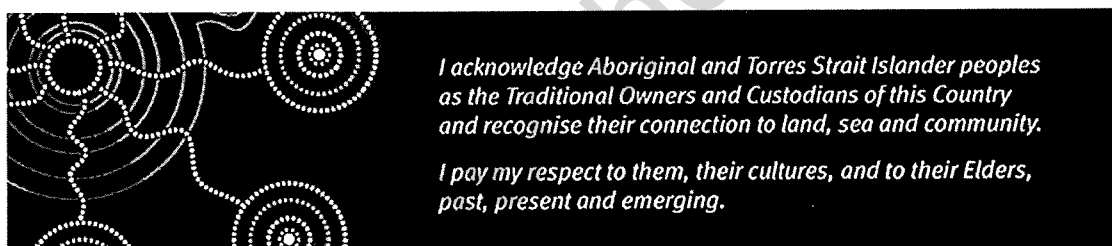
Libby



### Libby Gregoric

Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

P [redacted] s73(2)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



**From:** [redacted]@epw.qld.gov.au>  
**Sent:** Sunday, November 3, 2024 5:34 PM  
**To:** Libby Gregoric <[redacted]@premiers.qld.gov.au>  
**Subject:** Securing of L39E Min office

Hi Libby,

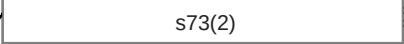
Here's what we did on L31 to create a Min office out of a DG office. We used the 12 person meeting room off the atrium and created a CoS office (31.101) and a tea point (31.21).

s49 sch4

Below is the Level 39E plan and the same solution by converting the 12 person meeting room (39.21) into a CoS office and tea point could work. Let me know if you want prices to proceed with this option.

s49 sch4

Thanks,

  
  
Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing, Local Government, Planning and Public Works  
N  s73(2)  [depw.qld.gov.au](mailto:depw.qld.gov.au)

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Thank you.



## Simon Carl

---

**From:** Simon Carl  
**Sent:** Wednesday, 6 November 2024 9:00 AM  
**To:** Rosie Turnbull  
**Subject:** RE: Good morning - today/this week

Thanks!



**Simon Carl** (he/him)  
**Principal Advisor**  
**Office of the Deputy Director-General**  
**People and Services**  
Department of the Premier and Cabinet  
P [redacted] s73(2)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Tuesday, 5 November 2024 5:12 PM  
**To:** Simon Carl <[redacted]@premiers.qld.gov.au>  
**Cc:** Office of the Chief Information Officer <[redacted]@premiers.qld.gov.au>; Brett Stenson <[redacted]@premiers.qld.gov.au>; Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
**Subject:** RE: Good morning - today/this week

Simon,  
IT are sorting the screens, dock, keyboard and mouse.  
I've contacted QGAO and they are seeing if there are other chair options for the Minister without cost.  
The Minister has no staff at the moment but the Department has someone sitting in the Min office for a few hours each morning.  
Cheers  
Rosie

**From:** Libby Gregoric <[redacted]@premiers.qld.gov.au>  
**Sent:** Tuesday, 5 November 2024 2:20 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Jaime Blackburn <[redacted]@premiers.qld.gov.au>; Brett Stenson <[redacted]@premiers.qld.gov.au>; Office of the Chief Information Officer <[redacted]@premiers.qld.gov.au>; Simon Carl <[redacted]@premiers.qld.gov.au>  
**Subject:** RE: Good morning - today/this week  
**Importance:** High

Hi all

Please update to simon your actions on this today

L

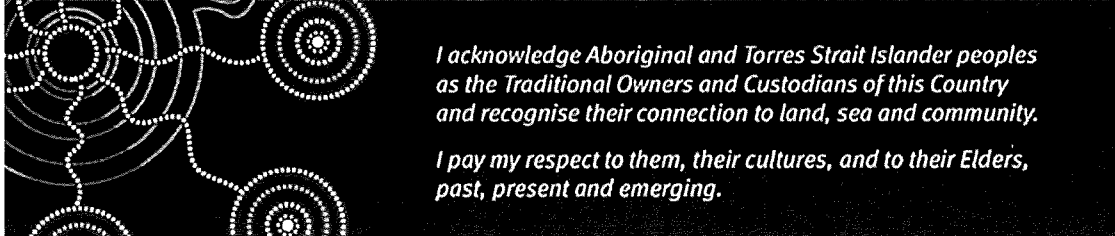


Queensland  
Government

**Libby Gregoric**

Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

F [redacted] s73(2)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



**From:** Libby Gregoric <[redacted]@premiers.qld.gov.au>  
**Sent:** Tuesday, November 5, 2024 10:33 AM  
**To:** Kathy Parton (DSDSATSIP) <[redacted]@dsdsatsip.qld.gov.au>  
**Cc:** Angela Kitzelman (DSDSATSIP) <[redacted]@dsdsatsip.qld.gov.au>; Rosie Turnbull  
<[redacted]@premiers.qld.gov.au>; Jaime Blackburn <[redacted]@premiers.qld.gov.au>; Brett Stenson  
<[redacted]@premiers.qld.gov.au>; Office of the Chief Information Officer <[redacted]@premiers.qld.gov.au>; Simon  
Carl <[redacted]@premiers.qld.gov.au>  
**Subject:** Re: Good morning - today/this week

Thanks

Will do, Kathy.

Various parts of the teams (cc'd) will review and liaise with Angela.

Thank you.

Libby

Libby Gregoric  
Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

P: [redacted]  
E: [redacted]@premiers.qld.gov.au

**From:** Kathy Parton <[redacted]@dsdsatsip.qld.gov.au>  
**Sent:** Tuesday, November 5, 2024 10:30:15 AM  
**To:** Libby Gregoric <[redacted]@premiers.qld.gov.au>  
**Cc:** Angela Kitzelman (DSDSATSIP) <[redacted]@dsdsatsip.qld.gov.au>  
**Subject:** FW: Good morning - today/this week

Hi Libby

Please see below - Minister Simpson is keen to get her IT equipment sorted. Is the department able to loan her keyboards, monitors, chairs etc? She has also made a request to have equipment moved from her Parliament

office and has asked the property services people to contact my team...

Could your Min Services team please liaise with Angela from my office (email above) about how we can facilitate these requests in an appropriate way?

Thanks

Kathy

Kathy Parton

Acting Director-General

Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism

T [redacted] s73(2) [redacted]@dsdsatsip.qld.gov.au

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

From: Fiona Simpson <[redacted]@parliament.qld.gov.au>

Sent: Tuesday, November 5, 2024 6:54 AM

To: Kathy Parton <[redacted]@dsdsatsip.qld.gov.au>

Subject: Good morning - today/this week

Dear Kathy

Thank you for you and the Department's assistance as I make the transition with you with the machinery of government changes.

Meeting this morning -



Office set-up

I don't know who is responsible for keyboards, monitors, computer hubs etc and different office chairs. If these are to be purchased out of ministerial expenses, that is fine. However, I already have these items in use in my old office at Parliament which I purchased to undertake my work and my intention was to use them in my Parliamentary ministerial office. But if the quickest way to get me setup in my 1W office is to bring these over, could I get some departmental staff assistance?

Furthermore, I'm finding the office chair uncomfortable and too short in the base for a tall person. I do not want to expend a lot of departmental or ministerial money on such items as I'm conscience that government procurement may have different contracts that mean these are a lot more expensive than I feel is appropriate. If there are some chairs already in stock that can at least be provided temporarily for me to check if they meet my needs that would be appreciated.

I most likely will get another compact computer work station but that can wait.

I look forward to talking further.

Regards

Fiona Simpson

Sent from my iPad

R

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## Simon Carl

**From:** Rosie Turnbull  
**Sent:** Tuesday, 5 November 2024 5:12 PM  
**To:** Simon Carl  
**Cc:** Office of the Chief Information Officer; Brett Stenson; Jaime Blackburn  
**Subject:** RE: Good morning - today/this week

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I've contacted QGAO and they are seeing if there are other chair options for the Minister without cost.  
The Minister has no staff at the moment but the Department has someone sitting in the Min office for a few hours each morning.  
Cheers  
Rosie

**From:** Libby Gregoric <s73(2)@premiers.qld.gov.au>  
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**To:** Rosie Turnbull <@premiers.qld.gov.au>; Jaime Blackburn <@premiers.qld.gov.au>; Brett Stenson <@premiers.qld.gov.au>; Office of the Chief Information Officer <@premiers.qld.gov.au>; Simon Carl <@premiers.qld.gov.au>  
**Subject:** RE: Good morning - today/this week  
**Importance:** High

Hi all

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L



**Queensland**  
Government

### Libby Gregoric

Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

P

Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



*I acknowledge Aboriginal and Torres Strait Islander peoples  
as the Traditional Owners and Custodians of this Country  
and recognise their connection to land, sea and community.*

*I pay my respect to them, their cultures, and to their Elders,  
past, present and emerging.*

**From:** Libby Gregoric <@premiers.qld.gov.au>  
**Sent:** Tuesday, November 5, 2024 10:33 AM  
**To:** Kathy Parton (DSATSIP) <@dsatsip.qld.gov.au>

R

**Cc:** Angela Kitzelman (DSDSATSIP) [redacted] s73(2) [redacted]@dsdsatsip.qld.gov.au>; Rosie Turnbull [redacted]@premiers.qld.gov.au>; Jaime Blackburn [redacted]@premiers.qld.gov.au>; Brett Stenson [redacted]@premiers.qld.gov.au>; Office of the Chief Information Officer [redacted]@premiers.qld.gov.au>; Simon Carl [redacted]@premiers.qld.gov.au>  
**Subject:** Re: Good morning - today/this week

Thanks

Will do, Kathy.

Various parts of the teams (cc'd) will review and liaise with Angela.

Thank you.

Libby

Libby Gregoric  
Deputy Director-General  
People and Services  
Department of the Premier and Cabinet  
P: [redacted]  
E: Libby.Gregoric@premiers.qld.gov.au

**From:** Kathy Parton <[redacted]@dsdsatsip.qld.gov.au>  
**Sent:** Tuesday, November 5, 2024 10:30:15 AM  
**To:** Libby Gregoric [redacted]@premiers.qld.gov.au>  
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Could your Min Services team please liaise with Angela from my office (email above) about how we can facilitate these requests in an appropriate way?

Thanks

Kathy

Kathy Parton  
Acting Director-General  
Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism  
T [redacted]@dsdsatsip.qld.gov.au

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**Sent:** Tuesday, November 5, 2024 6:54 AM  
**To:** Kathy Parton <[redacted]@dsdsatsip.qld.gov.au>  
**Subject:** Good morning - today/this week

Dear Kathy

Thank you for you and the Department's assistance as I make the transition with you with the machinery of government changes.



Meeting this morning -

s73(2)

#### Office set-up

I don't know who is responsible for keyboards, monitors, computer hubs etc and different office chairs. If these are to be purchased out of ministerial expenses, that is fine. However, I already have these items in use in my old office at Parliament which I purchased to undertake my work and my intention was to use them in my Parliamentary ministerial office. But if the quickest way to get me setup in my 1W office is to bring these over, could I get some departmental staff assistance?

Furthermore, I'm finding the office chair uncomfortable and too short in the base for a tall person. I do not want to expend a lot of departmental or ministerial money on such items as I'm conscience that government procurement may have different contracts that mean these are a lot more expensive than I feel is appropriate. If there are some chairs already in stock that can at least be provided temporarily for me to check if they meet my needs that would be appreciated.

I most likely will get another compact computer work station but that can wait.

I look forward to talking further.

Regards  
Fiona Simpson

Sent from my iPad

---

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## Libby Gregoric

**From:** Libby Gregoric  
**Sent:** Tuesday, 5 November 2024 2:20 PM  
**To:** Rosie Turnbull; Jaime Blackburn; Brett Stenson; Office of the Chief Information Officer; Simon Carl  
**Subject:** RE: Good morning - today/this week  
**Importance:** High

Hi all

Please update to simon your actions on this today

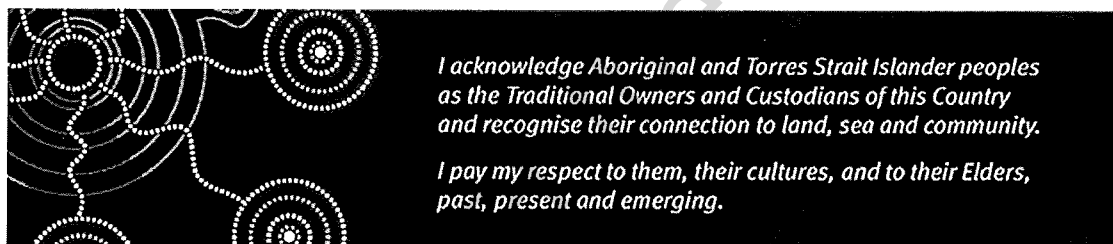
L



### Libby Gregoric

Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

P [redacted] s73(2)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



**From:** Libby Gregoric <[redacted]@premiers.qld.gov.au>  
**Sent:** Tuesday, November 5, 2024 10:33 AM  
**To:** Kathy Parton (DSDSATSIP) <[redacted]@dsdsatsip.qld.gov.au>  
**Cc:** Angela Kitzelman (DSDSATSIP) <[redacted]@dsdsatsip.qld.gov.au>; Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Jaime Blackburn <[redacted]@premiers.qld.gov.au>; Brett Stenson <[redacted]@premiers.qld.gov.au>; Office of the Chief Information Officer <[redacted]@premiers.qld.gov.au>; Simon Carl <[redacted]@premiers.qld.gov.au>  
**Subject:** Re: Good morning - today/this week

Thanks

Will do, Kathy.

Various parts of the teams (cc'd) will review and liaise with Angela.

Thank you.

Libby

R

Libby Gregoric  
Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

P: [redacted] s73(2)  
E: [redacted]@premiers.qld.gov.au

---

**From:** Kathy Parton <[redacted]@dsdsatsip.qld.gov.au>  
**Sent:** Tuesday, November 5, 2024 10:30:15 AM  
**To:** Libby Gregoric <[redacted]@premiers.qld.gov.au>  
**Cc:** Angela Kitzelman (DSDSATSIP) <[redacted]@dsdsatsip.qld.gov.au>  
**Subject:** FW: Good morning - today/this week

Hi Libby  
Please see below - Minister Simpson is keen to get her IT equipment sorted. Is the department able to loan her keyboards, monitors, chairs etc? She has also made a request to have equipment moved from her Parliament office and has asked the property services people to contact my team...  
Could your Min Services team please liaise with Angela from my office (email above) about how we can facilitate these requests in an appropriate way?  
Thanks  
Kathy

Kathy Parton  
Acting Director-General  
Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism  
T: [redacted]@dsdsatsip.qld.gov.au

-----Original Message-----  
**From:** Fiona Simpson <[redacted]@parliament.qld.gov.au>  
**Sent:** Tuesday, November 5, 2024 6:54 AM  
**To:** Kathy Parton <[redacted]@dsdsatsip.qld.gov.au>  
**Subject:** Good morning - today/this week

Dear Kathy

Thank you for you and the Department's assistance as I make the transition with you with the machinery of government changes.

Meeting this morning -

Office set-up

I don't know who is responsible for keyboards, monitors, computer hubs etc and different office chairs. If these are to be purchased out of ministerial expenses, that is fine. However, I already have these items in use

R

in my old office at Parliament which I purchased to undertake my work and my intention was to use them in my Parliamentary ministerial office. But if the quickest way to get me setup in my 1W office is to bring these over, could I get some departmental staff assistance?

Furthermore, I'm finding the office chair uncomfortable and too short in the base for a tall person. I do not want to expend a lot of departmental or ministerial money on such items as I'm conscience that government procurement may have different contracts that mean these are a lot more expensive than I feel is appropriate. If there are some chairs already in stock that can at least be provided temporarily for me to check if they meet my needs that would be appreciated.

I most likely will get another compact computer work station but that can wait.

I look forward to talking further.

Regards  
Fiona Simpson

Sent from my iPad

---

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## Libby Gregoric

---

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**Sent:** Tuesday, 5 November 2024 10:33 AM  
**To:** Kathy Parton (DSDSATSIP)  
**Cc:** Angela Kitzelman (DSDSATSIP); Rosie Turnbull; Jaime Blackburn; Brett Stenson; Office of the Chief Information Officer; Simon Carl  
**Subject:** Re: Good morning - today/this week

Thanks

Will do, Kathy.

Various parts of the teams (cc'd) will review and liaise with Angela.

Thank you.

Libby

Libby Gregoric  
Deputy Director-General  
People and Services  
Department of the Premier and Cabinet  
P: [redacted] s73(2)  
E: [redacted]@premiers.qld.gov.au

---

**From:** Kathy Parton <[redacted]@dsdsatsip.qld.gov.au>  
**Sent:** Tuesday, November 5, 2024 10:30:15 AM  
**To:** Libby Gregoric <[redacted]@premiers.qld.gov.au>  
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**Subject:** FW: Good morning - today/this week

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Kathy

Kathy Parton  
Acting Director-General  
Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism  
T: [redacted]@dsdsatsip.qld.gov.au

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

**From:** Fiona Simpson <[redacted]@parliament.qld.gov.au>  
**Sent:** Tuesday, November 5, 2024 6:54 AM  
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s73(2)

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I look forward to talking further.

Regards  
Fiona Simpson

Sent from my iPad

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## Libby Gregoric

**From:** Libby Gregoric  
**Sent:** Tuesday, 19 November 2024 9:36 AM  
**To:** Jaime Blackburn  
**Cc:** Dawn Dube; Elja Murphy  
**Subject:** RE: Furniture changes requested by Minister for Manufacturing and Minister for Regional and Rural Development in the 37 South office

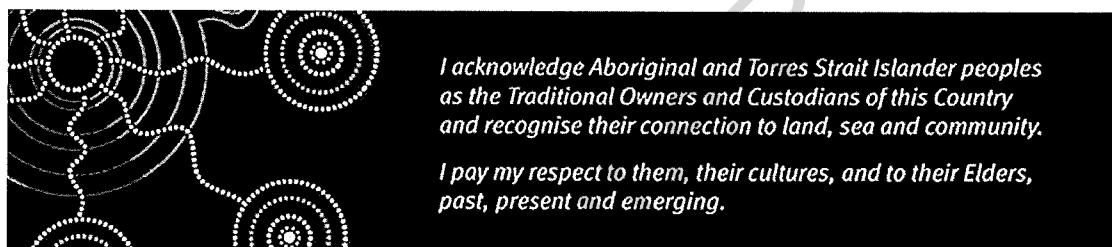
Thanks  
Will test with Filly  
L



### Libby Gregoric

Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

P [redacted] s73(2)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



**From:** Jaime Blackburn [redacted]@premiers.qld.gov.au>  
**Sent:** Tuesday, November 19, 2024 9:35 AM  
**To:** Libby Gregoric <[redacted]@premiers.qld.gov.au>  
**Cc:** Dawn Dube [redacted]@premiers.qld.gov.au>; Elja Murphy <[redacted]@premiers.qld.gov.au>  
**Subject:** FW: Furniture changes requested by Minister for Manufacturing and Minister for Regional and Rural Development in the 37 South office  
**Importance:** High

Hi Libby

We will need to escalate to PO. How do you want to do that?

J

**From:** Rosie Turnbull [redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 15 November 2024 5:20 PM  
**To:** Jaime Blackburn [redacted]@premiers.qld.gov.au>  
**Subject:** FW: Furniture changes requested by Minister for Manufacturing and Minister for Regional and Rural Development in the 37 South office  
**Importance:** High

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Thank you.

## Libby Gregoric

---

**From:** Jaime Blackburn  
**Sent:** Tuesday, 19 November 2024 9:35 AM  
**To:** Libby Gregoric  
**Cc:** Dawn Dube; Elja Murphy  
**Subject:** FW: Furniture changes requested by Minister for Manufacturing and Minister for Regional and Rural Development in the 37 South office

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Libby

We will need to escalate to PO. How do you want to do that?

J

**From:** Rosie Turnbull <[redacted]s73(2)[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 15 November 2024 5:20 PM  
**To:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
**Subject:** FW: Furniture changes requested by Minister for Manufacturing and Minister for Regional and Rural Development in the 37 South office  
**Importance:** High

Jaime

Andrea thinks that this change can be done for under \$1000, although they can't deliver exactly what the office has requested.

This cost is based on them doing the works between 6-8am on a work day to avoid out of hours charges.

Can we discuss process from here.

Thanks

Rosie

**From:** [redacted] <[redacted]@epw.qld.gov.au>  
**Sent:** Thursday, 14 November 2024 10:09 AM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Subject:** Furniture changes requested by Minister for Manufacturing and Minister for Regional and Rural Development in the 37 South office  
**Importance:** High

Hi Rosie,

Priority works requested by Minister for Manufacturing and Minister for Regional and Rural Development in the 37 South office:

- WS 37.040e and 37.039e moved to 1 to Media room 37.29 and 1 behind the exec pod 37.038 with the moving of the collab coach to an appropriate position.

We have looked at what could be done at no cost but unfortunately Workstations 37.040e/041e are a back-to-back unit, meaning they are one physical piece of furniture that cannot be separated in to two pieces.

- An additional desk cannot be added to the back of the exec pod, however the exec pod may be
  - 1) removed and replaced with a back to back unit, or
  - 2) swapped with the WS040/WS041 unit
- For an additional desk in the Media room, we would opt for removal of the 2 seater table for installation of a single workstation (if measurements allows), requiring installation of new power and data cables
- The half collab couch may be relocated if measurements permit once desks are changed

Can we please obtain approval for the above changes to the 37 South office?

Regards,

[Redacted]

[Redacted]

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing and Public Works

M [Redacted] s73(2) [Redacted]@epw.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*



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Thank you.

R



## Libby Gregoric

---

**From:** Libby Gregoric  
**Sent:** Tuesday, 10 December 2024 10:03 AM  
**To:** Jaime Blackburn  
**Cc:** Rosie Turnbull  
**Subject:** Re: Air con on L40

thanks Jaime

Libby Gregoric  
Deputy Director-General  
People and Services  
Department of the Premier and Cabinet  
Phone: [redacted] s73(2)  
E: [redacted]@premiers.qld.gov.au

---

**From:** Jaime Blackburn [redacted]@premiers.qld.gov.au>  
**Sent:** Tuesday, December 10, 2024 9:56:25 AM  
**To:** Libby Gregoric [redacted]@premiers.qld.gov.au>  
**Cc:** Rosie Turnbull [redacted]@premiers.qld.gov.au>  
**Subject:** FW: Air con on L40

Hi Libby

[redacted] contacted me and indicated they are exploring bringing in dehumidifiers for L40. He is checking on the noise and the cost but hopes to have an update today.

Jaime

**From:** Jaime Blackburn  
**Sent:** Monday, 9 December 2024 12:11 PM  
**To:** [redacted]@ill.com>  
**Cc:** [redacted]@epw.qld.gov.au>; Rosie Turnbull [redacted]@premiers.qld.gov.au>; Libby Gregoric [redacted]@premiers.qld.gov.au>  
**Subject:** Air con on L40

Hi [redacted]

Thanks for chatting earlier about the aircon on L40 (Premier's Office). We need to find a solution to ensure the office is cooling by a reasonable time in the morning.

At 7am this morning it was still hot. I know we agreed a few weeks back that it needs to come on at 5am but it seems this is not effective.

Please can we consider a solution? I know you are looking at a longer term solution (and you are waiting for quotes) but I think we need something that will have results for now.

Also I want to flag that the offices may be operating over the Christmas/New Year period and we will need to ensure the aircon and lighting is going to operate for them.

Happy to discuss

Thanks

Jaime



**Queensland**  
Government

**Jaime Blackburn**

Executive Director

**People and Services**

Department of the Premier and Cabinet

M s73(2)

Level 28, 1 William Street, Brisbane

PO Box 15185, City East, QLD 4002

## Libby Gregoric

---

**From:** Jaime Blackburn  
**Sent:** Tuesday, 10 December 2024 9:56 AM  
**To:** Libby Gregoric  
**Cc:** Rosie Turnbull  
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**From:** Jaime Blackburn  
**Sent:** Monday, 9 December 2024 12:11 PM  
**To:** [redacted] <[redacted]@ill.com>  
**Cc:** [redacted] <[redacted]@epw.qld.gov.au>; Rosie Turnbull <[redacted] s73(2) @premiers.qld.gov.au>; Libby Gregoric <[redacted]@premiers.qld.gov.au>  
**Subject:** Air con on L40

Hi [redacted]

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Jaime



**Queensland**  
Government

**Jaime Blackburn**  
Executive Director  
**People and Services**  
Department of the Premier and Cabinet  
M [redacted]  
Level 28, 1 William Street, Brisbane  
PO Box 15185, City East, QLD 4002

## Libby Gregoric

---

**From:** Jaime Blackburn  
**Sent:** Monday, 9 December 2024 12:11 PM  
**To:** Cook, Mark  
**Cc:** Andrea Storey; Rosie Turnbull; Libby Gregoric  
**Subject:** Air con on L40

Hi

Thanks for chatting earlier about the aircon on L40 (Premier's Office). We need to find a solution to ensure the office is cooling by a reasonable time in the morning.

At 7am this morning it was still hot. I know we agreed a few weeks back that it needs to come on at 5am but it seems this is not effective.

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Happy to discuss

Thanks

Jaime



**Jaime Blackburn**  
Executive Director  
**People and Services**  
Department of the Premier and Cabinet

M  s73(2)  
Level 28, 1 William Street, Brisbane  
PO Box 15185, City East, QLD 4002

s49 sch4

Below is the Level 39E plan and the same solution by converting the 12 person meeting room (39.21) into a CoS office and tea point could work. Let me know if you want prices to proceed with this option.

s49 sch4

Thanks,

[Redacted]

[Redacted]

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing, Local Government, Planning and Public Works

M

[Redacted] s73(2)

[depw.qld.gov.au](mailto:depw.qld.gov.au)

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Thank you.



## Jaime Blackburn

---

**From:** Jaime Blackburn  
**Sent:** Wednesday, 6 November 2024 3:24 PM  
**To:** Rosie Turnbull  
**Subject:** FW: Moves

Hi Rosie

Please can we discuss?

Thanks

Jaime

**From:** Brett Stenson <[redacted]s73(2)[redacted]@premiers.qld.gov.au>  
**Sent:** Wednesday, 6 November 2024 8:27 AM  
**To:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
**Subject:** RE: Moves

Hey Jaime,

Is this something Scott M/Sharon or yourselves can help with from a facilities perspective, looks like a meeting of the minds to agree rooms then into NTT?



**Queensland**  
Government

### Brett Stenson

Chief Information Officer  
Information and Technology Services  
Department of the Premier and Cabinet

P [redacted]@premiers.qld.gov.au or [redacted]@premiers.qld.gov.au  
Level 28, 1 William Street, Brisbane QLD 4000 | PO Box 15185, City East, QLD 4002 | [Chat with me on Teams!](#)

**From:** Brett Allan  
**Sent:** Monday, 4 November 2024 12:52 PM  
**To:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>; Natalie Driscoll  
<[redacted]@premiers.qld.gov.au>; Brett Stenson <[redacted]@premiers.qld.gov.au>  
**Cc:** 'hanna.melendez@chde.qld.gov.au' <[redacted]@chde.qld.gov.au>  
**Subject:** FW: Moves  
**Importance:** High

Hi Jaime and Brett,

For you information and advice.

Kind regards,  
Brett



**Brett Allan**

Operations Manager, Ministerial Services IT  
Information and Technology Services  
Department of the Premier and Cabinet

P [redacted] s73(2) [redacted]@premiers.qld.gov.au  
Level 28, 1 William Street, Brisbane City QLD 4000  
PO Box 15185, City East, QLD 4002  
 Chat with me on Teams

**From:** Brian Doherty <[redacted]@global.ntt>  
**Sent:** Monday, 4 November 2024 12:04 PM  
**To:** Brett Allan <[redacted]@premiers.qld.gov.au>; collaborativeworkspaces  
<[redacted]@chde.qld.gov.au>  
**Cc:** [redacted]@global.ntt>  
**Subject:** RE: Moves

The additional room not on the list below is Meet 39.12  
This is a generic bookable room

On 38 we currently have 3 DTIS managed rooms, 1 DSDILGP managed room and 2 rooms that used to be Ministerial controlled rooms.

On 39 we currently have 2 QT managed rooms and 3 rooms that used to be Ministerial controlled rooms.

The request is to swap management of the rooms on each floor with each other.

Need to know which rooms on 39 will be DTIS managed and which ones will be DSDILGP rooms and we can make all rooms on 38 QT if that's what they want.

[redacted]

**Operations Manager | Australia | NTT**

M: [redacted]  
E: [redacted]@global.ntt  
[hello.global.ntt](mailto:hello.global.ntt)

Sensitivity Label: General

**From:** [redacted]  
**Sent:** Monday, 4 November 2024 11:16 AM  
**To:** Brett Allan <[redacted]@premiers.qld.gov.au>; collaborativeworkspaces  
<[redacted]@chde.qld.gov.au>  
**Cc:** [redacted]@global.ntt>  
**Subject:** Moves

Hi,

We have a ticket that has been raised as below:

Seeking your assistance to swap the room booking controls for Level 39 meeting rooms to Level 38, and vice versa.

The A/UT is now on Level 38. The DG DSDIP is now on Level 39.

Can you please:

\* Swap it so the people with access to book/manage bookings for L39 can now do so for L38

- \* Swap it so the people with access to book/manage bookings for L38 can now do so for L39
- \* Add Luc Jaymz to the list of people able to manage for L38.

I have discussed this with EO for the DG DSDIP.  
 Appreciate if this can please be actioned asap today.  
 Please let me know if I can help with any clarifications.

Thanks

Judi

Judi Carter

Manager, Executive Services | Office of the Under Treasurer

(s73(2))

These were the managed rooms on these floors and we were asked to remove management for the ones in Yellow

| Room       | Group                      |
|------------|----------------------------|
| Meet 38.02 | 1WS L38 DTIS Managed       |
| Meet 38.03 | 1WS L38 DTIS Managed       |
| Meet 38.13 | 1WS L38 DTIS Managed       |
| Meet 38.16 | 1WS L38-16 DSDILGP Managed |
| Meet 38.35 | 1WS L38 MIN Controlled     |
| Meet 38.38 | 1WS L38 MIN Controlled     |
|            |                            |
| Meet 39.02 | 1WS L39-02 QT Managed      |
| Meet 39.15 | 1WS L39 MIN Controlled     |
| Meet 39.21 | 1WS L39 MIN Controlled     |
| Meet 39.41 | 1WS L39 MIN Controlled     |
| Meet 39.48 | 1WS L39-02 QT Managed      |

In addition, the Teams room (s73(2))@mtr.qgaaad.qld.gov.au (39.45)

This Will need to be changed, my suggestion is to make it a generic room name as per the rest of the rooms.

Can you please let us know what you would like us to do for this.

thanks

(s73(2))

Operations Manager | Australia | NTT

M: (s73(2))

E: (s73(2))@global.ntt

hello.global.ntt

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<https://services.global.ntt/en-us/email-disclaimer>

## Jaime Blackburn

---

**From:** Rosie Turnbull  
**Sent:** Thursday, 7 November 2024 5:04 PM  
**To:** Jaime Blackburn  
**Subject:** L39 meeting room - 39.21

Hi Jaime,

Currently the meeting room contains a 12 person meeting table and 12 chairs

is proposing to swap it out for a desk, chair and two credenzas from existing stock.

If they can do this in working hours there will be at nil cost.

Thanks  
Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M  s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

## Jaime Blackburn

---

**From:** Rosie Turnbull  
**Sent:** Thursday, 7 November 2024 6:19 PM  
**To:** [redacted]  
**Cc:** [redacted] Jaime Blackburn  
**Subject:** RE: Securing of L39E Min office

Thanks [redacted]  
Can we go ahead with this swap please?  
Thanks  
Rosie

**From:** Andrea Storey <[redacted]s73(2)[redacted]@epw.qld.gov.au>  
**Sent:** Thursday, 7 November 2024 4:58 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Cc:** Mark Cook <[redacted]@epw.qld.gov.au>  
**Subject:** RE: Securing of L39E Min office

A 12 person meeting table and 12 chairs.

As mentioned in my voice mail if we can swap the furniture during work hours it will at nil cost.

[redacted]  
Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing, Local Government, Planning and Public Works  
M [redacted]@epw.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*



**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Thursday, 7 November 2024 4:56 PM  
**To:** [redacted]@epw.qld.gov.au>  
**Cc:** Mark Cook <[redacted]@epw.qld.gov.au>  
**Subject:** RE: Securing of L39E Min office

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[redacted]  
Do you know what furniture is currently in that meeting room?

Thanks  
Rosie

From [redacted]@epw.qld.gov.au>  
Sent: Tuesday, 5 November 2024 2:12 PM  
To: Rosie Turnbull [redacted]@premiers.qld.gov.au>  
Cc: Mark Cook <[redacted]@epw.qld.gov.au>  
Subject: FW: Securing of L39E Min office

Hi Rosie,

We are currently obtaining quotes to converting the 12 person meeting room on Level 39 (39.21) into a CoS office and tea point and secure the tenancy similar to the solution that was previously providing for the L31E Ministerial Office.

Yesterday, I was contacted by Jennell Martin who is a Principal Advisor in the DG Trade, Employment and Training Office and supporting the Minister's office asking about a solution to provide a CoS office for Michael Negerevich, Minister Bates' CoS.

I advised that we were currently obtaining quotes and timings and we discussed a temporary solution for the CoS.

Can you please confirm if we have approval to create a temporary CoS office solution by:

1. Swapping out the 12P meeting room furniture in 39.21 with a desk, chair, and two credenzas from existing stock.
2. Placing the furniture using existing power and data in the room.

The cost would be the time only to move furniture between the floors and would be minimal expenditure.

We would be able to complete these furniture changes this week if given approval.

Regards,

[redacted]

[redacted]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing, Local Government, Planning and Public Works  
M [redacted] s73(2) [redacted]@epw.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*



From [redacted]  
Sent: Sunday, 3 November 2024 5:34 PM

**To:** Libby Gregoric (Premiers) <[REDACTED] s73(2) [REDACTED]@premiers.qld.gov.au>

**Subject:** Securing of L39E Min office

Hi Libby,

Here's what we did on L31 to create a Min office out of a DG office. We used the 12 person meeting room off the atrium and created a CoS office (31.101) and a tea point (31.21).

s49 sch4

Below is the Level 39E plan and the same solution by converting the 12 person meeting room (39.21) into a CoS office and tea point could work. Let me know if you want prices to proceed with this option.



s49 sch4

Thanks,

[Redacted]

[Redacted]

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing, Local Government, Planning and Public Works

M [Redacted] s73(2) [Redacted] @epw.qld.gov.au

## Jaime Blackburn

---

**From:** Rosie Turnbull  
**Sent:** Friday, 15 November 2024 4:26 PM  
**To:** Jaime Blackburn  
**Subject:** FW: Office for the Minister for Sport L31W

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Jaime,  
Do you know if this has been sent to the PO for consideration?  
Is the process for this through Filly still?  
Thanks  
Rosie

**From:** [redacted] s73(2) [redacted]@epw.qld.gov.au>  
**Sent:** Friday, 8 November 2024 2:18 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au> [redacted]@jll.com>  
**Cc:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>; Natalie Driscoll  
[redacted]@premiers.qld.gov.au>  
**Subject:** RE: Office for the Minister for Sport L31W

Hi Rosie,

We don't have a Ministerial sit to stand desk in store. The cost of new is circa \$5K-\$6K.

We are aware that there is a sit to stand in the Premier's office and a CoS office has one, but we need to confirm which office it is in.

We are looking through work orders to see what floor the second sit to stand is located on and will let you know to see if perhaps the desks can be swapped to avoid purchasing a new desk.

Also, can you please let me know what change is requested for the blinds so I can confirm what can be done.

Thanks,

[redacted]

[redacted]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing, Local Government, Planning and Public Works  
M [redacted]@epw.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*



**From:** Rosie Turnbull <[redacted]s73(2)[redacted]@premiers.qld.gov.au>  
**Sent:** Thursday, 7 November 2024 4:24 PM  
**To:** [redacted]@epw.qld.gov.au>; [redacted]@jll.com>  
**Cc:** Jaime Blackburn [redacted]@premiers.qld.gov.au>; Natalie Driscoll  
<[redacted]@premiers.qld.gov.au>  
**Subject:** Office for the Minister for Sport L31W

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Hi [redacted]

The chief of staff for the Minister for Sport, level 31West has asked about a sit to stand desk, can you let me know if that is possible and let me know if there are any associated costs?

Also, what is the process to change the auto blinds operation?

Thanks  
Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet

M [redacted]

Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

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## Jaime Blackburn

**From:** Libby Gregoric  
**Sent:** Tuesday, 19 November 2024 9:36 AM  
**To:** Jaime Blackburn  
**Cc:** Dawn Dube; Elja Murphy  
**Subject:** RE: Furniture changes requested by Minister for Manufacturing and Minister for Regional and Rural Development in the 37 South office

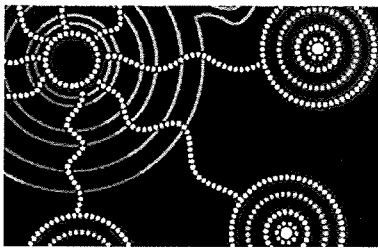
Thanks  
Will test with Filly  
L



**Libby Gregoric**

Deputy Director-General  
People and Services  
Department of the Premier and Cabinet

P [redacted] s73(2)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002



*I acknowledge Aboriginal and Torres Strait Islander peoples  
as the Traditional Owners and Custodians of this Country  
and recognise their connection to land, sea and community.*

*I pay my respect to them, their cultures, and to their Elders,  
past, present and emerging.*

**From:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
**Sent:** Tuesday, November 19, 2024 9:35 AM  
**To:** Libby Gregoric <[redacted]@premiers.qld.gov.au>  
**Cc:** Dawn Dube <[redacted]@premiers.qld.gov.au>; Elja Murphy <[redacted]@premiers.qld.gov.au>  
**Subject:** FW: Furniture changes requested by Minister for Manufacturing and Minister for Regional and Rural Development in the 37 South office  
**Importance:** High

Hi Libby

We will need to escalate to PO. How do you want to do that?

J

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 15 November 2024 5:20 PM  
**To:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
**Subject:** FW: Furniture changes requested by Minister for Manufacturing and Minister for Regional and Rural Development in the 37 South office  
**Importance:** High

Jaime

[redacted] thinks that this change can be done for under \$1000, although they can't deliver exactly what the office has requested.

This cost is based on them doing the works between 6-8am on a work day to avoid out of hours charges.

Can we discuss process from here.

Thanks

Rosie

From [redacted] s73(2) [redacted]@epw.qld.gov.au>

Sent: Thursday, 14 November 2024 10:09 AM

To: Rosie Turnbull <[redacted]@premiers.qld.gov.au>

Subject: Furniture changes requested by Minister for Manufacturing and Minister for Regional and Rural Development in the 37 South office

Importance: High

Hi Rosie,

Priority works requested by Minister for Manufacturing and Minister for Regional and Rural Development in the 37 South office:

- WS 37.040e and 37.039e moved to 1 to Media room 37.29 and 1 behind the exec pod 37.038 with the moving of the collab coach to an appropriate position.

We have looked at what could be done at no cost but unfortunately Workstations 37.040e/041e are a back-to-back unit, meaning they are one physical piece of furniture that cannot be separated in to two pieces.

- An additional desk cannot be added to the back of the exec pod, however the exec pod may be
  - 1) removed and replaced with a back to back unit, or
  - 2) swapped with the WS040/WS041 unit
- For an additional desk in the Media room, we would opt for removal of the 2 seater table for installation of a single workstation (if measurements allows), requiring installation of new power and data cables
- The half collab couch may be relocated if measurements permit once desks are changed

Can we please obtain approval for the above changes to the 37 South office?

Regards,

[redacted]

[redacted]

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing and Public Works

M [redacted]@epw.qld.gov.au



housing.qld.gov.au

*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*



## Jaime Blackburn

---

**From:** Rosie Turnbull  
**Sent:** Monday, 25 November 2024 12:22 PM  
**To:** Jaime Blackburn  
**Subject:** FW: Level 39 Ministers Office  
**Attachments:** 1WS Level 39.pdf; 1WS\_Level 38 Floorplan\_2024\_V7.pdf; Min DG Stack levels 40 39 38 only.xlsx

Jaime,  
FYI,

[redacted] called earlier. She has been asked to provide some information regarding the history and size of the Finance Minister's office on level 39.

JLL are meeting with the Minister's office to go through her request to instal the door and rearrange some of the workspaces.

They have also requested an additional privacy screen, White board on wheels, Table and chairs for Cos office, The two meeting rooms behind the ministers office to be reserved for our office due to the minister being able to hear everything from those meeting rooms and The table in her meeting room to be repaired.

Thanks  
Rosie

**From:** [redacted] <[redacted]@epw.qld.gov.au>  
**Sent:** Monday, 25 November 2024 11:17 AM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Subject:** Level 39 Ministers Office

Hi Rosie,

As discussed.

Thanks,

[redacted]

[redacted]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing and Public Works  
M [redacted] s73(2) [redacted]@epw.qld.gov.au



housing.qld.gov.au

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**From:** [redacted]  
**Sent:** Monday, 25 November 2024 10:47 AM  
**To:** Peter Wyeth <[redacted]s73(2)[redacted]@epw.qld.gov.au>  
**Subject:** RE: Level 39 Ministers Office

Hi Pete,

When 1WS was constructed there were 17 Ministerial Offices and 18 Director-General Offices between Levels 31 – 40.

- Levels, 31-37 had 2 x Minister and 2 x Director-General Offices per floor.
- Levels 38 and 39 had 1 x Minister and 2 x Director-General Offices per floor.
  - 1 x Director-General Office on each of these floors **is a half floor**.

In 2022, an additional Ministerial portfolio was announced (18 Ministers and 17 Director-General Offices)

- A Director-General office was made into Minister's Office on Level 31 East (Top right)
- Inspector-General Emergency Management who provide D-G support to the Minister for Police were relocated to Level 26, 111 George Street.
- The Ministerial Office on 31 East was secured in 2022/23.

In 2023, an additional Ministerial portfolio was announced (19 Ministers and 18 Director-General Offices)

- A Director-General office was made into Minister's Office on Level 39 East (Top right)
- A temporary Director-General office was located on Level 29 E (Top right) in a meeting room.
  - Neither the Ministerial Office or the Director-General Office are secured currently.

In 2024, DPC allocated the Ministerial Offices, and DHPW allocated the D-G Offices (19 Minister and 18 Director-General Offices)

On Level 39, the office sizes are:

- Minister Finance, Trade and Employment - 36.95m2
- Deputy Premier - 38.11m2
- DG DSDIP - 45.88m2

On level 38, the office sizes are:

- Treasurer - 46.56m2
- Under-Treasurer - 48.64m2
- DG DTET - 37.00m2

The interim solution for the Chief of Staff to Minister Bates has been completed with a temporary office set up in meeting room 39.21.

At the request of Ministerial Services Branch, Workplace Services are meeting with Laura Wong in Minister Bates' office this afternoon to discuss their accommodation including securing of the office.

Attached is your table with the office sizes shown, and current plans we have on file for Level 38 and 39. Please note 39.21 is showing the room set up as a meeting room but this was reconfigure last week into a CoS office.

Thanks,

[redacted]

[redacted]

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing and Public Works

M [redacted]@epw.qld.gov.au



Released under the RTI Act - DPC

# MINISTERIAL/DG OFFICE STACK

DATE: 2 Nov 2024

s49 sch4

| I William Street, Brisbane<br>Current Stack |                                                                                                                                                  |                               |                         |                                                                                  |                  |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------|----------------------------------------------------------------------------------|------------------|
| FLOOR/<br>Min Loc.                          | PROPOSED MINISTERIAL                                                                                                                             | Office Type/Size              |                         | DIRECTORS-GENERAL                                                                | Office Type/Size |
| 40 South                                    | Hon David Crisafulli MP<br>Premier; Minister for Veterans                                                                                        |                               | 40 West                 | David Mackie<br>A/DG Department of the Premier and<br>Cabinet                    |                  |
| 39 South                                    | Hon Jarrod Bleijie MP<br>Deputy Premier, Minister for State<br>Development, Infrastructure and Planning<br>and Minister for Industrial Relations | Ministers office -<br>38.11m2 | 39 West<br>(half floor) | John Sosso<br>DG Department of State Development,<br>Infrastructure and Planning | DG - 45.90m2     |
| 39 East<br>(to be<br>secured)               | Hon Rosslyn Bates MP<br>Minister for Finance, Trade, Employment<br>and Training                                                                  | Converted DG -<br>36.95m2     |                         |                                                                                  |                  |
| 38 South                                    | Hon David Janetzki MP<br>Treasurer, Minister for Energy and Minister<br>for Home Ownership                                                       | Ministers - 46.56m2           | 38 West<br>(half floor) | Rachel Crossland<br>A/DG Queensland Treasury                                     | DG - 48.64m2     |
|                                             |                                                                                                                                                  |                               | 38 East                 | Peter McKay<br>DG Department of Trade, Employment and<br>Training                | DG - 37.00m2     |
|                                             |                                                                                                                                                  |                               |                         |                                                                                  |                  |
|                                             |                                                                                                                                                  |                               |                         |                                                                                  |                  |

## Jaime Blackburn

---

**From:** Jaime Blackburn  
**Sent:** Wednesday, 27 November 2024 2:00 PM  
**To:** Libby Gregoric  
**Cc:** Rosie Turnbull  
**Subject:** FW: Level 39 Ministers Office  
**Attachments:** 1WS Level 39.pdf

Hi Libby

Rosie and I met with QGAO regarding possible options for Min Bates office. I outline below the options:

### Long term solution

Given the amount of work created post reshuffle/MOGs QGAO is willing to explore (a cost to be borne by them) the full refurbishment of levels 38 and 39 to provide two extra ministerial offices instead of the current set up. This will involve State Development and Treasury moving some of its staff to other floors to free up the office space that can be converted to a full ministerial office. QGAO will seek quotes for this and indicate this would be a 6 -12 month process.

### Short term solution

#### Option 1

Swap Min Bates with another office. Recommend this is done with minimum impact on others so a three way move may suit. For example, Min Bates moves to mid stack such as level 35 and a Minister on level 35 moves to 31 and a Minister on level 31 moves to 39.

#### Option 2

Proceed with proposed changes and see if the updates address the concerns raised.

Proposed changes include:

- Fit door to secure access
- Add frosting to Minister's glass
- Make one large board room from two current meeting rooms (39.15 and 39.16)
- Add partition to allow small kitchen area to be created
- Install teapoint

Concerns raised have focused on security of the floor.

Option 2 may need to proceed regardless of the Minister occupying the area.

Happy to discuss

Thanks

Jaime

**From:** Rosie Turnbull <s73(2)@premiers.qld.gov.au>  
**Sent:** Monday, 25 November 2024 12:22 PM  
**To:** Jaime Blackburn [redacted]@premiers.qld.gov.au>  
**Subject:** FW: Level 39 Ministers Office

Jaime,  
FYI,

[redacted] called earlier. She has been asked to provide some information regarding the history and size of the Finance Minister's office on level 39.

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They have also requested an additional privacy screen, White board on wheels, Table and chairs for Cos office, The two meeting rooms behind the ministers office to be reserved for our office due to the minister being able to hear everything from those meeting rooms and The table in her meeting room to be repaired.

Thanks  
Rosie

**From:** [redacted] s73(2) [redacted]@epw.qld.gov.au>  
**Sent:** Monday, 25 November 2024 11:17 AM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Subject:** Level 39 Ministers Office

Hi Rosie,

As discussed.

Thanks,

[redacted]

[redacted]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing and Public Works  
[redacted]@epw.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*



**From:** [redacted]  
**Sent:** Monday, 25 November 2024 10:47 AM  
**To:** Peter Wyeth <[redacted]@epw.qld.gov.au>  
**Subject:** RE: Level 39 Ministers Office

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At the request of Ministerial Services Branch, Workplace Services are meeting with Laura Wong in Minister Bates' office this afternoon to discuss their accommodation including securing of the office.

Attached is your table with the office sizes shown, and current plans we have on file for Level 38 and 39. Please note 39.21 is showing the room set up as a meeting room but this was reconfigure last week into a CoS office.

Thanks,

[Redacted Signature]

[Redacted Name]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing and Public Works  
M [Redacted] s73(2) [Redacted] @epw.qld.gov.au



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Thank you.

## Jaime Blackburn

---

**From:** IT Service Desk <[redacted]@ministerial.qld.gov.au>  
**Sent:** Monday, 2 December 2024 1:48 PM  
**To:** Jaime Blackburn; Rosie Turnbull; Brett Allan  
**Subject:** FW: Room 31.27 Set Up

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon team

3-4 staff have taken up residence in the old GMU space on Level 31. I believe the printer mentioned is no longer under contract with NTT and the NEC panel in 31.27 is out of support by ProAV.

The equipment removed was transferred to Parliament House as we were of the understanding this space wasn't being utilised. While there it was mentioned to me there's an expectation to up to 20 staff may be located here.

We've been advised by Min IT management that requests of this nature be forwarded to be compiled by Filly.

Kind regards



**Matthew Goltz**

Support Desk Officer  
Information and Technology Services  
Department of the Premier and Cabinet

P [redacted] s73(2) [redacted]@premiers.qld.gov.au  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Kieran Douglas <[redacted]@ministerial.qld.gov.au>  
**Sent:** Monday, December 2, 2024 12:49 PM  
**To:** IT Service Desk <[redacted]@ministerial.qld.gov.au>  
**Subject:** Room 31.27 Set Up

Good afternoon,

I am currently setting up a team based in workspace 31.27 (site map below) and need some assistance getting some IT infrastructure in place.



s49 sch4

- The printer in this room appears to be off the 1WS print network. What's the best way to get this set up and running?
- I have a TV in my office MTG 31.28 that I'm not sure how to get working.
- It appears late last week several monitors have been removed from this workspace and taken somewhere else? I'm not in a rush to replace them, but keen to get an understanding of what's been taken over time before I request new equipment etc.

Could someone visit the office this afternoon to go through these items?

Thank you  
Kieran



Kieran Douglas  
Director of Member Support  
**Office of the Honourable David Crisafulli MP**  
Premier of Queensland

M s73(2) [@ministerial.qld.gov.au](mailto:s73(2)@ministerial.qld.gov.au)  
1 William Street QLD 4000

**Jaime Blackburn**

---

**From:** [redacted] s73(2)@epw.qld.gov.au>  
**Sent:** Monday, 9 December 2024 12:41 PM  
**To:** Rosie Turnbull; Jaime Blackburn  
**Subject:** RE: Level 39

Hi Rosie,

I can confirm that we had allocated a budget and had commenced the project to enclose the Ministerial tenancy and associated security works and provide a small tea point at a cost of approximately \$30K in third quarter 2024. The project was put on hold due to caretaker commencing in October 2024.

The cost to convert the two meeting rooms into one large conference room is approximately \$36K including upgrading the small AV kits to a large AV kit. I have budget for this as part of a Level 31-40 project to standardise the provision of 20P conference rooms. Please note that the Minister's generally have a 14 person conference room but conversion of the 39E conference will be consistent with the 31E Ministerial tenancy.

The frosting to the Minister's office is a new request since the Election and will be funded from my MOG budget for 1WS. I understand that Workplace Services are actioning this request asap.

Regards,

[redacted]

[redacted]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing and Public Works  
M [redacted]@epw.qld.gov.au



housing.qld.gov.au

*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*



**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Monday, 9 December 2024 12:24 PM  
**To:** [redacted]@epw.qld.gov.au>; Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
**Subject:** Level 39

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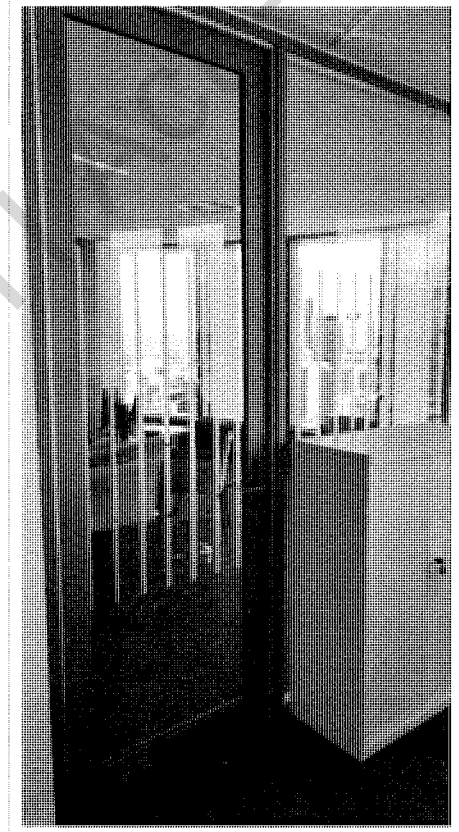
Hi [redacted]

Can you confirm that the following works are included in your scope for Level 39 – the approximate budget for which is \$30,000, noting that this was allocated to the previous works that did not proceed prior to the caretaker period.

Proposed changes include:

- Fit door to secure access
- Add frosting to Minister's glass (complete? See image below below)
- Make one large board room from two current meeting rooms (39.15 and 39.16)
- Add partition to allow small kitchen area to be created from 23.21
- Install teapoint and convert remaining space to COS office

s49 sch4



Thanks  
Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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## Jaime Blackburn

---

**From:** Rosie Turnbull  
**Sent:** Monday, 9 December 2024 12:24 PM  
**To:** [redacted] Jaime Blackburn  
**Subject:** Level 39

H [redacted]

Can you confirm that the following works are included in your scope for Level 39 – the approximate budget for which is \$30,000, noting that this was allocated to the previous works that did not proceed prior to the caretaker period.

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s49 sch4



Thanks  
Rosie



**Rosie Turnbull**

A/Director, Ministerial Finance

**Ministerial Services**

Department of the Premier and Cabinet

M s73(2)

Level 28, 1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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## Jaime Blackburn

**From:** Jaime Blackburn  
**Sent:** Monday, 9 December 2024 3:09 PM  
**To:** Libby Gregoric  
**Cc:** Rosie Turnbull  
**Subject:** FW: Level 39

Hi Libby

A summary of the proposed changes to Min Bates office is as follows:

|                                                                                                                                                                                                                                  | Cost                     | Funded by                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------|
| <ul style="list-style-type: none"><li>Fit door to secure access</li><li>Add partition to allow small kitchen area to be created from 39.21</li><li>Install teapoint and convert remaining space to COS office</li><li></li></ul> | Approx total of \$30,000 | QGAO – under their routine tenancy improvements budget |
| <ul style="list-style-type: none"><li>Add frosting to Minister's glass</li></ul>                                                                                                                                                 | \$1500                   | QGAO – MOG budget                                      |
| <ul style="list-style-type: none"><li>Make one large board room from two current meeting rooms (39.15 and 39.16)</li></ul>                                                                                                       | Approx \$36,000          | QGAO – standardisation of the conference rooms budget  |

Total cost all up is \$67,500 and this will be incurred by QGAO.

Happy to discuss

Jaime

**From:** [redacted] s73(2) [redacted]@epw.qld.gov.au>  
**Sent:** Monday, 9 December 2024 12:41 PM  
**To:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>; Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
**Subject:** RE: Level 39

Hi Rosie,

I can confirm that we had allocated a budget and had commenced the project to enclose the Ministerial tenancy and associated security works and provide a small tea point at a cost of approximately \$30K in third quarter 2024. The project was put on hold due to caretaker commencing in October 2024.

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The frosting to the Minister's office is a new request since the Election and will be funded from my MOG budget for 1WS. I understand that Workplace Services are actioning this request asap.

Regards,

[redacted]

[redacted]

Director Planning and Customer Support

**Queensland Government Accommodation Office**

Public Works Division

Department of Housing and Public Works

M [redacted] s73(2) [redacted]@epw.qld.gov.au



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*



**From:** Rosie Turnbull [redacted]@premiers.qld.gov.au>

**Sent:** Monday, 9 December 2024 12:24 PM

**To:** [redacted]@epw.qld.gov.au>; Jaime Blackburn [redacted]@premiers.qld.gov.au>

**Subject:** Level 39

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Hi [redacted]

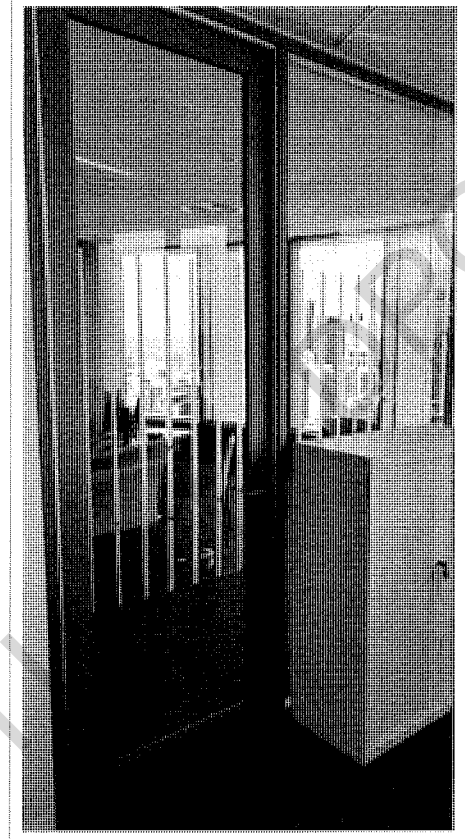
Can you confirm that the following works are included in your scope for Level 39 – the approximate budget for which is \$30,000, noting that this was allocated to the previous works that did not proceed prior to the caretaker period.

Proposed changes include:

- Fit door to secure access
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- Make one large board room from two current meeting rooms (39.15 and 39.16)
- Add partition to allow small kitchen area to be created from 23.21
- Install teapoint and convert remaining space to COS office



s49 sch4



Thanks  
Rosie



**Rosie Turnbull**  
A/Director, Ministerial Finance  
**Ministerial Services**  
Department of the Premier and Cabinet  
M s73(2)  
Level 28, 1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

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Thank you.

## Jaime Blackburn

---

**From:** Jaime Blackburn  
**Sent:** Tuesday, 10 December 2024 11:46 AM  
**To:** Rosie Turnbull  
**Subject:** RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level 33 Minister Primary Industries (WEST) + 6x stools Level 37 Health (WEST)

I think so – they are pretty standard and I expect them to have chair at these stations

Please keep Matt J and the other COS up to date with the order lead times

Thanks

Jaime

**From:** Rosie Turnbull <[REDACTED]s73(2)[REDACTED]@premiers.qld.gov.au>  
**Sent:** Tuesday, 10 December 2024 10:34 AM  
**To:** Jaime Blackburn <[REDACTED]@premiers.qld.gov.au>  
**Subject:** FW: WORK ORDER AU02029498 - QUOTE 6x stools for Level 33 Minister Primary Industries (WEST) + 6x stools Level 37 Health (WEST)

Hi,  
[REDACTED] has confirmed that QGAO will pay for these. Are we okay to proceed?  
Matt J has asked again although he's happy to buy kmart ones...  
Rosie

**From:** [REDACTED] <[REDACTED]@epw.qld.gov.au>  
**Sent:** Tuesday, 3 December 2024 12:29 PM  
**To:** Rosie Turnbull <[REDACTED]@premiers.qld.gov.au>  
**Subject:** FW: WORK ORDER AU02029498 - QUOTE 6x stools for Level 33 Minister Primary Industries (WEST) + 6x stools Level 37 Health (WEST)

Hi Rosie,

See below FYI. We don't have any stools in store.

Was your question yesterday related to one of these offices?

Thanks,

[REDACTED]

[REDACTED]

Director Planning and Customer Support  
**Queensland Government Accommodation Office**  
Public Works Division  
Department of Housing and Public Works  
N [REDACTED] <[REDACTED]@epw.qld.gov.au>



housing.qld.gov.au

I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.



From: [redacted]@ill.com>

Sent: Tuesday, 3 December 2024 11:29 AM

To: [redacted]@premiers.qld.gov.au

Cc: Orrell, Sheri [redacted]@ill.com> [redacted]@epw.qld.gov.au>; MinServices Admin  
<[redacted]s73(2)@premiers.qld.gov.au>

Subject: RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level 33 Minister Primary Industries (WEST) + 6x stools Level 37 Health (WEST)

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Good morning Sharon,

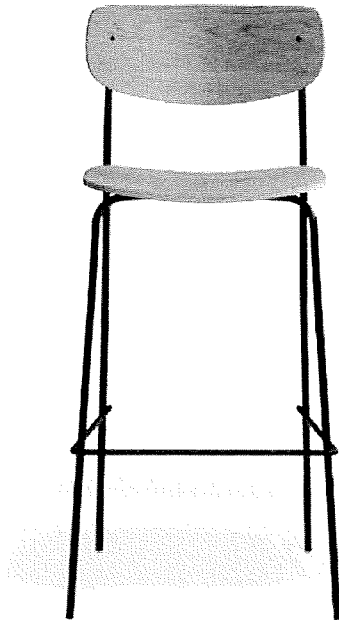
We unfortunately do not have any stools in storage.

Below quote is to supply 12 stools, 6x for Level 33 PI & 6x Level 37 Health, this style (example picture below) would be as close to the building's original fit out.

The request for stools from the offices are to utilise them at the planning benches in the staff office.

There is an approx. 3–4-week lead time on these, not including the end of your Christmas / New Year closures.

| Item                      | Quantity | Work Request and Description                                                                   | Project Cost      |
|---------------------------|----------|------------------------------------------------------------------------------------------------|-------------------|
| Supply, deliver & install | 12       | Kylie Stool - Black Frame - Natural Ash Seat and Backrest - 650H seat 49cm W x 95cm H x 52cm D | \$3,884.76        |
|                           | 1        | Delivery & installation                                                                        | \$300.84          |
|                           |          |                                                                                                | <b>\$4,185.60</b> |
|                           |          |                                                                                                | <b>\$418.56</b>   |
|                           |          | <b>Total</b>                                                                                   | <b>\$4,604.16</b> |



Thank you

Kind Regards



Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL

T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

From: [redacted]@jll.com <[redacted]@jll.com>

Sent: Wednesday, 20 November 2024 12:12 PM

To: [redacted]@premiers.qld.gov.au

Cc:

**Subject:** WORK ORDER AU02029498 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02029498 RAISED

**To: Sharon Farry**

Thank you for contacting us. A work order has been raised.

**Site Details**

**Building** Workplace Services – 1 William St **Work Order Number** AU02029498

**Address** 1 William Street, Brisbane  
4000

**Service Request Details****Client Ref:****Dispatch Date** 20/11/2024**Due Date** 23/11/2024**Priority** Standard**Category** Tenant Service Req**Discipline** Quote Request**Description**

Quote Request (TSR-Q)

Hi team We have received a quest for 6 stools for the large desk/table on level 33 (Primary Industries). Apologies, I was not able to get a room number - apparently it is the room that is off of Minister Perrett's Office. Can you advise if you have anything suitable in stock? Otherwise, please provide a quote for same. Kind regards Sharon

**Asset****Contact Details****Requestor** Sharon Farry**Phone** s73(2)**Primary Operations Contact**  
**Phone****Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

## Jaime Blackburn

---

**From:** Jaime Blackburn  
**Sent:** Friday, 13 December 2024 10:22 AM  
**To:** Libby Gregoric  
**Subject:** Agenda items for Filly

Hi Libby

Agenda items for Filly to discuss with Richard on Monday:

- 
- 
- 
- 
- **Air con on L40**
  - JLL are switching on the air con to start at 4am to see if it makes a difference. They are also exploring dehumidifiers and an extra unit – currently being sourced. Min Services has asked for a temperature reader to be placed near COS office to track the temp changes.
- **L39 Min Bates office works**
  - Can we proceed with the changes? Estimated cost to be \$67500 to be funded by QGAO
- **Premier Office and Deputy Premier TVs**
  - Two requested in each office. Quotes being obtained from NTT but initial conversations indicated that they are approximately \$10k each. Funding arrangements unclear (QGAO or ministerial). No budget exists in ministerial to cover this cost.
- **Deputy Premier budget**
  - FYI this has been amended to be exactly 8/12 and sent to Nathan

Will provide you with the detail for each in hard copy.

Thanks

Jaime





**Jaime Blackburn**

Executive Director

**People and Services**

Department of the Premier and Cabinet

M s73(2)

Level 28, 1 William Street, Brisbane

PO Box 15185, City East, QLD 4002

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## Jaime Blackburn

---

**From:** Rosie Turnbull  
**Sent:** Monday, 13 January 2025 8:19 AM  
**To:** Jaime Blackburn  
**Subject:** FW: Level 39 - Minister Bates Office  
**Attachments:** 1WS\_Level 39 Floorplan\_2024\_V7.1 - Minister Bates.pdf

Hi Jaime,

Sorry I didn't send this through last week.

Attached is the detailed description on the level 39 works.

I'm going to clarify the "orange section" requirements with the Minister's office. I thought they wanted the store room turned into a quiet room but Mark has it as a swap with the CLLO room and turning that room into a quiet room.

The Minister definitely wanted a solid room on the new meeting room, although I note the same room on level 31 is frosted glass. She did want whiteboards on the wall though so maybe it has to be solid.

Rosie

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Thursday, 9 January 2025 1:31 PM  
**To:** [redacted]@epw.qld.gov.au>  
**Cc:** Rosie Turnbull [redacted]@premiers.qld.gov.au>; Melinda Selby <[redacted]@epw.qld.gov.au>; [redacted] [redacted]@jll.com>  
**Subject:** Level 39 - Minister Bates Office

Hi [redacted]

Sorry I did not get this over to you yesterday, but please find below the notes and Floor plan as per the Level 39 Meeting.

Rosie, if I have missed any of the items, please do not hesitate to add comment.

### Green Sections:

To provide some form of barrier or exclusion zone so no one can sit outside the Meeting rooms.

Relocate all furniture to elsewhere.

Walkway is still allowable, as this will be similar to all other Ministers office Boardrooms.

### Yellow Section:

Meeting room wall to be removed

Large format AV equipment to be installed by NTT

Small format AV equipment to be relocated to 39.12 for use of all Building – Bookable room.

New wall to be installed to allow large format AV to be installed

All glass to be removed and replaced with solid acoustic wall lining.

Air con to be checked and made into 1 system

Lighting to be installed and made into 1 system

7 new tables and remainder of 20 chairs to be supplied.

White boards to be installed down length of newly installed wall

#### Light Blue Section:

Section of glazing to be removed to allow entrance into 39.21, closest to new wall and door entry way.  
Inner room partition to be installed to allow creation of Kitchenette.  
Plumbing requested.  
Fridge to be supplied  
A style of bench to be installed.  
TV / AV to be installed in the newly built meeting space  
Installation of new 6 person Meeting room table (Maybe able to reuse table from 39.16)

#### Orange Section:

Cllo room to be made into a Quiet Room  
Printer to be relocated to small store 39.22  
Install glass panel in exterior wall to allow sunlight

#### Red Section:

16 Workstations to be kept allowing for 16 staff  
No changes at this stage

#### Purple Section:

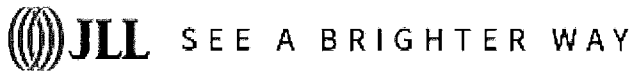
Installation of 3 new offices  
TV / AV to be allowed for each room.  
Supply of Workstations x 3 (Electric sit to stand singles)  
Supply of COS style workstation  
Installation of Power and data  
Installation of Cleaners circuit to new offices

#### Option 1 – Partition walls – low acoustic

Engineers to allow establishment of Chilled water / condenser water supply  
Installation of lagged pipework from 38.58  
Installation of BMS controls  
Installation of new Supplementary Air Conditioning units  
Fire Engineer to approve new fire exit path  
Fire Engineer to provide solution for new Fire Sprinkler layout  
Fire Engineer to approve new Fire Smoke Detection installation

#### Option 2 – Slab to slab walls – Full Acoustic

Engineers to establish new return air path  
Engineers to allow establishment of Chilled water / condenser water supply  
Installation of lagged pipework from 38.58  
Installation of BMS controls  
Installation of new Supplementary Air Conditioning units  
Fire Engineer to approve new fire exit path  
Fire Engineer to provide solution for new Fire Sprinkler layout  
Fire Engineer to approve new Fire Smoke Detection installation  
Acoustic engineer to approve installation  
Structural engineer to approve installation method from slab to slab



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## Jaime Blackburn

---

**From:** [redacted] s73(2) @jll.com>  
**Sent:** Tuesday, 14 January 2025 11:18 AM  
**To:** Rosie Turnbull; Jaime Blackburn; [redacted]  
**Subject:** FW: Level 39 Minister FTET Office - Window Frosting - 39.24  
**Importance:** High

In case you haven't seen this.

**From:** [redacted] @jll.com>  
**Sent:** Tuesday, 14 January 2025 10:51 AM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted] @jll.com>; [redacted] @jll.com>; [redacted] <[redacted]@epw.qld.gov.au>  
**Subject:** Level 39 Minister FTET Office - Window Frosting - 39.24  
**Importance:** High

Good morning Min Services,

Our service providers are available to come to site to frost the glass in Minister Bate's office – 39.24. They are proposing to commence works at 6:30am this coming Thursday 16<sup>th</sup> January in hopes they will be completed and off the floor from approx. 8am. Their next availability would be Wednesday 29<sup>th</sup> January for the same time.

Can you please check which date would be suitable for the Minister for installation?

When it comes to window frosting, the building's standard is leaving 300mm from the top and the bottom of the glass, can you confirm with the Minister if these measurements will be suitable?

Please advise.  
Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] @jll.com  
[www.jll.com.au](http://www.jll.com.au)



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## Jaime Blackburn

---

**From:** Jaime Blackburn  
**Sent:** Wednesday, 15 January 2025 10:23 AM  
**To:** [redacted] Rosie Turnbull; [redacted]  
**Subject:** RE: Level 39 Works

Thanks [redacted] that is good news

Regards

Jaime

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Wednesday, 15 January 2025 10:22 AM  
**To:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>; Rosie Turnbull  
<[redacted]@premiers.qld.gov.au>; [redacted]@epw.qld.gov.au>  
**Subject:** Level 39 Works

Hi All, Just a quick update:

I have an onsite meeting Thursday morning with the L39 Wall and door installation contractors at 6am. We will review and the programmed installation date is:

Friday Night 24<sup>th</sup> January, Saturday 25<sup>th</sup> January and the Sunday 26<sup>th</sup> January 2025.

I am just organising the other trades to ensure they are happy to work the Public Holiday weekend. (Some won't) But will push.

I will have the other trades complete their works prior to the weekend ready for the installation.

If this time doesn't suit, it will cause a 2 week delay.

Thanks,

**From:** [redacted]  
**Sent:** Wednesday, 15 January 2025 9:35 AM  
**To:** Jaime Blackburn [redacted]@premiers.qld.gov.au>; Rosie Turnbull  
<[redacted]@premiers.qld.gov.au>; [redacted]@epw.qld.gov.au>  
**Subject:** Level 39 Works

Hi Everyone,

Just a quick note to advise progress for Level 39:

There will be a site visit on Friday at 10am to walk through with the Quantity Surveyor for the budget provision of the 3 separate solutions for Level 39 and Level 38.

Installation of Frosting for Min Bates office – 16<sup>th</sup> Jan 2025 at 6:30am

New tables for Level 39 Meeting room have been ordered and will be onsite ready for room completion

MTR and Large Room format AV has been ordered – ProAV and NTT

Scope for Wall removal has been discussed and currently being reviewed to ensure it includes all aspects of the works

Fire Engineer has been issued a work order to visit site to ensure Sprinkler systems are / will be in correct locations for wall removal and wall installation, including providing expertise for the meeting room 39.21 should that proceed.

Security contractor has been sent the work order for the installation of the swipe access and cctv installation for the Wall installation and the Meeting room access.

Wall and door installation contractor has been advised of the works and the accelerated delivery required. Hand over of the task is underway at their office due to staff movements.

Site visit to be undertaken this week, with program to be delivered at the same time.

Should this contractor not meet our deadlines, we have started discussion with a second contractor also with a site visit this week.

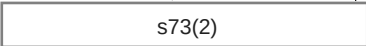
Structural Engineer engaged and request made to be onsite this week / Monday / Tuesday next week at latest.

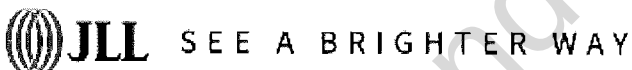
I will keep everyone apprised of the progress as we proceed.

Thank you,

  
Associate Director  
Engineering and Operations Solutions Queensland  
**Workplace Services | QGAO | JLL**

L1, 1 William St, Brisbane CBD, Australia, 4000

T  s73(2) [@jll.com](mailto: @jll.com) [www.jll.com.au](http://www.jll.com.au)



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## Jaime Blackburn

---

**From:** Jaime Blackburn  
**Sent:** Wednesday, 15 January 2025 2:32 PM  
**To:** Libby Gregoric  
**Cc:** Rosie Turnbull  
**Subject:** FW: Level 39 Works

Hi Libby

Update on Level 39 is as follows:

- JLL have an onsite meeting Thursday morning with the L39 Wall and door installation contractors at 6am
- Door is scheduled to be installed Friday Night 24<sup>th</sup> January, Saturday 25<sup>th</sup> January and Sunday 26<sup>th</sup> January 2025
- Glass frosting for Min Bates office is scheduled for 16<sup>th</sup> Jan 2025 at 6:30am
- New table for Level 39 meeting room has been ordered and will be onsite ready for room completion
- Large meeting room format AV has been ordered – ProAV and NTT
- Fire Engineer has been issued a work order to visit site to ensure Sprinkler systems are / will be in correct locations for wall removal/installation.
- Security contractor has work order for the installation of the swipe access and cctv installation.

We have received advice from QGAO that the additional three offices that have been requested will **not** fit in the space available.

JLL have a site visit on Friday at 10am to walk through with the Quantity Surveyor alternative solutions (including fitout of 39 west as a Ministerial office – currently a DG space).

Happy to discuss further

Thanks

Jaime

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Wednesday, 15 January 2025 10:22 AM  
**To:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>; Rosie Turnbull  
<[redacted]@premiers.qld.gov.au>; [redacted]@epw.qld.gov.au>  
**Subject:** Level 39 Works

Hi All, Just a quick update:

I have an onsite meeting Thursday morning with the L39 Wall and door installation contractors at 6am. We will review and the programmed installation date is:

Friday Night 24<sup>th</sup> January, Saturday 25<sup>th</sup> January and the Sunday 26<sup>th</sup> January 2025.

I am just organising the other trades to ensure they are happy to work the Public Holiday weekend. (Some won't) But will push.

I will have the other trades complete their works prior to the weekend ready for the installation.

If this time doesn't suit, it will cause a 2 week delay.

Thanks,

**From:** [redacted]  
**Sent:** Wednesday, 15 January 2025 9:35 AM  
**To:** Jaime Blackburn <[redacted] s73(2) [redacted]@premiers.qld.gov.au>; Rosie Turnbull <[redacted]@premiers.qld.gov.au>; [redacted] <[redacted]@epw.qld.gov.au>  
**Subject:** Level 39 Works

Hi Everyone,

Just a quick note to advise progress for Level 39:

There will be a site visit on Friday at 10am to walk through with the Quantity Surveyor for the budget provision of the 3 separate solutions for Level 39 and Level 38.

Installation of Frosting for Min Bates office – 16<sup>th</sup> Jan 2025 at 6:30am

New tables for Level 39 Meeting room have been ordered and will be onsite ready for room completion

MTR and Large Room format AV has been ordered – ProAV and NTT

Scope for Wall removal has been discussed and currently being reviewed to ensure it includes all aspects of the works

Fire Engineer has been issued a work order to visit site to ensure Sprinkler systems are / will be in correct locations for wall removal and wall installation, including providing expertise for the meeting room 39.21 should that proceed.

Security contractor has been sent the work order for the installation of the swipe access and cctv installation for the Wall installation and the Meeting room access.

Wall and door installation contractor has been advised of the works and the accelerated delivery required. Hand over of the task is underway at their office due to staff movements.

Site visit to be undertaken this week, with program to be delivered at the same time.

Should this contractor not meet our deadlines, we have started discussion with a second contractor also with a site visit this week.

Structural Engineer engaged and request made to be onsite this week / Monday / Tuesday next week at latest.

I will keep everyone apprised of the progress as we proceed.

Thank you,

[redacted]  
Associate Director  
Engineering and Operations Solutions Queensland  
**Workplace Services | QGAO | JLL**

L1, 1 William St, Brisbane CBD, Australia, 4000  
T [redacted]@jll.com [www.jll.com.au](http://www.jll.com.au)

## Jaime Blackburn

---

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Friday, 17 January 2025 6:00 PM  
**To:** Rosie Turnbull  
**Cc:** Jaime Blackburn; Melinda Selby [redacted]  
**Subject:** Re: Minister Bates Office

Hi Rosie, Not sure if you are aware of the request to remove the Deputy Premiers rear door cctv, but I will pass this on to Min Services and QGAO to discuss.

I sent through the update on the 15th regarding the works for the L39 Ministers office.

I am just waiting on confirmation from Contract Directorate for the L39 meeting room.

Thank you and have a wonderful weekend.

[redacted]

Get Outlook for iOS

---

**From:** Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, January 17, 2025 16:55  
**To:** [redacted]@jll.com>  
**Cc:** Jaime Blackburn <[redacted]@premiers.qld.gov.au>  
**Subject:** FW: Minister Bates Office

### Caution: Message from external sender

H [redacted]

Would you min please sending any update via Ministerial Services rather than direct to the Minister's office?

Thanks  
Rosie

**From:** Laura Wong <[redacted]@ministerial.qld.gov.au>  
**Sent:** Friday, 17 January 2025 4:43 PM  
**To:** Mark Cook <[redacted]@epw.qld.gov.au>; Rosie Turnbull <[redacted]@premiers.qld.gov.au>  
**Cc:** Michael Negerevich <[redacted]@ministerial.qld.gov.au>  
**Subject:** Minister Bates Office

Good Afternoon

Mark, thank you for popping by this afternoon, as discussed as no other Ministerial office has a camera in their office space, therefore we would request that the one currently in our office be removed.

Could we also receive an update on office works, including any confirmations of proposed changes and timelines.

The Ministers Chief of Staff is cc'd in on this request.

Regards

Laura



**Laura Wong**  
Policy Advisor  
Office of the Honourable Ros Bates MP  
Minister for Finance, Trade, Employment and Training  
M [redacted] @ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

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**From:** Crystella Chesson <[redacted]s73(2)[redacted]@ministerial.qld.gov.au>  
**Sent:** Thursday, 23 January 2025 6:06 PM  
**To:** [redacted] Sarabjot Bedi  
**Cc:** Sally Gannon  
**Subject:** RE: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Alisya,

Was this completed yesterday?

If not I am WFH tomorrow but Sally will be in office if required.

Many thanks  
Crystella



**Crystella Chesson**  
Executive Assistant and Office Manager  
**Office of Hon. Tim Nicholls MP**  
Minister for Health and Ambulance Services

P [redacted]@ministerial.qld.gov.au  
1 William Street BRISBANE QLD 4001

**From:** [redacted]@jll.com>  
**Sent:** Wednesday, January 22, 2025 3:06 PM  
**To:** Crystella Chesson <[redacted]@ministerial.qld.gov.au>; Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Cc:** Sally Gannon <[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Thank you for the confirmation, Crystella.

I will advise tech that clearance has been provided and he will knock on the office door on arrival.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** Crystella Chesson <[redacted]@ministerial.qld.gov.au>  
**Sent:** Tuesday, 21 January 2025 3:56 PM  
**To:** [redacted]@jll.com>; Sarabjot Bedi <[redacted]@premiers.qld.gov.au>



Cc: Sally Gannon <[redacted]s73(2)[redacted]@ministerial.qld.gov.au>

**Subject:** RE: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

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**Caution: Message from external sender**

Hi [redacted]

4pm on Friday is fine for this, I will be WFH but I have copied in Sally Gannon who will be able to assist and also other advisors are on hand.

Many thanks  
Crystella



**Crystella Chesson**

Executive Assistant and Office Manager

**Office of Hon. Tim Nicholls MP**

Minister for Health and Ambulance Services

P [redacted]@ministerial.qld.gov.au  
1 William Street BRISBANE QLD 4001

**From:** [redacted]@jll.com>

**Sent:** Tuesday, January 21, 2025 3:21 PM

**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>

**Cc:** Crystella Chesson <[redacted]@ministerial.qld.gov.au>

**Subject:** RE: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Our contractor proposing to change the faulty lock on this Friday at 4pm.  
Can you please advise this propose time is suitable?

Kind regards,

[redacted]

Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From** [redacted]@jll.com <[redacted]@jll.com>

**Sent:** Monday, 2 December 2024 11:24 AM

**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>

**Cc:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; Nissen, Kacie <[redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>

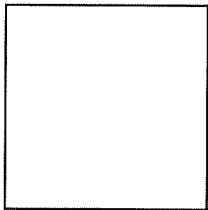
**WORK ORDER AU02030875 RAISED**

**To:** Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

**Building** Workplace Services – 1 William St **Work Order Number** AU02030875

**Address** 37 - Level 37 - L37  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 02/12/2024

**Due Date** 05/12/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description** Report a Problem (TSR-G)  
Hi Team, Level 37, Minister for Health office have advised that their main office door sensor is failing, and door is jamming. Can we please send someone to have a look. Level 37, room - 37.48. Office Contact- Crystella Chesson / s73(2) Kind Regards Sarab

**Asset**



**Requestor** Sarabjot Bedi  
**Phone**

**Primary Operations Contact**



Phone

s73(2)

Dispatched To

Customer Service Centre

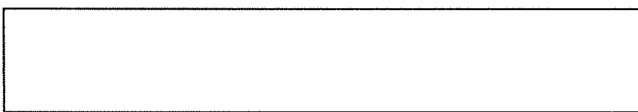


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Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Friday, 24 January 2025 9:06 AM  
**To:** Crystella Chesson; Sarabjot Bedi  
**Cc:** Sally Gannon  
**Subject:** RE: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Crystella,

Our technician has been scheduled for 4PM today.  
Tech will be escorted to your office by PSG and conduct the work while Sally can provide clearance.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2)@jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

**From:** Crystella Chesson <[redacted]@ministerial.qld.gov.au>  
**Sent:** Thursday, 23 January 2025 6:06 PM  
**To:** [redacted]@jll.com>; Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Cc:** Sally Gannon <[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

H [redacted]

Was this completed yesterday?

If not I am WFH tomorrow but Sally will be in office if required.

Many thanks  
Crystella



**Queensland**  
Government

**Crystella Chesson**  
Executive Assistant and Office Manager  
**Office of Hon. Tim Nicholls MP**  
Minister for Health and Ambulance Services

[redacted]@ministerial.qld.gov.au  
1 William Street BRISBANE QLD 4001

From [redacted] s73(2) [redacted]@jll.com>

Sent: Wednesday, January 22, 2025 3:06 PM

To: Crystella Chesson [redacted]@ministerial.qld.gov.au>; Sarabjot Bedi  
<[redacted]@premiers.qld.gov.au>

Cc: Sally Gannon [redacted]@ministerial.qld.gov.au>

Subject: RE: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Thank you for the confirmation, Crystella.

I will advise tech that clearance has been provided and he will knock on the office door on arrival.

Kind regards,

[redacted]

Workplace Manager

Engineering & Operations Solutions Queensland

Workplace Services | QGAO

JLL

T [redacted]@jll.com

www.jll.com.au

I work on the lands of the Turrbal people

From: Crystella Chesson <[redacted]@ministerial.qld.gov.au>

Sent: Tuesday, 21 January 2025 3:56 PM

To: [redacted]@jll.com>; Sarabjot Bedi [redacted]@premiers.qld.gov.au>

Cc: Sally Gannon <[redacted]@ministerial.qld.gov.au>

Subject: RE: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

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**Caution: Message from external sender**

Hi [redacted]

4pm on Friday is fine for this, I will be WFH but I have copied in Sally Gannon who will be able to assist and also other advisors are on hand.

Many thanks  
Crystella



Queensland  
Government

**Crystella Chesson**

Executive Assistant and Office Manager

Office of Hon. Tim Nicholls MP

Minister for Health and Ambulance Services

P [redacted]

[redacted]@ministerial.qld.gov.au

1 William Street BRISBANE QLD 4001

From: [redacted]@jll.com>

Sent: Tuesday, January 21, 2025 3:21 PM

To: Sarabjot Bedi <[redacted]@premiers.qld.gov.au>

Cc: Crystella Chesson <[redacted]@ministerial.qld.gov.au>

**Subject:** RE: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Our contractor proposing to change the faulty lock on this Friday at 4pm.  
Can you please advise this propose time is suitable?

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T + [redacted] s73(2) [redacted]@jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

**From** [redacted]@jll.com <[redacted]@jll.com>

**Sent:** Monday, 2 December 2024 11:24 AM

**To:** Sarabjot Bedi [redacted]@premiers.qld.gov.au>

**Cc:** [redacted]@jll.com> [redacted]@jll.com> [redacted]@jll.com>; [redacted]

[redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>

**Subject:** WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02030875 RAISED

**To:** Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

**Building** Workplace Services – 1 William St **Work Order Number** AU02030875

**Address** 37 - Level 37 - L37  
1 William Street, Brisbane  
4000

**Client Ref:**

**Dispatch Date** 02/12/2024

**Due Date** 05/12/2024

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

Report a Problem (TSR-G)

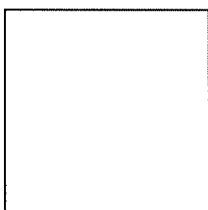
Hi Team, Level 37, Minister for Health office have advised that their main office door sensor is failing, and door is jamming.

Can we please send someone to have a look Level 37 room -

37.48. Office Contact- Crystella Chesson / s73(2) Kind

Regards Sarab

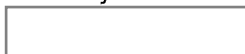
Asset



Requestor

Sarabjot Bedi

Phone



Primary Operations Contact

Phone



Dispatched To

Customer Service Centre



1300 733 454



@jll.com

Regards,

Customer Service Centre



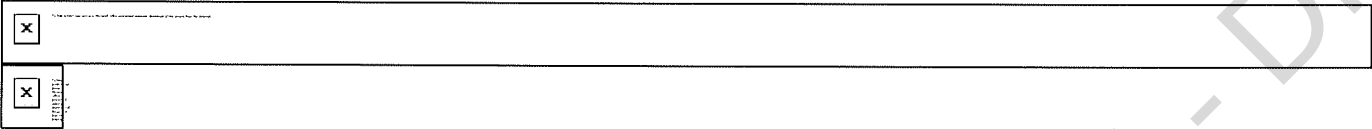
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**From:** [redacted]@jll.com  
**Sent:** Tuesday, 28 January 2025 12:26 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032907 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



**WORK ORDER AU02032907 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032907

**Address**  
32 - Level 32 - L32  
1 William Street, Brisbane  
4000



**Client Ref:**  
**Dispatch Date** 28/01/2025  
**Due Date** 31/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Air Conditioning  
**Description**  
Draft / Air Movement / Breeze (TSR-A)  
Hi Team, We have an aircon issue in Minister Simpson's suite on Level 32. The AC is working ok however there is a very annoying squeak, must be from the fan. Can somebody check it out please. Level 32, Room - 32.35 Contact- Jason / [redacted]@ministerial.qld.gov.au Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabiot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

Customer Service Centre



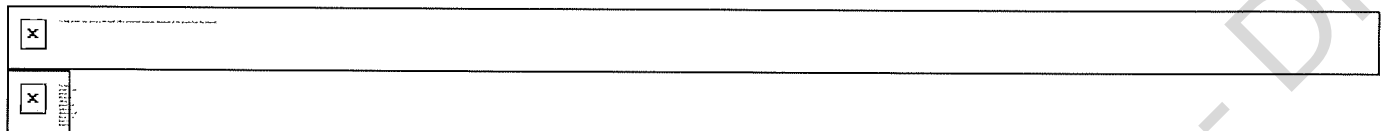
1300 733 454



@jll.com

Regards,  
Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Tuesday, 28 January 2025 12:26 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032907 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02032907 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032907

**Address**  
32 - Level 32 - L32  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 28/01/2025  
**Due Date** 31/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Air Conditioning  
**Description**

Draft / Air Movement / Breeze (TSR-A)  
Hi Team, We have an aircon issue in Minister Simpson's suite on Level 32. The AC is working ok however there is a very annoying squeak, must be from the fan. Can somebody check it out please. Level 32, Room - 32.35 Contact- Jason / [redacted]@ministerial.qld.gov.au Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabiot Bedi

s73(2)

**Primary Operations Contact  
Phone**



**Dispatched To**

Customer Service Centre



1300 733 454



s73(2)

@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, 28 January 2025 1:42 PM  
**To:** [redacted]@ministerial.qld.gov.au  
**Cc:** Sarabjot Bedi  
**Subject:** RE: WORK ORDER AU02032907 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Jason,

In regards to this raised request, could you please provide a suitable time I can visit the office today to hear the noise?

Alternatively, our AC contractor is conducting after hours maintenance tonight and can investigate further then.

Thank-you,

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

## WORK ORDER AU02032907 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

|                 |                                                           |                          |            |
|-----------------|-----------------------------------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St                         | <b>Work Order Number</b> | AU02032907 |
| <b>Address</b>  | 32 - Level 32 - L32<br>1 William Street, Brisbane<br>4000 |                          |            |

**Client Ref:**

**Dispatch Date** 28/01/2025

**Due Date** 31/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Air Conditioning

**Description**

Draft / Air Movement / Breeze (TSR-A)

Hi Team, We have an aircon issue in Minister Simpson's suite on Level 32. The AC is working ok however there is a very annoying squeak, must be from the fan. Can somebody check it out please. Level 32, Room - 32.35 Contact- Jason /

s73(2)

@ministerial.qld.gov.au Kind Regards Sarab

**Asset**

**Requestor**

Sarabjot Bedi

**Phone**

**Primary Operations Contact**

**Phone**

**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

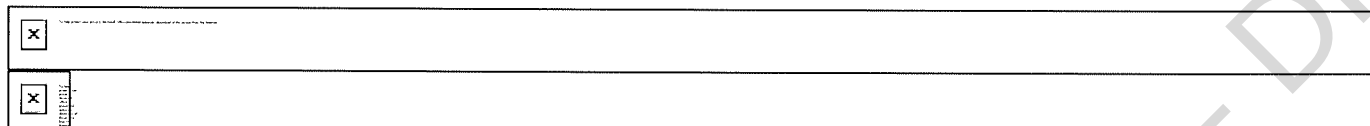


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**From:** [redacted]@jll.com  
**Sent:** Tuesday, 28 January 2025 5:06 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032931 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02032931 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032931

**Address**  
34 - Level 34 - L34  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 28/01/2025  
**Due Date** 31/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Report a Problem (TSR-G)  
Hi Team, Office of the Minister for Local Government (Level 34, Room - 34.51) have advised that the swipe sensor on their main office door (34.51) is not working properly. Most staff in the office are having issues and the sensor doesn't read access card properly. They had the same issue last Friday.  
Contact - Maria Montana / [redacted] Kind Regards Sarab

**Asset**





**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com>  
**Sent:** Friday, 6 December 2024 1:51 PM  
**To:** Paolo Cecchini  
**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Good afternoon, Paolo.

Could you please advise a time in which I could meet with you or a colleague who has access to 28.21?

I was hoping to identify the table which was requesting to be moved. I went up to level 28 just before however the room had restricted access, so I did not enter the room. 😊

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Friday, 6 December 2024 11:31 AM  
**To:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

**WORK ORDER AU02031166 RAISED**

**To: The Building Contacts**

At the request of , a work order has been raised for your building.

**Building** Workplace Services – 1 William St **Work Order Number** AU02031166

**Address** 28 - Level 28 - L28  
1 William Street, Brisbane  
4000

**Client Ref:**

**Dispatch Date** 06/12/2024

**Due Date** 09/12/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description**  
General Repairs Maintenance (TSR-G)  
Please move the white display cabinet from room 28.21 to room 31.45

**Asset**

**Requestor**

**Phone**

**Primary Operations Contact**

**Phone**

s73(2)

**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



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be subject to the attorney-client privilege. If you are the intended recipient and you do not wish to receive similar electronic messages from us in the future then please respond to the sender to this effect. JLL acknowledges that we operate on the lands of the Australian Aboriginal people. We pay our respects to their Elders past, present and to emerging leaders.

Released under the RTI Act - DPC

## Paolo Cecchini

---

**From:** Paolo Cecchini  
**Sent:** Friday, 6 December 2024 3:02 PM  
**To:** [redacted]  
**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Hi Billy,

I am here until 5pm. I can get someone to let you in if you come by my desk on the way.

Thanks,  
Paolo

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Friday, 6 December 2024 1:51 PM  
**To:** Paolo Cecchini <paolo.cecchini@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Good afternoon, Paolo.

Could you please advise a time in which I could meet with you or a colleague who has access to 28.21?

I was hoping to identify the table which was requesting to be moved. I went up to level 28 just before however the room had restricted access, so I did not enter the room. 😊

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted]  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Friday, 6 December 2024 11:31 AM  
**To:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

## WORK ORDER AU02031166 RAISED

To: The Building Contacts

At the request of , a work order has been raised for your building.

### Site Details

|                 |                                                           |                          |            |
|-----------------|-----------------------------------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St                         | <b>Work Order Number</b> | AU02031166 |
| <b>Address</b>  | 28 - Level 28 - L28<br>1 William Street, Brisbane<br>4000 |                          |            |

### Service Request Details

|                      |                                                                                                            |
|----------------------|------------------------------------------------------------------------------------------------------------|
| <b>Client Ref:</b>   |                                                                                                            |
| <b>Dispatch Date</b> | 06/12/2024                                                                                                 |
| <b>Due Date</b>      | 09/12/2024                                                                                                 |
| <b>Priority</b>      | Standard                                                                                                   |
| <b>Category</b>      | Tenant Service Req                                                                                         |
| <b>Discipline</b>    | General Maintenance                                                                                        |
| <b>Description</b>   | General Repairs Maintenance (TSR-G)<br>Please move the white display cabinet from room 28.21 to room 31.45 |

Asset

### Contact Details

**Requestor**  
**Phone**

**Primary Operations Contact**  
**Phone**

**Dispatched To**

Customer Service Centre



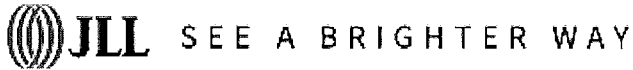
1300 733 454



s73(2)

@jll.com

Regards,  
Customer Service Centre



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## Paolo Cecchini

---

**From:** [redacted] s73(2)@jll.com>  
**Sent:** Monday, 9 December 2024 8:57 AM  
**To:** Paolo Cecchini  
**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Hi Paolo,

Is someone available today for my handyman & I be able to have access to the room 28.21 today?

Thank you.  
Kind regards,

[redacted]

Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted]  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Paolo Cecchini [redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 6 December 2024 3:02 PM  
**To:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

**Caution: Message from external sender**

H [redacted]

I am here until 5pm. I can get someone to let you in if you come by my desk on the way.

Thanks,  
Paolo

**From:** [redacted]@jll.com>  
**Sent:** Friday, 6 December 2024 1:51 PM  
**To:** Paolo Cecchini [redacted]@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Good afternoon, Paolo.

Could you please advise a time in which I could meet with you or a colleague who has access to 28.21?

I was hoping to identify the table which was requesting to be moved. I went up to level 28 just before however the room had restricted access, so I did not enter the room. 😊

Thank you.  
Kind regards,

Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M 

s73(2)

  
E 

@jll.com

  
[www.jll.com.au](http://www.jll.com.au)

From: 

@jll.com

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@jll.com

>  
Sent: Friday, 6 December 2024 11:31 AM  
To: 

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@jll.com

  
Subject: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

✕

✕

WORK ORDER AU02031166 RAISED

To: The Building Contacts

At the request of , a work order has been raised for your building.

✕

|          |                                                           |                   |            |
|----------|-----------------------------------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St                         | Work Order Number | AU02031166 |
| Address  | 28 - Level 28 - L28<br>1 William Street, Brisbane<br>4000 |                   |            |

✕

Client Ref:

Dispatch Date 06/12/2024

Due Date 09/12/2024

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

General Repairs Maintenance (TSR-G)

Please move the white display cabinet from room 28.21 to room 31.45

Asset

x

Requestor

Phone

Primary Operations Contact

Phone

s73(2)

Dispatched To

Customer Service Centre



1300 733 454



@jll.com

Regards,

Customer Service Centre



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**Paolo Cecchini**

---

**From:** Paolo Cecchini  
**Sent:** Monday, 9 December 2024 2:12 PM  
**To:** [redacted]  
**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Hi [redacted]

Yes I am here this afternoon



**Queensland**  
Government

**Paolo Cecchini**

Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P [redacted] s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>  
**Sent:** Monday, December 9, 2024 8:57 AM  
**To:** Paolo Cecchini [redacted]@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Hi Paolo,

Is someone available today for my handyman & I be able to have access to the room 28.21 today?

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
**JLL**

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted]  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Paolo Cecchini [redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 6 December 2024 3:02 PM  
**To:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

**Caution: Message from external sender**

Hi

I am here until 5pm. I can get someone to let you in if you come by my desk on the way.

Thanks,  
Paolo

**From:** [redacted] s73(2) [redacted]@jll.com>

**Sent:** Friday, 6 December 2024 1:51 PM

**To:** Paolo Cecchini [redacted]@premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Good afternoon, Paolo.

Could you please advise a time in which I could meet with you or a colleague who has access to 28.21?

I was hoping to identify the table which was requesting to be moved. I went up to level 28 just before however the room had restricted access, so I did not enter the room. 😊

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
**JLL**

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted]  
E [redacted]@jll.com  
www.jll.com.au

**From:** [redacted]@jll.com <[redacted]@jll.com>

**Sent:** Friday, 6 December 2024 11:31 AM

**To:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; Nissen, [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>

**Subject:** WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

The logo features the JLL logo on the left, consisting of three stylized vertical ovals, followed by the word "Evolution" in a large, white, sans-serif font. The background is a dark, textured image of a modern building interior with glass and metal elements.

**WORK ORDER AU02031166 RAISED**

To: The Building Contacts

At the request of , a work order has been raised for your building.

Site Details

**Building** Workplace Services – 1 William St **Work Order Number** AU02031166

**Address** 28 - Level 28 - L28  
1 William Street, Brisbane  
4000

Service Request Details

**Client Ref:**

**Dispatch Date** 06/12/2024

**Due Date** 09/12/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description** General Repairs Maintenance (TSR-G)  
Please move the white display cabinet from room 28.21 to room 31.45

**Asset**

Contact Details

**Requestor**  
**Phone**

**Primary Operations Contact**  
**Phone**

s73(2)

**Dispatched To**

Customer Service Centre

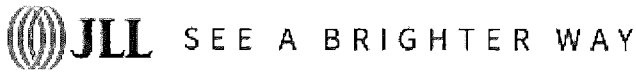


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Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Monday, 9 December 2024 3:10 PM  
**To:** Paolo Cecchini  
**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Good afternoon, Paolo,

I just wanted to follow up to confirm you are okay with Barry (Handyman) having access to this room tomorrow morning via access card?

This card access will expire at 7am tomorrow morning.

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
**JLL**

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted]  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Paolo Cecchini <[redacted]@premiers.qld.gov.au>  
**Sent:** Monday, 9 December 2024 2:12 PM  
**To:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

**Caution: Message from external sender**

H [redacted]

Yes I am here this afternoon



**Queensland**  
Government

**Paolo Cecchini**  
Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P [redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

From: [redacted]@jll.com>

Sent: Monday, December 9, 2024 8:57 AM

To: Paolo Cecchini <[redacted]@premiers.qld.gov.au>

Subject: RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Hi Paolo,

Is someone available today for my handyman & I be able to have access to the room 28.21 today?

Thank you.  
Kind regards,

[redacted]

Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
**JLL**

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M: [redacted] s73(2)  
E: [redacted]@jll.com  
www.jll.com.au

From: Paolo Cecchini <[redacted]@premiers.qld.gov.au>

Sent: Friday, 6 December 2024 3:02 PM

To: [redacted]@jll.com>

Subject: RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

**Caution: Message from external sender**

Hi [redacted]

I am here until 5pm. I can get someone to let you in if you come by my desk on the way.

Thanks,  
Paolo

From: [redacted]@jll.com>

Sent: Friday, 6 December 2024 1:51 PM

To: Paolo Cecchini <[redacted]@premiers.qld.gov.au>

Subject: RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Good afternoon, Paolo.

Could you please advise a time in which I could meet with you or a colleague who has access to 28.21?

I was hoping to identify the table which was requesting to be moved. I went up to level 28 just before however the room had restricted access, so I did not enter the room. 😊

Thank you.  
Kind regards,

Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M 

s73(2)

  
E 

@jll.com

  
www.jll.com.au

From 

@jll.com

@jll.com

>  
Sent: Friday, 6 December 2024 11:31 AM  
To: 

@jll.com

; 

@jll.com

; 

@jll.com

; Nissen, Kacie 

@jll.com

; Supit, Alisya <

@jll.com

>; 

@jll.com

>  
Subject: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

x

x

WORK ORDER AU02031166 RAISED

To: The Building Contacts

At the request of , a work order has been raised for your building.

x

**Building** Workplace Services – 1 William St **Work Order Number** AU02031166

**Address** 28 - Level 28 - L28  
1 William Street, Brisbane  
4000

x

**Client Ref:**  
**Dispatch Date** 06/12/2024  
**Due Date** 09/12/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance

## Description

General Repairs Maintenance (TSR-G)  
Please move the white display cabinet from room 28.21 to  
room 31.45

## Asset

Requestor

Phone

Primary Operations Contact

Phone

s73(2)

Dispatched To

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

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## Paolo Cecchini

---

**From:** Paolo Cecchini  
**Sent:** Monday, 9 December 2024 3:46 PM  
**To:** [REDACTED]  
**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Hi [REDACTED]

Yes that's ok.

Regards,



**Queensland**  
Government

**Paolo Cecchini**

Senior Administration Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [REDACTED] s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** [REDACTED]@jll.com>

**Sent:** Monday, December 9, 2024 3:10 PM

**To:** Paolo Cecchini [REDACTED]@premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Good afternoon, Paolo,

I just wanted to follow up to confirm you are okay with Barry (Handyman) having access to this room tomorrow morning via access card?

This card access will expire at 7am tomorrow morning.

Thank you.

Kind regards,

[REDACTED]

Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
**JLL**

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [REDACTED]

E [REDACTED]@jll.com

[www.jll.com.au](http://www.jll.com.au)

**From:** Paolo Cecchini <[REDACTED]@premiers.qld.gov.au>

**Sent:** Monday, 9 December 2024 2:12 PM

**To:** [REDACTED]@jll.com>

**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

**Caution: Message from external sender**

Hi [redacted]

Yes I am here this afternoon



**Queensland**  
Government

**Paolo Cecchini**

Senior Administration Officer

**Ministerial Services**

Department of the Premier and Cabinet

[redacted] s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>

**Sent:** Monday, December 9, 2024 8:57 AM

**To:** Paolo Cecchini <[redacted]@premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Hi Paolo,

Is someone available today for my handyman & I be able to have access to the room 28.21 today?

Thank you.

Kind regards,

[redacted]

Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

**JLL**

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted]

E [redacted]@jll.com

[www.jll.com.au](http://www.jll.com.au)

**From:** Paolo Cecchini <[redacted]@premiers.qld.gov.au>

**Sent:** Friday, 6 December 2024 3:02 PM

**To:** [redacted]@jll.com>

**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

**Caution: Message from external sender**

Hi [redacted]



I am here until 5pm. I can get someone to let you in if you come by my desk on the way.

Thanks,  
Paolo

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Friday, 6 December 2024 1:51 PM  
**To:** Paolo Cecchini <[redacted]@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Good afternoon, Paolo.

Could you please advise a time in which I could meet with you or a colleague who has access to 28.21?

I was hoping to identify the table which was requesting to be moved. I went up to level 28 just before however the room had restricted access, so I did not enter the room. 😊

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted]  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Friday, 6 December 2024 11:31 AM  
**To:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02031166 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification



## WORK ORDER AU02031166 RAISED

**To: The Building Contacts**

At the request of , a work order has been raised for your building.

## Site Details

**Building** Workplace Services – 1 William St **Work Order Number** AU02031166

**Address** 28 - Level 28 - L28  
1 William Street, Brisbane  
4000

## Service Request Details

### Client Ref:

**Dispatch Date** 06/12/2024

**Due Date** 09/12/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description** General Repairs Maintenance (TSR-G)  
Please move the white display cabinet from room 28.21 to room 31.45

### Asset

## Contact Details

### Requestor

### Phone

### Primary Operations Contact

### Phone

s73(2)

### Dispatched To

Customer Service Centre

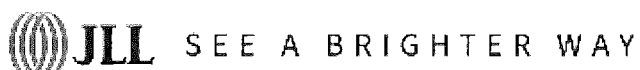


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@jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Thursday, 16 January 2025 12:04 PM  
**To:** MinServices Admin; Paolo Cecchini  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02032502 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Hi Paolo,

Thank you for the work order below.

This issue has been reported to base building management. They have called in the plumbers to investigate. As carpark 122 is currently unoccupied, please be advised that building team has cleaned the water up and a bucket place there to contain.

Any update, we will let you know.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

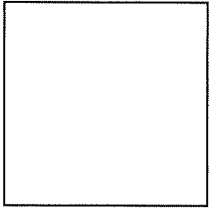
**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Thursday, 16 January 2025 9:33 AM  
**To:** [redacted]@jll.com> [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
[redacted]@jll.com> [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02032502 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

## WORK ORDER AU02032502 RAISED

**To: The Building Contacts**

At the request of , a work order has been raised for your building.

|                 |                                                           |                          |            |
|-----------------|-----------------------------------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St                         | <b>Work Order Number</b> | AU02032502 |
| <b>Address</b>  | B - Basement 2 - B2<br>1 William Street, Brisbane<br>4000 |                          |            |



**Client Ref:**

**Dispatch Date**

16/01/2025

**Due Date**

19/01/2025

**Priority**

Standard

**Category**

Tenant Service Req

**Discipline**

Plumbing / Drainage

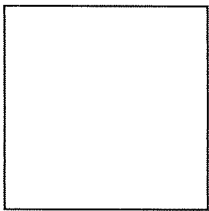
**Description**

Leaks (TSR-P)

There is a pipe leaking in B2 above bay 122. The staff that bay is allocated to is needing to wash her car everyday so the liquid doesn't etch and damage the paint on her car and so is now parking in bay 194 until this leak is fixed. Please let me know when this is fixed. Paolo

s73(2)

**Asset**



**Requestor**

**Phone**

**Primary Operations Contact**

**Phone**



**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,

Customer Service Centre



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## Paolo Cecchini

---

**From:** [redacted]@jll.com>  
**Sent:** Thursday, 16 January 2025 12:47 PM  
**To:** Paolo Cecchini  
**Subject:** RE: WORK ORDER AU02032082 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr [redacted]@jll.com> Notification

Good afternoon, Paolo.

Thank you, for raising this work order.

Could you please advise an appropriate time with the minister's office in which our on-site handyman to attend this and hang this clock?

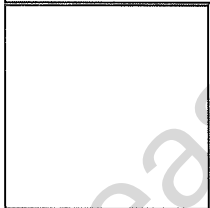
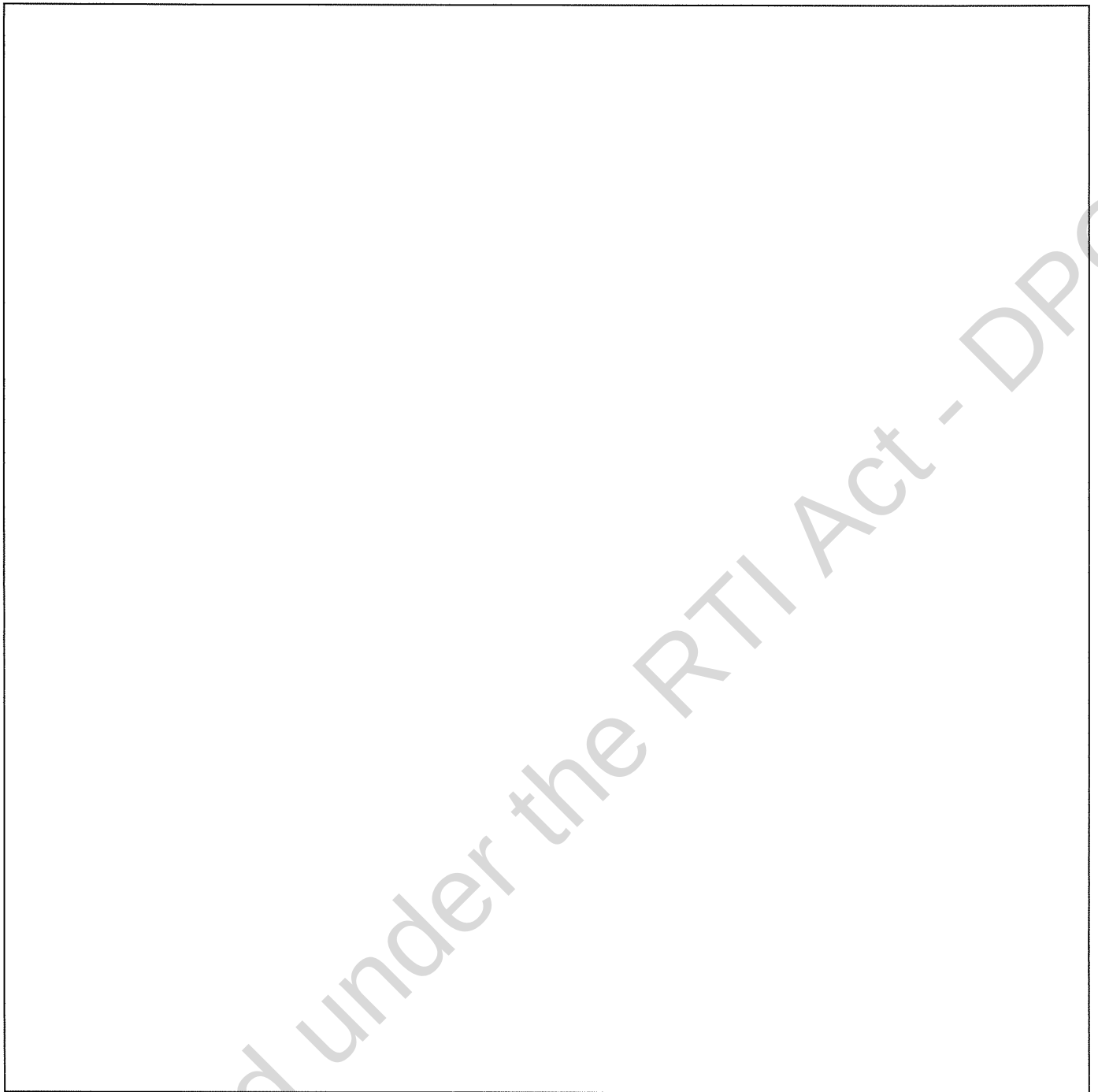
Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
**JLL**

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Tuesday, 7 January 2025 10:31 AM  
**To:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02032082 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

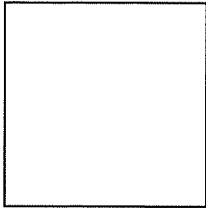


## **WORK ORDER AU02032082 RAISED**

**To: The Building Contacts**

At the request of , a work order has been raised for your building.





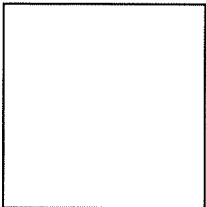
**Building**

Workplace Services – 1 William St

**Work Order Number** AU02032082

**Address**

36 - Level 36 - L36  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

07/01/2025

**Due Date**

10/01/2025

**Priority**

Standard

**Category**

Tenant Service Req

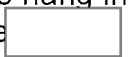
**Discipline**

General Maintenance

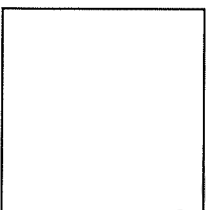
**Description**

General Repairs Maintenance (TSR-G)

The Attorney-General's office has a clock they wish to hang in the boardroom 36.41 Please contact Nicky to arrange



**Asset**



**Requestor**

**Phone**

**Primary Operations Contact**

**Phone**

s73(2)

**Dispatched To**

Customer Service Centre



1300 733 454



s73(2)

@jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Friday, 17 January 2025 8:33 AM  
**To:** MinServices Admin; Paolo Cecchini  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02032502 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Good morning, Paolo.

Base building management has advised that the repair to the pipework was completed early this morning and the carpark bay 122 is now ready to use again.  
Feel free to let us know if you have any follow up question.

Thank you.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** [redacted]  
**Sent:** Thursday, 16 January 2025 12:04 PM  
**To:** MinServices Admin [redacted]@premiers.qld.gov.au>; MSB - Paolo Cecchini  
[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032502 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Hi Paolo,

Thank you for the work order below.

This issue has been reported to base building management.  
They have called in the plumbers to investigate. As carpark 122 is currently unoccupied, please be advised that building team has cleaned the water up and a bucket place there to contain.

Any update, we will let you know.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland

I work on the lands of the Turrbal people

From [redacted]@jll.com <[redacted]@jll.com>

Sent: Thursday, 16 January 2025 9:33 AM

To: [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
[redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>

Subject: WORK ORDER AU02032502 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

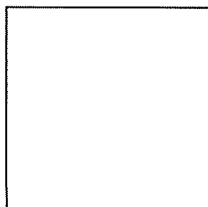
## WORK ORDER AU02032502 RAISED

### To: The Building Contacts

At the request of , a work order has been raised for your building.

**Building** Workplace Services – 1 William St **Work Order Number** AU02032502

**Address** B - Basement 2 - B2  
1 William Street, Brisbane  
4000



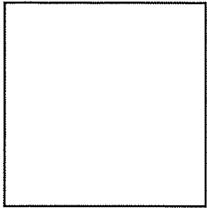
#### Client Ref:

**Dispatch Date** 16/01/2025  
**Due Date** 19/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Plumbing / Drainage  
**Description**

#### Leaks (TSR-P)

There is a pipe leaking in B2 above bay 122. The staff that bay is allocated to is needing to wash her car everyday so the liquid doesn't etch and damage the paint on her car and so is now parking in bay 194 until this leak is fixed. Please let me know when this is fixed. Paolo [redacted]

#### Asset



Requestor  
Phone

Primary Operations Contact  
Phone



Dispatched To

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Friday, 24 January 2025 11:43 AM  
**To:** Paolo Cecchini  
**Subject:** RE: WORK ORDER AU02032082 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Hi Paolo,

Please be advised that we have tried attending this office however whenever when we've tried to hang the clock the meeting room is booked.

Furthermore, could you please confirm with this ministerial office if there's a suitable time this afternoon, I can visit with my on site handyman to hang this clock?

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
**JLL**

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Paolo Cecchini [redacted]@premiers.qld.gov.au>  
**Sent:** Thursday, 23 January 2025 2:25 PM  
**To:** [redacted]  
**Subject:** RE: WORK ORDER AU02032082 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

**Caution: Message from external sender**

Hi [redacted]

Contact is Nicky on [redacted] s73(2)

Regards,



**Queensland**  
Government

**Paolo Cecchini**  
Senior Administration Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
[redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

From: [redacted]@jll.com>

Sent: Thursday, January 23, 2025 2:23 PM

To: Paolo Cecchini <[redacted]@premiers.qld.gov.au>

Subject: RE: WORK ORDER AU02032082 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Hi Paolo,

Could you please supply a contact for this department who are requesting to hang this clock. 😊

Thank you.

Kind regards,

[redacted]

Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M: [redacted] s73(2)  
E: [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

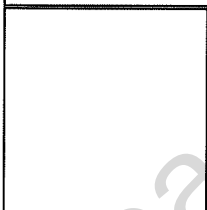
From: [redacted]@jll.com <[redacted]@jll.com>

Sent: Tuesday, 7 January 2025 10:31 AM

To: [redacted]@jll.com> [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>

Subject: WORK ORDER AU02032082 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

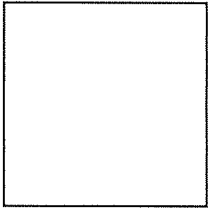




## **WORK ORDER AU02032082 RAISED**

**To: The Building Contacts**

At the request of , a work order has been raised for your building.



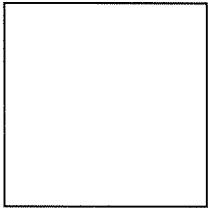
**Building**

Workplace Services – 1 William St

**Work Order Number** AU02032082

**Address**

36 - Level 36 - L36  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

07/01/2025

**Due Date**

10/01/2025

**Priority**

Standard

**Category**

Tenant Service Req

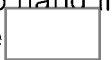
**Discipline**

General Maintenance

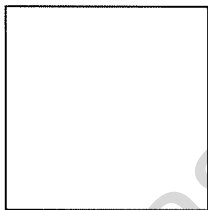
**Description**

General Repairs Maintenance (TSR-G)

The Attorney-General's office has a clock they wish to hand in the boardroom 36.41 Please contact Nicky to arrange



**Asset**



**Requestor**

**Phone**

**Primary Operations Contact**

**Phone**

s73(2)

**Dispatched To**

Customer Service Centre



1300 733 454



s73(2)

@jll.com

Regards,  
Customer Service Centre



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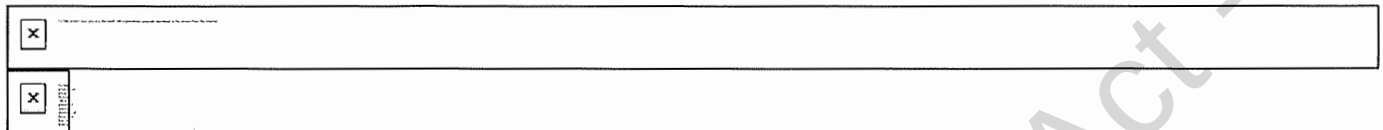
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Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Monday, 4 November 2024 3:34 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02027861 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



## WORK ORDER AU02027861 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

 **Building** Workplace Services – 1 William St **Work Order Number** AU02027861

**Address** [redacted] - Level [redacted] - [redacted]  
1 William Street, Brisbane  
4000

 **Client Ref:**

|                      |                                                                                                                                                                                                                                         |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dispatch Date</b> | 04/11/2024                                                                                                                                                                                                                              |
| <b>Due Date</b>      | 07/11/2024                                                                                                                                                                                                                              |
| <b>Priority</b>      | Standard                                                                                                                                                                                                                                |
| <b>Category</b>      | Tenant Service Req                                                                                                                                                                                                                      |
| <b>Discipline</b>    | General Maintenance                                                                                                                                                                                                                     |
| <b>Description</b>   | Request Works (TSR-G)<br>Hi team, Can we please organize for the blinds on Level [redacted]<br>Rooms - [redacted] 49 and [redacted] 52 to be taken off auto control. Level<br>[redacted] Minister for Youth justice. Kind Regards Sarab |

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454



bjll.com

Regards,  
Customer Service Centre

**From:** s73(2)@jll.com  
**Sent:** Monday, 4 November 2024 4:12 PM  
**To:** Sarabjot Bedi  
**Cc:** @jll.com; @jll.com; @jll.com; @jll.com;  
@jll.com; @jll.com  
**Subject:** WORK ORDER AU02027868 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification

## WORK ORDER AU02027868 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

**Building** Workplace Services – 1 William St **Work Order Number** AU02027868

**Address**  
Level 1  
1 William Street, Brisbane  
4000

**Client Ref:**

**Dispatch Date** 04/11/2024

**Due Date** 07/11/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description**

Report a Problem (TSR-G)

Hi Team, The Minister's room door is not engaging the lock properly on closure and we have to pull the door to engage the lock. Can someone please have a look at the door lock. Level room - 26. Kind Regards Sarab

**Asset**

**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Monday, 4 November 2024 4:27 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02027861 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

You don't often get email from [redacted]@jll.com. [Learn why this is important](#)

Good afternoon Sarab,

Could you please advise when a suitable time would be for my electrician and I to attend this task.

Moreover, if you cannot advise a suitable time could you please supply an office contact to arrange a suitable time. 😊

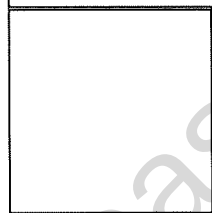
Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

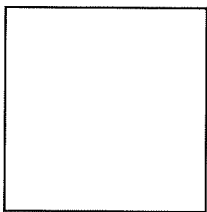
**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Monday, 4 November 2024 3:34 PM  
**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02027861 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## **WORK ORDER AU02027861 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



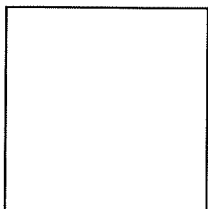
**Building**

Workplace Services – 1 William St

**Work Order Number** AU02027861

**Address**

- Level  - L   
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

04/11/2024

**Due Date**

07/11/2024

**Priority**

Standard

**Category**

Tenant Service Req

**Discipline**

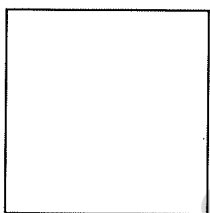
General Maintenance

**Description**

Request Works (TSR-G)

Hi team, Can we please organize for the blinds on Level   
Rooms -  49 and  52 to be taken off auto control. Level  
 Minister for Youth justice. Kind Regards Sarab

**Asset**



**Requestor**

Sarabjot Bedi

**Phone**

s73(2)

**Primary Operations Contact**



**Phone**



**Dispatched To**

Customer Service Centre



1300 733 454



s73(2)

@jll.com

Regards,  
Customer Service Centre

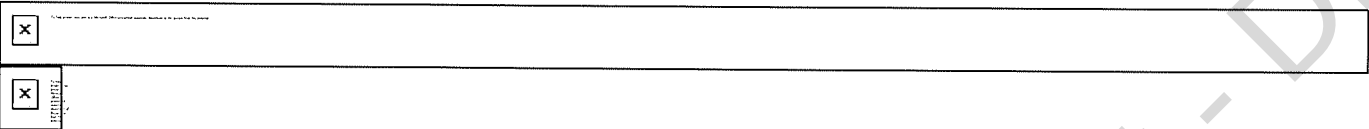


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**From:** [redacted]@jll.com  
**Sent:** Wednesday, 6 November 2024 9:29 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02028060 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



**WORK ORDER AU02028060 RAISED**

**To:** Sarabjot Bedi

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02028060

**Address** [redacted] - Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**  
**Dispatch Date** 06/11/2024  
**Due Date** 09/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Request Works (TSR-G)  
Hi Team, Can we please arrange someone to visit Health minister's office as they need some advice about the furniture in their office, and they need to make some changes to the whiteboard in their office. Contact - Crystella Chesson / landline [redacted] s73(2) and mobile is [redacted] level [redacted] room - [redacted] 48 Kind Regards Sarab

**Asset**



**Requestor**

Sarabjot Bedi

**Phone**

s73(2)

**Primary Operations Contact**

**Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454

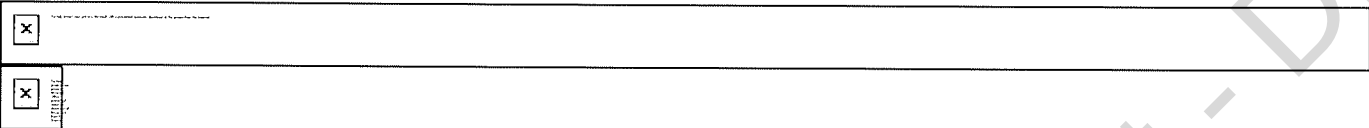


@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** s73(2) @jll.com  
**Sent:** Thursday, 7 November 2024 10:19 AM  
**To:** Sarabjot Bedi  
**Cc:** @jll.com; @jll.com; @jll.com; @jll.com; @jll.com; @jll.com  
**Subject:** WORK ORDER AU02028269 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



**WORK ORDER AU02028269 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

 **Building** Workplace Services – 1 William St **Work Order Number** AU02028269

**Address** - Level - L  
1 William Street, Brisbane  
4000

 **Client Ref:**  
**Dispatch Date** 07/11/2024  
**Due Date** 10/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**  
Report a Problem (TSR-G)  
Hi team, The office door on Level Minister for Health office is not closing properly and not locking. Can we please send someone to fix this asap as it's a restricted room. Level room - 48. Contact- Crystella Chesson / and  
Kind Regards Sarab

**Asset**





**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**



**Dispatched To**

---

Customer Service Centre



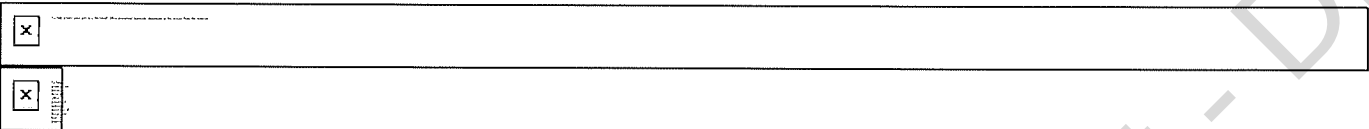
1300 733 454



@jll.com

Regards,  
Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Thursday, 7 November 2024 10:25 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02028272 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



**WORK ORDER AU02028272 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02028272

**Address** [redacted] - Level [redacted] L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**  
**Dispatch Date** 07/11/2024  
**Due Date** 10/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** CleaningHousekeeping  
**Description**  
Additional Cleaning (TSR-C)  
Hi Team, Crystella from the office of the Minister for Health has advised that they have alot of dirty dishes in their office and if we can please send a cleaner with a trolley to assist her. Level [redacted] room - [redacted] 48. Contact- Crystella Chesson / [redacted]  
[redacted] and [redacted] s73(2) Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Thursday, 7 November 2024 11:04 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02028272 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning Sarab,

Please advise that I have spoken to the contact in this work order and they had advised that these dishes were from an event after the cleaner finished. Moreover, please note we'll get up to rectify the issue asap.

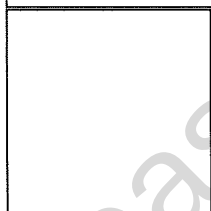
Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

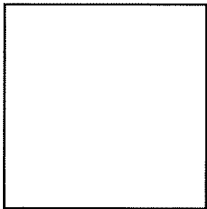
**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Thursday, 7 November 2024 10:25 AM  
**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
[redacted]@jll.com> [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02028272 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## **WORK ORDER AU02028272 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



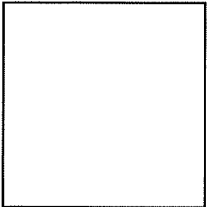
**Building**

Workplace Services – 1 William St

**Work Order Number** AU02028272

**Address**

- Level  - L   
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

07/11/2024

**Due Date**

10/11/2024

**Priority**

Standard

**Category**

Tenant Service Req

**Discipline**

CleaningHousekeeping

**Description**

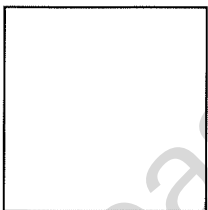
Additional Cleaning (TSR-C)

Hi Team, Crystella from the office of the Minister for Health has advised that they have alot of dirty dishes in their office and if we can please send a cleaner with a trolley to assist her.

Level  room -  48, Contact- Crystella Chesson /

and  s73(2) Kind Regards Sarab

**Asset**



**Requestor**

Sarabjot Bedi

**Phone**

**Primary Operations Contact**

**Phone**

**Dispatched To**

Customer Service Centre



1300 733 454



s73(2)

jll.com

Regards,  
Customer Service Centre



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Paolo Cecchini

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Thursday, 7 November 2024 3:05 PM  
**To:** MinServices Admin; [redacted]  
**Subject:** RE: WORK ORDER AU02028060 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

Hi Sarab

In regard to the below, are you able to provide any further information?  
Such as, what furniture they would like moved, what 'changes' they want to their whiteboard, and if Crystella if the EA for the office?  
I'll arrange to head up and meet with them, just want to ensure I can provide the correct information depending on their requests.

Kind Regards,

[redacted]  
Senior Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** [redacted]@jll.com [redacted]@jll.com>  
**Sent:** Wednesday, 6 November 2024 1:00 PM  
**To:** [redacted]@jll.com>  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02028060 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> |  |
| <input type="checkbox"/> |  |

## WORK ORDER AU02028060 ASSIGNED

**To:** [redacted]

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.

**Building** Workplace Services – 1 William St **Work Order Number** AU02028060

**Address**

Level 

L

  
1 William Street, Brisbane  
4000

**Client Ref:**

**Dispatch Date** 06/11/2024  
**Due Date** 09/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Request Works (TSR-G)

Hi Team, Can we please arrange someone to visit Health minister's office as they need some advice about the furniture in their office, and they need to make some changes to the whiteboard in their office. Contact - Crystella Chesson / landline 

and mobile is (s73(2) level 

room - 48 Kind Regards Sarab

**Asset**

**Requestor** Sarabjot Bedi  
**Phone**

**Primary Operations Contact**  
**Phone**

**Dispatched To**

Customer Service Centre

1300 733 454

@jll.com

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** MinServices Admin  
**Sent:** Thursday, 7 November 2024 3:21 PM  
**To:** [REDACTED]  
**Subject:** RE: WORK ORDER AU02028060 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

Hi [REDACTED]

Yes, Crystella is the EA for that office. She was checking if there is a space for a round table in their office and if there is a spare table in storage which they can use. She is just looking for ideas at this stage, please let us know if there is any cost involved before proceeding.

Kind Regards



**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [REDACTED] s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [REDACTED]@jll.com>  
**Sent:** Thursday, November 7, 2024 3:05 PM  
**To:** MinServices Admin <[REDACTED]@premiers.qld.gov.au>; [REDACTED]@jll.com>  
**Subject:** RE: WORK ORDER AU02028060 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

Hi Sarab

In regard to the below, are you able to provide any further information?

Such as, what furniture they would like moved, what 'changes' they want to their whiteboard, and if Crystella if the EA for the office?

I'll arrange to head up and meet with them, just want to ensure I can provide the correct information depending on their requests.

Kind Regards,

[REDACTED]  
Senior Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [REDACTED]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

From [redacted]@jll.com <[redacted]@jll.com>

Sent: Wednesday, 6 November 2024 1:00 PM

To [redacted]@jll.com>

Cc: [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]

[redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>

Subject: WORK ORDER AU02028060 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification



## WORK ORDER AU02028060 ASSIGNED

To [redacted]

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.

### Site Details

|          |                                   |                   |            |
|----------|-----------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St | Work Order Number | AU02028060 |
|----------|-----------------------------------|-------------------|------------|

Address [redacted] - Level [redacted] - [redacted]  
1 William Street, Brisbane  
4000

### Service Request Details

Client Ref:

Dispatch Date 06/11/2024

Due Date 09/11/2024

Priority Standard

Category Tenant Service Req

Discipline General Maintenance

Description

Request Works (TSR-G)

[redacted] Hi Team, Can we please arrange someone to visit Health minister's office as they need some advice about the furniture in their office, and they need to make some changes to the whiteboard in their office. Contact - Crystella Chesson / landline [redacted] s73(2) and mobile is [redacted] Leve [redacted] room - [redacted] 48 Kind Regards Sarab

Asset

### Contact Details

Requestor Sarabjot Bedi

Phone [redacted]

Primary Operations Contact  
Phone

[Redacted]  
s73(2)

Dispatched To

[Redacted]

---

Customer Service Centre

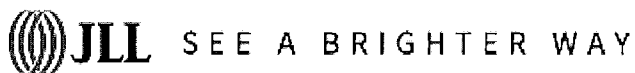


1300 733 454



[Redacted]@jll.com

Regards,  
Customer Service Centre



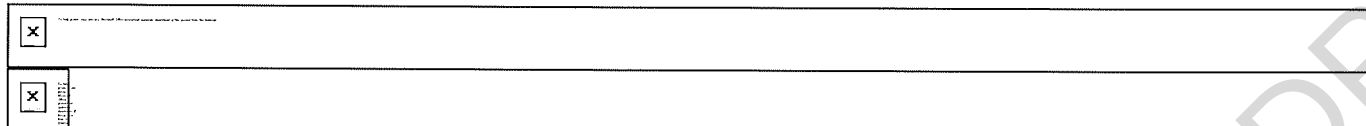
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**From:** [redacted]@jll.com  
**Sent:** Thursday, 7 November 2024 5:08 PM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02028272 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02028272 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02028272 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 07/11/2024 10:58:07 AUQ-\*Dimeo Cleaning Services Pty Ltd\* assigned by [redacted]@AP.JLL.COM

07/11/2024 17:06:55 AUQ - [redacted] - Task was bulk marked as being COMPLETE.

The request has been actioned and completed. Thank-you, [redacted]

07/11/2024 17:06:55 AUQ-(BULK) [redacted] s73(2)@AP.JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building**

Workplace Services – 1 William St

**Work Order Number** AU02028272

**Address**

[redacted] - Level [redacted] - [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 07/11/2024  
**Due Date** 10/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** CleaningHousekeeping  
**Description**

Additional Cleaning (TSR-C)  
DIMEO - Hi Team, Crystella from the office of the Minister for Health has advised that they have a lot of dirty dishes in their office and if we can please send a cleaner with a trolley to assist her. Level37, room - 37.48, Contact- Crystella Chesson  
[redacted] and [redacted] s73(2) Kind Regards , Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

**Dispatched To**

Dimeo Cleaning Services Pty Ltd

Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre



From: [redacted]@jll.com  
Sent: Friday, 8 November 2024 1:29 PM  
To: Sarabjot Bedi  
Subject: WORK ORDER AU02027868 HAS BEEN COMPLETED: Requestor Notification



WORK REQUEST AU02027868 HAS BEEN CLOSED

To: Sarabjot Bedi

Work request AU02027868 has been closed.

Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

Task Notes: 08/11/2024 14:28:41 AUE - [redacted] - Task was bulk marked as being COMPLETE.

This task has been actioned and completed by on site handyman. Thank you, [redacted]

08/11/2024 14:28:41 AUE-(BULK) s73(2)@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



Building Workplace Services – 1 William St Work Order Number AU02027868

Address

[redacted] Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000



Client Ref:

Dispatch Date 04/11/2024

Due Date 07/11/2024

**Priority**

Standard

**Category**

Tenant Service Req

**Discipline**

General Maintenance

**Description**

Report a Problem (TSR-G)

GPS Hi Team, The Minister's room door is not engaging the lock properly on closure and we have to pull the door to engage the lock. Can someone please have a look at the door lock. Level [redacted] EAST room - [redacted] 26. Kind Regards Sarab

**Asset**



**Requestor**

Sarabjot Bedi

**Phone**

[redacted]  
s73(2)

**Primary Operations Contact**

**Phone**

[redacted]  
[redacted]

**Dispatched To**

Grolife Property Services Pty Ltd

---

Customer Service Centre

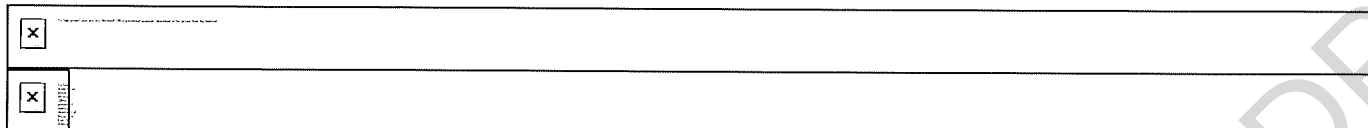


1300 733 454

Regards,

Customer Service Centre

**From:** s73(2) jll.com  
**Sent:** Friday, 8 November 2024 1:35 PM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02028269 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02028269 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02028269 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 08/11/2024 14:34:45 AUE - [redacted] Task was bulk marked as being COMPLETE.

This task has been actioned and completed by on site handyman. Thank you, [redacted]

08/11/2024 14:34:45 AUE-(BULK) [redacted]@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St **Work Order Number** AU02028269

**Address**

[redacted] - Leve [redacted] - L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 07/11/2024

**Due Date** 10/11/2024

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

Report a Problem (TSR-G)

GPS Hi team, The office door on Level 37, Minister for Health office is not closing properly and not locking. Can we please send someone to fix this asap as it's a restricted room.

Level [redacted] room - [redacted] 48, Contact- Crystella Chesson / [redacted]

[redacted] and [redacted] s73(2) Kind Regards Sarab

Asset



Requestor

Sarabjot Bedi

Phone

[redacted]

Primary Operations Contact

[redacted]

Phone

[redacted]

Dispatched To

Grolife Property Services Pty Ltd

Customer Service Centre

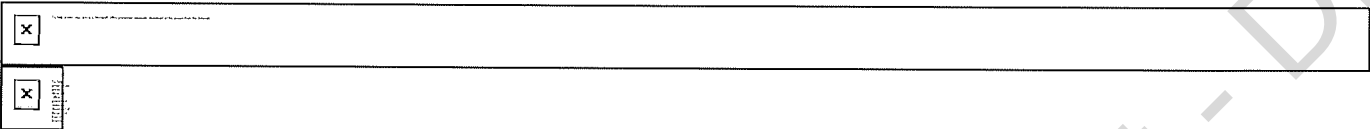


1300 733 454

Regards,

Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Friday, 8 November 2024 4:11 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02028427 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



**WORK ORDER AU02028427 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02028427

**Address** [redacted] - Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**  
**Dispatch Date** 08/11/2024  
**Due Date** 11/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Report a Problem (TSR-G)  
Hi Team, Can you please arrange someone to attend Minister Dale Last's suite to fix the hot water tap issue. Office of the Minister for Natural Resources and Mines. Level [redacted] room - [redacted] 31. Contact - Pamela Kearns / ([redacted]) and ([redacted]) s73(2)  
[redacted] Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

**From:** s73(2)@jll.com  
**Sent:** Friday, 8 November 2024 4:33 PM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02028427 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02028427 HAS BEEN CLOSED

**To:** Sarabjot Bedi

Work request AU02028427 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 08/11/2024 17:32:29 AUE - [ ] - Task was bulk marked as being COMPLETE.

This task has been actioned and completed. Thank you, [ ]

08/11/2024 17:32:29 AUE-(BULK) [ ]@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building**

Workplace Services – 1 William St

**Work Order Number** AU02028427

**Address**



Level



L

1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

08/11/2024

**Due Date**

11/11/2024



Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

Report a Problem (TSR-G)

[redacted] Hi Team, Can you please arrange someone to attend Minister Dale Last's suite to fix the hot water tap issue. Office of the Minister for Natural Resources and Mines. Level [redacted] room - [redacted] 31. Contact - Pamela Kearns / [redacted] and [redacted] s73(2) Kind Regards Sarab

Asset



Requestor

Sarabjot Bedi

Phone

[redacted]

Primary Operations Contact

[redacted]

Phone

[redacted]

Dispatched To

[redacted]

Customer Service Centre

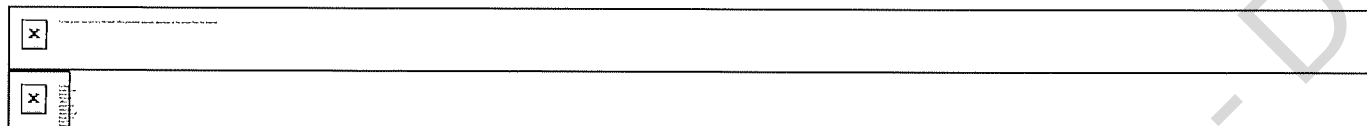


1300 733 454

Regards,

Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Tuesday, 12 November 2024 9:10 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com;  
[redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02028697 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



## WORK ORDER AU02028697 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

 **Building** Workplace Services – 1 William St **Work Order Number** AU02028697

**Address** [redacted] - Level [redacted] - [redacted]  
1 William Street, Brisbane  
4000

 **Client Ref:**

|                      |                                                                                                                                                                                                                                                                                                                                            |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dispatch Date</b> | 12/11/2024                                                                                                                                                                                                                                                                                                                                 |
| <b>Due Date</b>      | 15/11/2024                                                                                                                                                                                                                                                                                                                                 |
| <b>Priority</b>      | Standard                                                                                                                                                                                                                                                                                                                                   |
| <b>Category</b>      | Tenant Service Req                                                                                                                                                                                                                                                                                                                         |
| <b>Discipline</b>    | General Maintenance                                                                                                                                                                                                                                                                                                                        |
| <b>Description</b>   | Report a Problem (TSR-G)<br>Hi Team, Office of the Minister for Primary Industries, Level -<br>[redacted] W have advised that there is a broken light switch in their<br>office. Can we please send someone to fix, Photo attached.<br>Level [redacted] room - [redacted] 49 Contact - Matt Jensen [redacted] s73(2)<br>Kind Regards Sarab |

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



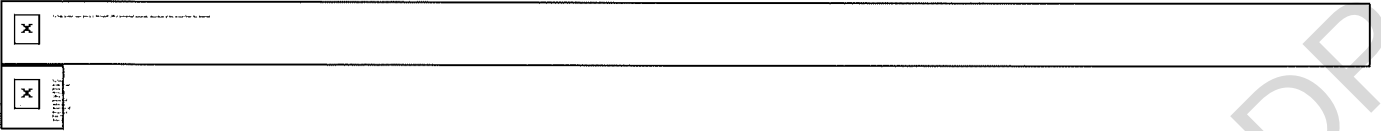
1300 733 454



@jll.com

Regards,  
Customer Service Centre

From: [redacted]@jll.com  
Sent: Tuesday, 12 November 2024 10:09 AM  
To: Sarabjot Bedi  
Subject: WORK ORDER AU02027861 HAS BEEN COMPLETED: Requestor Notification



WORK REQUEST AU02027861 HAS BEEN CLOSED

To: Sarabjot Bedi

Work request AU02027861 has been closed.

Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction

  
Happy

  
Acceptable

  
Unhappy

The task notes are as follows (if provided):  
**Task Notes:** 12/11/2024 11:08:50 AUE - [redacted] - Task was bulk marked as being COMPLETE.  
12/11/2024 11:08:50 AUE-(BULK) [redacted] s73(2) @JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



|                 |                                   |                          |            |
|-----------------|-----------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St | <b>Work Order Number</b> | AU02027861 |
|-----------------|-----------------------------------|--------------------------|------------|

**Address** [redacted] - Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000



|                      |                    |
|----------------------|--------------------|
| <b>Client Ref:</b>   |                    |
| <b>Dispatch Date</b> | 04/11/2024         |
| <b>Due Date</b>      | 07/11/2024         |
| <b>Priority</b>      | Standard           |
| <b>Category</b>      | Tenant Service Req |

**Discipline**

General Maintenance

**Description**

Request Works (TSR-G)

EnergyPro Hi team, Can we please organize for the blinds on Level [redacted] Rooms - [redacted] 49 and [redacted] 52 to be taken off auto control. Level [redacted] Minister for Youth justice. Kind Regards Sarab

**Asset**



**Requestor**

Sarabjot Bedi

**Phone**

s73(2)

**Primary Operations Contact**



**Phone**



**Dispatched To**

Energypro Electrical Solutions Pty Ltd

Customer Service Centre



1300 733 454

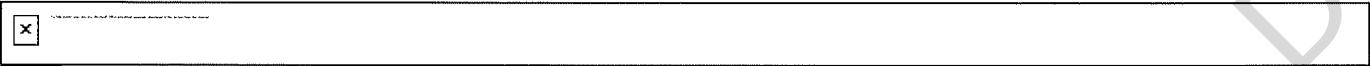
Regards,

Customer Service Centre

C

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Tuesday, 12 November 2024 10:11 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02028713 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



**WORK ORDER AU02028713 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

 **Building** Workplace Services – 1 William St **Work Order Number** AU02028713

**Address** [redacted] Level [redacted] L [redacted]  
1 William Street, Brisbane  
4000

 **Client Ref:**  
**Dispatch Date** 12/11/2024  
**Due Date** 15/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**  
Request Works (TSR-G)  
Hi Team, Office of the Minister for Primary Industries, Level - 33W have advised that they are missing some chairs in their office. Can you please advise if there are any spare chairs available for Level [redacted] room - [redacted]49. Contact - Matt Jensen / [redacted] Please let us know if there is any cost involved, or purchase required. Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



**From:** [redacted] s73(2)@jll.com  
**Sent:** Wednesday, 13 November 2024 1:14 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com;  
[redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02028886 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



## WORK ORDER AU02028886 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02028886

### Address

36 - Level 36 - L36  
1 William Street, Brisbane  
4000



### Client Ref:

**Dispatch Date** 13/11/2024  
**Due Date** 16/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Report a Problem (TSR-G)

Hi team, Jodie from the Attorney-General's office has advised that their office main door is not locking/closing properly. Can we please send someone to have a look. Level - [redacted] Room - [redacted] 34 Jodie / [redacted] Kind Regards Sarab

### Asset



**Requestor**

Sarabjot Bedi

**Phone**

s73(2)

**Primary Operations Contact**

**Phone**

**Dispatched To**

---

Customer Service Centre



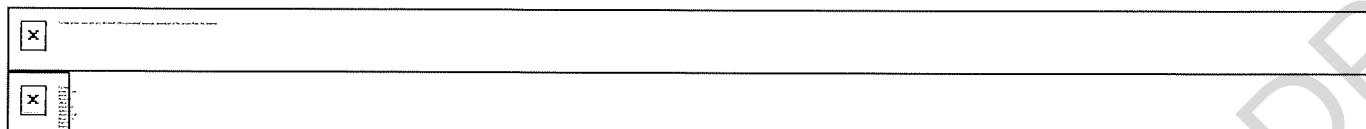
1300 733 454



@jll.com

Regards,  
Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Wednesday, 13 November 2024 3:14 PM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02028886 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02028886 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02028886 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 13/11/2024 15:13:19 AUQ [redacted] s73(2) @AP.JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St **Work Order Number** AU02028886

**Address**  
36 - Level 36 - L36  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 13/11/2024  
**Due Date** 16/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance

## Description

Report a Problem (TSR-G)

Hi team, Jodie from the Attorney-General's office has advised that their office main door is not locking/closing properly. Can we please send someone to have a look. Level -  Room -  34 Jodie /  s73(2) Kind Regards Sarab

## Asset



**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

**Dispatched To**

Customer Service Centre

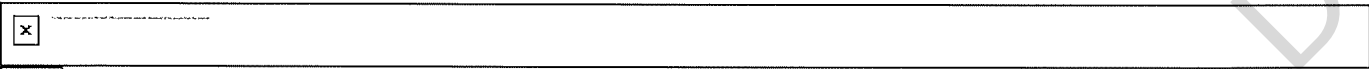


1300 733 454

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Thursday, 14 November 2024 11:42 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02028993 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



**WORK ORDER AU02028993 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02028993

**Address** [redacted] - Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 14/11/2024  
**Due Date** 17/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Air Conditioning  
**Description**

Hot Complaint (TSR-A)  
\*\*\*\*\*Urgent\*\*\*\*\* Hi Team, Minister Andrew Powell has advised that its really hot in his office [redacted]34) and can we please reduce the temperature to make it colder. Room - [redacted]34, Contact - Anna Armstrong / Megan - [redacted] s73(2)  
Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabiot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



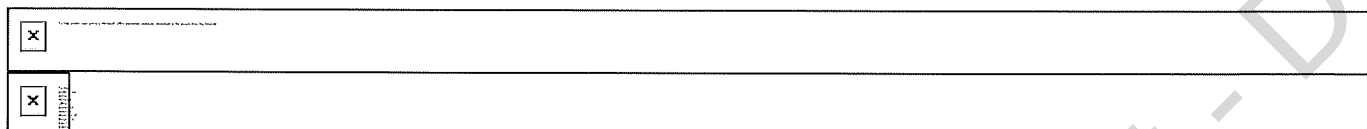
1300 733 454



jll.com

Regards,  
Customer Service Centre

**From:** [redacted] s73(2) [redacted]@jll.com  
**Sent:** Thursday, 14 November 2024 12:27 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com;  
[redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02028999 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



## WORK ORDER AU02028999 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02028999

**Address**

[redacted] Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 14/11/2024

**Due Date** 17/11/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description**

Request Works (TSR-G)  
Hi Team, Logging a job to hang artwork in Premier's office on  
Level [redacted] - [redacted] 23. Rosie Turnbull has already spoken to [redacted]  
[redacted] about this, raising a work order as requested. Contact -  
Rebecca Docherty - [redacted] Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



**From:** [redacted]@jll.com  
**Sent:** Thursday, 14 November 2024 12:58 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com;  
[redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02029004 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



**WORK ORDER AU02029004 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

  
**Building** Workplace Services – 1 William St      **Work Order Number** AU02029004

**Address** [redacted] - Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000

  
**Client Ref:**  
**Dispatch Date** 14/11/2024  
**Due Date** 17/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Air Conditioning  
**Description**  
Cold Complaint (TSR-A)  
\*\*\*\*Urgent\*\*\*\* Hi team, Office of the Minister for Youth Justice,  
Level [redacted] room - [redacted].52 have advised that it is very cold in their  
office. Can we please increase the temperature in their office  
to make it warmer. Level [redacted] room [redacted] 52. Contact - Bronte -  
[redacted] s73(2) Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

Customer Service Centre



1300 733 454



djll.com

Regards,  
Customer Service Centre

**From:** [redacted] s73(2) [redacted] jll.com  
**Sent:** Thursday, 14 November 2024 1:03 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted] @jll.com; [redacted] @jll.com; [redacted] @jll.com; [redacted] @jll.com;  
[redacted] @jll.com; [redacted] @jll.com  
**Subject:** WORK ORDER AU02029005 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



## WORK ORDER AU02029005 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02029005

**Address** [redacted] Level [redacted] L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 14/11/2024

**Due Date** 17/11/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description**

Report a Problem (TSR-G)

Hi team, Office of the Minister for Youth Justice, Level [redacted]  
room - [redacted] 52 have advised there is a small round table in their  
office that is broken and wobbly. Could we please arrange to  
remove this table from their office. Level [redacted] room [redacted] 52.  
Contact - Sarah Orr - [redacted] Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**



**Dispatched To**

---

Customer Service Centre



1300 733 454

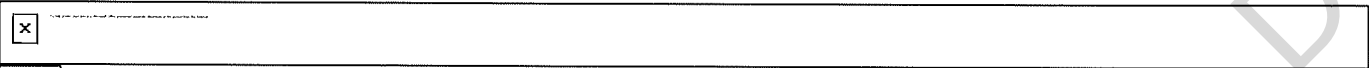


@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Thursday, 14 November 2024 3:48 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02029024 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



**WORK ORDER AU02029024 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

 **Building** Workplace Services – 1 William St **Work Order Number** AU02029024

**Address** [redacted] - Level [redacted] - [redacted]  
1 William Street, Brisbane  
4000

 **Client Ref:**  
**Dispatch Date** 14/11/2024  
**Due Date** 17/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Report a Problem (TSR-G)  
Hi Team, Andrew Sinnamon from the Office of the Minister for Natural Resources and Mines has advised that the jack on his desk to raise it higher is broken. Can we please arrange someone to have a look and provide us a quote for approval (if any cost involved). The desk number in question is [redacted] 035.  
Contact - Andrew Sinnamon / [redacted] s73(2) Kind Regards  
Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Friday, 15 November 2024 9:10 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02029024 HAS BEEN COMPLETED: Requestor Notification

## WORK REQUEST AU02029024 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02029024 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 15/11/2024 10:09:31 AUE - [redacted] - Task was bulk marked as being COMPLETE.

This task has been actioned and completed. Thank you, [redacted]

15/11/2024 10:09:31 AUE-(BULK) [redacted] s73(2)@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St **Work Order Number** AU02029024

**Address**

[redacted] - Level [redacted] - [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 14/11/2024

**Due Date** 17/11/2024

**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Report a Problem (TSR-G)  
GPS Hi Team, Andrew Sinnamon from the Office of the Minister for Natural Resources and Mines has advised that the jack on his desk to raise it higher is broken. Can we please arrange someone to have a look and provide us a quote for approval (if any cost involved). The desk number in question is [REDACTED]035. Contact - Andrew Sinnamon / [REDACTED] s73(2) Kind  
Regards Sarab

**Asset**



**Requestor**  
**Phone**

Sarabiot Bedi

**Primary Operations Contact**  
**Phone**

**Dispatched To**

Grolife Property Services Pty Ltd

---

Customer Service Centre

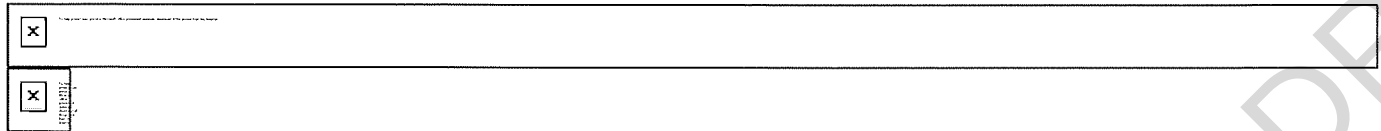


1300 733 454

Regards,  
Customer Service Centre



**From:** [redacted]@jll.com  
**Sent:** Monday, 18 November 2024 9:52 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02029005 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02029005 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02029005 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 18/11/2024 10:51:55 AUE - [redacted] - Task was bulk marked as being COMPLETE.

This task has been actioned and completed. Thank you, [redacted]

18/11/2024 10:51:55 AUE-(BULK) [redacted] s73(2) @JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St **Work Order Number** AU02029005

**Address**  
[redacted] Level [redacted] - [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 14/11/2024

**Due Date** 17/11/2024

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

Report a Problem (TSR-G)

GPS JLL Notes - Hi [redacted] please assess to see if this table is able to be repaired unless they want it removed. Hi team, Office of the Minister for Youth Justice, Level [redacted] room - [redacted] 52 have advised there is a small round table in their office that is broken and wobbly. Could we please arrange to remove this table from their office. Level [redacted] room [redacted] 52. Contact - Sarah Orr - [redacted] s73(2) Kind Regards Sarab

Asset



Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

Grolife Property Services Pty Ltd

Customer Service Centre

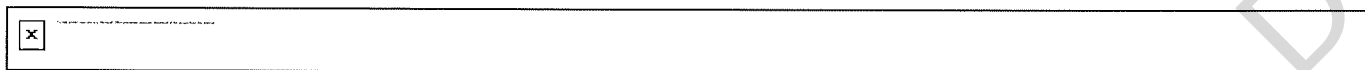


1300 733 454

Regards,

Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Monday, 18 November 2024 1:55 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02029338 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02029338 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02029338

**Address**

[redacted] - Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 18/11/2024

**Due Date** 21/11/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description**

Report a Problem (TSR-G)

Hi team, Kate Omrod from the Premier's office has reported an issue with the power plugs on her desk. The power plugs are not working and there seems to be an issue with the wiring underneath her table. Can we please send someone to have a look urgently. Workstation - [redacted] 036 and [redacted] 021.

Contact - Kate / [redacted] s73(2) Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

Customer Service Centre



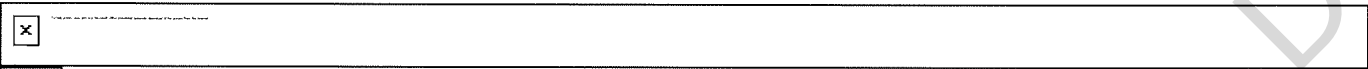
1300 733 454



@jll.com

Regards,  
Customer Service Centre

**From:** s73(2) @jll.com  
**Sent:** Tuesday, 19 November 2024 5:36 PM  
**To:** Sarabjot Bedi  
**Cc:** @jll.com; @jll.com; @jll.com; @jll.com;  
@jll.com; @jll.com  
**Subject:** WORK ORDER AU02029453 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



WORK ORDER AU02029453 RAISED

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02029453

**Address** - Level - L  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 19/11/2024  
**Due Date** 22/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** CleaningHousekeeping

**Description**

Additional Cleaning (TSR-C)  
Hi team, Office of the Minister for Finance on Level have advised that there is not enough cutlery forks, knives) in the kitchen/pantry on their floor. Can we please check and restock the items. Also, can we please check if there is enough cutlery on Level (Premier's office). Level and Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Wednesday, 20 November 2024 8:10 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02029338 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning Sarab

Please advise that I have tried contacting Kate Omrod yesterday and I am unable to reach her to fix this electrical issue.

Is there a possible email or other contact I can reach to fix this issue?

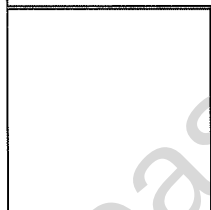
Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Monday, 18 November 2024 1:55 PM  
**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02029338 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

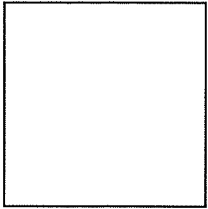


## WORK ORDER AU02029338 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.





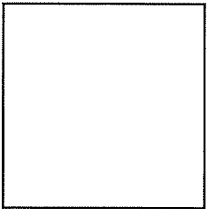
**Building**

Workplace Services – 1 William St

**Work Order Number** AU02029338

**Address**

- Level  - L   
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

18/11/2024

**Due Date**

21/11/2024

**Priority**

Standard

**Category**

Tenant Service Req

**Discipline**

General Maintenance

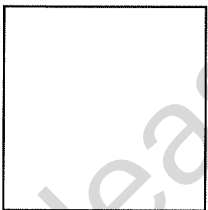
**Description**

Report a Problem (TSR-G)

Hi team, Kate Omrod from the Premier's office has reported an issue with the power plugs on her desk. The power plugs are not working and there seems to be an issue with the wiring underneath her table. Can we please send someone to have a look urgently. Workstation - 036 and 021.

Contact - Kate / s73(2) Kind Regards Sarab

**Asset**



**Requestor**

Sarabjot Bedi

**Phone**

**Primary Operations Contact**

**Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454



s73(2)

@jll.com

Regards,  
Customer Service Centre

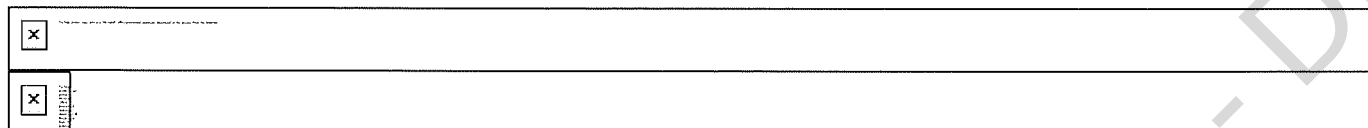


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**From:** s73(2) @jll.com  
**Sent:** Wednesday, 20 November 2024 9:39 AM  
**To:** Sharon Farry  
**Cc:** @jll.com; @jll.com; @jll.com; @jll.com;  
@jll.com; @jll.com  
**Subject:** WORK ORDER AU02029476 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



## WORK ORDER AU02029476 RAISED

**To: Sharon Farry**

Thank you for contacting us. A work order has been raised.

 **Building** Workplace Services – 1 William St **Work Order Number** AU02029476

**Address**  
1 William Street, Brisbane  
4000

 **Client Ref:**

|                      |                                                                                                                                                                                                                                                    |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dispatch Date</b> | 20/11/2024                                                                                                                                                                                                                                         |
| <b>Due Date</b>      | 23/11/2024                                                                                                                                                                                                                                         |
| <b>Priority</b>      | Standard                                                                                                                                                                                                                                           |
| <b>Category</b>      | Tenant Service Req                                                                                                                                                                                                                                 |
| <b>Discipline</b>    | General Maintenance                                                                                                                                                                                                                                |
| <b>Description</b>   | Request Works (TSR-G)<br>Hi team Is it possible to arrange for a lock to be installed on<br>Matthew Tapsall's door (room 30) with access provided to<br>Matthew (card ) Min David Janetzki (#card ) and<br>Juie Fiedler (# ). Many thanks - Sharon |

**Asset**



Requestor  
Phone

Sharon Farry

s73(2)

Primary Operations Contact  
Phone

Dispatched To

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

---

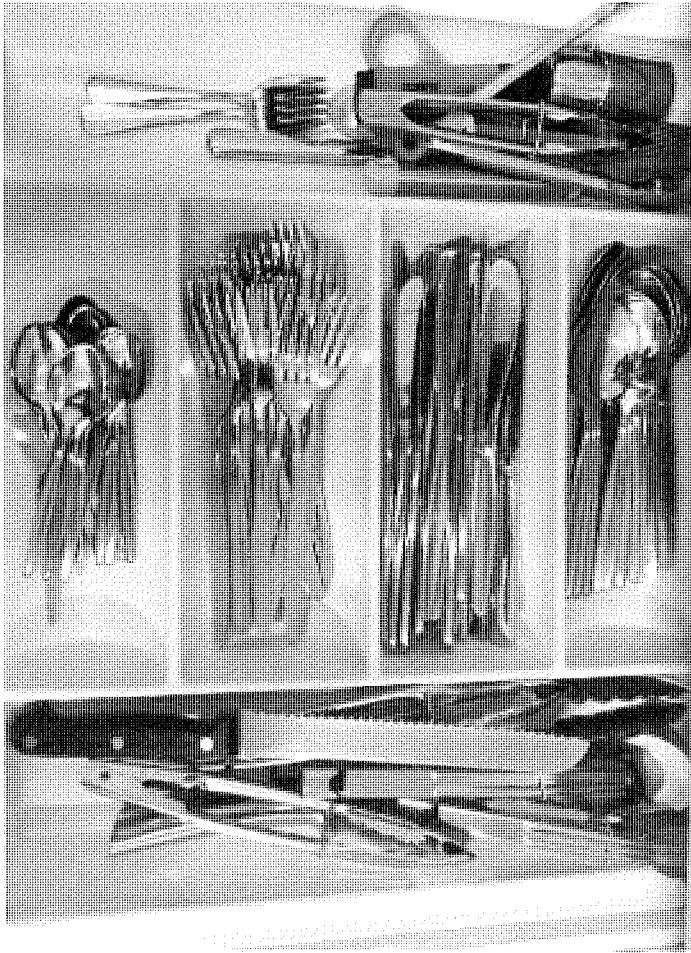
**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Wednesday, 20 November 2024 10:26 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02029453 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning, Sarab.

Following the MOG/COG, the cutleries in level [redacted] has been recently restocked (photo below from 14 November 2024):



[redacted] 02



40.19

I have requested night cleaner to redistribute cutleries again across level [ ] and [ ] on night.

Once both kitchens were restocked. As suggestion, staff need to use the cutlery in the Premiers pantry if there is not enough in the breakout space as the cutleries are spread evenly between both space.

Kind regards,

[ ]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [ ] s73(2) [ ]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** [ ]@jll.com <[ ]@jll.com>  
**Sent:** Tuesday, 19 November 2024 5:36 PM  
**To:** Sarabjot Bedi [ ]@premiers.qld.gov.au>  
**Cc:** [ ]@jll.com>; [ ]@jll.com>; [ ]@jll.com>; [ ]@jll.com>; [ ]@jll.com>; [ ]@jll.com>; [ ]@jll.com>  
**Subject:** WORK ORDER AU02029453 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

WORK ORDER AU02029453 RAISED

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

Building Workplace Services – 1 William St Work Order Number AU02029453

Address 39 - Level 39 - L39  
1 William Street, Brisbane  
4000

Client Ref:

Dispatch Date 19/11/2024  
Due Date 22/11/2024  
Priority Standard  
Category Tenant Service Req  
Discipline CleaningHousekeeping  
Description

Additional Cleaning (TSR-C)  
Hi team, Office of the Minister for Finance on Level have advised that there is not enough cutlery forks, knives) in the kitchen/pantry on their floor. Can we please check and restock the items. Also, can we please check if there is enough cutlery on Level  (Premier's office). Level  and  Kind Regards Sarab

Asset

Requestor Sarabjot Bedi  
Phone

Primary Operations Contact   
Phone

Dispatched To

---

Customer Service Centre



1300 733 454



s73(2)

[cs@jll.com](mailto:cs@jll.com)

Regards,  
Customer Service Centre



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Paolo Cecchini

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Wednesday, 20 November 2024 11:46 AM  
**To:** Sarabjot Bedi; Sharon Farry  
**Subject:** RE: WORK ORDER AU02029476 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sharon/Sarab,

Following the conversation earlier,  
Can I please confirm that we are good to cancel this work order on our end?

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** [redacted]@jll.com [redacted]@jll.com>  
**Sent:** Wednesday, 20 November 2024 9:39 AM  
**To:** [redacted]@premiers.qld.gov.au  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02029476 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

☐ [redacted]

☐ [redacted]

## WORK ORDER AU02029476 RAISED

**To: Sharon Farry**

Thank you for contacting us. A work order has been raised.

☐ [redacted]

**Building** Workplace Services – 1 William St **Work Order Number** AU02029476

**Address** 1 William Street, Brisbane  
4000

**Client Ref:**

**Dispatch Date** 20/11/2024

**Due Date** 23/11/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description**  
Request Works (TSR-G)  
Hi team Is it possible to arrange for a lock to be installed on Matthew Tapsall's door (room 30) with access provided to Matthew (card ) Min David Janetzki (#card ) and Juie Fiedler ( ) Many thanks - Sharon

**Asset**

**Requestor** Sharon Farry

**Phone** s73(2)

**Primary Operations Contact**

**Phone**

**Dispatched To**

**Customer Service Centre**

 1300 733 454

 @jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** Sharon Farry  
**Sent:** Wednesday, 20 November 2024 11:48 AM  
**To:** [redacted] Sarabjot Bedi  
**Subject:** RE: WORK ORDER AU02029476 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi [redacted]

Yes, please cancel this work order.

There was a miscommunication – there is an existing swipe lock on the door which they would like to be activated.

A new work order will be issued for the access request.

Apologies for the inconvenience.

Kind regards



**Sharon Farry**  
Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [redacted] s73(2)  
Level28, 1 William Street, Brisbane  
PO Box 15185, City East, QLD 4002



**From:** [redacted]@jll.com>  
**Sent:** Wednesday, 20 November 2024 11:46 AM  
**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>; Sharon Farry <[redacted]@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02029476 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

You don't often get email from [redacted]@jll.com. [Learn why this is important](#)

Hi Sharon/Sarab,

Following the conversation earlier,  
Can I please confirm that we are good to cancel this work order on our end?

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

From: [redacted]@jll.com <[redacted]@jll.com>  
Sent: Wednesday, 20 November 2024 9:39 AM  
To: [redacted]@premiers.qld.gov.au  
Cc: [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
Subject: WORK ORDER AU02029476 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02029476 RAISED

To: Sharon Farry

Thank you for contacting us. A work order has been raised.

### Site Details

|          |                                    |                   |            |
|----------|------------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St  | Work Order Number | AU02029476 |
| Address  | 1 William Street, Brisbane<br>4000 |                   |            |

### Service Request Details

|               |                                                                                                                                                              |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Client Ref:   |                                                                                                                                                              |
| Dispatch Date | 20/11/2024                                                                                                                                                   |
| Due Date      | 23/11/2024                                                                                                                                                   |
| Priority      | Standard                                                                                                                                                     |
| Category      | Tenant Service Req                                                                                                                                           |
| Discipline    | General Maintenance                                                                                                                                          |
| Description   | Request Works (TSR-G)<br>Hi team Is it possible to arrange for a lock to be installed on Matthew Tapsall's door (room [redacted] 30) with access provided to |

Matthew (card # [redacted]), Min David Janetzki (#card [redacted]) and  
Juie Fiedler (# [redacted]) Many thanks - Sharon

Asset

**Contact Details**

**Requestor**

Sharon Farry

**Phone**

s73(2)

**Primary Operations Contact**

**Phone**

**Dispatched To**

Customer Service Centre

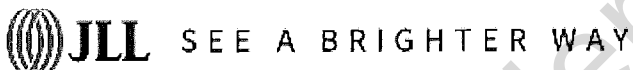


1300 733 454



[redacted]@jll.com

Regards,  
Customer Service Centre



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Paolo Cecchini

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Wednesday, 20 November 2024 12:41 PM  
**To:** MinServices Admin  
**Subject:** WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

In regard to the below work order, I received a call from Protective Services mentioning that the staff had told them the COS is feeling quite hot in their office.

Currently the Building Owners Management team have checked their equipment and have mentioned that everything is running correctly and sitting within the correct leased agreement setpoint (around 22 degrees).

They have asked if a physical reading of the temperature sensor in the COS's office could be undertaken to see if there is a fault.

Could you please advise a most suitable time this can be conducted by us this week?

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)



## WORK ORDER AU02028901 RAISED

To: [redacted]

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02028901

**Address**

[redacted] - Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

13/11/2024

**Due Date** 16/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Air Conditioning  
**Description**

Hot Complaint (TSR-A)  
Leve [redacted] - COS (Chief of Staff) Office [redacted] 17 is complaining the temperature is quite warm. Please investigate further and advise findings. Floor plan attached.

**Asset**

**Requestor**

**Phone**

s73(2)

**Primary Operations Contact**

**Phone**

**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

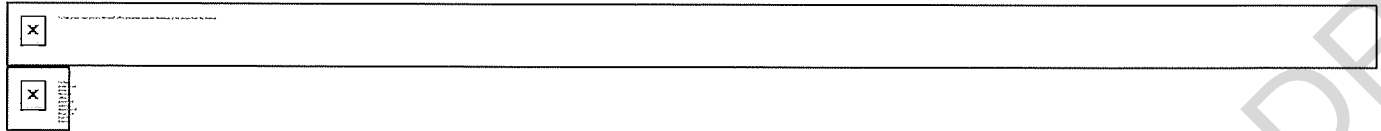


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**From:** [redacted]@jll.com  
**Sent:** Wednesday, 20 November 2024 1:55 PM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02029338 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02029338 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02029338 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 20/11/2024 14:54:15 AUE - [redacted] - Task was bulk marked as being COMPLETE.

Power checked by electrician - follow up with IT team required.

20/11/2024 14:54:15 AUE-(BULK) [redacted] s73(2) @JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St **Work Order Number** AU02029338

**Address**

[redacted] - Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 18/11/2024

**Due Date** 21/11/2024



Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

Report a Problem (TSR-G)

ENERGYPRO Hi team, Kate Omrod from the Premier's office has reported an issue with the power plugs on her desk. The power plugs are not working and there seems to be an issue with the wiring underneath her table. Can we please send someone to have a look urgently. Workstation - [redacted] 036 and [redacted] 021. Contact - Kate / [redacted] s73(2) Kind Regards Sarab

Asset



Requestor  
Phone

Sarabjot Bedi

[redacted]

Primary Operations Contact  
Phone

[redacted]  
[redacted]

Dispatched To

Energypro Electrical Solutions Pty Ltd

Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

## Paolo Cecchini

---

**From:** MinServices Admin  
**Sent:** Wednesday, 20 November 2024 3:30 PM  
**To:** Fiona Galiaardt  
**Cc:** [REDACTED]  
**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

In regards to the temperature issue in Chief of Staff's room, can you please reply with a suitable time for the JLL to take a temperature reading in the office.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
F s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [REDACTED]@jll.com>  
**Sent:** Wednesday, November 20, 2024 12:41 PM  
**To:** MinServices Admin [REDACTED]@premiers.qld.gov.au>  
**Subject:** WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

In regard to the below work order, I received a call from Protective Services mentioning that the staff had told them the COS is feeling quite hot in their office.

Currently the Building Owners Management team have checked their equipment and have mentioned that everything is running correctly and sitting within the correct leased agreement setpoint (around 22 degrees). They have asked if a physical reading of the temperature sensor in the COS's office could be undertaken to see if there is a fault.

Could you please advise a most suitable time this can be conducted by us this week?

Kind Regards,

[REDACTED]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL  
T [REDACTED]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

## WORK ORDER AU02028901 RAISED

To:

Thank you for contacting us. A work order has been raised.

### Site Details

|          |                                                                                                                |                   |            |
|----------|----------------------------------------------------------------------------------------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St                                                                              | Work Order Number | AU02028901 |
| Address  | <input type="text"/> - Level <input type="text"/> - <input type="text"/><br>1 William Street, Brisbane<br>4000 |                   |            |

### Service Request Details

Client Ref:

Dispatch Date 13/11/2024

Due Date 16/11/2024

Priority Standard

Category Tenant Service Req

Discipline Air Conditioning

Description

Hot Complaint (TSR-A)

Level  - COS (Chief of Staff) Office  17 is complaining the temperature is quite warm. Please investigate further and advise findings. Floor plan attached.

Asset

### Contact Details

Requestor   
Phone  s73(2)

Primary Operations Contact  
Phone

Dispatched To

Customer Service Centre

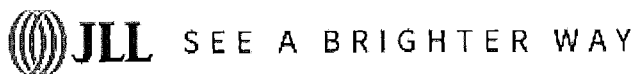


1300 733 454



@jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** Fiona Galjaardt <[REDACTED]s73(2)[REDACTED]@ministerial.qld.gov.au>  
**Sent:** Wednesday, 20 November 2024 3:35 PM  
**To:** MinServices Admin  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi,

Now is ok, otherwise tomorrow between 10am and 1pm.

Thanks,  
Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

E: [REDACTED]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** MinServices Admin <[REDACTED]@premiers.qld.gov.au>  
**Sent:** Wednesday, November 20, 2024 3:30 PM  
**To:** Fiona Galjaardt <[REDACTED]@ministerial.qld.gov.au>  
**Cc:** [REDACTED]@jll.com>  
**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

In regards to the temperature issue in Chief of Staff's room, can you please reply with a suitable time for the JLL to take a temperature reading in the office.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P: [REDACTED]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [REDACTED]@jll.com>  
**Sent:** Wednesday, November 20, 2024 12:41 PM

To: MinServices Admin <[redacted]@premiers.qld.gov.au>

Subject: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

In regard to the below work order, I received a call from Protective Services mentioning that the staff had told them the COS is feeling quite hot in their office.

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Could you please advise a most suitable time this can be conducted by us this week?

Kind Regards,

[redacted]  
Workplace Manager

Engineering & Operations Solutions Queensland

Workplace Services | QGAO

JLL

T [redacted] s73(2) [redacted]@jll.com

www.jll.com.au

## WORK ORDER AU02028901 RAISED

To: [redacted]

Thank you for contacting us. A work order has been raised.

Building

Workplace Services – 1 William St

Work Order Number

AU02028901

Address

[redacted] - Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000

Client Ref:

Dispatch Date

13/11/2024

Due Date

16/11/2024

Priority

Standard

Category

Tenant Service Req

Discipline

Air Conditioning

## Description

Hot Complaint (TSR-A)

Level  COS (Chief of Staff) Office  17 is complaining the temperature is quite warm. Please investigate further and advise findings. Floor plan attached.

## Asset

Requestor

Phone

s73(2)

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre

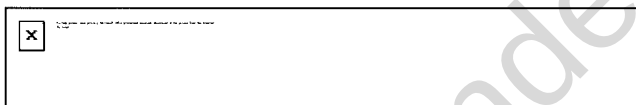


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Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** MinServices Admin  
**Sent:** Wednesday, 20 November 2024 3:36 PM  
**To:** [REDACTED]  
**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Kind Regards



**Queensland**  
Government

**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

F [REDACTED] s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Fiona Galjaardt <[REDACTED]@ministerial.qld.gov.au>  
**Sent:** Wednesday, November 20, 2024 3:35 PM  
**To:** MinServices Admin <[REDACTED]@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi,

Now is ok, otherwise tomorrow between 10am and 1pm.

Thanks,

Fiona



**Queensland**  
Government

**Fiona Galjaardt**

Executive Assistant to the Chief of Staff

Office of the Honourable David Crisafulli MP

Premier of Queensland

E [REDACTED]@ministerial.qld.gov.au

1 William Street, Brisbane QLD 4000

**From:** MinServices Admin [REDACTED]@premiers.qld.gov.au>  
**Sent:** Wednesday, November 20, 2024 3:30 PM  
**To:** Fiona Galjaardt [REDACTED]@ministerial.qld.gov.au>  
**Cc:** [REDACTED]@jll.com>  
**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

In regards to the temperature issue in Chief of Staff's room, can you please reply with a suitable time for the JLL to take a temperature reading in the office.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted]

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

From [redacted]@jll.com>

Sent: Wednesday, November 20, 2024 12:41 PM

To: MinServices Admin <[redacted]@premiers.qld.gov.au>

Subject: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

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Could you please advise a most suitable time this can be conducted by us this week?

Kind Regards,

[redacted]  
Workplace Manager

Engineering & Operations Solutions Queensland

Workplace Services | QGAO

JLL

T [redacted] s73(2)@jll.com

[www.jll.com.au](http://www.jll.com.au)



## WORK ORDER AU02028901 RAISED

To: [redacted]

Thank you for contacting us. A work order has been raised.

Site Details

Address

- Level  -   
1 William Street, Brisbane  
4000

**Service Request Details**

Client Ref:

Dispatch Date

13/11/2024

Due Date

16/11/2024

Priority

Standard

Category

Tenant Service Req

Discipline

Air Conditioning

Description

Hot Complaint (TSR-A)

Level  - COS (Chief of Staff) Office  17 is complaining the temperature is quite warm. Please investigate further and advise findings. Floor plan attached.

Asset

**Contact Details**

Requestor

Phone

s73(2)

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre



1300 733 454

@@jll.com

Regards,

Customer Service Centre

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Please consider the environment before printing this email.

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Thursday, 21 November 2024 8:24 AM  
**To:** Fiona.Galjaardt@ministerial.qld.gov.au  
**Cc:** MinServices Admin  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning Fiona,

I will come to visit you in-between 11:30- 1pm today.

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Sent:** Wednesday, 20 November 2024 3:36 PM  
**To:** [redacted] [redacted]@jll.com>  
**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Kind Regards



**Queensland**  
Government

**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
[redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Fiona Galjaardt [redacted]@ministerial.qld.gov.au>  
**Sent:** Wednesday, November 20, 2024 3:35 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi,

Now is ok, otherwise tomorrow between 10am and 1pm.

Thanks,  
Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

s73(2) @ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Sent:** Wednesday, November 20, 2024 3:30 PM

**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Cc:** [redacted]@jill.com>

**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

In regards to the temperature issue in Chief of Staff's room, can you please reply with a suitable time for the JLL to take a temperature reading in the office.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P [redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jill.com>

**Sent:** Wednesday, November 20, 2024 12:41 PM

**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Subject:** WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

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Could you please advise a most suitable time this can be conducted by us this week?

Kind Regards,

Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL

Ts73(2)@jll.com

[www.jll.com.au](http://www.jll.com.au)

x

x

## WORK ORDER AU02028901 RAISED

To:

Thank you for contacting us. A work order has been raised.

x

|                 |                                   |                          |            |
|-----------------|-----------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St | <b>Work Order Number</b> | AU02028901 |
|-----------------|-----------------------------------|--------------------------|------------|

**Address** - Level  - L   
1 William Street, Brisbane  
4000

x

### Client Ref:

**Dispatch Date**                      13/11/2024

**Due Date**                              16/11/2024

**Priority**                                  Standard

**Category**                              Tenant Service Req

**Discipline**                             Air Conditioning

### Description

Hot Complaint (TSR-A)

Level  - COS (Chief of Staff) Office  17 is complaining the temperature is quite warm. Please investigate further and advise findings. Floor plan attached.

### Asset

x

**Requestor**  
**Phone**

**Primary Operations Contact**  
**Phone**



**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



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Paolo Cecchini

**From:** csc.pam@jll.com  
**Sent:** Thursday, 21 November 2024 11:12 AM  
**To:** Sarabjot Bedi  
**Cc:** s73(2)@jll.com; @jll.com; @jll.com; @jll.com;  
@jll.com; @jll.com  
**Subject:** WORK ORDER AU02029604 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



## WORK ORDER AU02029604 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

  
**Building** Workplace Services – 1 William St **Work Order Number** AU02029604

**Address** - Level -  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 21/11/2024

**Due Date** 24/11/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** CleaningHousekeeping

**Description**

Cleaning Standards Complaint / Feedback (TSR-C)  
Hi Team, Can you please advise what's the last time every night can the cleaners start cleaning the Treasurer's office (Level ). If possible, can we please request for cleaners to clean their office very last and be mindful if their office staff is still working. Level rooms - 54. Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



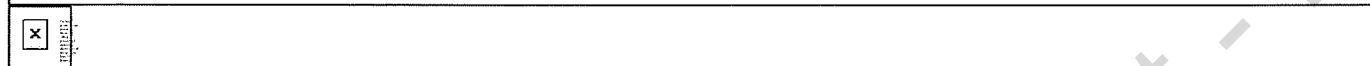
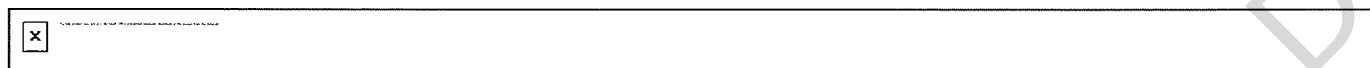
1300 733 454



@jll.com

Regards,  
Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Thursday, 21 November 2024 11:40 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com;  
[redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



## WORK ORDER AU02029609 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

  
**Building** Workplace Services – 1 William St **Work Order Number** AU02029609

**Address**  
[redacted] - Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000



### Client Ref:

**Dispatch Date** 21/11/2024  
**Due Date** 24/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Access Cards  
**Description**

Programming Change (TSR-A)  
Hi Team, The office of the Minister for Customer Service have advised that their Meeting Boardroom is missing the swipe access. Level [redacted] Room [redacted] 13 doesn't has a swipe access on it and it seems someone has removed the screen from that door as there is a hole in the wall. Can we please check why the access swipe was removed, contact -Sean / [redacted] s73(2)  
Kind Regards Sarab

## Asset



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



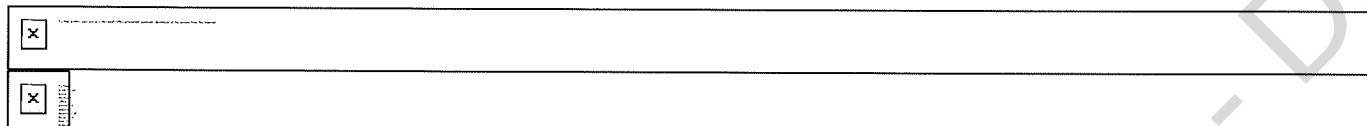
1300 733 454



@jll.com

Regards,  
Customer Service Centre

**From:** s73(2) @jll.com  
**Sent:** Thursday, 21 November 2024 4:18 PM  
**To:** Sarabjot Bedi  
**Cc:** @jll.com; @jll.com; @jll.com; @jll.com;  
@jll.com; @jll.com  
**Subject:** WORK ORDER AU02029641 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



## WORK ORDER AU02029641 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

 **Building** Workplace Services – 1 William St **Work Order Number** AU02029641

**Address** - Level - L  
1 William Street, Brisbane  
4000

 **Client Ref:**

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dispatch Date</b> | 21/11/2024                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Due Date</b>      | 24/11/2024                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Priority</b>      | Standard                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Category</b>      | Tenant Service Req                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Discipline</b>    | General Maintenance                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Description</b>   | Request Works (TSR-G)<br>Hi Team, Treasurer's office has asked if someone from JLL could visit their office as they would like to reorganize some desks and furniture in their office. Can we please call Julie and arrange a visit to their office. Julie Fiedler / No cost approval has been given yet, please seek cost approval from Ministerial services if there is any cost involved with the movement. Kind Regards Sarab |

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted] s73(2) [redacted]@jll.com  
**Sent:** Thursday, 21 November 2024 5:35 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com;  
[redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification

 [redacted]

 [redacted]

## WORK ORDER AU02029646 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

 [redacted]

**Building** Workplace Services – 1 William St **Work Order Number** AU02029646

**Address** [redacted] - Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000

 [redacted]

**Client Ref:**

**Dispatch Date** 21/11/2024

**Due Date** 24/11/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** Quote Request

**Description**

Quote Request (TSR-Q)  
Hi Team, Premier's office is looking for a quote to organise 2  
TV's on Level [redacted] rooms - [redacted] 12 and [redacted] 06. Can we please  
arrange a quote. Office contact is - Fiona Galjaardt [redacted]  
[redacted] Kind Regards Sarab [redacted]

**Asset**

 [redacted]

Requestor

Sarabjot Bedi

Phone

s73(2)

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre



1300 733 454



@jll.com

Regards,

Customer Service Centre



**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Friday, 22 November 2024 8:19 AM  
**To:** Sarabjot Bedi  
**Subject:** FW: WORK ORDER AU02029604 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

Good morning, Sarab.

As the latest time for starting a room clean is 8:00 PM.  
We have communicate this to our Ministerial cleaning team to note that the cleaning of the Treasurer's Office on Level [redacted] will only take place after 8:00 PM.

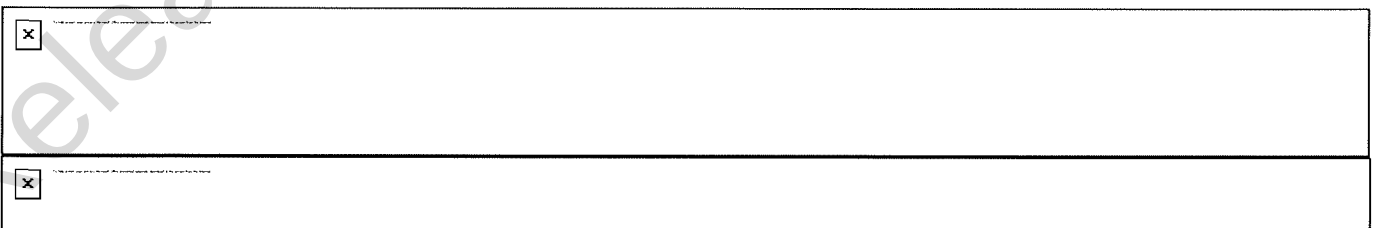
Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2)@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Thursday, 21 November 2024 12:40 PM  
**To:** 1 William Street Cleaning Supervisor <[redacted]@dimeo.com.au>  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com;  
[redacted]@jll.com  
**Subject:** WORK ORDER AU02029604 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

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**WORK ORDER AU02029604 ASSIGNED**

**To: Dimeo Cleaning Services Pty Ltd**

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.

x

**Building** Workplace Services – 1 William St **Work Order Number** AU02029604

**Address**

Level  - L

  
1 William Street, Brisbane  
4000

x

**Client Ref:**

**Dispatch Date** 21/11/2024

**Due Date** 24/11/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** CleaningHousekeeping

**Description** Cleaning Standards Complaint / Feedback (TSR-C)

Hi Team, Can you please advise what's the last time every night can the cleaners start cleaning the Treasurer's office (Level  If possible, can we please request for cleaners to clean their office very last and be mindful if their office staff is still working. Level  rooms -  54. Kind Regards Sarab

**Asset**

x

**Requestor** Sarabjot Bedi

**Phone**

s73(2)

**Primary Operations Contact**

**Phone**

**Dispatched To** Dimeo Cleaning Services Pty Ltd

Customer Service Centre

x

 1300 733 454

x

 @jll.com

Regards,  
Customer Service Centre



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**From:** [redacted]@jll.com  
**Sent:** Friday, 22 November 2024 8:20 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02029604 HAS BEEN COMPLETED: Requestor Notification

## WORK REQUEST AU02029604 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02029604 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 21/11/2024 13:40:04 AUE-\*Dimeo Cleaning Services Pty Ltd\* assigned by  
[redacted] s73(2) [redacted]@JLL.COM

22/11/2024 09:19:49 AUE - [redacted] - Task was bulk marked as being COMPLETE.

22/11/2024 09:19:49 AUE-(BULK) [redacted]@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St

**Work Order Number** AU02029604

**Address**

[redacted] - Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 21/11/2024

**Due Date** 24/11/2024

Priority Standard  
Category Tenant Service Req  
Discipline CleaningHousekeeping

Description

Cleaning Standards Complaint / Feedback (TSR-C)  
DIMEO - please note the below work order as reference for Lv  
[redacted] 54 requests to be cleaned last on the floor. ( 8:00 PM )

Hi Team, Can you please advise what's the last time every  
night can the cleaners start cleaning the Treasurer's office  
(Level [redacted] If possible, can we please request for cleaners to  
clean their office very last and be mindful if their office staff is  
still working. Level [redacted] rooms - [redacted] 54. Kind Regards Sarab

Asset



Requestor  
Phone

Sarabjot Bedi

s73(2)

Primary Operations Contact  
Phone

[redacted]  
[redacted]

Dispatched To

Dimeo Cleaning Services Pty Ltd

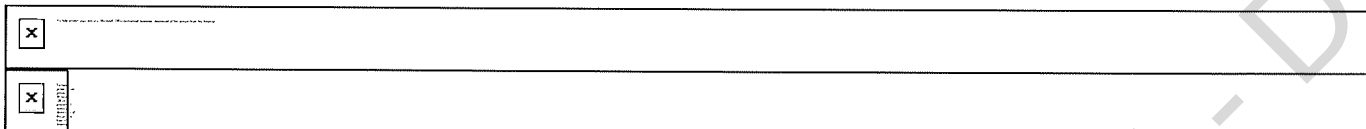
Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

**From:** s73(2) @jll.com  
**Sent:** Friday, 22 November 2024 9:37 AM  
**To:** Sharon Farry  
**Cc:** @jll.com; @jll.com; @jll.com; @jll.com;  
@jll.com @jll.com  
**Subject:** WORK ORDER AU02029660 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



## WORK ORDER AU02029660 RAISED

**To: Sharon Farry**

Thank you for contacting us. A work order has been raised.

 **Building** Workplace Services – 1 William St **Work Order Number** AU02029660

**Address**  
1 William Street, Brisbane  
4000

 **Client Ref:**

|                      |                                                                                                                                                                                                                                                                                                                                  |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dispatch Date</b> | 22/11/2024                                                                                                                                                                                                                                                                                                                       |
| <b>Due Date</b>      | 25/11/2024                                                                                                                                                                                                                                                                                                                       |
| <b>Priority</b>      | Standard                                                                                                                                                                                                                                                                                                                         |
| <b>Category</b>      | Tenant Service Req                                                                                                                                                                                                                                                                                                               |
| <b>Discipline</b>    | General Maintenance                                                                                                                                                                                                                                                                                                              |
| <b>Description</b>   | General Repairs Maintenance (TSR-G)<br>Hi team Apologies if this is not the correct category. Can you please activate the existing swipe lock on room 22 (Minister Bates offices - quiet room) to be lockable? I will put in a separate request for all of the staff that will require access to this room. Many thanks - Sharon |

**Asset**



**Requestor  
Phone**

Sharon Farry

s73(2)

**Primary Operations Contact  
Phone**



**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

---

**From:** [redacted]@jll.com>  
**Sent:** Friday, 22 November 2024 10:01 AM  
**To:** Sharon Farry  
**Cc:** 1 William St Card Admin  
**Subject:** RE: WORK ORDER AU02029660 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

You don't often get email from [redacted]@jll.com. [Learn why this is important](#)

Hi Sharon,

Following up the below work order.

Can you please confirm the room you are referring to?

s49 sch4

Room [redacted] 22 is a storeroom and currently on free access.

We can make the change to make the room secured as requested once confirmed.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL

T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)



I work on the lands of the Turrbal people

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Friday, 22 November 2024 9:37 AM  
**To:** [redacted]@premiers.qld.gov.au  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted] s73(2)@jll.com>; [redacted]@jll.com> [redacted]@jll.com> [redacted]@jll.com> [redacted]@jll.com>  
**Subject:** WORK ORDER AU02029660 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

☐

☐

WORK ORDER AU02029660 RAISED

To: Sharon Farry

Thank you for contacting us. A work order has been raised.

☐

|          |                                    |                   |            |
|----------|------------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St  | Work Order Number | AU02029660 |
| Address  | 1 William Street, Brisbane<br>4000 |                   |            |

☐

|               |                                                                                                                                                                                                                                                                                                                                            |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Client Ref:   |                                                                                                                                                                                                                                                                                                                                            |
| Dispatch Date | 22/11/2024                                                                                                                                                                                                                                                                                                                                 |
| Due Date      | 25/11/2024                                                                                                                                                                                                                                                                                                                                 |
| Priority      | Standard                                                                                                                                                                                                                                                                                                                                   |
| Category      | Tenant Service Req                                                                                                                                                                                                                                                                                                                         |
| Discipline    | General Maintenance                                                                                                                                                                                                                                                                                                                        |
| Description   | General Repairs Maintenance (TSR-G)<br>Hi team Apologies if this is not the correct category. Can you please activate the existing swipe lock on room [redacted]22 (Minister Bates offices - quiet room) to be lockable? I will put in a separate request for all of the staff that will require access to this room. Many thanks - Sharon |

Asset

☐

**Requestor  
Phone**

Sharon Farry  
s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

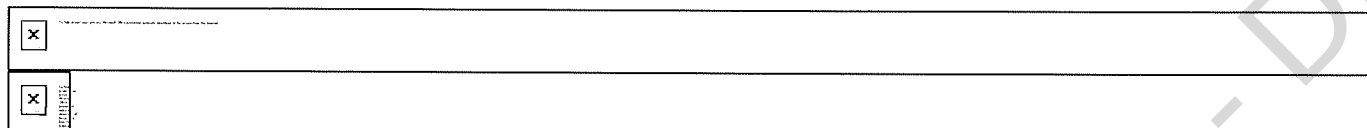


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**From:** s73(2) @jll.com  
**Sent:** Friday, 22 November 2024 10:03 AM  
**To:** Sharon Farry  
**Cc:** @jll.com; @jll.com; @jll.com; @jll.com;  
@jll.com @jll.com  
**Subject:** WORK ORDER AU02029665 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



## WORK ORDER AU02029665 RAISED

**To: Sharon Farry**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02029665

**Address**  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 22/11/2024  
**Due Date** 02/12/2024  
**Priority** Routine  
**Category** Tenant Service Req  
**Discipline** Access Cards  
**Description**

Programming change – Additional Access (TSR-A)  
Hi team I've just placed work order AU02029660 to activate an existing swipe lock on room 22 (Min Bates Quiet Room), and the following people will need access to this room once this task has been completed: Laura Wong - Michael Negerevich - Justin Amsden - Leigh McCready - Lisa Gaddes - Min Ros Bates - Peter Lloyd - Many thanks Sharon

**Asset**



**Requestor  
Phone**

Sharon Farry

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

**From:** s73(2)@jll.com  
**Sent:** Friday, 22 November 2024 10:07 AM  
**To:** Sharon Farry  
**Subject:** WORK ORDER AU02029660 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02029660 HAS BEEN CLOSED

**To:** Sharon Farry

Work request AU02029660 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 22/11/2024 11:00:25 AUE-\*1WS Card Admin\* assigned by [redacted]@JLL.COM

22/11/2024 11:06:54 AUE [redacted]@EPW.QLD.GOV.AU has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St      **Work Order Number** AU02029660

**Address**  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 22/11/2024

**Due Date** 25/11/2024

**Priority** Standard

Category  
Discipline  
Description

Tenant Service Req  
General Maintenance

General Repairs Maintenance (TSR-G)  
Hi team Apologies if this is not the correct category. Can you please activate the existing swipe lock on room [redacted]22 (Minister Bates offices - quiet room) to be lockable? I will put in a separate request for all of the staff that will require access to this room. Many thanks - Sharon

Asset



Requestor  
Phone

Sharon Farry

s73(2)

Primary Operations Contact  
Phone

[redacted]

[redacted]

Dispatched To

1WS Card Admin

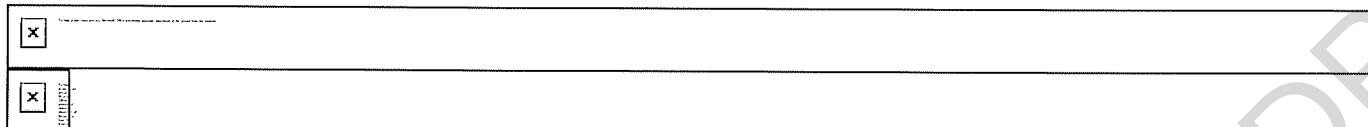
Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Friday, 22 November 2024 10:13 AM  
**To:** Sharon Farry  
**Subject:** WORK ORDER AU02029665 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02029665 HAS BEEN CLOSED

**To: Sharon Farry**

Work request AU02029665 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 22/11/2024 11:03:30 AM - Auto-Assigned to 1WS Card Admin

22/11/2024 11:12:19 AUE-[redacted] s73(2) @EPW.QLD.GOV.AU has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St **Work Order Number** AU02029665

**Address**  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 22/11/2024

**Due Date** 02/12/2024

**Priority** Routine

**Category**  
**Discipline**  
**Description**

Tenant Service Req  
Access Cards

Programming change – Additional Access (TSR-A)  
Hi team I've just placed work order AU02029660 to activate an existing swipe lock on room [redacted] 22 (Min Bates Quiet Room), and the following people will need access to this room once this task has been completed: Laura Wong - [redacted] Michael Negerevich - [redacted] Justin Amsden - # [redacted] Leigh McCready - # [redacted] Lisa Gaddes - [redacted] Min Ros Bates - # [redacted] Peter Lloyd - [redacted] Many thanks Sharon

**Asset**



**Requestor**  
**Phone**

Sharon Farry

s73(2)

**Primary Operations Contact**  
**Phone**

[redacted]

[redacted]

**Dispatched To**

1WS Card Admin

Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre



Paolo Cecchini

**From:** [redacted]@jll.com>  
**Sent:** Friday, 22 November 2024 11:31 AM  
**To:** Sharon Farry; 1 William St Card Admin  
**Subject:** RE: WORK ORDER AU02029660 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Thank you for the confirmation, Sharon.

@1 William St Card Admin – Hi team, please see Sharon confirmation below.  
Please turn off free access for Store Room [redacted] 22 and change room access to be secured.

Follow up work order will be coming from Min Services soon.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2)@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** Sharon Farry <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 22 November 2024 10:07 AM  
**To:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02029660 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Hi [redacted]

I believe the highlighted room is correct (sorry, the list that I have has it marked as a quiet room, however when I was talking to the office manager she referred to it as a store room/storage area).

The Office Manager has provided the room number to me, so I am reasonably confident that this is correct.

Kind regards



**Sharon Farry**  
Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

[redacted]  
Level28, 1 William Street, Brisbane  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>

**Sent:** Friday, 22 November 2024 10:01 AM

**To:** Sharon Farry <[redacted]@premiers.qld.gov.au>

**Cc:** 1 William St Card Admin <[redacted]@epw.qld.gov.au>

**Subject:** RE: WORK ORDER AU02029660 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

You don't often get email from [redacted]@jll.com. [Learn why this is important](#)

Hi Sharon,

Following up the below work order.

Can you please confirm the room you are referring to?

s49 sch4

Room [redacted] 22 is a storeroom and currently on free access.

We can make the change to make the room secured as requested once confirmed.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL

T [redacted] s73(2) [redacted]@jll.com

[www.jll.com.au](http://www.jll.com.au)



Phone

s73(2)

Primary Operations Contact  
Phone

Dispatched To

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



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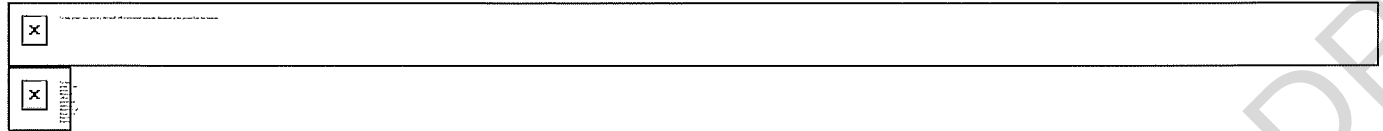
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Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Friday, 22 November 2024 12:42 PM  
**To:** Sharon Farry  
**Subject:** WORK ORDER AU02029500 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02029500 HAS BEEN CLOSED

**To:** Sharon Farry

Work request AU02029500 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 22/11/2024 13:42:12 AUE - [redacted] Task was bulk marked as being COMPLETE.

This task has been actioned and completed by on site handyman. Thank you [redacted]

22/11/2024 13:42:12 AUE-(BULK [redacted] s73(2) @JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St **Work Order Number** AU02029500

**Address**  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 20/11/2024

**Due Date** 23/11/2024

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

General Repairs Maintenance (TSR-G)

GPS JLL Notes - Hi [redacted] please complete works on 21/11 early morning after completing works on level [redacted] & [redacted] Hi team Can you please send someone to repair the blind in the office outside of the COS's Office ([redacted] 17). The mechanism to raise and lower the blind appears to be stuck (will not raise or lower). The location of the blind is the 4th window to the right from office [redacted] 17. Many thanks Sharon

Asset



Requestor

Sharon Farry

Phone

s73(2)

Primary Operations Contact

Phone



Dispatched To

Grolife Property Services Pty Ltd

Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

**From:** s73(2) @jll.com  
**Sent:** Friday, 22 November 2024 1:54 PM  
**To:** Sharon Farry  
**Cc:** @jll.com; @jll.com; @jll.com; @jll.com;  
@jll.com; @jll.com  
**Subject:** WORK ORDER AU02029707 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification

## WORK ORDER AU02029707 RAISED

**To: Sharon Farry**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02029707

**Address**

1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 22/11/2024  
**Due Date** 25/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Air Conditioning  
**Description**

Cold Complaint (TSR-A)

Hi team Can you please increase the temperature of the air conditioning on Level ☐ S (Housing)? Office Manager has mentioned that it is very cold. Complaint is not specific to a particular area or room - cold in entire area. Many thanks Sharon

**Asset**



**Requestor  
Phone**

Sharon Farry

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



**From:** [redacted]@jll.com  
**Sent:** Friday, 22 November 2024 3:51 PM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02029453 HAS BEEN COMPLETED: Requestor Notification

WORK REQUEST AU02029453 HAS BEEN CLOSED

To: Sarabjot Bedi

Work request AU02029453 has been closed.

Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction

Happy

Acceptable

Unhappy

The task notes are as follows (if provided):  
**Task Notes:** 20/11/2024 10:53:12 AUE-\*Dimeo Cleaning Services Pty Ltd\* assigned by [redacted]@JLL.COM

22/11/2024 16:51:01 AUE - (1 William St Card Admin) - Task was bulk marked as being COMPLETE.

22/11/2024 16:51:01 AUE-(BULK) [redacted] s73(2) @EPW.QLD.GOV.AU has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.

**Building** Workplace Services – 1 William St

**Work Order Number** AU02029453

**Address**  
[redacted] - Level [redacted] L [redacted]  
1 William Street, Brisbane  
4000

**Client Ref:**

**Dispatch Date** 19/11/2024

**Due Date** 22/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** CleaningHousekeeping  
**Description**

Additional Cleaning (TSR-C)

DIMEO - please redistribute cutleries across floor on level [redacted] and [redacted] especially from Premiers pantry back to the staff breakout area. Thank you. -----

----- Hi team, Office of the Minister for Finance on Level have advised that there is not enough cutlery forks, knives) in the kitchen/pantry on their floor. Can we please check and restock the items. Also, can we please check if there is enough cutlery on Level [redacted] (Premier's office). Level [redacted] and [redacted] Kind Regards Sarab

**Asset**



**Requestor**  
**Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact**  
**Phone**

**Dispatched To**

Dimeo Cleaning Services Pty Ltd

Customer Service Centre

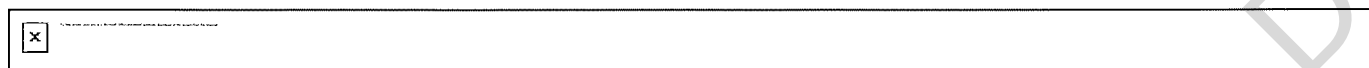


1300 733 454

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Monday, 25 November 2024 12:34 PM  
**To:** MinServices Admin  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com;  
[redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02030489 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



## WORK ORDER AU02030489 RAISED

**To:**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02030489

**Address** [redacted] - Level [redacted] L [redacted] MINISTERIAL  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 25/11/2024

**Due Date** 28/11/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** After Hours Requests

**Description**

After Hours A/C request (TSR-A)  
After Hours AC request for Level [redacted] WEST from 11:30am to  
3:30pm on Sunday 24/11/24

**Asset**



**Requestor**

Phone

Primary Operations Contact  
Phone

[Redacted]

s73(2)

Dispatched To

Customer Service Centre



1300 733 454



[Redacted]

@jll.com

Regards,  
Customer Service Centre

Released under the RTI Act - DPC

From: [redacted]@jll.com  
Sent: Tuesday, 26 November 2024 9:12 AM  
To: Sarabjot Bedi  
Subject: WORK ORDER AU02028697 HAS BEEN COMPLETED: Requestor Notification

WORK REQUEST AU02028697 HAS BEEN CLOSED

To: Sarabjot Bedi

Work request AU02028697 has been closed.

Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction

Happy

Acceptable

Unhappy

The task notes are as follows (if provided):  
**Task Notes:** 12/11/2024 11:12:33 AUE- \*Energypro Electrical Solutions Pty Ltd\* assigned by [redacted]@JLL.COM

26/11/2024 10:11:36 AUE [redacted] Task was bulk marked as being COMPLETE.  
job completed

26/11/2024 10:11:37 AUE-(BULK) [redacted] s73(2)@JLL.COM has marked task as COMPLETE

26/11/2024 10:11:52 AUE [redacted] Task was bulk marked as being COMPLETE.

This task has been actioned and completed by on site electrician. Thank you, [redacted]

If you have an enquiry relating to this work request please do not hesitate to contact us.

Building

Workplace Services – 1 William St

Work Order Number

AU02028697

Address  
[redacted] Level [redacted] L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

12/11/2024

**Due Date**

12/12/2024

**Priority**

Standard

**Category**

Tenant Service Req

**Discipline**

General Maintenance

**Description**

Report a Problem (TSR-G)

ENERGYPRO \*awaiting part\* JLL Notes - Grab [redacted] to visit office when ready to go. Hi Team, Office of the Minister for Primary Industries, Level - [redacted] W have advised that there is a broken light switch in their office. Can we please send someone to fix, Photo attached. Level - [redacted] room - [redacted] 49 Contact - Matt Jensen / [redacted] s73(2) Kind Regards Sarab

**Asset**



**Requestor**

Sarabjot Bedi

**Phone**

[redacted]

**Primary Operations Contact**

**Phone**

[redacted]  
[redacted]

**Dispatched To**

Energyprow Electrical Solutions Pty Ltd

Customer Service Centre



1300 733 454

Regards,

Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Tuesday, 26 November 2024 2:41 PM  
**To:** Sharon Farry  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02030568 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02030568 RAISED

**To:** Sharon Farry

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02030568

**Address**  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 26/11/2024

**Due Date** 29/11/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** Air Conditioning

**Description**

Cold Complaint (TSR-A)

\*\*\*Urgent\*\*\* Hi team Office of the Minister of Youth Justice (level [redacted] room [redacted] 52) have complained that the air conditioning is too cold again. Same complaint was lodged last week by Sarab (W/O AU02029004). Can you please increase the temperature? OM is Bronte: [redacted] s73(2) Thanks - Sharon

**Asset**



**Requestor  
Phone**

Sharon Farry

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

Customer Service Centre



1300 733 454



@jill.com

Regards,  
Customer Service Centre



**Paolo Cecchini**

---

**From:** Fiona Galjaardt <[REDACTED]s73(2)[REDACTED]@ministerial.qld.gov.au>  
**Sent:** Friday, 29 November 2024 10:14 AM  
**To:** [REDACTED]  
**Cc:** MinServices Admin; Rebecca Docherty  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Importance:** High  
**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi [REDACTED]

The air conditioning in Richard's office is still too warm, could someone please come up and turn in down a few degrees asap?

Kind regards,  
Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

[REDACTED]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** [REDACTED]@jll.com>  
**Sent:** Thursday, November 21, 2024 8:24 AM  
**To:** Fiona Galjaardt <[REDACTED]@ministerial.qld.gov.au>  
**Cc:** MinServices Admin <[REDACTED]@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning Fiona,

I will come to visit you in-between 11:30- 1pm today.

Kind Regards,

[REDACTED]

Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL

T [REDACTED]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** MinServices Admin <[redacted]s73(2)[redacted]@premiers.qld.gov.au>

**Sent:** Wednesday, 20 November 2024 3:36 PM

**To:** [redacted] [redacted]@jill.com>

**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Kind Regards



**Queensland**  
Government

**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted]

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Sent:** Wednesday, November 20, 2024 3:35 PM

**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>

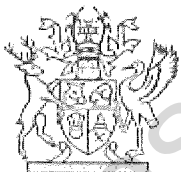
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi,

Now is ok, otherwise tomorrow between 10am and 1pm.

Thanks,

Fiona



**Queensland**  
Government

**Fiona Galjaardt**

Executive Assistant to the Chief of Staff

Office of the Honourable David Crisafulli MP

Premier of Queensland

E [redacted]@ministerial.qld.gov.au

1 William Street, Brisbane QLD 4000

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Sent:** Wednesday, November 20, 2024 3:30 PM

**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Cc:** [redacted] [redacted]@jill.com>

**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

In regards to the temperature issue in Chief of Staff's room, can you please reply with a suitable time for the JLL to take a temperature reading in the office.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

From: [redacted]@jll.com>

Sent: Wednesday, November 20, 2024 12:41 PM

To: MinServices Admin <[redacted]@premiers.qld.gov.au>

Subject: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

In regard to the below work order, I received a call from Protective Services mentioning that the staff had told them the COS is feeling quite hot in their office.

Currently the Building Owners Management team have checked their equipment and have mentioned that everything is running correctly and sitting within the correct leased agreement setpoint (around 22 degrees).

They have asked if a physical reading of the temperature sensor in the COS's office could be undertaken to see if there is a fault.

Could you please advise a most suitable time this can be conducted by us this week?

Kind Regards,

[redacted]  
Workplace Manager

Engineering & Operations Solutions Queensland

Workplace Services | QGAO

JLL

T [redacted]@jll.com

[www.jll.com.au](http://www.jll.com.au)



## WORK ORDER AU02028901 RAISED

To: [redacted]

Thank you for contacting us. A work order has been raised.



Building

Workplace Services – 1 William St

Work Order Number

AU02028901

Address 40 - Level 40 - L40  
1 William Street, Brisbane  
4000

Client Ref:

Dispatch Date 13/11/2024

Due Date 16/11/2024

Priority Standard

Category Tenant Service Req

Discipline Air Conditioning

Description

Hot Complaint (TSR-A)

Level  - COS (Chief of Staff) Office  17 is complaining the temperature is quite warm. Please investigate further and advise findings. Floor plan attached.

Asset

Requestor

Phone

s73(2)

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre



1300 733 454



@jll.com

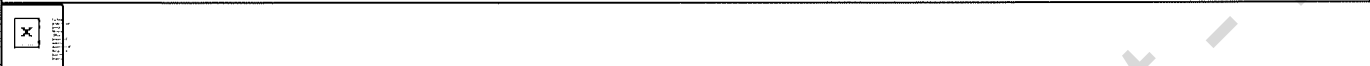
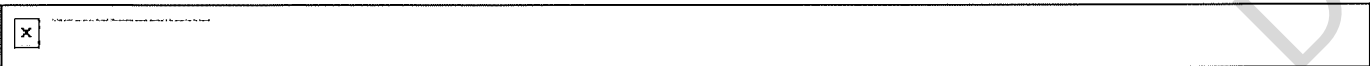
Regards,  
Customer Service Centre

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**From:** s73(2) @jll.com  
**Sent:** Friday, 29 November 2024 10:27 AM  
**To:** Sharon Farry  
**Cc:** @jll.com; @jll.com; @jll.com; @jll.com;  
@jll.com; @jll.com  
**Subject:** WORK ORDER AU02030721 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



**WORK ORDER AU02030721 RAISED**

**To:** Sharon Farry

Thank you for contacting us. A work order has been raised.

  
**Building** Workplace Services – 1 William St **Work Order Number** AU02030721

**Address** 1 William Street, Brisbane  
4000

  
**Client Ref:**  
**Dispatch Date** 29/11/2024  
**Due Date** 02/12/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Air Conditioning  
**Description**  
Hot Complaint (TSR-A)  
Hi team We have had another complaint that the air con is too warm in 17 (CoS office). Can you please decrease the temperature? Issue was reported on 13/11/24 also. Kind regards Sharon

**Asset**



**Requestor  
Phone**

Sharon Farry

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** MinServices Admin <[redacted]s73(2)[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 29 November 2024 10:28 AM  
**To:** Fiona Galjaardt; [redacted]  
**Cc:** MinServices Admin; Rebecca Docherty  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona

A job has been logged with JLL to resolve this.

Kind regards



**Queensland**  
Government

**Sharon Farry**

Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted]

Level 28, 1 William Street, Brisbane

PO Box 15185, City East, QLD 4002

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Sent:** Friday, 29 November 2024 10:14 AM  
**To:** [redacted]@jll.com>  
**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>; Rebecca Docherty  
<[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification  
**Importance:** High

Hi [redacted]

The air conditioning in Richard's office is still too warm, could someone please come up and turn in down a few degrees asap?

Kind regards,  
Fiona



**Queensland**  
Government

**Fiona Galjaardt**

Executive Assistant to the Chief of Staff

Office of the Honourable David Crisafulli MP

Premier of Queensland

[redacted]@ministerial.qld.gov.au

1 William Street, Brisbane QLD 4000

From: [redacted] s73(2) [redacted]@jll.com>

Sent: Thursday, November 21, 2024 8:24 AM

To: Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

Cc: MinServices Admin [redacted]@premiers.qld.gov.au>

Subject: RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning Fiona,

I will come to visit you in-between 11:30- 1pm today.

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

From: MinServices Admin <[redacted]@premiers.qld.gov.au>

Sent: Wednesday, 20 November 2024 3:36 PM

To: [redacted]@jll.com>

Subject: FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Kind Regards



Queensland  
Government

**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted]

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

From: Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

Sent: Wednesday, November 20, 2024 3:35 PM

To: MinServices Admin <[redacted]@premiers.qld.gov.au>

Subject: RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi,

Now is ok, otherwise tomorrow between 10am and 1pm.

Thanks,



Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

Phone: [redacted] s73(2) [redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Sent:** Wednesday, November 20, 2024 3:30 PM

**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Cc:** [redacted] <[redacted]@jll.com>

**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

In regards to the temperature issue in Chief of Staff's room, can you please reply with a suitable time for the JLL to take a temperature reading in the office.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

Phone: [redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted] <[redacted]@jll.com>

**Sent:** Wednesday, November 20, 2024 12:41 PM

**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Subject:** WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

In regard to the below work order, I received a call from Protective Services mentioning that the staff had told them the COS is feeling quite hot in their office.

Currently the Building Owners Management team have checked their equipment and have mentioned that everything is running correctly and sitting within the correct leased agreement setpoint (around 22 degrees).

They have asked if a physical reading of the temperature sensor in the COS's office could be undertaken to see if there is a fault.

Could you please advise a most suitable time this can be conducted by us this week?

Kind Regards,

Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL

T [redacted] s73(2) [redacted] @jll.com

www.jll.com.au

☐

☐

## WORK ORDER AU02028901 RAISED

To:

Thank you for contacting us. A work order has been raised.

☐

|                 |                                   |                          |            |
|-----------------|-----------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St | <b>Work Order Number</b> | AU02028901 |
|-----------------|-----------------------------------|--------------------------|------------|

|                |                                                           |
|----------------|-----------------------------------------------------------|
| <b>Address</b> | 40 - Level 40 - L40<br>1 William Street, Brisbane<br>4000 |
|----------------|-----------------------------------------------------------|

☐

**Client Ref:**

**Dispatch Date** 13/11/2024

**Due Date** 16/11/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** Air Conditioning

**Description**

Hot Complaint (TSR-A)

Level [redacted] - COS (Chief of Staff) Office [redacted] 17 is complaining the temperature is quite warm. Please investigate further and advise findings. Floor plan attached.

**Asset**

☐

**Requestor**  
**Phone**

**Primary Operations Contact**  
**Phone**

Dispatched To

Customer Service Centre



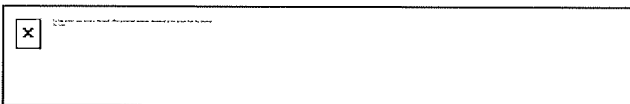
1300 733 454



s73(2)

@jll.com

Regards,  
Customer Service Centre



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Please consider the environment before printing this email.

Released under the RTI Act - DPC

**Paolo Cecchini**

---

**From:** MinServices Admin  
**Sent:** Friday, 29 November 2024 10:28 AM  
**To:** Fiona Galjaardt; [redacted]  
**Cc:** MinServices Admin; Rebecca Docherty  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona

A job has been logged with JLL to resolve this.

Kind regards



Queensland  
Government

**Sharon Farry**

Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

[redacted] s73(2)

Level 28, 1 William Street, Brisbane

PO Box 15185, City East, QLD 4002

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Sent:** Friday, 29 November 2024 10:14 AM  
**To:** [redacted] <[redacted]@jll.com>  
**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>; Rebecca Docherty <[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification  
**Importance:** High

H [redacted]

The air conditioning in Richard's office is still too warm, could someone please come up and turn it down a few degrees asap?

Kind regards,  
Fiona



Queensland  
Government

**Fiona Galjaardt**

Executive Assistant to the Chief of Staff

Office of the Honourable David Crisafulli MP

Premier of Queensland

[redacted] <[redacted]@ministerial.qld.gov.au>

1 William Street, Brisbane QLD 4000

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Thursday, November 21, 2024 8:24 AM  
**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning Fiona,

I will come to visit you in-between 11:30- 1pm today.

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Sent:** Wednesday, 20 November 2024 3:36 PM  
**To:** [redacted] [redacted]@jll.com>  
**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Kind Regards



**Queensland**  
Government

**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Sent:** Wednesday, November 20, 2024 3:35 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi,

Now is ok, otherwise tomorrow between 10am and 1pm.

Thanks,

Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

Phone: [redacted] s73(2) [redacted] @ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

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**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Cc:** [redacted] <[redacted]@jll.com>

**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

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Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

Phone: [redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

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**Sent:** Wednesday, November 20, 2024 12:41 PM

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**Subject:** WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

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They have asked if a physical reading of the temperature sensor in the COS's office could be undertaken to see if there is a fault.

Could you please advise a most suitable time this can be conducted by us this week?

Kind Regards,

Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T  s73(2) @jll.com  
www.jll.com.au



## WORK ORDER AU02028901 RAISED

To:

Thank you for contacting us. A work order has been raised.

### Site Details

|          |                                                                                                                  |                   |            |
|----------|------------------------------------------------------------------------------------------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St                                                                                | Work Order Number | AU02028901 |
| Address  | <input type="text"/> - Level <input type="text"/> - L <input type="text"/><br>1 William Street, Brisbane<br>4000 |                   |            |

### Service Request Details

#### Client Ref:

Dispatch Date 13/11/2024

Due Date 16/11/2024

Priority Standard

Category Tenant Service Req

Discipline Air Conditioning

#### Description

Hot Complaint (TSR-A)  
Level  - COS (Chief of Staff) Office  17 is complaining the temperature is quite warm. Please investigate further and advise findings. Floor plan attached.

#### Asset

### Contact Details

Requestor   
Phone

Primary Operations Contact   
Phone



Dispatched To

Customer Service Centre



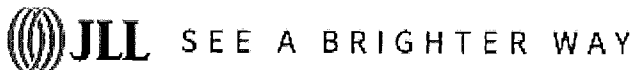
1300 733 454



s73(2)

@jll.com

Regards,  
Customer Service Centre



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Released under the RTI Act - DPC

Paolo Cecchini

**From:** [redacted]@jll.com>  
**Sent:** Friday, 29 November 2024 10:44 AM  
**To:** Sarabjot Bedi; [redacted]  
**Subject:** RE: WORK ORDER AU02030711 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Thanks for letting me know Sarab.  
I will cancel this WO.

Thank you

Kind Regards,

T [redacted] s73(2)  
E [redacted]@jll.com | www.jll.com.au

**From:** Sarabjot Bedi [redacted]@premiers.qld.gov.au>  
**Sent:** Friday, November 29, 2024 10:40 AM  
**To:** [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02030711 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Hi Lisa,

We have just been advised that the whiteboard is no longer required.

Please cancel the work order.

Kind Regards



**Queensland**  
Government

**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P [redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Friday, November 29, 2024 8:46 AM  
**To:** Sarabjot Bedi [redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com;  
[redacted]@jll.com

**Subject:** WORK ORDER AU02030711 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02030711 RAISED

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

**Building** Workplace Services – 1 William St **Work Order Number** AU02030711

**Address** - Level  -   
1 William Street, Brisbane  
4000

**Client Ref:**

**Dispatch Date** 29/11/2024

**Due Date** 02/12/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** Quote Request

**Description** Quote Request (TSR-Q)  
Hi Team, Can we please get a quote for whiteboard installation on Level  room -  52. Office of the Minister for Youth Justice and Victim Support and Minister Office contact- Sarah Orr / 

s73(2)

 Kind Regards Sarab

**Asset**

**Requestor** Sarabjot Bedi

**Phone**

**Primary Operations Contact**

**Phone**

**Dispatched To**

Customer Service Centre



1300 733 454



s73(2)

@jll.com

Regards,  
Customer Service Centre

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From: [redacted]@jll.com  
Sent: Friday, 29 November 2024 10:44 AM  
To: Sarabjot Bedi  
Subject: WORK ORDER AU02030711 HAS BEEN COMPLETED: Requestor Notification

WORK REQUEST AU02030711 HAS BEEN CLOSED

To: Sarabjot Bedi

Work request AU02030711 has been closed.

Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

Task Notes: 29/11/2024 10:44:00 AUQ - [redacted] Task was bulk marked as being COMPLETE.

Whiteboard no longer required as per Sarab. Thank you, Lisa

29/11/2024 10:44:00 AUQ-(BULK) [redacted] s73(2) @AP.JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.

Building

Workplace Services – 1 William St

Work Order Number

AU02030711

Address [redacted] Level [redacted] L [redacted]  
1 William Street, Brisbane  
4000

Client Ref:

Dispatch Date

Due Date

29/11/2024

02/12/2024

Priority

Standard

Category

Tenant Service Req

Discipline

Quote Request

Description

Quote Request (TSR-Q)

[redacted] Hi Team, Can we please get a quote for whiteboard installation on Level [redacted] room - [redacted] 52. Office of the Minister for Youth Justice and Victim Support and Minister Office contact- Sarah Orr / [redacted] s73(2) Kind Regards Sarab

Asset



Requestor

Sarabjot Bedi

Phone

[redacted]

Primary Operations Contact

Phone

[redacted]  
[redacted]

Dispatched To

[redacted] Internal Resource

Customer Service Centre



1300 733 454

Regards,

Customer Service Centre

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Friday, 29 November 2024 11:47 AM  
**To:** Fiona Galjaardt  
**Cc:** MinServices Admin; Rebecca Docherty  
**Subject:** WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

I have asked the Building Owners Management Team to further investigate their equipment in Richard's office. They have advised once they make adjustments, they will let me know, further to this they would like to arrange their AC Technician to conduct a further investigation in the ceiling tonight at 7pm. Could you please let me know if this time is suitable being after hours.

Thank-you.

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Sent:** Friday, 29 November 2024 10:14 AM  
**To:** [redacted]@jll.com>  
**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>; Rebecca Docherty  
<[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification  
**Importance:** High

**Caution: Message from external sender**

H [redacted]

The air conditioning in Richard's office is still too warm, could someone please come up and turn in down a few degrees asap?

Kind regards,  
Fiona





**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

**P** [redacted] s73(2) [redacted] @ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** [redacted] @jll.com>

**Sent:** Thursday, November 21, 2024 8:24 AM

**To:** Fiona Galjaardt [redacted] @ministerial.qld.gov.au>

**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning Fiona,

I will come to visit you in-between 11:30- 1pm today.

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL  
T [redacted] @jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Sent:** Wednesday, 20 November 2024 3:36 PM

**To:** [redacted] [redacted] @jll.com>

**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

**P** [redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Fiona Galjaardt [redacted] @ministerial.qld.gov.au>

**Sent:** Wednesday, November 20, 2024 3:35 PM

**To:** MinServices Admin [redacted] @premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi,

Now is ok, otherwise tomorrow between 10am and 1pm.

Thanks,  
Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

E s73(2) [@ministerial.qld.gov.au](mailto:s73(2)@ministerial.qld.gov.au)  
1 William Street, Brisbane QLD 4000

**From:** MinServices Admin  [@premiers.qld.gov.au](mailto:s73(2)@premiers.qld.gov.au)>

**Sent:** Wednesday, November 20, 2024 3:30 PM

**To:** Fiona Galjaardt  [@ministerial.qld.gov.au](mailto:s73(2)@ministerial.qld.gov.au)>

**Cc:**  [@jll.com](mailto:s73(2)@jll.com)>

**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

In regards to the temperature issue in Chief of Staff's room, can you please reply with a suitable time for the JLL to take a temperature reading in the office.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P   
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:**  [@jll.com](mailto:s73(2)@jll.com)>

**Sent:** Wednesday, November 20, 2024 12:41 PM

**To:** MinServices Admin  [@premiers.qld.gov.au](mailto:s73(2)@premiers.qld.gov.au)>

**Subject:** WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

In regard to the below work order, I received a call from Protective Services mentioning that the staff had told them the COS is feeling quite hot in their office.

Currently the Building Owners Management team have checked their equipment and have mentioned that everything is running correctly and sitting within the correct leased agreement setpoint (around 22 degrees). They have asked if a physical reading of the temperature sensor in the COS's office could be undertaken to see if there is a fault.  
Could you please advise a most suitable time this can be conducted by us this week?

Kind Regards,

Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T 

s73(2)

 @jll.com  
[www.jll.com.au](http://www.jll.com.au)

WORK ORDER AU02028901 RAISED

To:

Thank you for contacting us. A work order has been raised.

|          |                                   |                   |            |
|----------|-----------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St | Work Order Number | AU02028901 |
|----------|-----------------------------------|-------------------|------------|

Address

Level

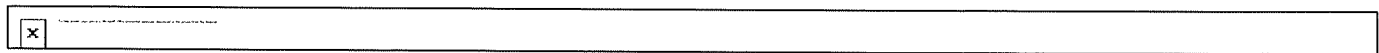
 L 

1 William Street, Brisbane  
4000

Client Ref:

|               |                                                                                                                                                                                                          |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dispatch Date | 13/11/2024                                                                                                                                                                                               |
| Due Date      | 16/11/2024                                                                                                                                                                                               |
| Priority      | Standard                                                                                                                                                                                                 |
| Category      | Tenant Service Req                                                                                                                                                                                       |
| Discipline    | Air Conditioning                                                                                                                                                                                         |
| Description   | Hot Complaint (TSR-A)<br>Level <div></div> COS (Chief of Staff) Office <div></div> 17 is complaining the temperature is quite warm. Please investigate further and advise findings. Floor plan attached. |

Asset



**Requestor**

**Phone**

[Redacted]  
s73(2)

**Primary Operations Contact**

**Phone**

[Redacted]  
[Redacted]

**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,

Customer Service Centre



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Please consider the environment before printing this email.

Paolo Cecchini

From: [redacted] s73(2)@jll.com>  
Sent: Friday, 29 November 2024 1:42 PM  
To: Sarabjot Bedi  
Cc: MinServices Admin  
Subject: RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

For your work order below:

- NTT has placed a panel in front of the room. Screen has been reinstated.
- Room [redacted] 13 has free access door to Atrium. We can change it into a locked (secured door).  
Quote attached below for your approval under TTcode TT01277

| Item                            | Quantity      | Work Request and Description                                                            | Project Cost |
|---------------------------------|---------------|-----------------------------------------------------------------------------------------|--------------|
| [redacted] 13 access door swipe | 1             | To Supply and Install Access Control to door location [redacted] 13                     | \$6,749.28   |
|                                 |               | 1 x Electronic Strike<br>1 x Gallagher Reader T11 (White)<br>1 x Gallagher Door Licence |              |
| Contractor Quote Number         | AU-BS-0006744 |                                                                                         |              |
| Work Order Number               | TBA           |                                                                                         |              |
| Type Of Works                   | Task          | Sub-Total                                                                               | \$6,749.28   |
| Contractor                      | Securitas     | Gst                                                                                     | \$674.93     |
| Status                          | Quote Sent    | Total                                                                                   | \$7,424.21   |

Please advise if this work is approved and we will organize the work accordingly.  
Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T-[redacted]@jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

From: [redacted]@jll.com <[redacted]@jll.com>  
Sent: Thursday, 21 November 2024 11:40 AM  
To: Sarabjot Bedi [redacted]@premiers.qld.gov.au>  
Cc: [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
Subject: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

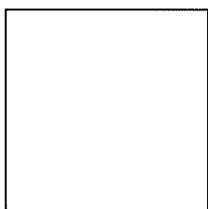
# WORK ORDER AU02029609 RAISED

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

Building Workplace Services – 1 William St Work Order Number AU02029609

Address  - Level  L   
1 William Street, Brisbane  
4000



Client Ref:

Dispatch Date

21/11/2024

Due Date

24/11/2024

Priority

Standard

Category

Tenant Service Req

Discipline

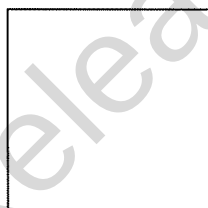
Access Cards

Description

Programming Change (TSR-A)

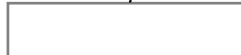
Hi Team, The office of the Minister for Customer Service have advised that their Meeting Boardroom is missing the swipe access. Level  Room -  13 doesn't has a swipe access on it and it seems someone has removed the screen from that door as there is a hole in the wall. Can we please check why the access swipe was removed, contact -Sean /  s73(2)  
Kind Regards Sarab

Asset



Requestor  
Phone

Sarabjot Bedi



Primary Operations Contact  
Phone



## Dispatched To

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



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Paolo Cecchini

**From:** MinServices Admin  
**Sent:** Friday, 29 November 2024 1:50 PM  
**To:** [REDACTED]  
**Subject:** RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi [REDACTED]

Was it always a free access door previously? Was that room not part of the Ministerial office space?

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

[REDACTED] s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [REDACTED]@jll.com>  
**Sent:** Friday, November 29, 2024 1:42 PM  
**To:** Sarabjot Bedi <[REDACTED]@premiers.qld.gov.au>  
**Cc:** MinServices Admin <[REDACTED]@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

For your work order below:

- NTT has placed a panel in front of the room. Screen has been reinstated.
- Room [REDACTED] 13 has free access door to Atrium. We can change it into a locked (secured door).

Quote attached below for your approval under TTcode TT01277

| Item                            | Quantity      | Work Request and Description                                                            | Project Cost |
|---------------------------------|---------------|-----------------------------------------------------------------------------------------|--------------|
| [REDACTED] 13 access door swipe | 1             | To Supply and Install Access Control to door location 31.13                             | \$6,749.28   |
|                                 |               | 1 x Electronic Strike<br>1 x Gallagher Reader T11 (White)<br>1 x Gallagher Door Licence |              |
| Contractor Quote Number         | AU-BS-0006744 |                                                                                         |              |
| Work Order Number               | TBA           |                                                                                         |              |
| Type Of Works                   | Task          | Sub-Total                                                                               | \$6,749.28   |
| Contractor                      | Securitas     | Gst                                                                                     | \$674.93     |
| Status                          | Quote Sent    | Total                                                                                   | \$7,424.21   |

Kind regards,

JLL

[www.jll.com.au](http://www.jll.com.au)

From: [REDACTED]@jll.com <[REDACTED]@jll.com>

**To:** Sarabjot Bedi <[REDACTED]@premiers.qld.gov.au>

**Subject:** WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**To: Sarabjot Bedi**

|                 |                                   |                          |            |
|-----------------|-----------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St | <b>Work Order Number</b> | AU02029609 |
|-----------------|-----------------------------------|--------------------------|------------|

**Dispatch Date**

21/11/2024

### Due Date

24/11/2024

Priority

Standard

Category

## Tenant Service Req

## Discipline

## Access Cards

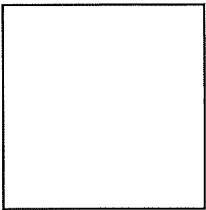
### Description

### Programming Change (TSR-A)

Hi Team, The office of the Minister for Customer Service have advised that their Meeting Boardroom is missing the swipe access. Level  Room -  13 doesn't has a swipe access on it and it seems someone has removed the screen from that

door as there is a hole in the wall. Can we please check why the access swipe was removed, contact -Sean [redacted] s73(2)  
Kind Regards Sarab

Asset



Requestor  
Phone

Sarabjot Bedi  
[redacted]

Primary Operations Contact  
Phone

[redacted]  
[redacted]

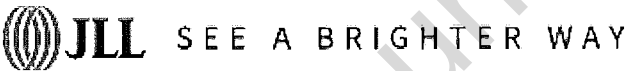
Dispatched To

Customer Service Centre

[redacted] 1300 733 454

[redacted] [redacted]@jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Friday, 29 November 2024 3:09 PM  
**To:** MinServices Admin; [redacted]  
**Subject:** RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Yes, as 31.13 is an additional Minister Office on L [redacted]  
Door to the meeting room from atrium is not secured. The door from the meeting room to Minister office is the one that is always secured.  
I have also advised Andrea who is overlooking all request post COG/MOG in 1 William Street.

@ [redacted] - Hi [redacted] please see the email trail below for swipe access card request related to MOG.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

**From:** MinServices Admin [redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 29 November 2024 1:50 PM  
**To:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Hi [redacted]

Was it always a free access door previously? Was that room not part of the Ministerial office space?

Kind Regards



**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
[redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

From: [redacted] s73(2) [redacted]@jll.com>

Sent: Friday, November 29, 2024 1:42 PM

To: Sarabjot Bedi [redacted]@premiers.qld.gov.au>

Cc: MinServices Admin [redacted]@premiers.qld.gov.au>

Subject: RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

For your work order below:

- NTT has placed a panel in front of the room. Screen has been reinstated.
- Room [redacted] 13 has free access door to Atrium. We can change it into a locked (secured door).

Quote attached below for your approval under TTcode TT01277

| Item                            | Quantity      | Work Request and Description                                                            | Project Cost |
|---------------------------------|---------------|-----------------------------------------------------------------------------------------|--------------|
| [redacted] 13 access door swipe | 1             | To Supply and Install Access Control to door location 31.13                             | \$6,749.28   |
|                                 |               | 1 x Electronic Strike<br>1 x Gallagher Reader T11 (White)<br>1 x Gallagher Door Licence |              |
| Contractor Quote Number         | AU-BS-0006744 |                                                                                         |              |
| Work Order Number               | TBA           |                                                                                         |              |
| Type Of Works                   | Task          | Sub-Total                                                                               | \$6,749.28   |
| Contractor                      | Securitas     | Gst                                                                                     | \$674.93     |
| Status                          | Quote Sent    | Total                                                                                   | \$7,424.21   |

Please advise if this work is approved and we will organize the work accordingly.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL

T [redacted]@jll.com

www.jll.com.au

I work on the lands of the Turrbal people

From: [redacted]@jll.com <[redacted]@jll.com>

Sent: Thursday, 21 November 2024 11:40 AM

To: Sarabjot Bedi [redacted]@premiers.qld.gov.au>

Cc: [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>

Subject: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

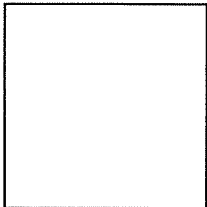
**WORK ORDER AU02029609 RAISED**

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

Building Workplace Services – 1 William St Work Order Number AU02029609

Address  Level   
1 William Street, Brisbane  
4000



Client Ref:

Dispatch Date 21/11/2024

Due Date 24/11/2024

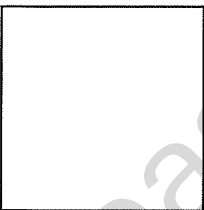
Priority Standard

Category Tenant Service Req

Discipline Access Cards

Description  
Programming Change (TSR-A)  
Hi Team, The office of the Minister for Customer Service have advised that their Meeting Boardroom is missing the swipe access. Level  Room -  13 doesn't has a swipe access on it and it seems someone has removed the screen from that door as there is a hole in the wall. Can we please check why the access swipe was removed, contact -Sean /  s73(2)  
Kind Regards Sarab

Asset



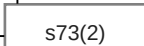
Requestor Sarabjot Bedi  
Phone

Primary Operations Contact   
Phone

Dispatched To

Customer Service Centre

 1300 733 454

  s73(2)  @jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** Fiona Galjaardt <[redacted] s73(2) [redacted]@ministerial.qld.gov.au>  
**Sent:** Friday, 29 November 2024 4:08 PM  
**To:** [redacted]  
**Cc:** MinServices Admin; Rebecca Docherty  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Thanks [redacted] that would be great.

Kind regards,  
Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

---

E [redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** [redacted] [redacted]@jll.com>  
**Sent:** Friday, November 29, 2024 11:47 AM  
**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>; Rebecca Docherty  
[redacted]@ministerial.qld.gov.au>  
**Subject:** WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

I have asked the Building Owners Management Team to further investigate their equipment in Richard's office. They have advised once they make adjustments, they will let me know, further to this they would like to arrange their AC Technician to conduct a further investigation in the ceiling tonight at 7pm. Could you please let me know if this time is suitable being after hours.

Thank-you.

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Sent:** Friday, 29 November 2024 10:14 AM  
**To:** [redacted] [redacted]@jll.com>



Cc: MinServices Admin [redacted] s73(2) [redacted]@premiers.qld.gov.au>; Rebecca Docherty

<[redacted]@ministerial.qld.gov.au>

**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Importance:** High

**Caution: Message from external sender**

H [redacted]

The air conditioning in Richard's office is still too warm, could someone please come up and turn in down a few degrees asap?

Kind regards,  
Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

[redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** [redacted] [redacted]@jll.com>

**Sent:** Thursday, November 21, 2024 8:24 AM

**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Cc:** MinServices Admin [redacted]@premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning Fiona,

I will come to visit you in-between 11:30- 1pm today.

Kind Regards,

[redacted]

Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL

T [redacted]@jll.com

www.jll.com.au

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Sent:** Wednesday, 20 November 2024 3:36 PM

**To:** [redacted] [redacted]@jll.com>

**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted] s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Sent:** Wednesday, November 20, 2024 3:35 PM

**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi,

Now is ok, otherwise tomorrow between 10am and 1pm.

Thanks,

Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff

Office of the Honourable David Crisafulli MP

Premier of Queensland

E [redacted]@ministerial.qld.gov.au

1 William Street, Brisbane QLD 4000

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Sent:** Wednesday, November 20, 2024 3:30 PM

**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Cc:** [redacted]@jll.com>

**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

In regards to the temperature issue in Chief of Staff's room, can you please reply with a suitable time for the JLL to take a temperature reading in the office.

Kind Regards



**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [redacted] s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>  
**Sent:** Wednesday, November 20, 2024 12:41 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Subject:** WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

In regard to the below work order, I received a call from Protective Services mentioning that the staff had told them the COS is feeling quite hot in their office.  
Currently the Building Owners Management team have checked their equipment and have mentioned that everything is running correctly and sitting within the correct leased agreement setpoint (around 22 degrees). They have asked if a physical reading of the temperature sensor in the COS's office could be undertaken to see if there is a fault.  
Could you please advise a most suitable time this can be conducted by us this week?

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLI  
T: [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

☐

☐

## WORK ORDER AU02028901 RAISED

To: [redacted]

Thank you for contacting us. A work order has been raised.

|                          |                                   |                          |            |
|--------------------------|-----------------------------------|--------------------------|------------|
| <input type="checkbox"/> |                                   |                          |            |
| <b>Building</b>          | Workplace Services – 1 William St | <b>Work Order Number</b> | AU02028901 |

**Address**  
[redacted] - Level [redacted] L [redacted]  
1 William Street, Brisbane  
4000

☐

☐

R

Client Ref:

Dispatch Date 13/11/2024

Due Date 16/11/2024

Priority Standard

Category Tenant Service Req

Discipline Air Conditioning

Description

Hot Complaint (TSR-A)

Level  - COS (Chief of Staff) Office  17 is complaining the temperature is quite warm. Please investigate further and advise findings. Floor plan attached.

Asset

Requestor

Phone

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre

1300 733 454

@jll.com

Regards,

Customer Service Centre

One of the 2024 World's Most Ethical Companies®

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**From:** s73(2) @jll.com  
**Sent:** Monday, 2 December 2024 9:53 AM  
**To:** Paolo Cecchini  
**Subject:** WORK ORDER AU02025555 HAS BEEN COMPLETED: Requestor Notification

WORK REQUEST AU02025555 HAS BEEN CLOSED

To: Paolo Cecchini

Work request AU02025555 has been closed.

Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction

Happy

Acceptable

Unhappy

The task notes are as follows (if provided):  
**Task Notes:** 23/10/2024 10:48:31 AUQ-\*Shred X Pty Ltd\* assigned by @JLL.COM  
02/12/2024 09:53:08 AUQ- @JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.

Building

Workplace Services - QLD

Work Order Number

AU02025555

Address

09 - Level 9, 63 George St Brisbane, 63G Opposition leader

Client Ref:

Dispatch Date

Due Date

Priority

Category

Discipline

23/10/2024

02/11/2024

Routine

Tenant Service Req

CleaningHousekeeping

## Description

Waste Removal (TSR-C)

Deliver Shred-X Bins Advise delivery date to

[redacted]@jll.com Bins to be added to SX2503027 Site  
contact: Rebecca [redacted] Please supply 1 x shred-x bins to  
the Opposition office on level 9, 63 G

## Asset



**Requestor**

Paolo Cecchini

**Phone**

s73(2)

**Primary Operations Contact**

**Phone**



**Dispatched To**

Shred X Pty Ltd

---

Customer Service Centre



1300 733 454

Regards,

Customer Service Centre

**Paolo Cecchini**

---

**From:** MinServices Admin  
**Sent:** Monday, 2 December 2024 10:23 AM  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi [redacted]

Will leave it for now, as the NTT screen panel has been reinstalled and the room was never secured previously.

Please close the work order.

Kind Regards



**Queensland**  
Government

**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted] s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>

**Sent:** Friday, November 29, 2024 3:09 PM

**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>; [redacted]

[redacted]@epw.qld.gov.au>

**Subject:** RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Yes, as [redacted] 13 is an additional Minister Office on L [redacted]

Door to the meeting room from atrium is not secured. The door from the meeting room to Minister office is the one that is always secured.

I have also advised [redacted] who is overlooking all request post COG/MOG in 1 William Street.

@ [redacted] – Hi [redacted] please see the email trail below for swipe access card request related to MOG.

Kind regards,

[redacted]

Workplace Manager

Engineering & Operations Solutions Queensland

Workplace Services | QGAO

JLL

T +6 [redacted]@jll.com

[www.jll.com.au](http://www.jll.com.au)



I work on the lands of the Turrbal people

**From:** MinServices Admin <[REDACTED]@premiers.qld.gov.au>

**Sent:** Friday, 29 November 2024 1:50 PM

**To:** [REDACTED]@jll.com>

**Subject:** RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Hi [REDACTED]

Was it always a free access door previously? Was that room not part of the Ministerial office space?

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [REDACTED] s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** [REDACTED]@jll.com>

**Sent:** Friday, November 29, 2024 1:42 PM

**To:** Sarabjot Bedi <[REDACTED]@premiers.qld.gov.au>

**Cc:** MinServices Admin <[REDACTED]@premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

For your work order below:

- NTT has placed a panel in front of the room. Screen has been reinstated.
- Room [REDACTED] 13 has free access door to Atrium. We can change it into a locked (secured door).  
Quote attached below for your approval under TTcode TT01277

| Item                            | Quantity      | Work Request and Description                                                            | Project Cost      |
|---------------------------------|---------------|-----------------------------------------------------------------------------------------|-------------------|
| [REDACTED] 13 access door swipe | 1             | To Supply and Install Access Control to door location [REDACTED] 13                     | \$6,749.28        |
|                                 |               | 1 x Electronic Strike<br>1 x Gallagher Reader T11 (White)<br>1 x Gallagher Door Licence |                   |
| Contractor Quote Number         | AU-BS-0006744 |                                                                                         |                   |
| Work Order Number               | TBA           |                                                                                         |                   |
| Type Of Works                   | Task          | Sub-Total                                                                               | <b>\$6,749.28</b> |
| Contractor                      | Securitas     | Gst                                                                                     | <b>\$674.93</b>   |

|        |            |       |            |
|--------|------------|-------|------------|
| Status | Quote Sent | Total | \$7,424.21 |
|--------|------------|-------|------------|

Please advise if this work is approved and we will organize the work accordingly.  
Kind regards,

Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T 

s73(2)

 @jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

From: 

@jll.com

 <

@jll.com

>  
Sent: Thursday, 21 November 2024 11:40 AM  
To: Sarabjot Bedi <

@premiers.qld.gov.au

>  
Cc: 

@jll.com

; 

@jll.com

; 

@jll.com

; 

@jll.com

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@jll.com

; 

@jll.com

; 

@jll.com

  
**Subject:** WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**WORK ORDER AU02029609 RAISED**

To: Sarabjot Bedi

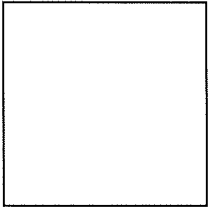
Thank you for contacting us. A work order has been raised.

|          |                                                                                 |                   |            |
|----------|---------------------------------------------------------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St                                               | Work Order Number | AU02029609 |
| Address  | <div>Level - L</div> <div>1 William Street, Brisbane<br/>4000</div> <div></div> |                   |            |

|               |                                                                                             |
|---------------|---------------------------------------------------------------------------------------------|
| Client Ref:   |                                                                                             |
| Dispatch Date | 21/11/2024                                                                                  |
| Due Date      | 24/11/2024                                                                                  |
| Priority      | Standard                                                                                    |
| Category      | Tenant Service Req                                                                          |
| Discipline    | Access Cards                                                                                |
| Description   | Programming Change (TSR-A)<br>Hi Team, The office of the Minister for Customer Service have |

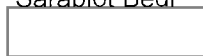
advised that their Meeting Boardroom is missing the swipe access. Level [ ] Room - [ ] 13 doesn't has a swipe access on it and it seems someone has removed the screen from that door as there is a hole in the wall. Can we please check why the access swipe was removed, contact -Sean [ ] s73(2)  
Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabiot Bedi



**Primary Operations Contact  
Phone**



**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



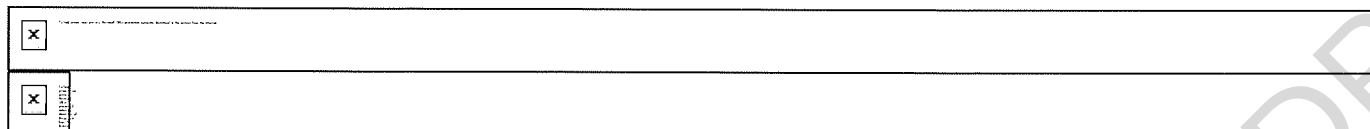
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**From:** [redacted]@jll.com  
**Sent:** Monday, 2 December 2024 10:31 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02029609 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02029609 HAS BEEN CLOSED

**To: Sarabjot Bedi**

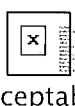
Work request AU02029609 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 21/11/2024 12:40:28 PM - Auto-Assigned to 1WS Card Admin 21/11/2024 12:49:11 AUE-[redacted] Internal Resource\* assigned by [redacted] s73(2) [redacted]@EPW.QLD.GOV.AU

02/12/2024 11:30:41 AUE [redacted]@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St **Work Order Number** AU02029609

**Address** [redacted] - Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 21/11/2024

**Due Date** 12/12/2024

**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Access Cards  
**Description**

Programming Change (TSR-A)  
JLL NOTE: \*room panel screen/ NTT: [ ] arrange with NTT for reinstallation\* \*Additio  
room swipe access/Securitas: [ ] has provided quote to Min Services - not going ahe

Hi Team, The office of the Minister for Customer Service have advised that their Meeting Boardroom is missing the swipe access. Level [ ] Room - [ ] 13 doesn't has a swipe acc on it and it seems someone has removed the screen from that door as there is a hole in wall. Can we please check why the access swipe was removed, contact -Sean / [ ]  
Kind Regards Sarab

**Asset**



**Requestor**  
**Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact**  
**Phone**

**Dispatched To**

Internal Resource

Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Monday, 2 December 2024 10:32 AM  
**To:** MinServices Admin  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Thank you for your email below.

We will close off the work order as quoted work is not proceed.

Kind regards,

[redacted]

Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2)@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Sent:** Monday, 2 December 2024 10:23 AM  
**To:** [redacted]@jll.com>  
**Cc:** [redacted]@epw.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Hi [redacted]

Will leave it for now, as the NTT screen panel has been reinstalled and the room was never secured previously.

Please close the work order.

Kind Regards



**Queensland**  
Government

**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

[redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

From [redacted]@jll.com>

Sent: Friday, November 29, 2024 3:09 PM

To: MinServices Admin <[redacted]@premiers.qld.gov.au>; [redacted]  
<[redacted]@epw.qld.gov.au>

Subject: RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Yes, as [redacted] 13 is an additional Minister Office on L [redacted]

Door to the meeting room from atrium is not secured. The door from the meeting room to Minister office is the one that is always secured.

I have also advised [redacted] who is overlooking all request post COG/MOG in 1 William Street.

@ [redacted] Hi [redacted] please see the email trail below for swipe access card request related to MOG.

Kind regards,

[redacted]

Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
[redacted] s73(2)@jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

From: MinServices Admin <[redacted]@premiers.qld.gov.au>

Sent: Friday, 29 November 2024 1:50 PM

To: [redacted]@jll.com>

Subject: RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Hi [redacted]

Was it always a free access door previously? Was that room not part of the Ministerial office space?

Kind Regards



Queensland  
Government

**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

[redacted]

1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002





To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

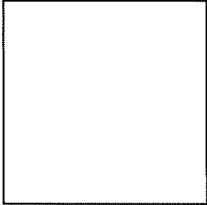
Building Workplace Services – 1 William St

Work Order Number

AU02029609

Address

- Level  -   
1 William Street, Brisbane  
4000



Client Ref:

Dispatch Date

21/11/2024

Due Date

24/11/2024

Priority

Standard

Category

Tenant Service Req

Discipline

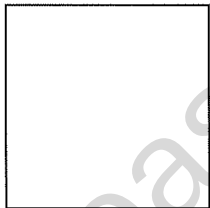
Access Cards

Description

Programming Change (TSR-A)

Hi Team, The office of the Minister for Customer Service have advised that their Meeting Boardroom is missing the swipe access. Level  Room -  13 doesn't has a swipe access on it and it seems someone has removed the screen from that door as there is a hole in the wall. Can we please check why the access swipe was removed, contact -Sean /   
Kind Regards Sarab

Asset



Requestor  
Phone

Sarabjot Bedi

s73(2)

Primary Operations Contact  
Phone



Dispatched To

Customer Service Centre



1300 733 454



s73(2) @jll.com

Regards,  
Customer Service Centre



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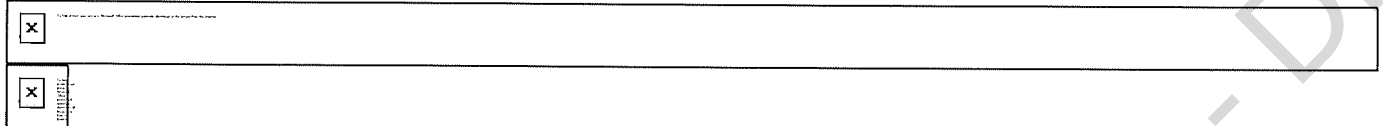
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**From:** [redacted]@jll.com  
**Sent:** Monday, 2 December 2024 11:24 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02030875 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02030875

**Address**

[redacted] - Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 02/12/2024  
**Due Date** 05/12/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Report a Problem (TSR-G)  
Hi Team, Level [redacted] Minister for Health office have advised that their main office door sensor is failing, and door is jamming. Can we please send someone to have a look. Level [redacted] room - [redacted] 48. Office Contact- Crystella Chesson / [redacted] s73(2) Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**



**Dispatched To**

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Monday, 2 December 2024 3:53 PM  
**To:** Fiona Galjaardt  
**Cc:** MinServices Admin; Rebecca Docherty  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

How is the temperature feeling in the COS office today?

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

[redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Sent:** Friday, 29 November 2024 4:08 PM  
**To:** [redacted]@jll.com>  
**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>; Rebecca Docherty <[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Thanks [redacted] that would be great.

Kind regards,  
Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

E [redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** [redacted]@jll.com>  
**Sent:** Friday, November 29, 2024 11:47 AM  
**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>; Rebecca Docherty <[redacted]@ministerial.qld.gov.au>

**Subject:** WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

I have asked the Building Owners Management Team to further investigate their equipment in Richard's office. They have advised once they make adjustments, they will let me know, further to this they would like to arrange their AC Technician to conduct a further investigation in the ceiling tonight at 7pm. Could you please let me know if this time is suitable being after hours.

Thank-you.

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Sent:** Friday, 29 November 2024 10:14 AM

**To:** [redacted]@jll.com>

**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>; Rebecca Docherty  
<[redacted]@ministerial.qld.gov.au>

**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Importance:** High

**Caution: Message from external sender**

Hi [redacted]

The air conditioning in Richard's office is still too warm, could someone please come up and turn in down a few degrees asap?

Kind regards,  
Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

E [redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From** [redacted]@jll.com>

**Sent:** Thursday, November 21, 2024 8:24 AM

**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning Fiona,

I will come to visit you in-between 11:30- 1pm today.

Kind Regards,

[Redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [Redacted] s73(2) [Redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** MinServices Admin <[Redacted]@premiers.qld.gov.au>

**Sent:** Wednesday, 20 November 2024 3:36 PM

**To:** [Redacted]@jll.com>

**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [Redacted]

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Fiona Galjaardt <[Redacted]@ministerial.qld.gov.au>

**Sent:** Wednesday, November 20, 2024 3:35 PM

**To:** MinServices Admin [Redacted]@premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi,

Now is ok, otherwise tomorrow between 10am and 1pm.

Thanks,  
Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

E [redacted] s73(2) [redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** MinServices Admin [redacted]@premiers.qld.gov.au>

**Sent:** Wednesday, November 20, 2024 3:30 PM

**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Cc:** [redacted]@jll.com>

**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

In regards to the temperature issue in Chief of Staff's room, can you please reply with a suitable time for the JLL to take a temperature reading in the office.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P [redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>

**Sent:** Wednesday, November 20, 2024 12:41 PM

**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Subject:** WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

In regard to the below work order, I received a call from Protective Services mentioning that the staff had told them the COS is feeling quite hot in their office.

Currently the Building Owners Management team have checked their equipment and have mentioned that everything is running correctly and sitting within the correct leased agreement setpoint (around 22 degrees).

They have asked if a physical reading of the temperature sensor in the COS's office could be undertaken to see if there is a fault.

Could you please advise a most suitable time this can be conducted by us this week?

Kind Regards,

[redacted]

Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL



☐

☐

## WORK ORDER AU02028901 RAISED

To: Kacie Nissen

Thank you for contacting us. A work order has been raised.

☐

**Building** Workplace Services – 1 William St **Work Order Number** AU02028901

**Address**

☐ - Level ☐ - ☐  
1 William Street, Brisbane  
4000

☐

**Client Ref:**

**Dispatch Date**

13/11/2024

**Due Date**

16/11/2024

**Priority**

Standard

**Category**

Tenant Service Req

**Discipline**

Air Conditioning

**Description**

Hot Complaint (TSR-A)  
Level ☐ COS (Chief of Staff) Office ☐ 17 is complaining the temperature is quite warm. Please investigate further and advise findings. Floor plan attached.

**Asset**

☐

**Requestor  
Phone**

**Primary Operations Contact  
Phone**

**Dispatched To**

Customer Service Centre



1300 733 454



s73(2)

@jll.com

Regards,  
Customer Service Centre



One of the 2024 World's Most Ethical Companies®

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This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent. Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege. If you have received this email in error, please notify the author and delete this message immediately

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

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

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

Please consider the environment before printing this email.

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

**Paolo Cecchini**

---

**From:** Fiona Galjaardt <[REDACTED] s73(2) [REDACTED]@ministerial.qld.gov.au>  
**Sent:** Monday, 2 December 2024 4:05 PM  
**To:** [REDACTED]  
**Cc:** MinServices Admin; Rebecca Docherty  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Better today thanks 😊



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

---

[REDACTED]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** [REDACTED]@jll.com>  
**Sent:** Monday, December 2, 2024 3:53 PM  
**To:** Fiona Galjaardt <[REDACTED]@ministerial.qld.gov.au>  
**Cc:** MinServices Admin <[REDACTED]@premiers.qld.gov.au>; Rebecca Docherty <[REDACTED]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

How is the temperature feeling in the COS office today?

Kind Regards,

[REDACTED]  
Workplace Manager

Engineering & Operations Solutions Queensland

Workplace Services | QGAO

JLL

[REDACTED]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Fiona Galjaardt <[REDACTED]@ministerial.qld.gov.au>  
**Sent:** Friday, 29 November 2024 4:08 PM  
**To:** [REDACTED]@jll.com>  
**Cc:** MinServices Admin <[REDACTED]@premiers.qld.gov.au>; Rebecca Docherty <[REDACTED]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Thanks [REDACTED], that would be great.

Kind regards,  
Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

E s73(2)@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** [redacted]@jll.com>

**Sent:** Friday, November 29, 2024 11:47 AM

**To:** Fiona Galjaardt [redacted]@ministerial.qld.gov.au>

**Cc:** MinServices Admin [redacted]@premiers.qld.gov.au>; Rebecca Docherty

[redacted]@ministerial.qld.gov.au>

**Subject:** WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

I have asked the Building Owners Management Team to further investigate their equipment in Richard's office. They have advised once they make adjustments, they will let me know, further to this they would like to arrange their AC Technician to conduct a further investigation in the ceiling tonight at 7pm. Could you please let me know if this time is suitable being after hours.

Thank-you.

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Fiona Galjaardt [redacted]@ministerial.qld.gov.au>

**Sent:** Friday, 29 November 2024, 10:14 AM

**To:** [redacted]@jll.com>

**Cc:** MinServices Admin [redacted]@premiers.qld.gov.au>; Rebecca Docherty

[redacted]@ministerial.qld.gov.au>

**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Importance:** High

**Caution: Message from external sender**

Hi [redacted]

The air conditioning in Richard's office is still too warm, could someone please come up and turn it down a few degrees asap?

Kind regards,  
Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

s73(2) @ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** [redacted]@jll.com>

**Sent:** Thursday, November 21, 2024 8:24 AM

**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Cc:** MinServices Admin [redacted]@premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning Fiona,

I will come to visit you in-between 11:30- 1pm today.

Kind Regards,

[redacted]

Workplace Manager

Engineering & Operations Solutions Queensland

Workplace Services | QGAO

JLL

T [redacted]@jll.com

[www.jll.com.au](http://www.jll.com.au)

**From:** MinServices Admin [redacted]@premiers.qld.gov.au>

**Sent:** Wednesday, 20 November 2024 3:36 PM

**To:** [redacted]@jll.com>

**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted] s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Sent:** Wednesday, November 20, 2024 3:35 PM

**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi,

Now is ok, otherwise tomorrow between 10am and 1pm.

Thanks,  
Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff

Office of the Honourable David Crisafulli MP

Premier of Queensland

[redacted]@ministerial.qld.gov.au

1 William Street, Brisbane QLD 4000

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Sent:** Wednesday, November 20, 2024 3:30 PM

**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Cc:** [redacted]@jll.com>

**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

In regards to the temperature issue in Chief of Staff's room, can you please reply with a suitable time for the JLL to take a temperature reading in the office.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted]

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Wednesday, November 20, 2024 12:41 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Subject:** WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

In regard to the below work order, I received a call from Protective Services mentioning that the staff had told them the COS is feeling quite hot in their office.

Currently the Building Owners Management team have checked their equipment and have mentioned that everything is running correctly and sitting within the correct leased agreement setpoint (around 22 degrees). They have asked if a physical reading of the temperature sensor in the COS's office could be undertaken to see if there is a fault.

Could you please advise a most suitable time this can be conducted by us this week?

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

## WORK ORDER AU02028901 RAISED

To: [redacted]

Thank you for contacting us. A work order has been raised.

|          |                                                                                |                   |            |
|----------|--------------------------------------------------------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St                                              | Work Order Number | AU02028901 |
| Address  | [redacted] Level [redacted] - [redacted]<br>1 William Street, Brisbane<br>4000 |                   |            |

Client Ref:

|               |                    |
|---------------|--------------------|
| Dispatch Date | 13/11/2024         |
| Due Date      | 16/11/2024         |
| Priority      | Standard           |
| Category      | Tenant Service Req |

**Discipline**  
**Description**

Air Conditioning

Hot Complaint (TSR-A)

Level  COS (Chief of Staff) Office  17 is complaining the temperature is quite warm. Please investigate further and advise findings. Floor plan attached.

**Asset**

**Requestor**  
**Phone**

s73(2)

**Primary Operations Contact**  
**Phone**

**Dispatched To**

Customer Service Centre

1300 733 454

jll.com

Regards,  
Customer Service Centre

One of the 2024 World's Most Ethical Companies®

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Paolo Cecchini

**From:** [redacted]@jll.com>  
**Sent:** Monday, 2 December 2024 4:25 PM  
**To:** Fiona Galjaardt  
**Cc:** MinServices Admin; Rebecca Docherty  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

That's positive news, thank-you Fiona 😊  
Could you please keep me updated throughout the week if anything changes?

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Sent:** Monday, 2 December 2024 4:05 PM  
**To:** [redacted]@jll.com>  
**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>; Rebecca Docherty <[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Better today thanks 😊



Queensland  
Government

**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

[redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

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**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>; Rebecca Docherty <[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

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Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
www.jll.com.au

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Sent:** Friday, 29 November 2024 4:08 PM

**To:** [redacted]@jll.com>

**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>; Rebecca Docherty

<[redacted]@ministerial.qld.gov.au>

**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Thanks [redacted] that would be great.

Kind regards,  
Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

E [redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** [redacted]@jll.com>

**Sent:** Friday, November 29, 2024 11:47 AM

**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>; Rebecca Docherty

<[redacted]@ministerial.qld.gov.au>

**Subject:** WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

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Thank-you.

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Sent:** Friday, 29 November 2024 10:14 AM  
**To:** [redacted]@jll.com>  
**Cc:** MinServices Admin <[redacted]@premiers.qld.gov.au>; Rebecca Docherty  
<[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification  
**Importance:** High

**Caution: Message from external sender**

Hi [redacted]

The air conditioning in Richard's office is still too warm, could someone please come up and turn in down a few degrees asap?

Kind regards,  
Fiona



**Fiona Galjaardt**  
Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland  
[redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** [redacted]@jll.com>  
**Sent:** Thursday, November 21, 2024 8:24 AM  
**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Cc:** MinServices Admin [redacted]@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning Fiona,

I will come to visit you in-between 11:30- 1pm today.

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

T [redacted] s73(2) [redacted]@jll.com  
www.jll.com.au

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Sent:** Wednesday, 20 November 2024 3:36 PM

**To:** [redacted]@jll.com>

**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet



1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Fiona Galjaardt [redacted]@ministerial.qld.gov.au>

**Sent:** Wednesday, November 20, 2024 3:35 PM

**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi,

Now is ok, otherwise tomorrow between 10am and 1pm.

Thanks,  
Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff

Office of the Honourable David Crisafulli MP

Premier of Queensland



[redacted]@ministerial.qld.gov.au

1 William Street, Brisbane QLD 4000

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Sent:** Wednesday, November 20, 2024 3:30 PM

**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Cc:** [redacted]@jll.com>

**Subject:** FW: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Fiona,

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Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

From: [redacted]@jll.com>

Sent: Wednesday, November 20, 2024 12:41 PM

To: MinServices Admin <[redacted]@premiers.qld.gov.au>

Subject: WORK ORDER AU02028901 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

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Currently the Building Owners Management team have checked their equipment and have mentioned that everything is running correctly and sitting within the correct leased agreement setpoint (around 22 degrees).

They have asked if a physical reading of the temperature sensor in the COS's office could be undertaken to see if there is a fault.

Could you please advise a most suitable time this can be conducted by us this week?

Kind Regards,

[redacted]

Workplace Manager

Engineering & Operations Solutions Queensland

Workplace Services | QGAO

JLL

T [redacted]@jll.com

[www.jll.com.au](http://www.jll.com.au)



**WORK ORDER AU02028901 RAISED**

To: [redacted]

Thank you for contacting us. A work order has been raised.

Building

Workplace Services – 1 William St

Work Order Number

AU02028901

Address

Level  L 

1 William Street, Brisbane

4000

Client Ref:

Dispatch Date

13/11/2024

Due Date

16/11/2024

Priority

Standard

Category

Tenant Service Req

Discipline

Air Conditioning

Description

Hot Complaint (TSR-A)  
Level  COS (Chief of Staff) Office  17 is complaining the temperature is quite warm. Please investigate further and advise findings. Floor plan attached.

Asset

Requestor

Phone

s73(2)

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre

1300 733 454

@jll.com

Regards,

Customer Service Centre

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**From:** [redacted]@jll.com  
**Sent:** Tuesday, 3 December 2024 9:29 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02030917 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02030917 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02030917 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 03/12/2024 10:28:56 AUE - [redacted] - Task was bulk marked as being COMPLETE.

This task has been actioned and completed. Thank you, [redacted]

03/12/2024 10:28:56 AUE-(BULK) [redacted] s73(2)@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building**

Workplace Services – 1 William St

**Work Order Number**

AU02030917

**Address**

[redacted] Level [redacted] [redacted]

1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

02/12/2024

**Due Date**

05/12/2024

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

Report a Problem (TSR-G)

Hi Team, Minister for Local government (Level ) have advised that they are out of milk in their kitchenette. Can we please deliver full cream milk to Level 34W, room  51. Contact - Maria Montana /  s73(2) Kind Regards Sarab

Asset



Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre



1300 733 454

Regards,

Customer Service Centre



Paolo Cecchini

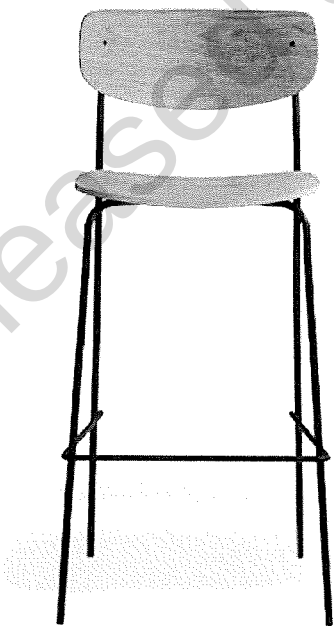
**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Tuesday, 3 December 2024 10:03 AM  
**To:** Sharon Farry  
**Cc:** [redacted] [redacted] MinServices Admin  
**Subject:** RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST)

Good morning Sharon,

We unfortunately do not have any stools in storage.  
Below quote is to supply 6 stools for Level [redacted] Minister, this style (example picture below) would be as close to the building's original fit out.

There is an approx. 3–4-week lead time on these, not including the end of your Christmas / New Year closures.

| Item                      | Quantity | Work Request and Description                                                                   | Project Cost      |
|---------------------------|----------|------------------------------------------------------------------------------------------------|-------------------|
| Supply, deliver & install | 6        | Kylie Stool - Black Frame - Natural Ash Seat and Backrest - 650H seat 49cm W x 95cm H x 52cm D | \$1,942.38        |
|                           | 1        | Delivery & installation                                                                        | \$218.00          |
|                           |          |                                                                                                | <b>\$2,160.38</b> |
|                           |          |                                                                                                | <b>\$216.04</b>   |
|                           |          | <b>Total</b>                                                                                   | <b>\$2,376.42</b> |



Thank you

Kind Regards

Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  

s73(2)

@jll.com  
[www.jll.com.au](http://www.jll.com.au)

From: 

@jll.com

 <

@jll.com

>  
Sent: Wednesday, 20 November 2024 12:12 PM  
To: 

@premiers.qld.gov.au

  
Cc:  
Subject: WORK ORDER AU02029498 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

x

x

**WORK ORDER AU02029498 RAISED**

**To: Sharon Farry**

Thank you for contacting us. A work order has been raised.

x

**Building** Workplace Services – 1 William St **Work Order Number** AU02029498

**Address** 1 William Street, Brisbane  
4000

x

**Client Ref:**

|                      |                    |
|----------------------|--------------------|
| <b>Dispatch Date</b> | 20/11/2024         |
| <b>Due Date</b>      | 23/11/2024         |
| <b>Priority</b>      | Standard           |
| <b>Category</b>      | Tenant Service Req |
| <b>Discipline</b>    | Quote Request      |

Description

Quote Request (TSR-Q)  
Hi team We have received a quest for 6 stools for the large desk/table on level [redacted] (Primary Industries). Apologies, I was not able to get a room number - apparently it is the room that is off of Minister Perrett's Office. Can you advise if you have anything suitable in stock? Otherwise, please provide a quote for same. Kind regards Sharon

Asset

x

Requestor Sharon Farry  
Phone [redacted]

Primary Operations Contact  
Phone [redacted] s73(2)

Dispatched To

Customer Service Centre  
[redacted] 1300 733 454 [redacted] [redacted]@jll.com

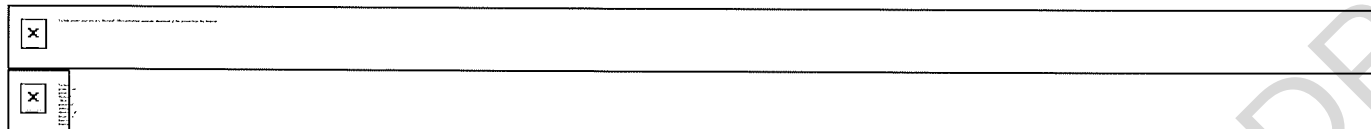
Regards,  
Customer Service Centre

[redacted]  
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**From:** [redacted]@jll.com  
**Sent:** Tuesday, 3 December 2024 11:14 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02030941 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02030941 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02030941 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 03/12/2024 12:14:12 AUE - [redacted] - Task was bulk marked as being COMPLETE.

milk delivered

03/12/2024 12:14:12 AUE-(BULK) [redacted] s73(2)@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St **Work Order Number** AU02030941

**Address**

[redacted] Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 03/12/2024

**Due Date** 06/12/2024

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

Report a Problem (TSR-G)

Hi Team, Could I please ask for 2x full cream milk and 1x skim milk to be delivered to [redacted] 48 kitchenette (Health Office). Both Milks we have had to throw out because they were expired. Contact - Crystella Chesson / [redacted] s73(2) Kind Regards Sarab

Asset



Requestor

Sarabiot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre



1300 733 454

Regards,

Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, 3 December 2024 11:29 AM  
**To:** Sharon Farry  
**Cc:** [redacted] MinServices Admin  
**Subject:** RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level [redacted] Minister Primary Industries (WEST) + 6x stools Level 37 Health (WEST)

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Good morning Sharon,

We unfortunately do not have any stools in storage.

Below quote is to supply 12 stools, 6x for Level [redacted] PI & 6x Level [redacted] Health, this style (example picture below) would be as close to the building's original fit out.

The request for stools from the offices are to utilise them at the planning benches in the staff office.

There is an approx. 3-4-week lead time on these, not including the end of your Christmas / New Year closures.

| Item                      | Quantity | Work Request and Description                                                                      | Project Cost      |
|---------------------------|----------|---------------------------------------------------------------------------------------------------|-------------------|
| Supply, deliver & install | 12       | Kylie Stool - Black Frame - Natural Ash Seat and Backrest - 650H seat<br>49cm W x 95cm H x 52cm D | \$3,884.76        |
|                           | 1        | Delivery & installation                                                                           | \$300.84          |
|                           |          |                                                                                                   | <b>\$4,185.60</b> |
|                           |          |                                                                                                   | <b>\$418.56</b>   |
|                           |          | <b>Total</b>                                                                                      | <b>\$4,604.16</b> |



Thank you

Kind Regards

[Redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [Redacted] s73(2) [Redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

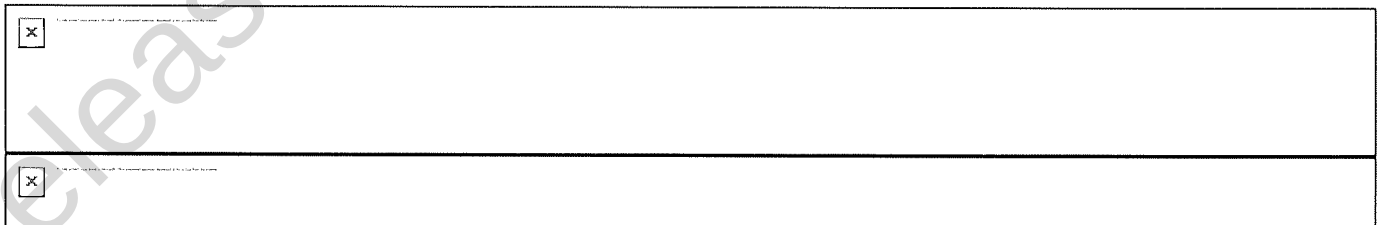
From [Redacted]@jll.com <[Redacted]@jll.com>

Sent: Wednesday, 20 November 2024 12:12 PM

To [Redacted]@premiers.qld.gov.au

Cc:

**Subject:** WORK ORDER AU02029498 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



**WORK ORDER AU02029498 RAISED**

**To: Sharon Farry**

Thank you for contacting us. A work order has been raised.

Building

Workplace Services – 1 William St

Work Order Number

AU02029498

Address

1 William Street, Brisbane  
4000

Client Ref:

Dispatch Date

20/11/2024

Due Date

23/11/2024

Priority

Standard

Category

Tenant Service Req

Discipline

Quote Request

Description

Quote Request (TSR-Q)  
Hi team We have received a quest for 6 stools for the large desk/table on level  (Primary Industries). Apologies, I was not able to get a room number - apparently it is the room that is off of Minister Perrett's Office. Can you advise if you have anything suitable in stock? Otherwise, please provide a quote for same. Kind regards Sharon

Asset

Requestor

Sharon Farry

Phone

s73(2)

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre

1300 733 454

@jll.com

Regards,

Customer Service Centre



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Released under the RTI Act - DPC

Paolo Cecchini

**From:** Sharon Farry  
**Sent:** Tuesday, 3 December 2024 11:57 AM  
**To:** MinServices Admin  
**Subject:** FW: WORK ORDER AU02029498 - QUOTE 6x stools for Level ☐ Minister Primary Industries (WEST) + 6x stools Level 37 Health (WEST)

Hi team

Can I leave this one with you now?

Cheers



**Sharon Farry**  
Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P  s73(2)  
Level 28, 1 William Street, Brisbane  
PO Box 15185, City East, QLD 4002

**From:** @jll.com>  
**Sent:** Tuesday, 3 December 2024 11:29 AM  
**To:** Sharon Farry <@premiers.qld.gov.au>  
**Cc:** @jll.com>; @epw.qld.gov.au>; MinServices Admin  
<@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02029498 - QUOTE 6x stools for Level 33 Minister Primary Industries (WEST) + 6x stools Level 37 Health (WEST)

Good morning Sharon,

We unfortunately do not have any stools in storage.

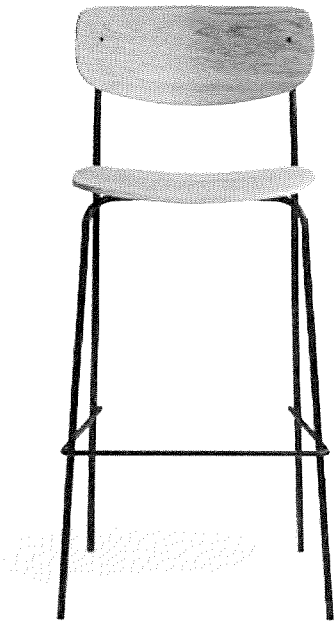
Below quote is to supply 12 stools, 6x for Level ☐ PI & 6x Level ☐ Health, this style (example picture below) would be as close to the building's original fit out.

The request for stools from the offices are to utilise them at the planning benches in the staff office.

There is an approx. 3-4-week lead time on these, not including the end of your Christmas / New Year closures.

| Item                      | Quantity | Work Request and Description                                                                   | Project Cost |
|---------------------------|----------|------------------------------------------------------------------------------------------------|--------------|
| Supply, deliver & install | 12       | Kylie Stool - Black Frame - Natural Ash Seat and Backrest - 650H seat 49cm W x 95cm H x 52cm D | \$3,884.76   |
|                           | 1        | Delivery & installation                                                                        | \$300.84     |

|  |  |       |            |
|--|--|-------|------------|
|  |  |       | \$4,185.60 |
|  |  |       | \$418.56   |
|  |  | Total | \$4,604.16 |



Thank you

Kind Regards



Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

From [redacted]@jll.com [redacted]@jll.com>

Sent: Wednesday, 20 November 2024 12:12 PM

To: [redacted]@premiers.qld.gov.au

Cc:

Subject: WORK ORDER AU02029498 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



# WORK ORDER AU02029498 RAISED

To: Sharon Farry

Thank you for contacting us. A work order has been raised.

## Site Details

|                 |                                    |                          |            |
|-----------------|------------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St  | <b>Work Order Number</b> | AU02029498 |
| <b>Address</b>  | 1 William Street, Brisbane<br>4000 |                          |            |

## Service Request Details

**Client Ref:**

**Dispatch Date** 20/11/2024

**Due Date** 23/11/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** Quote Request

**Description**

Quote Request (TSR-Q)

Hi team We have received a quest for 6 stools for the large desk/table on level [redacted] (Primary Industries). Apologies, I was not able to get a room number - apparently it is the room that is off of Minister Perrett's Office. Can you advise if you have anything suitable in stock? Otherwise, please provide a quote for same. Kind regards Sharon

**Asset**

## Contact Details

**Requestor** Sharon Farry

**Phone** [redacted] s73(2)

**Primary Operations Contact**  
**Phone** [redacted]

**Dispatched To**

Customer Service Centre

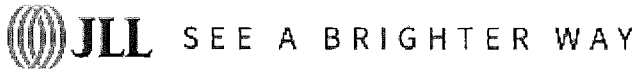


1300 733 454



[redacted]@jill.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** MinServices Admin  
**Sent:** Wednesday, 4 December 2024 3:05 PM  
**To:** Julie Wise  
**Subject:** FW: WORK ORDER AU01982746 HAS BEEN COMPLETED: Requestor Notification

Kind Regards



**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:**  @jll.com < @jll.com>  
**Sent:** Tuesday, July 23, 2024 10:17 AM  
**To:** Paolo Cecchini  @premiers.qld.gov.au>  
**Subject:** WORK ORDER AU01982746 HAS BEEN COMPLETED: Requestor Notification



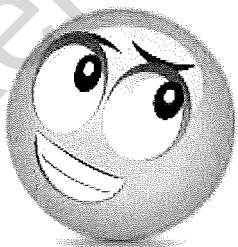
## WORK REQUEST AU01982746 HAS BEEN CLOSED

**To: Paolo Cecchini**

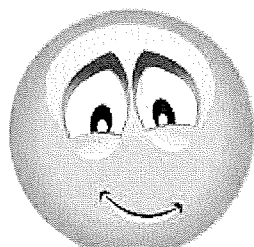
Work request AU01982746 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 03/07/2024 15:29:36 AUE-\*[redacted] internal Resource\* assigned by [redacted] s73(2) @JLL.COM

03/07/2024 16:59:16 AUQ-\*Blue Star Atlantic\* assigned by [redacted] @JLL.COM

23/07/2024 10:04:00 AUQ-[redacted] Task was bulk marked as being COMPLETE.

23/07/2024 10:04:00 AUQ-(BULK) [redacted] @JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.

#### Site Details

**Building** Workplace Services - QLD **Work Order Number** AU01982746

**Address** 09 - Level 9, 63 George St Brisbane, 63G Opposition leader

#### Service Request Details

**Client Ref:**

**Dispatch Date** 03/07/2024

**Due Date** 06/07/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description**

General Repairs Maintenance (TSR-G)

Sit/Stand Desk Fault Advise site contact of scheduling to ensure access to tenancy. Site contact Toby Thomas [redacted]

[redacted] The sit to stand desk in the front reception is broken and on a lean. Please check and fix.

**Asset**

#### Contact Details

**Requestor** Paolo Cecchini

**Phone** [redacted]

**Primary Operations Contact**

**Phone** [redacted]

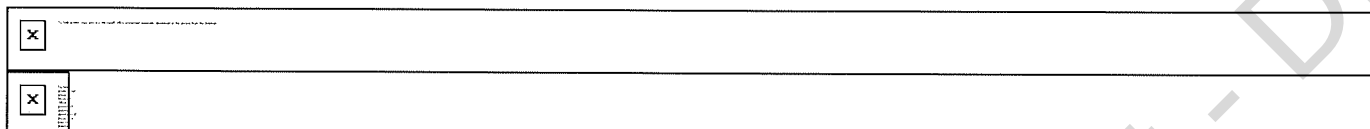
**Dispatched To** Blue Star Atlantic

Customer Service Centre



Paolo Cecchini

**From:** s73(2) @jll.com  
**Sent:** Wednesday, 4 December 2024 3:51 PM  
**To:** Sarabjot Bedi  
**Cc:** @jll.com; @jll.com; @jll.com; @jll.com;  
@jll.com; @jll.com  
**Subject:** WORK ORDER AU02031062 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



## WORK ORDER AU02031062 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02031062

**Address**

- Level -  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 04/12/2024

**Due Date** 07/12/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** Access Cards

**Description**

Programming Change (TSR-A)

Hi team, Can we please organise the removal of the picture hanging cord from the minister's office. Picture attached. level room 26, Office of the Minister for Customer Services and Open Data and Minister for Small and Family Business. Contact - Sean Zegenhagen / Kind Regards Sarab

**Asset**





**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

s73(2)

**Dispatched To**

---

Customer Service Centre



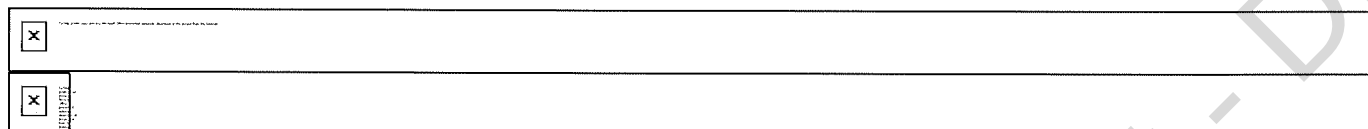
1300 733 454



@jll.com

Regards,  
Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Wednesday, 4 December 2024 4:11 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02031065 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02031065 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02031065

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 04/12/2024

**Due Date** 07/12/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description**

Report a Problem (TSR-G)  
Hi Team, Premier's office has advised that the Billi tap in their office is not working properly. Can we please send some to have a look at it please? Please contact Rebecca Docherty / [redacted] s73(2) to arrange a suitable time. Level [redacted] room [redacted] 19, Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**



**Dispatched To**

---

Customer Service Centre



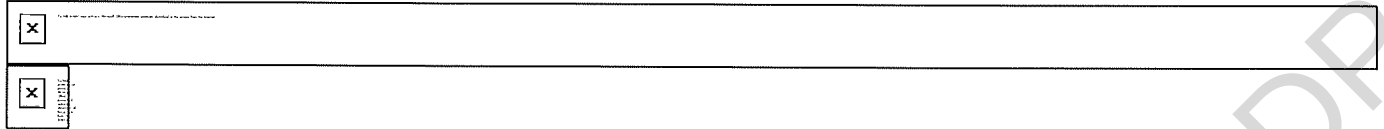
1300 733 454



@jll.com

Regards,  
Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Thursday, 5 December 2024 11:43 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02031065 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02031065 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02031065 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 05/12/2024 12:42:40 AUE - [redacted] - Task was bulk marked as being COMPLETE.

This task has been actioned and Billi unit has been rectified. Thank you [redacted]

05/12/2024 12:42:40 AUE-(BULK) [redacted] s73(2)@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St      **Work Order Number** AU02031065

**Address**  
[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 04/12/2024

**Due Date** 07/12/2024

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

Report a Problem (TSR-G)

Hi Team, Premier's office has advised that the Billi tap in their office is not working properly. Can we please send some to have a look at it please? Please contact Rebecca Docherty /

s73(2) to arrange a suitable time. Level room  
19, Kind Regards Sarab

Asset



Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre



1300 733 454

Regards,

Customer Service Centre

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Friday, 6 December 2024 1:36 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good afternoon Sarab,

My electrician and I have visited with Fiona regarding the TVs and discussed the locations based on Fiona's confirmations.

Could you please confirm with Fiona whether she wants free-to-air TV only or both free-to-air TV and Foxtel?

Please note that the TV installation process is to proceed with NTT, whilst our electrician will be responsible for installing the required GPO and TV channel connections.

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Thursday, 21 November 2024 5:35 PM  
**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com> [redacted]@jll.com> [redacted]@jll.com> [redacted]@jll.com> [redacted]@jll.com> [redacted]@jll.com>  
**Subject:** WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

☐

☐

**WORK ORDER AU02029646 RAISED**

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

**Building** Workplace Services – 1 William St **Work Order Number** AU02029646

**Address**  - Level   
1 William Street, Brisbane  
4000

**Client Ref:**

**Dispatch Date** 21/11/2024

**Due Date** 24/11/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** Quote Request

**Description**

Quote Request (TSR-Q)

Hi Team, Premier's office is looking for a quote to organise 2  
TV's on Level  rooms - 12 and 06. Can we please  
arrange a quote. Office contact is - Fiona Galjaardt /

Kind Regards Sarab

**Asset**

**Requestor** Sarabjot Bedi

**Phone**

**Primary Operations Contact**

**Phone**

s73(2)

**Dispatched To**

Customer Service Centre

1300 733 454

@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** MinServices Admin  
**Sent:** Monday, 9 December 2024 10:52 AM  
**To:** Fiona Galjaardt  
**Cc:**   
**Subject:** FW: WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning Fiona,

We are waiting for a quote from NTT regarding the TV installation on Level  Could you please confirm if your office requires free-to-air TV only or both free-to-air TV and Foxtel on the TV?

Kind Regards



**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P  s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** @jll.com <@jll.com>  
**Sent:** Thursday, 21 November 2024  
**To:** Sarabjot Bedi <@premiers.qld.gov.au>  
**Subject:** WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02029646 RAISED

**To:** Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

### Site Details

|                 |                                   |                          |            |
|-----------------|-----------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St | <b>Work Order Number</b> | AU02029646 |
|-----------------|-----------------------------------|--------------------------|------------|

**Address**  
 Level   
1 William Street, Brisbane  
4000



## Service Request Details

Client Ref:

Dispatch Date 21/11/2024

Due Date 24/11/2024

Priority Standard

Category Tenant Service Req

Discipline Quote Request

Description

Quote Request (TSR-Q)

Hi Team, Premier's office is looking for a quote to organise 2 TV's on Level [redacted] rooms - [redacted] 12 and [redacted] 06. Can we please arrange a quote. Office contact is - Fiona Galjaardt / [redacted]@ministerial.qld.gov.au. Kind Regards Sarab

Asset

## Contact Details

Requestor Sarabjot Bedi

Phone

[redacted]

Primary Operations Contact

Phone

s73(2)

Dispatched To

Customer Service Centre

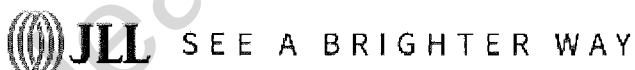


1300 733 454



[redacted]@jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Sent:** Monday, 9 December 2024 11:17 AM  
**To:** MinServices Admin  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Thanks Sarabjot, both would be great please.

Kind regards,  
Fiona



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

[redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** MinServices Admin <[redacted]premiers.qld.gov.au>  
**Sent:** Monday, December 9, 2024 10:52 AM  
**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** FW: WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning Fiona,

We are waiting for a quote from NTT regarding the TV installation on Level [redacted] Could you please confirm if your office requires free-to-air TV only or both free-to-air TV and Foxtel on the Tv?

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P [redacted] s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com [redacted]@jll.com>  
**Sent:** Thursday, 21 November 2024  
**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Subject:** WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

WORK ORDER AU02029646 RAISED

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

|          |                                                                             |                   |            |
|----------|-----------------------------------------------------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St                                           | Work Order Number | AU02029646 |
| Address  | <div>Level <div></div></div> <div>1 William Street, Brisbane<br/>4000</div> |                   |            |

Client Ref:

Dispatch Date

Due Date

Priority

Category

Discipline

Description

21/11/2024

24/11/2024

Standard

Tenant Service Req

Quote Request

Quote Request (TSR-Q)  
Hi Team, Premier's office is looking for a quote to organise 2  
TV's on Level  rooms -  12 and  06. Can we please  
arrange a quote. Office contact is - Fiona Galjaardt /  
[f.galjaardt@ministerial.qld.gov.au](mailto:f.galjaardt@ministerial.qld.gov.au). Kind Regards Sarab

Asset

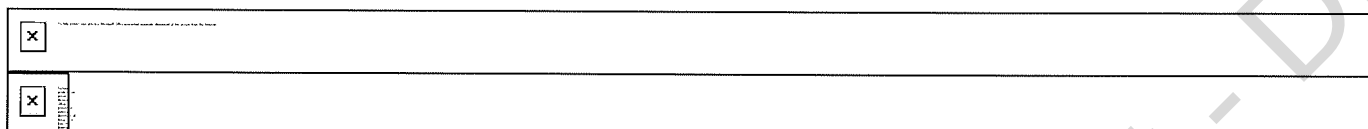
|                            |                   |
|----------------------------|-------------------|
| Requestor                  | Sarabjot Bedi     |
| Phone                      | <div>s73(2)</div> |
| Primary Operations Contact | <div></div>       |
| Phone                      | <div></div>       |

Dispatched To

Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Monday, 9 December 2024 4:14 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com;  
[redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02031269 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



## WORK ORDER AU02031269 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02031269

**Address**

[redacted] Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 09/12/2024  
**Due Date** 19/12/2024  
**Priority** Routine  
**Category** Tenant Service Req  
**Discipline** Access Cards  
**Description**

Programming change – Additional Access (TSR-A)  
Hi team, Can we please reactive the auto-blinds in room -  
[redacted] 47 & [redacted] 54. These were removed from auto control  
recently, but staff wants to add them back. Office contact -  
Matt Jensen / [redacted] s73(2) Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**

**Dispatched To**

Customer Service Centre



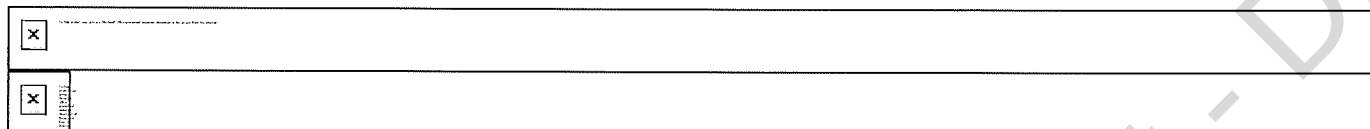
1300 733 454



@jll.com

Regards,  
Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Tuesday, 10 December 2024 1:58 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; Billy.cox@jll.com  
**Subject:** WORK ORDER AU02031302 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02031302 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02031302

**Address** [redacted] Level [redacted] L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 10/12/2024

**Due Date** 13/12/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description**

Report a Problem (TSR-G)

Hi team, Premier's office has advised that there is an issue with the PowerPoints in their office. Desk [redacted] 07 where Rob Morrison sits. One of the 2 power points (left side) on the top of the desk doesn't work. Can we please send someone to have a look. Contact - Rebecca Docherty [redacted] s73(2) Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Wednesday, 11 December 2024 2:32 PM  
**To:** MinServices Admin  
**Cc:** [redacted] Fiona Galjaardt  
**Subject:** RE: WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

May you please confirm with Fiona that the requested TV in [redacted] 12 will be mounted on the wall & [redacted] 06 will be placed on TV stand?

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
**JLL**

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Sent:** Monday, 9 December 2024 10:52 AM  
**To:** Fiona Galjaardt [redacted]@ministerial.qld.gov.au>  
**Cc:** [redacted]@jll.com> [redacted]@jll.com>  
**Subject:** FW: WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Good morning Fiona,

We are waiting for a quote from NTT regarding the TV installation on Level [redacted]. Could you please confirm if your office requires free-to-air TV only or both free-to-air TV and Foxtel on the Tv?

Kind Regards





**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P   
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

From: @jll.com <@jll.com>  
Sent: Thursday, 21 November 2024  
To: Sarabjot Bedi <@premiers.qld.gov.au>  
Subject: WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02029646 RAISED

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

|          |                                                                                       |                   |            |
|----------|---------------------------------------------------------------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St                                                     | Work Order Number | AU02029646 |
| Address  | <input type="text"/> Level <input type="text"/><br>1 William Street, Brisbane<br>4000 |                   |            |

Client Ref:

Dispatch Date 21/11/2024

Due Date 24/11/2024

Priority Standard

Category Tenant Service Req

Discipline Quote Request

Description

Quote Request (TSR-Q)

Hi Team, Premier's office is looking for a quote to organise 2 TV's on Level  rooms - 12 and 06. Can we please arrange a quote. Office contact is - Fiona Galjaardt / @ministerial.qld.gov.au. Kind Regards Sarab

## Asset

Requestor

Sarabjot Bedi

Phone

s73(2)

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre

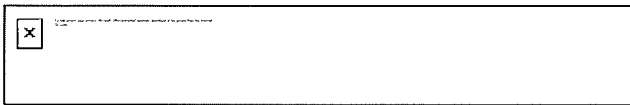


1300 733 454



@jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Sent:** Wednesday, 11 December 2024 3:23 PM  
**To:** [redacted] MinServices Admin  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Ideally we would like both wall mounted. At the latest site visit with the AV people, they measured up for this.



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

[redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** [redacted]@jll.com>  
**Sent:** Wednesday, December 11, 2024 2:32 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>; Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

May you please confirm with Fiona that the requested TV in [redacted] 12 will be mounted on the wall & [redacted] 06 will be placed on TV stand?

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
**JLL**

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
www.jll.com.au

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Sent:** Monday, 9 December 2024 10:52 AM  
**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com>

**Subject:** FW: WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Good morning Fiona,

We are waiting for a quote from NTT regarding the TV installation on Level  Could you please confirm if your office requires free-to-air TV only or both free-to-air TV and Foxtel on the Tv?

Kind Regards



**Queensland**  
Government

**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P  s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** @jill.com <@jill.com>

**Sent:** Thursday, 21 November 2024

**To:** Sarabjot Bedi <@premiers.qld.gov.au>

**Subject:** WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02029646 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

|                 |                                                                                                              |                          |            |
|-----------------|--------------------------------------------------------------------------------------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St                                                                            | <b>Work Order Number</b> | AU02029646 |
| <b>Address</b>  | <input type="text"/> Level <input type="text"/> - <input type="text"/><br>1 William Street, Brisbane<br>4000 |                          |            |

**Client Ref:**

**Dispatch Date**

21/11/2024

R

**Due Date** 24/11/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Quote Request  
**Description**

Quote Request (TSR-Q)  
Hi Team, Premier's office is looking for a quote to organise 2 TV's on Level [redacted] rooms - [redacted] 12 and [redacted] 06. Can we please arrange a quote. Office contact is - Fiona Galjaardt / [redacted] s73(2) [redacted]@ministerial.qld.gov.au. Kind Regards Sarab

**Asset**

☐

**Requestor** Sarabiot Bedi  
**Phone** [redacted]

**Primary Operations Contact**  
**Phone** [redacted] s73(2)

**Dispatched To**

Customer Service Centre

[redacted] 1300 733 454 [redacted] [redacted]@jll.com

Regards,  
Customer Service Centre

☐

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

Please consider the environment before printing this email.

**From:** s73(2) @jll.com  
**Sent:** Wednesday, 11 December 2024 4:26 PM  
**To:** Sarabjot Bedi  
**Cc:** @jll.com; @jll.com; @jll.com; @jll.com; @jll.com; Billy.cox@jll.com  
**Subject:** WORK ORDER AU02031382 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02031382 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02031382

**Address** Level - L  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 11/12/2024

**Due Date** 14/12/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description**

Report a Problem (TSR-G)

Hi Team, Treasurer's office has advised they are running out of cutlery and coffee cups in their office pantry. Can we please provide more cups and cutlery on Level room - 28.

Also, they have a De'Longhi coffee machine in the pantry, is the tea/coffee/sugar and coffee beans supplied by the building or they purchase it themselves? They also have another small coffee machine with coffee pods, are the pods supplied by the building too? Kind Regards Sarab

## Asset



**Requestor  
Phone**

Sarabjot Bedi

s73(2)

**Primary Operations Contact  
Phone**



**Dispatched To**

---

Customer Service Centre



1300 733 454

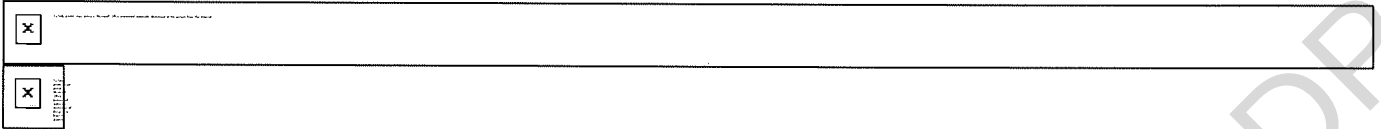


bjll.com

Regards,  
Customer Service Centre



**From:** [redacted]@jll.com  
**Sent:** Thursday, 12 December 2024 8:23 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02031302 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02031302 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02031302 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 10/12/2024 16:50:46 AUE-\*Energypro Electrical Solutions Pty Ltd\* assigned by [redacted] s73(2) @JLL.COM

12/12/2024 09:23:09 AUE - [redacted] Task was bulk marked as being COMPLETE.

Power on the desk checked - no issue on power supply. Please ensure leads are properly plugged into the GPO.

12/12/2024 09:23:09 AUE-(BULK) [redacted] @JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building**

Workplace Services – 1 William St

**Work Order Number** AU02031302

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 10/12/2024  
**Due Date** 13/12/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Report a Problem (TSR-G)  
ENERGYPRO - morning visit - PSG guard at [ ] starts 6AM.  
see Dave for escort to the desk // Hi team, Premier's office has  
advised that there is an issue with the PowerPoints in their  
office. Desk [ ]007 where Rob Morrison sits. One of the 2  
power points (left side) on the top of the desk doesn't work.  
Can we please send someone to have a look? Contact -  
Rebecca Docherty / [ ] s73(2) Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

**Dispatched To**

Energypro Electrical Solutions Pty Ltd

---

Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Thursday, 12 December 2024 9:22 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02031382 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Please be advised that these De'Longhi coffee machines although are test & tagged, they are external to the building fitout. Regarding coffee beans & coffee pods inside the ministerial offices, these products are also supplied externally. ☺

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Wednesday, 11 December 2024 4:26 PM  
**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>; Cook, Mark <[redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02031382 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

|                                                                                     |
|-------------------------------------------------------------------------------------|
|  |
|  |

**WORK ORDER AU02031382 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

x

**Building** Workplace Services – 1 William St **Work Order Number** AU02031382

**Address**

- Level

  
1 William Street, Brisbane  
4000

x

**Client Ref:**

**Dispatch Date** 11/12/2024  
**Due Date** 14/12/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Report a Problem (TSR-G)  
Hi Team, Treasurer's office has advised they are running out of cutlery and coffee cups in their office pantry. Can we please provide more cups and cutlery on Level  room -  28. Also, they have a De'Longhi coffee machine in the pantry, is the tea/coffee/sugar and coffee beans supplied by the building or they purchase it themselves? They also have another small coffee machine with coffee pods, are the pods supplied by the building too? Kind Regards Sarab

**Asset**

x

**Requestor** Sarabjot Bedi  
**Phone**

s73(2)

**Primary Operations Contact**  
**Phone**

**Dispatched To**

Customer Service Centre

x

 1300 733 454

x

 @ill.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com>  
**Sent:** Thursday, 12 December 2024 11:54 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02031382 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

I have assigned night cleaner to do floor redistribution for cutlery and cups tonight.

Please monitor the stocks tomorrow morning. If it still deemed too low even after the redistribution, we would obtain a quote for additional teaspoons/cups.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
[redacted] s73(2)@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Sent:** Thursday, 12 December 2024 9:43 AM  
**To:** [redacted]@jll.com>  
**Cc:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02031382 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Thank [redacted] have informed the office.

Can you please confirm about the cutlery and coffee cups. They are short of the teaspoons and cups.

Kind Regards



**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

From: [redacted]@jll.com>

Sent: Thursday, December 12, 2024 9:22 AM

To: Sarabjot Bedi [redacted]@premiers.qld.gov.au>

Cc: [redacted]@jll.com>

Subject: RE: WORK ORDER AU02031382 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Please be advised that these De'Longhi coffee machines although are test & tagged, they are external to the building fitout. Regarding coffee beans & coffee pods inside the ministerial offices, these products are also supplied externally. 😊

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
www.jll.com.au

From: [redacted]@jll.com <[redacted]@jll.com>

Sent: Wednesday, 11 December 2024 4:26 PM

To: Sarabjot Bedi [redacted]@premiers.qld.gov.au>

Cc: [redacted]@jll.com> [redacted]@jll.com [redacted]@jll.com> [redacted]  
[redacted]@jll.com> [redacted]@jll.com> [redacted]@jll.com>

Subject: WORK ORDER AU02031382 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02031382 RAISED

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

Building

Workplace Services – 1 William St

Work Order Number

AU02031382

Address

[redacted] Level [redacted]  
1 William Street, Brisbane  
4000

Client Ref:

Dispatch Date

11/12/2024

Due Date

14/12/2024

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

Report a Problem (TSR-G)

Hi Team, Treasurer's office has advised they are running out of cutlery and coffee cups in their office pantry. Can we please provide more cups and cutlery on Level [redacted] room - [redacted] 28. Also, they have a De'Longhi coffee machine in the pantry, is the tea/coffee/sugar and coffee beans supplied by the building or they purchase it themselves? They also have another small coffee machine with coffee pods, are the pods supplied by the building too? Kind Regards Sarab

Asset

Requestor

Sarabjot Bedi

Phone

[redacted]

Primary Operations Contact

Phone

s73(2)

Dispatched To

Customer Service Centre

[redacted]

1300 733 454

[redacted]

[redacted]@jll.com

Regards,

Customer Service Centre

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Released under the RTI Act



**From:** [redacted]@jll.com  
**Sent:** Friday, 13 December 2024 8:43 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02031269 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02031269 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02031269 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 09/12/2024 05:14:18 PM - Auto-Assigned to 1WS Card Admin 10/12/2024 10:49:04 AUE-  
\*Billy Cox\* assigned by [redacted] s73(2) @JLL.COM

13/12/2024 09:42:41 AUE - [redacted] - Task was bulk marked as being COMPLETE.

auto blind reinstated (connection) - L33 West office needs to be callibrated with base building autoblind system to match timer.

13/12/2024 09:42:41 AUE-(BULK [redacted] @JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building**

Workplace Services – 1 William St

**Work Order Number**

AU02031269

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

Dispatch Date 09/12/2024  
Due Date 12/12/2024  
Priority Standard  
Category Tenant Service Req  
Discipline Electrical/Lighting  
Description

Equipment (TSR-E)  
ENERGYPRO Hi team, Can we please reactive the auto-  
blinds in room - [redacted] 47 & [redacted] 54. These were removed from  
auto control recently, but staff wants to add them back. Office  
contact - Matt Jensen / [redacted] s73(2) Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

**Dispatched To**

Energypro Electrical Solutions Pty Ltd

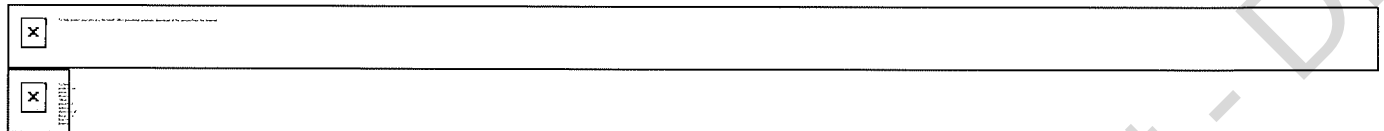
Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Friday, 13 December 2024 11:56 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02031456 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02031456 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02031456

**Address**

[redacted] Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 13/12/2024

**Due Date** 16/12/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** Quote Request

**Description**

Quote Request (TSR-Q)

Hi team, The desk in room [redacted] 57 is set very low and has no ability to raise. Can we please get a quote for stand-up desk or any other options. Level [redacted] Room [redacted] 57. Office of the Minister for Youth Justice Contact- Sarah Orr / [redacted] s73(2)  
Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

s73(2)

**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com>  
**Sent:** Monday, 16 December 2024 10:25 AM  
**To:** Sarabjot Bedi  
**Subject:** RE: WORK ORDER AU02031456 - Level [redacted] Min Youth Justice - Quote for electric desk in [redacted] 57

Good morning Sarab,

Just confirming that Sarah Orr's email address is @ministerial now?

Thank you

Kind Regards

[redacted]  
workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Friday, 13 December 2024 2:16 PM  
**To:** [redacted]@jll.com>  
**Cc:**  
**Subject:** WORK ORDER AU02031456 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

x

x

## WORK ORDER AU02031456 ASSIGNED

**To:** [redacted] - Internal Resource

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.

x

|                 |                                   |                          |            |
|-----------------|-----------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St | <b>Work Order Number</b> | AU02031456 |
| <b>Address</b>  |                                   |                          |            |

[ ] Level [ ]  
1 William Street, Brisbane  
4000

 [ ]

**Client Ref:**

**Dispatch Date** 13/12/2024

**Due Date** 16/12/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** Quote Request

**Description**

Quote Request (TSR-Q)

LISA - Hi team, The desk in room [ ] 57 is set very low and has no ability to raise. Can we please get a quote for stand-up desk or any other options. Level - [ ] Room [ ] 57, Office of the Minister for Youth Justice Contact- Sarah Orr / [ ]

[ ] Kind Regards Sarab

**Asset**

 [ ]

**Requestor** Sarabjot Bedi

**Phone**

[ ]

**Primary Operations Contact  
Phone**

s73(2)

**Dispatched To** [ ] Internal Resource

Customer Service Centre

 1300 733 454

 [ ]@jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Monday, 16 December 2024 11:20 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02031062 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Apologies in the delay on this job. I have scheduled in today with our handyman to action this request today.



Thank you.  
Kind regards,

[redacted]

Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
**JLL**

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Sarabjot Bedi [redacted]@premiers.qld.gov.au>  
**Sent:** Monday, 16 December 2024 11:09 AM  
**To:** [redacted]@jll.com> [redacted]@jll.com>  
**Subject:** FW: WORK ORDER AU02031062 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Hi [redacted]

Can you please confirm when will this request be actioned as the office is asking about it.

Kind Regards



**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

From: [redacted]@jll.com [redacted]@jll.com>  
Sent: Wednesday, December 4, 2024 3:51 PM  
To: Sarabjot Bedi [redacted]@premiers.qld.gov.au>  
Cc: [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com;  
[redacted]@jll.com  
Subject: WORK ORDER AU02031062 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02031062 RAISED

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

**Building** Workplace Services – 1 William St **Work Order Number** AU02031062

**Address** [redacted] - Level [redacted]  
1 William Street, Brisbane  
4000

**Client Ref:**

**Dispatch Date** 04/12/2024

**Due Date** 07/12/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** Access Cards

**Description**

Programming Change (TSR-A)

Hi team, Can we please organise the removal of the picture hanging cord from the minister's office. Picture attached. level [redacted] room [redacted] 26, Office of the Minister for Customer Services and Open Data and Minister for Small and Family Business. Contact - Sean Zegenhagen / [redacted] s73(2) Kind Regards Sarab

**Asset**

**Requestor** Sarabjot Bedi



Phone

Primary Operations Contact  
Phone

Dispatched To

---

Customer Service Centre

1300 733 454

@jll.com

Regards,  
Customer Service Centre

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**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Monday, 16 December 2024 11:51 AM  
**To:** MinServices Admin  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab

Regarding the below email trail.

Could you please confirm up once these TV works have been confirmed and I will arrange for the necessary electrical works to be completed. 😊

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
**JLL**

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Sent:** Wednesday, 11 December 2024 3:23 PM  
**To:** [redacted]@jll.com>; MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Ideally we would like both wall mounted. At the latest site visit with the AV people, they measured up for this.



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

[redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** [redacted]@jll.com>

**Sent:** Wednesday, December 11, 2024 2:32 PM

**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Cc:** [redacted]@jll.com>; Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Subject:** RE: WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

May you please confirm with Fiona that the requested TV in [redacted] 12 will be mounted on the wall & [redacted] 06 will be placed on TV stand?

Thank you.

Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
www.jll.com.au

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Sent:** Monday, 9 December 2024 10:52 AM

**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>

**Cc:** [redacted]@jll.com>; [redacted]@jll.com>

**Subject:** FW: WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Good morning Fiona,

We are waiting for a quote from NTT regarding the TV installation on Level [redacted] Could you please confirm if your office requires free-to-air TV only or both free-to-air TV and Foxtel on the TV?

Kind Regards



**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [redacted] s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

From: [redacted]@jll.com <[redacted]@jll.com>  
Sent: Thursday, 21 November 2024  
To: Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
Subject: WORK ORDER AU02029646 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02029646 RAISED

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

|          |                                                                     |                   |            |
|----------|---------------------------------------------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St                                   | Work Order Number | AU02029646 |
| Address  | [redacted] - Level [redacted]<br>1 William Street, Brisbane<br>4000 |                   |            |

Client Ref:

Dispatch Date 21/11/2024

Due Date 24/11/2024

Priority Standard

Category Tenant Service Req

Discipline Quote Request

Description

Quote Request (TSR-Q)

Hi Team, Premier's office is looking for a quote to organise 2 TV's on Level [redacted] rooms - [redacted]12 and [redacted]06. Can we please arrange a quote. Office contact is - Fiona Galjaardt /

[redacted]@ministerial.qld.gov.au. Kind Regards Sarab

## Asset

**Requestor**

Sarabjot Bedi

**Phone**

**Primary Operations Contact**

**Phone**

s73(2)

**Dispatched To**

Customer Service Centre

1300 733 454

@jll.com

Regards,

Customer Service Centre

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## Paolo Cecchini

**From:** MinServices Admin  
**Sent:** Monday, 16 December 2024 12:03 PM  
**To:** Rosie Turnbull  
**Subject:** FW: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Rosie,

The Boardroom for Minister Minnikin's office (13) is not a swipe access door like the other Ministerial office boardrooms. The building gave a cost of \$7,424.21 to install the swipe control and were checking this with Andrea Story who should be covering this cost.

Can you please raise this with Andrea, as their office is asking for this door to be secured.

Kind Regards



### Sarabjot Bedi

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>  
**Sent:** Friday, November 29, 2024 3:09 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>; [redacted]  
[redacted]@epw.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Yes, as 13 is an additional Minister Office on L [redacted]  
Door to the meeting room from atrium is not secured. The door from the meeting room to Minister office is the one that is always secured.  
I have also advised [redacted] who is overlooking all request post COG/MOG in 1 William Street.

@ [redacted] - Hi [redacted] please see the email trail below for swipe access card request related to MOG.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com

I work on the lands of the Turrbal people

**From:** MinServices Admin <[REDACTED]@premiers.qld.gov.au>

**Sent:** Friday, 29 November 2024 1:50 PM

**To:** [REDACTED]@jll.com>

**Subject:** RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Hi [REDACTED]

Was it always a free access door previously? Was that room not part of the Ministerial office space?

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [REDACTED] s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** [REDACTED]@jll.com>

**Sent:** Friday, November 29, 2024 1:42 PM

**To:** Sarabjot Bedi <[REDACTED]@premiers.qld.gov.au>

**Cc:** MinServices Admin <[REDACTED]@premiers.qld.gov.au>

**Subject:** RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

For your work order below:

- NTT has placed a panel in front of the room. Screen has been reinstated.
- Room [REDACTED] 13 has free access door to Atrium. We can change it into a locked (secured door).  
Quote attached below for your approval under TTcode TT01277

| Item                            | Quantity      | Work Request and Description                                                            | Project Cost |
|---------------------------------|---------------|-----------------------------------------------------------------------------------------|--------------|
| [REDACTED] 13 access door swipe | 1             | To Supply and Install Access Control to door location [REDACTED] 13                     | \$6,749.28   |
|                                 |               | 1 x Electronic Strike<br>1 x Gallagher Reader T11 (White)<br>1 x Gallagher Door Licence |              |
| Contractor Quote Number         | AU-BS-0006744 |                                                                                         |              |
| Work Order Number               | TBA           |                                                                                         |              |
| Type Of Works                   | Task          | Sub-Total                                                                               | \$6,749.28   |

|            |            |       |            |
|------------|------------|-------|------------|
| Contractor | Securitas  | Gst   | \$674.93   |
| Status     | Quote Sent | Total | \$7,424.21 |

Please advise if this work is approved and we will organize the work accordingly.  
Kind regards,

Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T 

s73(2)

 @jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

From 

@jll.com

 <

@jll.com

>  
Sent: Thursday, 21 November 2024 11:40 AM  
To: Sarabjot Bedi <

@premiers.qld.gov.au

>  
Cc: 

@jll.com

; 

@jll.com

; 

@jll.com

; Cook, 

@jll.com

; 

@jll.com

; 

@jll.com

  
**Subject:** WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

WORK ORDER AU02029609 RAISED

To: Sarabjot Bedi

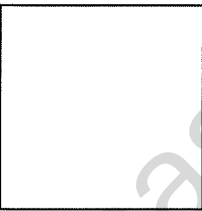
Thank you for contacting us. A work order has been raised.

Building Workplace Services – 1 William St Work Order Number AU02029609

Address 

Level

  
1 William Street, Brisbane  
4000

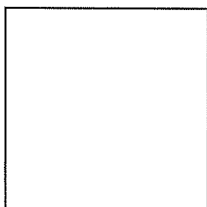


Client Ref:  
Dispatch Date 21/11/2024  
Due Date 24/11/2024  
Priority Standard  
Category Tenant Service Req  
Discipline Access Cards  
Description Programming Change (TSR-A)



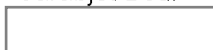
Hi Team, The office of the Minister for Customer Service have advised that their Meeting Boardroom is missing the swipe access. Level [redacted] Room - [redacted] 13 doesn't has a swipe access on it and it seems someone has removed the screen from that door as there is a hole in the wall. Can we please check why the access swipe was removed, contact -Sean / [redacted] s73(2)  
Kind Regards Sarab

## Asset



Requestor  
Phone

Sarabjot Bedi



Primary Operations Contact  
Phone



Dispatched To

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



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

Released under the RTI Act - DPC

## Paolo Cecchini

**From:** MinServices Admin  
**Sent:** Monday, 16 December 2024 12:41 PM  
**To:** Paolo Cecchini  
**Subject:** FW: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

F s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>  
**Sent:** Friday, November 29, 2024 3:09 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>; [redacted]  
[redacted]@epw.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Yes, as [redacted] 13 is an additional Minister Office on L31.

Door to the meeting room from atrium is not secured. The door from the meeting room to Minister office is the one that is always secured.

I have also advised [redacted] who is overlooking all request post COG/MOG in 1 William Street.

@ [redacted] - Hi [redacted] please see the email trail below for swipe access card request related to MOG.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

From: MinServices Admin <[redacted]@premiers.qld.gov.au>

Sent: Friday, 29 November 2024 1:50 PM

To: [redacted]@jll.com>

Subject: RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Hi [redacted]

Was it always a free access door previously? Was that room not part of the Ministerial office space?

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P O [redacted] s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

From: Supit, Alisya [redacted]@jll.com>

Sent: Friday, November 29, 2024 1:42 PM

To: Sarabjot Bedi <[redacted]@premiers.qld.gov.au>

Cc: MinServices Admin [redacted]@premiers.qld.gov.au>

Subject: RE: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

For your work order below:

- NTT has placed a panel in front of the room. Screen has been reinstated.
- Room [redacted] 13 has free access door to Atrium. We can change it into a locked (secured door).

Quote attached below for your approval under TTcode TT01277

| Item                            | Quantity      | Work Request and Description                                                            | Project Cost |
|---------------------------------|---------------|-----------------------------------------------------------------------------------------|--------------|
| [redacted] 13 access door swipe | 1             | To Supply and Install Access Control to door location [redacted] 13                     | \$6,749.28   |
|                                 |               | 1 x Electronic Strike<br>1 x Gallagher Reader T11 (White)<br>1 x Gallagher Door Licence |              |
| Contractor Quote Number         | AU-BS-0006744 |                                                                                         |              |
| Work Order Number               | TBA           |                                                                                         |              |
| Type Of Works                   | Task          | Sub-Total                                                                               | \$6,749.28   |
| Contractor                      | Securitas     | Gst                                                                                     | \$674.93     |
| Status                          | Quote Sent    | Total                                                                                   | \$7,424.21   |

Please advise if this work is approved and we will organize the work accordingly.

R

Kind regards,

[Redacted]

Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [Redacted] s73(2) [Redacted] jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

From: [Redacted] jll.com <[Redacted] jll.com>  
Sent: Thursday, 21 November 2024 11:40 AM  
To: Sarabjot Bedi [Redacted] @premiers.qld.gov.au>  
Cc: [Redacted] @jll.com>; [Redacted] @jll.com>; [Redacted] @jll.com>; Cook, [Redacted] @jll.com>; [Redacted] @jll.com>; [Redacted] @jll.com>  
Subject: WORK ORDER AU02029609 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

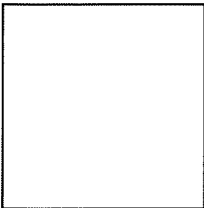
WORK ORDER AU02029609 RAISED

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

Building Workplace Services – 1 William St Work Order Number AU02029609

Address [Redacted] - Level [Redacted]  
1 William Street, Brisbane  
4000



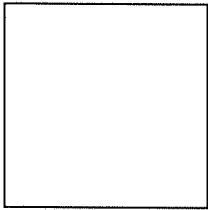
Client Ref:  
Dispatch Date 21/11/2024  
Due Date 24/11/2024  
Priority Standard  
Category Tenant Service Req  
Discipline Access Cards  
Description

Programming Change (TSR-A)  
Hi Team, The office of the Minister for Customer Service have advised that their Meeting Boardroom is missing the swipe access. Level [Redacted] Room - [Redacted] 13 doesn't has a swipe access on it and it seems someone has removed the screen from that door as there is a hole in the wall. Can we please check why

the access swipe was removed, contact -Sean /  
Kind Regards Sarab

s73(2)

**Asset**



**Requestor  
Phone**

Sarabjot Bedi



**Primary Operations Contact  
Phone**



**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



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R

**From:** [redacted]@jll.com  
**Sent:** Tuesday, 17 December 2024 12:39 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02031575 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



**WORK ORDER AU02031575 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02031575

**Address** [redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 17/12/2024  
**Due Date** 20/12/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Request Works (TSR-G)  
Hi team, Logging a job to hang old Premier's (Steven Miles) and new Premier's (David Crisafulli) photo on level [redacted] room - [redacted] 23 (next to glass entrance door). The photos are on my desk on Level [redacted] workstation - [redacted] 191. Kind Regards Sarab  
[redacted] s73(2)

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

s73(2)

**Dispatched To**

---

Customer Service Centre



1300 733 454



bjll.com

Regards,  
Customer Service Centre



**From:** [redacted]@jll.com  
**Sent:** Wednesday, 18 December 2024 9:51 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02031382 HAS BEEN COMPLETED: Requestor Notification

## WORK REQUEST AU02031382 HAS BEEN CLOSED

**To: Sarabjot Bedi**

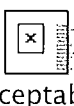
Work request AU02031382 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 12/12/2024 09:22:34 AUE-\*Billy Cox\* assigned by [redacted]@JLL.COM

12/12/2024 11:15:03 AUE-\*Dimeo Cleaning Services Pty Ltd\* assigned by [redacted]@JLL.COM

18/12/2024 10:50:28 AUE - [redacted] - Task was bulk marked as being COMPLETE.

This task has been actioned and completed. Thank you, [redacted]

18/12/2024 10:50:28 AUE-(BULK) [redacted] s73(2)@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building**

Workplace Services – 1 William St

**Work Order Number** AU02031382

**Address**

[redacted] - Level [redacted] - L [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 11/12/2024  
**Due Date** 14/12/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance

**Description**  
Report a Problem (TSR-G)  
Dimeo\*\* Please redistribute L [redacted] cups and cutleries around the main kitchen & pantry.

---

Hi Team, Treasurer's office has advised they are running out of cutlery and coffee cups in the pantry. Can we please provide more cups and cutlery on Level [redacted] room - [redacted] 28. Also, the De'Longhi coffee machine in the pantry, is the tea/coffee/sugar and coffee beans supplied by the building or they purchase it themselves? They also have another small coffee machine with pods, are the pods supplied by the building too? Kind Regards Sarab

**Asset**



**Requestor** Sarabiot Bedi  
**Phone** [redacted]

**Primary Operations Contact**  
**Phone** [redacted] s73(2)

**Dispatched To** [redacted] & Dimeo Cleaning Services Pty Ltd

Customer Service Centre

 1300 733 454

Regards,  
Customer Service Centre

[redacted]  
cs

**From:** [redacted]@jll.com  
**Sent:** Wednesday, 18 December 2024 9:52 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02031062 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02031062 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02031062 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 04/12/2024 04:51:10 PM - Auto-Assigned to 1WS Card Admin 05/12/2024 11:59:13 AUE-  
\*Grolife Property Services Pty Ltd\* assigned by [redacted]@JLL.COM

18/12/2024 10:52:19 AUE - [redacted] - Task was bulk marked as being COMPLETE.

This task has been actioned and completed. Thank you, [redacted]

18/12/2024 10:52:19 AUE-(BULK) [redacted] s73(2) @JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building**

Workplace Services – 1 William St

**Work Order Number**

AU02031062

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 04/12/2024  
**Due Date** 07/12/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Access Cards  
**Description**

Programming Change (TSR-A)  
GPS Hi team, Can we please organise the removal of the picture hanging cord from the minister's office. Picture attached. level  room  26, Office of the Minister for Customer Services and Open Data and Minister for Small and Family Business. Contact - Sean Zegenhagen /  s73(2)  
Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

**Dispatched To**

Grolife Property Services Pty Ltd

---

Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

From: [redacted]@jll.com  
Sent: Wednesday, 18 December 2024 9:54 AM  
To: Sarabjot Bedi  
Subject: WORK ORDER AU02030915 HAS BEEN COMPLETED: Requestor Notification

WORK REQUEST AU02030915 HAS BEEN CLOSED

To: Sarabjot Bedi

Work request AU02030915 has been closed.

Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction

Happy

Acceptable

Unhappy

The task notes are as follows (if provided):  
**Task Notes:** 02/12/2024 05:26:27 PM - Auto-Assigned to 1WS Card Admin

18/12/2024 10:54:03 AUE - [redacted] Task was bulk marked as being COMPLETE.

This task has been actioned and completed. Thank you [redacted]

18/12/2024 10:54:03 AUE-(BULK) [redacted] s73(2) @JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.

Building Workplace Services – 1 William St

Work Order Number AU02030915

Address

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000

Client Ref:

Dispatch Date 02/12/2024

**Due Date** 12/12/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Request Works (TSR-G)  
GPS Hi Team, Nathan Kucks from the Minister Minnikin's office has reported the following issues on Level [redacted] room [redacted] 28 - 1. In room [redacted] 28, the desk is broken. It wobbles and you can't really work at it. 2. The back door to Minister Minnikin's office (the one near the rear hallway) has red stains on the glass 3. Quote request - to request a new plant box for on top of a filing cabinet for the area next to [redacted] 28. Contact - Nathan Kucks [redacted] s73(2)] Kind Regards Sarab

**Asset**



**Requestor**  
**Phone**

Sarabjot Bedi

**Primary Operations Contact**  
**Phone**

**Dispatched To**

Grolife Property Services Pty Ltd

---

Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Wednesday, 18 December 2024 3:52 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02031641 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



**WORK ORDER AU02031641 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02031641

**Address** [redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 18/12/2024  
**Due Date** 21/12/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Air Conditioning  
**Description**

Cold Complaint (TSR-A)  
Hi Team, Office of the Minister for Housing have advised it is very cold in their office and particularly in the Minister's room. Can we please send some to check and increase the temperature. Level [redacted] rooms - [redacted] 35 and [redacted] 32. Office contact- Kirsti Schwartz / [redacted] s73(2) Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

s73(2)

**Dispatched To**

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



**Paolo Cecchini**

---

**From:** MinServices Admin  
**Sent:** Thursday, 19 December 2024 9:28 AM  
**To:** [REDACTED]  
**Cc:**  
**Subject:** FW: WORK ORDER AU02031641 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning [REDACTED]

Further on this, their office has contacted us today to advise it is now too warm in the Minister's room.

Can we please send a aircon technician to their office to take the temperature reading and fix the issue.

The office contact is - Kirsti Schwartz / [REDACTED] or [REDACTED] s73(2)

Level 33, rooms - 33.35.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

[REDACTED]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [REDACTED]@jll.com [REDACTED]@jll.com>  
**Sent:** Wednesday, December 18, 2024 3:52 PM  
**To:** Sarabjot Bedi [REDACTED]@premiers.qld.gov.au>  
**Cc:** [REDACTED]@jll.com; [REDACTED]@jll.com [REDACTED]@jll.com [REDACTED]@jll.com; [REDACTED]@jll.com;  
[REDACTED]@jll.com

**Subject:** WORK ORDER AU02031641 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



**WORK ORDER AU02031641 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

**Site Details**

**Building** Workplace Services – 1 William St **Work Order Number** AU02031641

**Address**  - Level   
1 William Street, Brisbane  
4000

**Service Request Details**

**Client Ref:**

**Dispatch Date** 18/12/2024

**Due Date** 21/12/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** Air Conditioning

**Description**

Cold Complaint (TSR-A)

Hi Team, Office of the Minister for Housing have advised it is very cold in their office and particularly in the Minister's room. Can we please send some to check and increase the temperature. Level 33, rooms -  35 and  32. Office contact- Kirsti Schwartz /  s73(2) Kind Regards Sarab

**Asset**

**Contact Details**

**Requestor** Sarabjot Bedi

**Phone**

**Primary Operations Contact**

**Phone**

**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Thursday, 19 December 2024 11:13 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02028993 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02028993 HAS BEEN CLOSED

**To:**

Work request AU02028993 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 14/11/2024 13:24:26 AUE-\*Paul Hillier Internal Resource\* assigned by

s73(2)

@JLL.COM

19/12/2024 12:12:00 PM - Update: Set points and airflow have been adjusted to improve comfort conditions.

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building**

1 William Street

**Work Order Number** AU02028993

**Address**

1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

14/11/2024

**Due Date**

17/11/2024

Priority

Standard

Category

Tenant Service Req

Discipline

Air Conditioning

Description

Hot Complaint (TSR-A)

\*\*\*\*\*Urgent\*\*\*\*\* Hi Team, Minister Andrew Powell has advised that its really hot in his office ([REDACTED] 34) and can we please reduce the temperature to make it colder. Room - [REDACTED] 34, Contact - Anna Armstrong / Megan - [REDACTED] s73(2)  
Kind Regards Sarab

Asset



Requestor

Phone

Primary Operations Contact

Phone

Paul Hillier

Dispatched To

Paul Hillier Internal Resource

Customer Service Centre



1300 733 454

Regards,

Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Thursday, 19 December 2024 11:16 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02029004 HAS BEEN COMPLETED: Requestor Notification

## WORK REQUEST AU02029004 HAS BEEN CLOSED

**To:**

Work request AU02029004 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 19/12/2024 12:15:23 AUE-[redacted]s73(2)@JLL.COM has marked task as COMPLETE

19/12/2024 12:15:00 PM - Update: Set points and airflow have been adjusted to improve comfort conditions.

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** 1 William Street

**Work Order Number** AU02029004

**Address** 1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 14/11/2024

**Due Date** 17/11/2024

**Priority** Standard

**Category**  
**Discipline**  
**Description**

Tenant Service Req  
Air Conditioning

Cold Complaint (TSR-A)

\*\*\*\*Urgent\*\*\*\* Hi team, Office of the Minister for Youth Justice,  
Level [ ] room - [ ] 52 have advised that it is very cold in their  
office. Can we please increase the temperature in their office  
to make it warmer. Level [ ] room [ ] 52. Contact - Bronte -

s73(2)

Kind Regards Sarab

**Asset**



**Requestor**  
**Phone**

**Primary Operations Contact**  
**Phone**

Paul Hillier

**Dispatched To**

Customer Service Centre

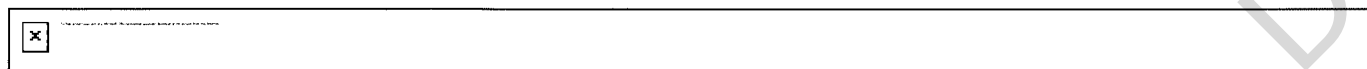


1300 733 454

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Thursday, 2 January 2025 2:56 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02031911 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02031911 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02031911

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 02/01/2025  
**Due Date** 05/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Report a Problem (TSR-G)  
Hi team, Sally Gannon from Health Minister's office rang to advise that some of the timber paneling in the Minister's office has fallen down. Can we please send someone to have a look. Level [redacted] room - [redacted] 48. Sally [redacted] s73(2)  
Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

[Redacted]

**Primary Operations Contact  
Phone**

s73(2)

**Dispatched To**

---

Customer Service Centre



1300 733 454



[Redacted]@jll.com

Regards,  
Customer Service Centre



**Paolo Cecchini**

---

**From:** Sharon Farry  
**Sent:** Thursday, 2 January 2025 3:22 PM  
**To:** MinServices Admin  
**Subject:** FW: WORK ORDER AU02029671 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Paolo

Received the below this afternoon.

Alisya contacted me when I made the original request and advised that any crockery/cutlery purchased for this office would end up in the main kitchen area so it wasn't advisable to get anything until some kind of kitchen had been organised for them. I passed this info on to Rosie but don't know if anything has been done since.

Kind regards



**Sharon Farry**  
Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [redacted] s73(2)  
Level 28, 1 William Street, Brisbane  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>  
**Sent:** Thursday, 2 January 2025 2:52 PM  
**To:** Sharon Farry <[redacted]@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02029671 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sharon,

Just following up the below request. Are the office now has a sufficient access to crockery/cutlery in the main kitchen?

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

From [redacted]@jll.com <[redacted]@jll.com>

Sent: Friday, 22 November 2024 10:44 AM

To: [redacted]@premiers.qld.gov.au

Cc: [redacted]@jll.com>; [redacted]@jll.com>; [redacted] s73(2)@jll.com>; [redacted]

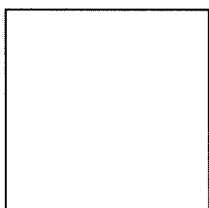
[redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>

**Subject:** WORK ORDER AU02029671 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02029671 RAISED

**To: Sharon Farry**

Thank you for contacting us. A work order has been raised.



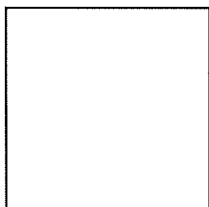
**Building**

Workplace Services – 1 William St

**Work Order Number** AU02029671

**Address**

1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

22/11/2024

**Due Date**

25/11/2024

**Priority**

Standard

**Category**

Tenant Service Req

**Discipline**

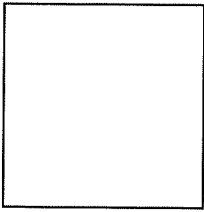
CleaningHousekeeping

**Description**

Equipment (TSR-C)

Hi team Once again, I apologise if I have failed to categorise this correctly. Minister Bates has noted that there is no cutlery/glassware/crockery/cutlery available for use in her area (Level [redacted] E) and would like to resolve this. Do you have these items available on request or would this require a quote/purchase? Please feel free to contact me if you have any questions . Many thanks Sharon

Asset



Requestor  
Phone

Sharon Farry

Primary Operations Contact  
Phone

s73(2)

Dispatched To

Customer Service Centre

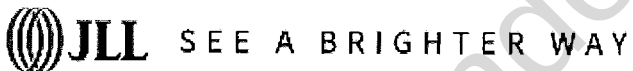


1300 733 454



@jll.com

Regards,  
Customer Service Centre

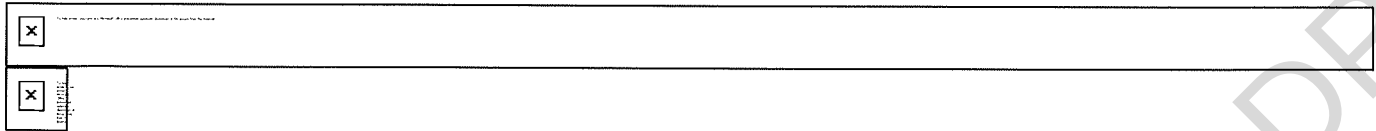


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**From:** @jll.com  
**Sent:** Friday, 3 January 2025 9:34 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02031641 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02031641 HAS BEEN CLOSED

**To:**

Work request AU02031641 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 19/12/2024 09:28:36 AUE-\*Paul Hillier Internal Resource\* assigned by

s73(2) JLL.COM

03/01/2025 10:33:00 AM - Update: Level  air conditioning has been checked and adjusted accordingly

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** 1 William Street

**Work Order Number** AU02031641

**Address**  
Level  Common Area  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 18/12/2024

**Due Date** 21/12/2024

**Priority** Standard

Category  
Discipline  
Description

Tenant Service Req  
Air Conditioning

Cold Complaint (TSR-A)  
Hi Team, Office of the Minister for Housing have advised it is very cold in their office and particularly in the Minister's room. Can we please send some to check and increase the temperature. Level [redacted] rooms - [redacted] 35 and [redacted] 32. Office contact- Kirsti Schwartz / [redacted] s73(2) Kind Regards Sarab

Asset



Requestor  
Phone

Primary Operations Contact  
Phone

Paul Hillier

Dispatched To

Paul Hillier Internal Resource

Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Friday, 3 January 2025 2:45 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02031575 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Please advise that our on-site handyman is back from leave 6<sup>th</sup> January.

If you could please arrange a suitable time to visit level [redacted] with myself or [redacted] to see how you would like the pictures to be hung that would be greatly appreciated. 😊

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
**JLL**

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 3 January 2025 9:57 AM  
**To:** [redacted]@jll.com> [redacted]@jll.com>  
**Cc:** [redacted]@jll.com>  
**Subject:** FW: WORK ORDER AU02031575 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Hi [redacted]

These are still on my desk on Level [redacted] can we please arrange to hang these in the Premier's office.

Kind Regards



**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
[redacted] s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Tuesday, December 17, 2024 12:39 PM  
**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com;  
[redacted]@jll.com  
**Subject:** WORK ORDER AU02031575 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02031575 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

|                 |                                   |                          |            |
|-----------------|-----------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St | <b>Work Order Number</b> | AU02031575 |
|-----------------|-----------------------------------|--------------------------|------------|

|                |                                                                   |
|----------------|-------------------------------------------------------------------|
| <b>Address</b> | [redacted] Level [redacted]<br>1 William Street, Brisbane<br>4000 |
|----------------|-------------------------------------------------------------------|

**Client Ref:**

**Dispatch Date** 17/12/2024

**Due Date** 20/12/2024

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description**

Request Works (TSR-G)  
Hi team, Logging a job to hang old Premier's (Steven Miles) and new Premier's (David Crisafulli) photo on level [redacted] room - [redacted] 23 (next to glass entrance door). The photos are on my

desk on Level [redacted] workstation - [redacted] 191. Kind Regards Sarab

s73(2)

## Asset

Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre

[redacted] 1300 733 454

[redacted] [redacted]@jll.com

Regards,  
Customer Service Centre

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Paolo Cecchini

**From:** s73(2)@jll.com  
**Sent:** Monday, 6 January 2025 9:12 AM  
**To:** Sarabjot Bedi  
**Cc:** @jll.com; @jll.com; @jll.com; @jll.com; @jll.com; @jll.com  
**Subject:** WORK ORDER AU02031979 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02031979 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02031979

**Address**

Level  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 06/01/2025  
**Due Date** 09/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Report a Problem (TSR-G)  
HI Team, Can we please send the handyman to Minister  
Amanda Camm's office as the key to Minister's desk drawer is  
bent and the drawers are not opening. Contact - Jo Hoger /  
Room - 49, 46, Level Kind Regards  
Sarab

**Asset**



Requestor  
Phone

Sarabjot Bedi

s73(2)

Primary Operations Contact  
Phone



Dispatched To

Customer Service Centre



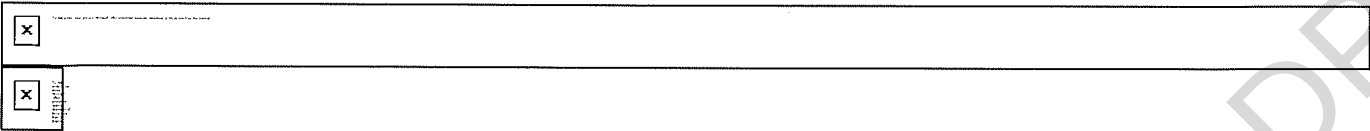
1300 733 454



@jll.com

Regards,  
Customer Service Centre

From: [redacted]@jll.com  
Sent: Monday, 6 January 2025 9:14 AM  
To: Sarabjot Bedi  
Subject: WORK ORDER AU02031911 HAS BEEN COMPLETED: Requestor Notification



WORK REQUEST AU02031911 HAS BEEN CLOSED

To: Sarabjot Bedi

Work request AU02031911 has been closed.

Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):  
**Task Notes:** 02/01/2025 16:01:58 AUE-\*Grolife Property Services Pty Ltd\* assigned by [redacted] s73(2) [redacted]@JLL.COM

06/01/2025 10:13:36 AUE - [redacted] - Task was bulk marked as being COMPLETE.

This task has been actioned and completed by on site handyman. Thank you, [redacted]

06/01/2025 10:13:36 AUE-(BULK) [redacted]@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St **Work Order Number** AU02031911

**Address** [redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

Dispatch Date 02/01/2025  
Due Date 05/01/2025  
Priority Standard  
Category Tenant Service Req  
Discipline General Maintenance  
Description

Report a Problem (TSR-G)  
Hi team, GPS//Sally Gannon from Health Minister's office rang to advise that some of the timber paneling in the Minister's office has fallen down. Can we please send someone to have a look. Level [redacted] room - [redacted] 48. Sally [redacted] s73(2)  
[redacted] Kind Regards Sarab

Asset



Requestor  
Phone

Sarabjot Bedi

Primary Operations Contact  
Phone

Dispatched To

Grolife Property Services Pty Ltd

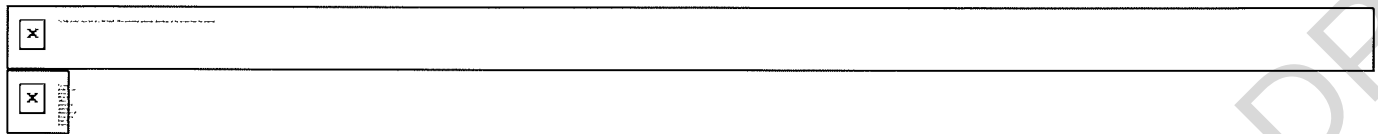
Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Monday, 6 January 2025 9:22 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02030875 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02030875 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02030875 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 02/12/2024 12:53:36 AUE-[redacted] Internal Resource\* assigned by [redacted]  
[redacted] s73(2) @JLL.COM 02/12/2024 16:22:04 AUE-\*Fredon Security QLD Pty Ltd\* assigned by [redacted]  
[redacted] @JLL.COM 17/12/2024 18:06:08 AUE-\*Fredon Security QLD Pty Ltd\* assigned by [redacted]  
[redacted] @JLL.COM

06/01/2025 10:22:18 AUE - [redacted] - Task was bulk marked as being COMPLETE.

This task has been actioned and completed . Thank you, [redacted]

06/01/2025 10:22:18 AUE-(BULK) [redacted] @JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building**

Workplace Services – 1 William St

**Work Order Number**

AU02030875

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



Client Ref:

Dispatch Date

02/12/2024

Due Date

02/01/2025

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

Report a Problem (TSR-G)

Quote request - please quote to replace the mortice lock - suspect lock faulty // Hi Team, Level [redacted] Minister for Health office have advised that their main office door sensor is failing, and door is jamming. Can we please send someone to have a look. Level [redacted] room - [redacted] 48. Office Contact- Crystella Chesson / [redacted] s73(2) Kind Regards Sarab

Asset



Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

Fredon Security QLD Pty Ltd

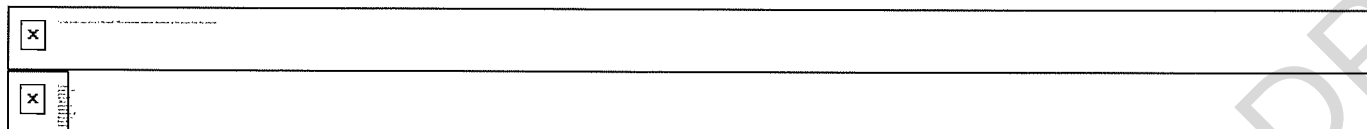
Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Monday, 6 January 2025 9:23 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER 2030875 Has a New Event: Task Reopened. Requestor Notification



## New Event Created

**To: Sarabjot Bedi**

A new event has been created for task 2030875. Details are as follows.

**Event Name:** Task Reopened

**Event Type:** ACTUAL

**Event Date:** 1/6/2025 10:22:00 AM

**Event Detail:** Task was Reopened from COMPLETE to ASSIGNED by [redacted]

**Logged By:** [redacted]



**Building** Workplace Services – 1 William St **Work Order Number** AU02030875

**Address** [redacted] Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 02/12/2024

**Due Date** 02/01/2025

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description**

Report a Problem (TSR-G)

Quote request - please quote to replace the mortice lock - suspect lock faulty // Hi Team, Level [redacted] Minister for Health office have advised that their main office door sensor is failing, and door is jamming. Can we please send someone to have a look. Level [redacted] room - [redacted] 48. Office Contact- Crystella Chesson [redacted] s73(2) Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

**Dispatched To**

Fredon Security QLD Pty Ltd

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Monday, 6 January 2025 10:53 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02031994 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



**WORK ORDER AU02031994 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02031994

**Address** [redacted] Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**  
**Dispatch Date** 06/01/2025  
**Due Date** 09/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Electrical/Lighting  
**Description**

Power Points / Cabling / Wiring (TSR-E)  
Hi team, One of the desk in Minister for Education office is not connected to power and some wires are not connected. Room - [redacted] 55, Level [redacted] Can we please send someone to check.  
Office Contact - Brendan Martin [redacted] s73(2) Kind Regards  
Sarab

**Asset**



Requestor  
Phone

Sarabjot Bedi

s73(2)

Primary Operations Contact  
Phone



Dispatched To

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

**From:** [redacted]@jll.com  
**Sent:** Monday, 6 January 2025 2:02 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032027 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02032027 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032027

**Address**

[redacted] Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 06/01/2025

**Due Date** 09/01/2025

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description**

Report a Problem (TSR-G)

Hi Team, The work desk for Oscar Green (in the Treasurer's office on level [redacted] has a completely broken manual handle. Can this please be fixed? Level [redacted] room [redacted] 54. Contact - Julie Fiedler [redacted] s73(2) Kind Regards Sarab

**Asset**



Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

---

Customer Service Centre



1300 733 454



@jll.com

Regards,

Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Monday, 6 January 2025 4:23 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com;  
[redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032055 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification

## WORK ORDER AU02032055 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032055

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 06/01/2025

**Due Date** 09/01/2025

**Priority** Standard

**Category** Tenant Service Req

**Discipline** Plumbing / Drainage

**Description**

Hot Water Systems (TSR-P)  
Hi Team, The hot water service in the kitchenette of Minister Leahys office (Level - [redacted] Room - [redacted] 51) is currently inoperable. Can we please send someone to fix this. Office Contact - Brett McKinnon / [redacted] s73(2) Kind Regards Sarab

**Asset**



Requestor  
Phone

Sarabjot Bedi

Primary Operations Contact  
Phone

s73(2)

Dispatched To

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, 7 January 2025 9:10 AM  
**To:** Sarabjot Bedi  
**Subject:** RE: WORK ORDER AU02031994 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning Sarab,

Regarding this work order, is there a possible other contact for the office I can contact?

I have tried reaching out to Brendan however I've had no luck.

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

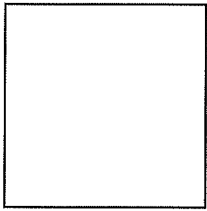
**From:** [redacted]@jll.com [redacted]@jll.com>  
**Sent:** Monday, 6 January 2025 10:53 AM  
**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02031994 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**WORK ORDER AU02031994 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.





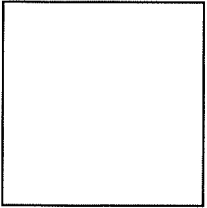
**Building**

Workplace Services – 1 William St

**Work Order Number** AU02031994

**Address**

- Level   
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

06/01/2025

**Due Date**

09/01/2025

**Priority**

Standard

**Category**

Tenant Service Req

**Discipline**

Electrical/Lighting

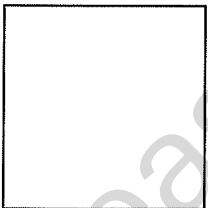
**Description**

Power Points / Cabling / Wiring (TSR-E)

Hi team, One of the desk in Minister for Education office is not connected to power and some wires are not connected. Room -  55, Level  Can we please send someone to check.

Office Contact - Brendan Martin /  s73(2) Kind Regards  
Sarab

**Asset**



**Requestor**

Sarabjot Bedi

**Phone**

**Primary Operations Contact**

**Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, 7 January 2025 9:10 AM  
**To:** Sarabjot Bedi  
**Subject:** RE: WORK ORDER AU02031994 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good morning Sarab,

Regarding this work order, is there a possible other contact for the office I can contact?

I have tried reaching out to Brendan however I've had no luck.

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

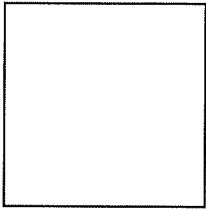
M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com [redacted]@jll.com>  
**Sent:** Monday, 6 January 2025 10:53 AM  
**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com> [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02031994 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**WORK ORDER AU02031994 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



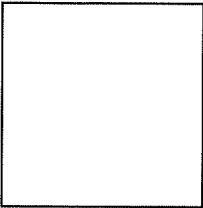
**Building**

Workplace Services – 1 William St

**Work Order Number** AU02031994

**Address**

Level   
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

06/01/2025

**Due Date**

09/01/2025

**Priority**

Standard

**Category**

Tenant Service Req

**Discipline**

Electrical/Lighting

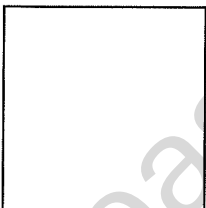
**Description**

Power Points / Cabling / Wiring (TSR-E)

Hi team, One of the desk in Minister for Education office is not connected to power and some wires are not connected. Room  55, Level  Can we please send someone to check.

Office Contact - Brendan Martin /  s73(2) Kind Regards  
Sarab

**Asset**



**Requestor**

Sarabjot Bedi

**Phone**

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454



s73(2)

@jll.com

Regards,  
Customer Service Centre

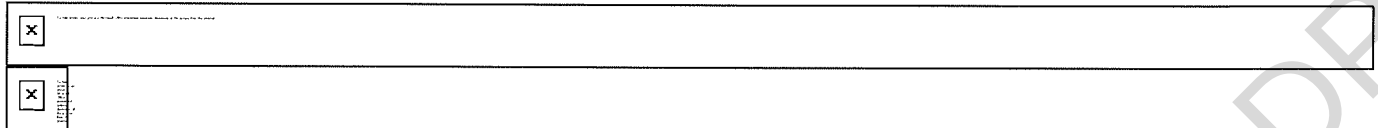


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**From:** [redacted]@jll.com  
**Sent:** Tuesday, 7 January 2025 10:29 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02031575 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02031575 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02031575 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 07/01/2025 11:28:48 AUE - ([redacted]) Task was bulk marked as being COMPLETE.

This task has been actioned and completed by on site handyman. Thank you, [redacted]

07/01/2025 11:28:48 AUE-(BULK) ([redacted] s73(2))@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St **Work Order Number** AU02031575

**Address** [redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 17/12/2024

**Due Date** 09/01/2025

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

Request Works (TSR-G)

[redacted] Hi team, Logging a job to hang old Premier's (Steven Miles) and new Premier's (David Crisafulli) photo on level [redacted] room - [redacted] 23 (next to glass entrance door). The photos are on my desk on Level [redacted] workstation - [redacted] 191. Kind Regards Sarab [redacted] s73(2)

Asset



Requestor

Sarabjot Bedi

Phone

[redacted]

Primary Operations Contact

Phone

[redacted]

Dispatched To

Customer Service Centre



1300 733 454

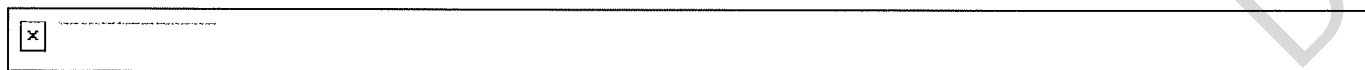
Regards,

Customer Service Centre



Paolo Cecchini

**From:** s73(2) @jll.com  
**Sent:** Tuesday, 7 January 2025 1:00 PM  
**To:** Sarabjot Bedi  
**Cc:** @jll.com; @jll.com; @jll.com; @jll.com; @jll.com; @jll.com  
**Subject:** WORK ORDER AU02032108 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02032108 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032108

**Address**  
- Level  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 07/01/2025  
**Due Date** 10/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Air Conditioning  
**Description**

Draft / Air Movement / Breeze (TSR-A)  
Hi Team, Office of the Minister for Environment, Tourism, Science and Innovation have asked if it is possible to amend the time of operation for the air conditioning in their office. They would like it to be from 6:30am until 6pm moving forward. Can you please advise if this can be done? Level Rooms - 37, 34, 36, 32, 33, 31, 41. Kind Regards Sarab

Asset



Requestor  
Phone

Sarabjot Bedi

Primary Operations Contact  
Phone

Dispatched To

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** MinServices Admin  
**Sent:** Tuesday, 7 January 2025 3:33 PM  
**To:** [redacted]@jll.com  
**Cc:** [redacted]  
**Subject:** FW: WORK ORDER AU02032055 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi [redacted]

The office just called us again regarding the hot water system. Is there an update on this work order?

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted] s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Monday, January 6, 2025 4:23 PM  
**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com;  
[redacted]@jll.com  
**Subject:** WORK ORDER AU02032055 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**JLL Evolution**

**WORK ORDER AU02032055 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

**Site Details**

|                 |                                   |                          |            |
|-----------------|-----------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St | <b>Work Order Number</b> | AU02032055 |
| <b>Address</b>  |                                   |                          |            |

Level   
1 William Street, Brisbane  
4000

### Service Request Details

Client Ref:

Dispatch Date 06/01/2025

Due Date 09/01/2025

Priority Standard

Category Tenant Service Req

Discipline Plumbing / Drainage

Description

Hot Water Systems (TSR-P)

Hi Team, The hot water service in the kitchenette of Minister Leahys office (Level  Room -  51) is currently inoperable. Can we please send someone to fix this. Office Contact - Brett McKinnon  s73(2) Kind Regards Sarab

Asset

### Contact Details

Requestor Sarabjot Bedi

Phone

Primary Operations Contact  
Phone

Dispatched To

Customer Service Centre



1300 733 454

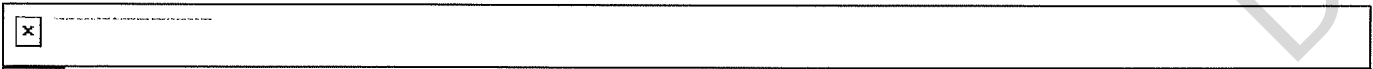


@ill.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Tuesday, 7 January 2025 3:58 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032130 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02032130 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032130

**Address**  
[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 07/01/2025  
**Due Date** 10/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

General Repairs Maintenance (TSR-G)  
Hi Team, Can we please send handyman to Level [redacted] Room - [redacted] 51 as they have a locked white cabinet in their office which they can't find the key. Office of the Minister for Sport and Racing. Level [redacted] 51 Contact- Camilla [redacted] s73(2) Kind  
Regards Sarab

**Asset**



Requestor  
Phone

Sarabjot Bedi

Primary Operations Contact  
Phone

s73(2)

Dispatched To

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, 7 January 2025 4:15 PM  
**To:** MinServices Admin  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02032055 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Please be advised that our on Billi technician has been reached out to regarding this issue.

They are currently scheduled to rectify this issue ASAP.

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Sent:** Tuesday, 7 January 2025 3:33 PM

**To:** [redacted]@jll.com>

**Cc:** [redacted]@jll.com>

**Subject:** FW: WORK ORDER AU02032055 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Hi [redacted]

The office just called us again regarding the hot water system. Is there an update on this work order?

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

From [redacted]@jll.com <[redacted]@jll.com>

Sent: Monday, January 6, 2025 4:23 PM

To: Sarabjot Bedi <[redacted]@premiers.qld.gov.au>

Cc: [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com

Subject: WORK ORDER AU02032055 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02032055 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

|          |                                   |                   |            |
|----------|-----------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St | Work Order Number | AU02032055 |
|----------|-----------------------------------|-------------------|------------|

|         |                               |
|---------|-------------------------------|
| Address | [redacted] - Level [redacted] |
|         | 1 William Street, Brisbane    |
|         | 4000                          |

**Client Ref:**

**Dispatch Date**

06/01/2025

**Due Date**

09/01/2025

**Priority**

Standard

**Category**

Tenant Service Req

**Discipline**

Plumbing / Drainage

**Description**

Hot Water Systems (TSR-P)

Hi Team, The hot water service in the kitchenette of Minister Leahys office (Level [redacted] Room - [redacted] 51) is currently



inoperable. Can we please send someone to fix this. Office  
Contact - Brett McKinnon / [redacted] s73(2) Kind Regards Sarab

**Asset**

**Requestor**

Sarabjot Bedi

**Phone**

**Primary Operations Contact**

**Phone**

**Dispatched To**

Customer Service Centre

1300 733 454

@jll.com

Regards,

Customer Service Centre

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Paolo Cecchini

**From:** [redacted]@jll.com>  
**Sent:** Wednesday, 8 January 2025 8:26 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02030966 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Would you have an update on the below at all?

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]  
**Sent:** Thursday, 5 December 2024 2:44 PM  
**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02030966 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

In regard to this work order, our Cleaning Manager has advised that Level [redacted] Ministerial staff office room [redacted] 27 is cleaned every night as per the schedule.  
They have also confirmed there is under desk bins already in the office. Could you please provide further information as to what cleaning issues the staff are noticing?

Thank-you.

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T +6 [redacted] [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

|                                                                                     |  |
|-------------------------------------------------------------------------------------|--|
|  |  |
|  |  |

WORK ORDER AU02030966 RAISED

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

|          |                                   |                   |            |
|----------|-----------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St | Work Order Number | AU02030966 |
|----------|-----------------------------------|-------------------|------------|

Address  - Level   
1 William Street, Brisbane  
4000

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Client Ref:   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Dispatch Date | 03/12/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Due Date      | 13/12/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Priority      | Routine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Category      | Tenant Service Req                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Discipline    | CleaningHousekeeping                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Description   | Waste Removal (TSR-C)<br>Hi Team. Can you please confirm if the Ministerial office space (Level <input type="text"/> room <input type="text"/> 27) is part of the regular cleaning and how can we arrange bins in that office. Kieran Douglas (Ministerial Member support team) works on Level <input type="text"/> room <input type="text"/> 27 and wants to know how to organize cleaning and bins in their office <input type="text"/> 27 going forward. Contact - Kieran Douglas / <input type="text"/> s73(2)<br>Kind Regards Sarab |

Asset

|           |                      |
|-----------|----------------------|
| Requestor | Sarabjot Bedi        |
| Phone     | <input type="text"/> |

|                            |                      |
|----------------------------|----------------------|
| Primary Operations Contact | <input type="text"/> |
| Phone                      | <input type="text"/> |

Dispatched To

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



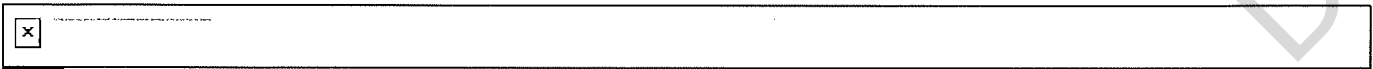
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Paolo Cecchini

**From:** s73(2) @jll.com  
**Sent:** Wednesday, 8 January 2025 9:44 AM  
**To:** Sarabjot Bedi  
**Cc:** @jll.com; @jll.com; @jll.com; @jll.com; @jll.com; @jll.com  
**Subject:** WORK ORDER AU02032148 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02032148 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032148

**Address**  
- Level  
1 William Street, Brisbane  
4000



### Client Ref:

**Dispatch Date** 08/01/2025  
**Due Date** 11/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Quote Request  
**Description**

### Quote Request (TSR-Q)

Hi Team, Can we please get a quote for proposed relocation of the media team's workspace in the Education & Arts Minister's office from the current room 55 to the room next door 56? Their office also wants an assessment and quote on only moving the TV from the vacant room 56 into the media team's current workspace in room 55. Office Contact - Toby Crockford / @ministerial.qld.gov.au Level Room - 55. Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

**Dispatched To**

---

Customer Service Centre



1300 733 454

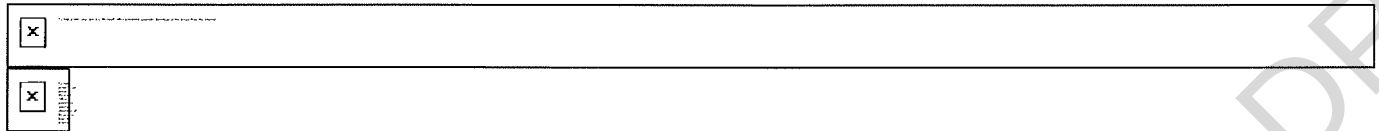


@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Wednesday, 8 January 2025 11:06 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02031994 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02031994 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02031994 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 08/01/2025 12:05:46 AUE - [redacted] - Task was bulk marked as being COMPLETE.

electrician attended - Desk now powered.

08/01/2025 12:05:47 AUE-(BULK) [redacted] s73(2) @JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St **Work Order Number** AU02031994

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 06/01/2025

**Due Date** 09/01/2025

Priority

Standard

Category

Tenant Service Req

Discipline

Electrical/Lighting

Description

Power Points / Cabling / Wiring (TSR-E)  
ENERGYPRO Hi team, One of the desk in Minister for  
Education office is not connected to power and some wires  
are not connected. Room - [redacted] 55, Level [redacted] Can we please  
send someone to check. Office Contact - Brendan Martin /

s73(2)

Kind Regards Sarab

Asset



Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

Energypro Electrical Solutions Pty Ltd

Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre



Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Wednesday, 8 January 2025 11:31 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032161 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02032161 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032161

**Address** [redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 08/01/2025  
**Due Date** 11/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Request Works (TSR-G)  
Hi team, Lachlan Goffage from The Office of Minister for Youth Justice have advised they have 2 lamps in their office that they do not need. Can we please collect these. Level [redacted] Room - [redacted] 52 Contact - Lachlan Goffage / [redacted] s73(2) Kind Regards  
Sarab

**Asset**



Requestor  
Phone

Sarabjot Bedi

Primary Operations Contact  
Phone

Dispatched To

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

From: [redacted]@jll.com  
Sent: Wednesday, 8 January 2025 11:56 AM  
To: Sarabjot Bedi  
Subject: WORK ORDER AU02032130 HAS BEEN COMPLETED: Requestor Notification

WORK REQUEST AU02032130 HAS BEEN CLOSED

To: Sarabjot Bedi

Work request AU02032130 has been closed.

Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction

Happy

Acceptable

Unhappy

The task notes are as follows (if provided):  
**Task Notes:** 08/01/2025 12:56:10 AUE - [redacted] - Task was bulk marked as being COMPLETE.

This task has been actioned and completed by on site handyman. Thank you, [redacted]

08/01/2025 12:56:10 AUE-(BULK) [redacted] s73(2) JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.

Building

Workplace Services – 1 William St

Work Order Number

AU02032130

Address  
[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000

Client Ref:

Dispatch Date

Due Date

07/01/2025

10/01/2025

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

General Repairs Maintenance (TSR-G)

GPS Hi Team, Can we please send handyman to Level [redacted]  
Room - [redacted] 51 as they have a locked white cabinet in their  
office which they can't find the key. Office of the Minister for  
Sport and Racing. Level [redacted] 51 Contact- Camilla [redacted]  
[redacted] Kind Regards Sarab

Asset



Requestor

Sarabjot Bedi

Phone

[Redacted phone number]

Primary Operations Contact

Phone

s73(2)

Dispatched To

Grolife Property Services Pty Ltd

Customer Service Centre



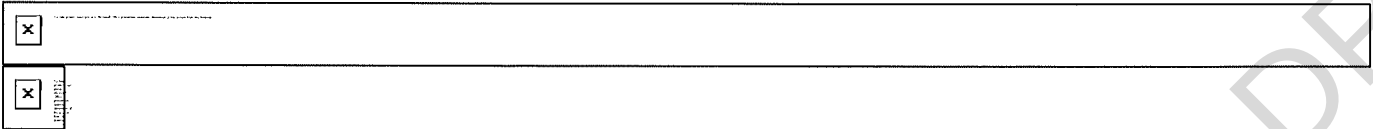
1300 733 454

Regards,

Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Wednesday, 8 January 2025 12:25 PM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02032151 HAS BEEN COMPLETED: Requestor Notification



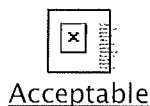
## WORK REQUEST AU02032151 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02032151 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



The task notes are as follows (if provided):

**Task Notes:** 08/01/2025 13:24:55 AUE - [redacted] - Task was bulk marked as being COMPLETE.

08/01/2025 13:24:56 AUE-(BULK) [redacted] s73(2) @JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032151

**Address** [redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**  
**Dispatch Date** 08/01/2025  
**Due Date** 11/01/2025  
**Priority** Standard  
**Category** Tenant Service Req

**Discipline**

General Maintenance

**Description**

Report a Problem (TSR-G)

Hi Team, Minister Simpson's office has advised that there is no milk and sugar left in their office. Can we please deliver these. Level  Room -  32. Kind Regards Sarab

**Asset**



**Requestor**

Sarabjot Bedi

**Phone**

s73(2)

**Primary Operations Contact**

**Phone**

**Dispatched To**

Customer Service Centre



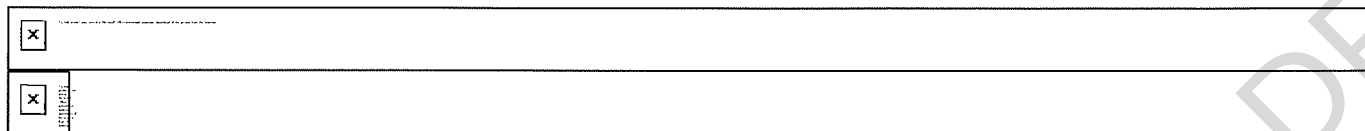
1300 733 454

Regards,

Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Wednesday, 8 January 2025 3:03 PM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02032161 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02032161 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02032161 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 08/01/2025 15:47:27 AUE - [redacted] Task was bulk marked as being COMPLETE.

Job attended and lamps has been collected

08/01/2025 15:47:27 AUE-(BULK) [redacted] s73(2)@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St

**Work Order Number** AU02032161

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 08/01/2025

**Due Date** 11/01/2025

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

Request Works (TSR-G)

[redacted] Hi team, Lachlan Goffage from The Office of Minister for Youth Justice have advised they have 2 lamps in their office that they do not need. Can we please collect these.

Level [redacted] Room - [redacted] 52 Contact - Lachlan Goffage / [redacted]

[redacted] Kind Regards Sarab

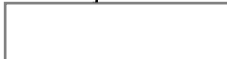
Asset



Requestor

Sarabjot Bedi

Phone



Primary Operations Contact

Phone



Dispatched To

Customer Service Centre



1300 733 454

Regards,

Customer Service Centre



**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Wednesday, 8 January 2025 4:08 PM  
**To:** Sarabjot Bedi  
**Subject:** RE: WORK ORDER AU02032148 - Level [redacted] Min Education (WEST) [redacted] 56

Hi Sarab,

Due to the lay out of [redacted] 56, we are unable to install 2 extra workstations in there.  
The location of the door prohibits a desk next to WS [redacted] .067 & we do not install workstations to face directly on the window.  
I have provided a snippet from the same location but from Level [redacted] .53, this is all we are able to do in these locations due to the space & adhering to the disability & fire code.

In saying this, would there still be a request to relocate the TV in [redacted] 55 even though we are unable to get 3 workstations in [redacted] 56?

s49 sch4

Thank you

Kind Regards

[redacted]

Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
www.jll.com.au

From [redacted]@jll.com <[redacted]@jll.com>  
Sent: Wednesday, 8 January 2025 9:44 AM  
To: Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
Cc:  
Subject: WORK ORDER AU02032148 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02032148 RAISED

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

Building Workplace Services – 1 William St Work Order Number AU02032148

Address [redacted] - Level [redacted]  
1 William Street, Brisbane  
4000

Client Ref:

Dispatch Date 08/01/2025

Due Date 11/01/2025

Priority Standard

Category Tenant Service Req

Discipline Quote Request

Description

Quote Request (TSR-Q)

Hi Team, Can we please get a quote for proposed relocation of the media team's workspace in the Education & Arts Minister's office from the current room [redacted] 55 to the room next door [redacted] 56? Their office also wants an assessment and quote on only moving the TV from the vacant room [redacted] 56 into the media team's current workspace in room [redacted] 55. Office Contact - Toby Crockford [redacted]

[redacted]@ministerial.qld.gov.au Level 36, Room -  
36.55. Kind Regards Sarab

## Asset

 [redacted]

**Requestor**

Sarabjot Bedi

**Phone**

[redacted]

**Primary Operations Contact**

**Phone**

s73(2)

**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,

Customer Service Centre



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**Paolo Cecchini**

**From:** Toby Crockford <[redacted]@ministerial.qld.gov.au>  
**Sent:** Wednesday, 8 January 2025 6:17 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted] Chanelle Macbeth; Kate Rogers; Mitchell Potts  
**Subject:** Re: WORK ORDER AU02032148 - Level [redacted] Min Education (WEST) [redacted] 56

Hi Sarabjot,

Thank you for investigating this matter and providing the below explanation as to why this is not feasible. And in answer to your outstanding question - yes, we would support a standalone quote creation for the relocation of the TV from [redacted] 56 (vacant office) into our media office next door in [redacted] 55.

Kind regards,

Toby

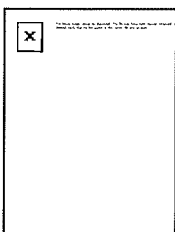
---

**From:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Sent:** Wednesday, January 8, 2025 4:19:19 PM  
**To:** Toby Crockford  
**Cc:** [redacted]  
**Subject:** FW: WORK ORDER AU02032148 - Level 36 Min Education (WEST) [redacted] 56

Hi Toby,

We have received the below email from JLL regarding the relocation quote request. Can you please advise if your office still requires a quote for TV relocation in [redacted] 55 even though we are unable to get 3 workstations in [redacted] 56?

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P [redacted] s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>  
**Sent:** Wednesday, January 8, 2025 4:08 PM  
**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02032148 - Level [redacted] Min Education (WEST) [redacted] 56

Hi Sarab,

Due to the lay out of [redacted] 56, we are unable to install 2 extra workstations in there.

The location of the door prohibits a desk next to W [redacted] 067 & we do not install workstations to face directly on the window.

I have provided a snippet from the same location but from Level [redacted] 53, this is all we are able to do in these locations due to the space & adhering to the disability & fire code.

In saying this, would there still be a request to relocate the TV in 36.55 even though we are unable to get 3 workstations in [redacted] 56??

s49 sch4

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com [redacted]@jll.com>

**Sent:** Wednesday, 8 January 2025 9:44 AM

**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>

**Cc:**

**Subject:** WORK ORDER AU02032148 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification





## WORK ORDER AU02032148 RAISED

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.



Building

Workplace Services – 1 William St

Work Order Number

AU02032148

Address

Level

1 William Street, Brisbane  
4000



### Client Ref:

Dispatch Date

08/01/2025

Due Date

11/01/2025

Priority

Standard

Category

Tenant Service Req

Discipline

Quote Request

Description

Quote Request (TSR-Q)

Hi Team, Can we please get a quote for proposed relocation of the media team's workspace in the Education & Arts Minister's office from the current room 55 to the room next door 56? Their office also wants an assessment and quote on only moving the TV from the vacant room 56 into the media team's current workspace in room 55. Office Contact - Toby Crockford / s73(2) / ministerial.qld.gov.au Level 36, Room - 36.55. Kind Regards Sarab

### Asset



Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre

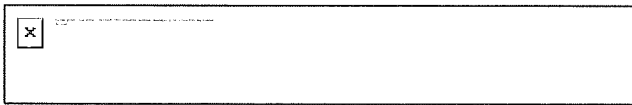


1300 733 454



@jill.com

Regards,  
Customer Service Centre



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Please consider the environment before printing this email.

Paolo Cecchini

---

**From:** [redacted] s73(2)@jll.com>  
**Sent:** Thursday, 9 January 2025 4:35 PM  
**To:** Mitchell Potts; MinServices Admin  
**Cc:** Jeszaen Lee  
**Subject:** RE: L [redacted] itchenette : WORK ORDER AU02032124 - incident details

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

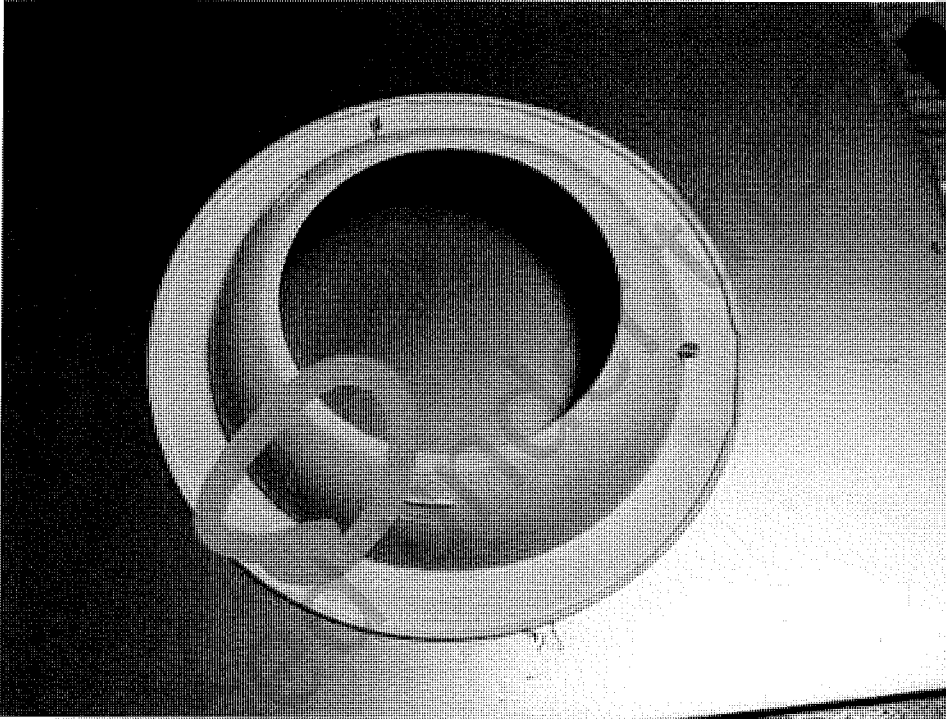
Good afternoon, Mitchell.

We understand the seriousness of this incident.

As soon as we received the work order, we immediately conducted an investigation by checking the ceiling tiles, ceiling grid, and the light fittings to identify the cause and prevent any similar occurrences in the future.

We discovered that the failure was specific to this light fitting.

A clip had failed, so we replaced the entire fitting with a new light fitting.



The connection between the light fitting and the ceiling remains intact – both the ceiling tiles and grid are solid.

Hi @MinServices Admin team,

If you'd like our team to check all the lights in this office, electrician can do this in the morning.

Staff will need to be away from their desks during the checking, as the contractor will need access to the ceiling above the workstations as well.

Please let us know the best date and time for you, and we can plan accordingly.

Kind regards,

[redacted]



Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T +61 7 3029 8005 | E [redacted] s73(2) [redacted]@jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

**From:** Mitchell Potts <[redacted]@ministerial.qld.gov.au>  
**Sent:** Thursday, 9 January 2025 10:34 AM  
**To:** [redacted]@jll.com>  
**Cc:** Jeszaen Lee <[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: [redacted] kitchenette : WORK ORDER AU02032124 - incident details

You don't often get email from [redacted]@ministerial.qld.gov.au. [Learn why this is important](#)

**Caution: Message from external sender**

Hi [redacted]

This is a very concerning incident as it had the potential to cause serious injury.

As part of your response to this incident, I want all ceiling fixtures in the Ministerial office inspected to ensure that there is no further risk to staff and visitors to the office.

Kind regards  
Mitchell



Mitchell Potts  
Chief of Staff  
Office of the Honourable John-Paul Langbroek MP  
Minister for Education and the Arts  
E [redacted]@ministerial.qld.gov.au  
M [redacted]  
1 William Street, Brisbane QLD 4000

**From:** [redacted]@jll.com>  
**Sent:** Wednesday, January 8, 2025 3:05 PM  
**To:** Jeszaen Lee <[redacted]@ministerial.qld.gov.au>  
**Subject:** [redacted] kitchenette : WORK ORDER AU02032124 - incident details

Hi Jes,

Thank you for our call earlier.

As discussed, we'll need a few more details regarding the incident to prepare an appropriate report. Could you please confirm the following information:

- Exact location of the incident : reported as the Education Minister's office kitchenette in [redacted] 51
- Date of the incident: 07/01/2025
- Time of the incident: Between 3pm-4pm

- Name of the affected individual: s49 sch4
- A narrative description of the incident (including the sequence of events and results):  
light fell from ceiling and hit me
- Injuries (if any): N/A
- Treatments required (if any): N/A
- Witness name(s) (if any):
- Witness statements (if any):

Thank you in advance for your help.

Kind regards,

Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T +6 s73(2) @jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

From: @jll.com @jll.com>  
Sent: Tuesday, 7 January 2025 3:36 PM  
To: @jll.com> @jll.com> @jll.com> @jll.com>  
@jll.com> @jll.com> @jll.com>  
Subject: WORK ORDER AU02032124 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

## WORK ORDER AU02032124 RAISED

To: The Building Contacts

At the request of , a work order has been raised for your building.

|                 |                                             |                          |            |
|-----------------|---------------------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St           | <b>Work Order Number</b> | AU02032124 |
| <b>Address</b>  | Level<br>1 William Street, Brisbane<br>4000 |                          |            |

**Client Ref:**

|                      |                    |
|----------------------|--------------------|
| <b>Dispatch Date</b> | 07/01/2025         |
| <b>Due Date</b>      | 10/01/2025         |
| <b>Priority</b>      | Standard           |
| <b>Category</b>      | Tenant Service Req |

**Discipline**

Electrical/Lighting

**Description**

Lighting (Tenancy) (TSR-E)

A light has fallen out of the ceiling in the Education Minister's office kitchenette in [redacted] 51 Can this please be attended to urgently? It did hit someone on the way down. Site contact: Maddison [redacted] s73(2)

**Asset**

**Requestor**

Phone

**Primary Operations Contact**

Phone

**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,

Customer Service Centre



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Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Friday, 10 January 2025 4:29 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com;  
[redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032308 RAISED for 400283 - Workplace Services – 1 William St:  
Requestor and Building Manager notification



## WORK ORDER AU02032308 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032308

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 10/01/2025  
**Due Date** 13/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Quote Request  
**Description**

Quote Request (TSR-Q)  
Hi Team, Office of the Minister for Natural Resources is seeking information to arrange 3 stand-up desks in their office. Can you please organize the quotes for us. Location - Level [redacted] room - [redacted] 31 Contact - Tanya Power / [redacted] s73(2) [redacted]  
[redacted]@ministerial.qld.gov.au Kind Regards Sarab

**Asset**



Requestor  
Phone

Sarabjot Bedi

Primary Operations Contact  
Phone

s73(2)

Dispatched To

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Monday, 13 January 2025 10:18 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02031979 HAS BEEN COMPLETED: Requestor Notification

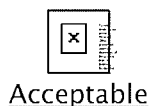
## WORK REQUEST AU02031979 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02031979 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



The task notes are as follows (if provided):

**Task Notes:** 13/01/2025 11:17:40 AUE - [redacted] - Task was bulk marked as being COMPLETE.

This task has been actioned and completed by on site ahdneyman. Thank you, [redacted]

13/01/2025 11:17:40 AUE-(BULK) [redacted] s73(2) @JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St

**Work Order Number** AU02031979

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

06/01/2025

**Due Date**

09/01/2025

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

Report a Problem (TSR-G)

GPS HI Team, Can we please send the handyman to Minister Amanda Camm's office as the key to Minister's desk drawer is bent and the drawers are not opening. Contact - Jo Hoger /

s73(2) Room - 49, 46, Level Kind Regards  
Sarab

Asset



Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

Grolife Property Services Pty Ltd

Customer Service Centre



1300 733 454

Regards,

Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Monday, 13 January 2025 10:21 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02032027 HAS BEEN COMPLETED: Requestor Notification

WORK REQUEST AU02032027 HAS BEEN CLOSED

To: Sarabjot Bedi

Work request AU02032027 has been closed.

Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction

Happy

Acceptable

Unhappy

The task notes are as follows (if provided):  
**Task Notes:** 06/01/2025 16:00:23 AUE-\*Grolife Property Services Pty Ltd\* assigned by [redacted]@JLL.COM

13/01/2025 11:20:40 AUE - [redacted] Task was bulk marked as being COMPLETE.

This task has been actioned and completed by on site handyman. Thank you, [redacted]

13/01/2025 11:20:41 AUE-(BULK) [redacted] s73(2)@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.

Building

Workplace Services – 1 William St

Work Order Number

AU02032027

**Address**  
[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000

**Client Ref:**



Dispatch Date 06/01/2025  
Due Date 09/01/2025  
Priority Standard  
Category Tenant Service Req  
Discipline General Maintenance  
Description

Report a Problem (TSR-G)  
GPS/Hi Team, The work desk for Oscar Green (in the  
Treasurer's office on level [redacted] has a completely broken  
manual handle. Can this please be fixed? Level [redacted] room -  
[redacted] 54. Contact - Julie Fiedler / [redacted] s73(2) Kind Regards  
Sarab

Asset



Requestor  
Phone

Sarabjot Bedi

Primary Operations Contact  
Phone

Dispatched To

Grolife Property Services Pty Ltd

Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Monday, 13 January 2025 11:30 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Natural Resources (SOUTH) - Relocate elect desks

Good morning Sarab,

Not a problem, we will make contact to meet with Tanya.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Sent:** Monday, 13 January 2025 8:38 AM  
**To:** [redacted]@jll.com> [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** FW: WORK ORDER AU02032308 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Hi Team,

Sorry I have been advised that their office has the standing desks just not in the correct locations. So, they just want to move the stand-up desks withing the office.

Can you please assist with this request and advise us if there will be any cost involved before proceeding.

Kind Regards



**Queensland**  
Government

**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

[redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

From: [redacted]@jll.com <[redacted]@jll.com>

Sent: Friday, January 10, 2025 4:29 PM

To: Sarabjot Bedi <[redacted]@premiers.qld.gov.au>

Cc: [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com

**Subject:** WORK ORDER AU02032308 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02032308 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032308

**Address**

[redacted] Level [redacted]

1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

10/01/2025

**Due Date**

13/01/2025

**Priority**

Standard

**Category**

Tenant Service Req

**Discipline**

Quote Request

**Description**

Quote Request (TSR-Q)

Hi Team, Office of the Minister for Natural Resources is seeking information to arrange 3 stand-up desks in their office.

Can you please organize the quotes for us. Location - Level

[redacted] room - [redacted] 31 Contact - Tanya Power / [redacted] s73(2)

[redacted]@ministerial.qld.gov.au Kind Regards Sarab

**Asset**



**Requestor**

Sarabjot Bedi

**Phone**

[redacted]

Primary Operations Contact  
Phone

s73(2)

Dispatched To

Customer Service Centre



1300 733 454



@jill.com

Regards,  
Customer Service Centre

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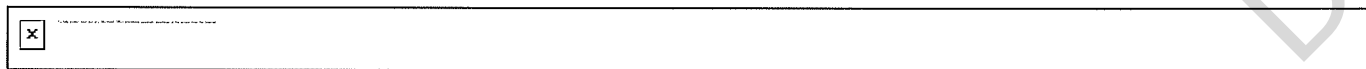
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Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Tuesday, 14 January 2025 9:27 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032381 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02032381 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032381

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 14/01/2025  
**Due Date** 17/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Request Works (TSR-G)  
Hi Team, Can we please turn-off the automatic blinds in Minister for Health office, Level - [redacted] Room - [redacted] 48. They are happy to manage them manually as their team want more natural light. Contact - Crystella Chesson [redacted]  
[redacted] s73(2) level - [redacted] Room - [redacted] 48. Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi



**Primary Operations Contact  
Phone**

s73(2)

**Dispatched To**

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Tuesday, 14 January 2025 10:30 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032389 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02032389 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032389

**Address**

[redacted] Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 14/01/2025

**Due Date** 17/01/2025

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description**

Request Works (TSR-G)  
Hi Team, Can we please collect 3 empty plastic moving boxes (Allied Pickfords) from Level [redacted] behind workstation - W [redacted] 189. Contact - Sarab / [redacted] s73(2) Kind Regards  
Sarab

**Asset**



Requestor  
Phone

Sarabjot Bedi

Primary Operations Contact  
Phone

s73(2)

Dispatched To

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



Paolo Cecchini

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, 14 January 2025 12:30 PM  
**To:** MinServices Admin; [redacted]  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Hi Sarab,

Please let us know when we can pop up to meet with the office to discuss their requirements. Sheri's available from 11:30am tomorrow & Thursday, I will be WFH. I will be available from midday on Friday.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Monday, 13 January 2025 10:23 AM  
**To:** [redacted]@jll.com>  
**Cc: Subject:** WORK ORDER AU02032308 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

☐

☐

WORK ORDER AU02032308 ASSIGNED

To: [redacted] - Internal Resource

At the request of Sarabjot Bedi, a work order has been dispatched to you. The details of this work order are below.

☐

Building Workplace Services – 1 William St Work Order Number AU02032308

Address  Level   
1 William Street, Brisbane  
4000

Client Ref:

Dispatch Date 10/01/2025

Due Date 13/01/2025

Priority Standard

Category Tenant Service Req

Discipline Quote Request

Description

Quote Request (TSR-Q)

Hi Team, Office of the Minister for Natural Resources is seeking information to arrange 3 stand-up desks in their office. Can you please organize the quotes for us. Location - Level  room -  31 Contact - Tanya Power / 07  s73(2) @ministerial.qld.gov.au Kind Regards Sarab

Asset

Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

- Internal Resource

Customer Service Centre

1300 733 454

@jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** MinServices Admin  
**Sent:** Tuesday, 14 January 2025 12:39 PM  
**To:** Tanya Power  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Hi Tanya,

Can you please confirm if JLL can visit your office tomorrow or Thursday at 11.30am to discuss the requirements regarding movement of the stand-up desks.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted] s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, January 14, 2025 12:30 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>; [redacted]@jll.com>  
**Cc:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Hi Sarab,

Please let us know when we can pop up to meet with the office to discuss their requirements. Sheri's available from 11:30am tomorrow & Thursday, I will be WFH. I will be available from midday on Friday.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com [redacted]@jll.com>  
**Sent:** Monday, 13 January 2025 10:23 AM

To @jll.com>

Cc: Subject: WORK ORDER AU02032308 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification



## WORK ORDER AU02032308 ASSIGNED

To  - Internal Resource

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.

### Site Details

**Building** Workplace Services – 1 William St **Work Order Number** AU02032308

**Address**  - Level   
1 William Street, Brisbane  
4000

### Service Request Details

**Client Ref:**

**Dispatch Date** 10/01/2025

**Due Date** 13/01/2025

**Priority** Standard

**Category** Tenant Service Req

**Discipline** Quote Request

**Description**

Quote Request (TSR-Q)

Hi Team, Office of the Minister for Natural Resources is seeking information to arrange 3 stand-up desks in their office. Can you please organize the quotes for us.

Location - Level  room - 31 Contact - Tanya Power

s73(2) @ministerial.qld.gov.au Kind

Regards Sarab

**Asset**

### Contact Details

**Requestor** Sarabjot Bedi

**Phone**

Primary Operations Contact  
Phone

s73(2)

Dispatched To

Internal Resource

Customer Service Centre

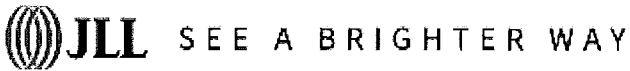


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**Paolo Cecchini**

---

**From:** Tanya Power <[redacted]@ministerial.qld.gov.au>  
**Sent:** Tuesday, 14 January 2025 12:40 PM  
**To:** MinServices Admin  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

That's suitable thank you!

Warm regards



**Tanya Power**  
Office & Governance Manager  
**Office of the Honourable Dale Last MP**  
Minister for Natural Resources and Mines, Minister for Manufacturing and Minister for Regional and Rural Development  
E: [redacted]@ministerial.qld.gov.au  
A: 1 William Street, Brisbane QLD 4000

**From:** MinServices Admin <[redacted]s73(2)@premiers.qld.gov.au>  
**Sent:** Tuesday, January 14, 2025 12:39 PM  
**To:** Tanya Power <[redacted]@ministerial.qld.gov.au>  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Hi Tanya,

Can you please confirm if JLL can visit your office tomorrow or Thursday at 11.30am to discuss the requirements regarding movement of the stand-up desks.

Kind Regards



**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P: [redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, January 14, 2025 12:30 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>; Orrell, Sheri <[redacted]@jll.com>  
**Cc:** Supit, Alisya <[redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Hi Sarab,

Please let us know when we can pop up to meet with the office to discuss their requirements.  
Sheri's available from 11:30am tomorrow & Thursday, I will be WFH.  
I will be available from midday on Friday.

Thank you

Kind Regards

Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T  s73(2) @jll.com  
[www.jll.com.au](http://www.jll.com.au)

From: @jll.com <@jll.com>

Sent: Monday, 13 January 2025 10:23 AM

To: @jll.com>

Cc: Subject: WORK ORDER AU02032308 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

## WORK ORDER AU02032308 ASSIGNED

To:  - Internal Resource

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.

|          |                                   |                   |            |
|----------|-----------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St | Work Order Number | AU02032308 |
|----------|-----------------------------------|-------------------|------------|

|         |                                                   |
|---------|---------------------------------------------------|
| Address | <input type="text"/> - Level <input type="text"/> |
|         | 1 William Street, Brisbane<br>4000                |

Client Ref:

Dispatch Date 10/01/2025

Due Date 13/01/2025

Priority Standard

Category Tenant Service Req

**Discipline**  
**Description**

**Quote Request**

**Quote Request (TSR-Q)**

[redacted] Hi Team, Office of the Minister for Natural Resources is seeking information to arrange 3 stand-up desks in their office. Can you please organize the quotes for us.

Location - Level [redacted] room - [redacted] 31 Contact - Tanya Power / [redacted]

[redacted] s73(2) [redacted] @ministerial.qld.gov.au Kind

Regards Sarab

**Asset**

**Requestor**

Sarabjot Bedi

**Phone**

[redacted]

**Primary Operations Contact**

**Phone**

[redacted]

**Dispatched To**

[redacted] - Internal Resource

**Customer Service Centre**

[redacted]

1300 733 454

[redacted]

[redacted]@jll.com

Regards,

Customer Service Centre

[redacted]

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**Paolo Cecchini**

---

**From:** MinServices Admin  
**Sent:** Tuesday, 14 January 2025 12:46 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: WORK ORDER AU02032308 - Level [REDACTED] Min Resources (SOUTH) - Request for electric WS

Hi [REDACTED]

Tomorrow 11.30am is fine with the office.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [REDACTED] s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** Tanya Power <[REDACTED]@ministerial.qld.gov.au>  
**Sent:** Tuesday, January 14, 2025 12:40 PM  
**To:** MinServices Admin <[REDACTED] s73(2) @premiers.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02032308 - Level [REDACTED] Min Resources (SOUTH) - Request for electric WS

That's suitable thank you!

Warm regards



**Tanya Power**

Office & Governance Manager

**Office of the Honourable Dale Last MP**

Minister for Natural Resources and Mines, Minister for Manufacturing and Minister for Regional and Rural Development

E [REDACTED]@ministerial.qld.gov.au

A: 1 William Street, Brisbane QLD 4000

**From:** MinServices Admin <[REDACTED]@premiers.qld.gov.au>  
**Sent:** Tuesday, January 14, 2025 12:39 PM  
**To:** Tanya Power <[REDACTED]@ministerial.qld.gov.au>  
**Cc:** [REDACTED]@jll.com>; [REDACTED]@jll.com>; [REDACTED]@jll.com>  
**Subject:** RE: WORK ORDER AU02032308 - Level [REDACTED] Min Resources (SOUTH) - Request for electric WS

Hi Tanya,

Can you please confirm if JLL can visit your office tomorrow or Thursday at 11.30am to discuss the requirements regarding movement of the stand-up desks.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, January 14, 2025 12:30 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>, [redacted]@jll.com>  
**Cc:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Hi Sarab,

Please let us know when we can pop up to meet with the office to discuss their requirements. Sheri's available from 11:30am tomorrow & Thursday, I will be WFH. I will be available from midday on Friday.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Monday, 13 January 2025 10:23 AM  
**To:** [redacted]@jll.com>  
**Cc: Subject:** WORK ORDER AU02032308 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

|  |
|--|
|  |
|  |

WORK ORDER AU02032308 ASSIGNED

To [redacted] - Internal Resource

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.

Building Workplace Services – 1 William St Work Order Number AU02032308

Address [redacted] - Level [redacted]  
1 William Street, Brisbane  
4000

Client Ref:

Dispatch Date 10/01/2025  
Due Date 13/01/2025  
Priority Standard  
Category Tenant Service Req  
Discipline Quote Request  
Description

Quote Request (TSR-Q)  
[redacted] Hi Team, Office of the Minister for Natural  
Resources is seeking information to arrange 3 stand-up desks  
in their office. Can you please organize the quotes for us.  
Location - Level [redacted] room - [redacted] 31 Contact - Tanya Power / [redacted]  
[redacted] s73(2) [redacted] @ministerial.qld.gov.au Kind  
Regards Sarab

Asset

Requestor Sarabjot Bedi  
Phone [redacted]  
Primary Operations Contact [redacted]  
Phone [redacted]  
Dispatched To [redacted] - Internal Resource

Customer Service Centre



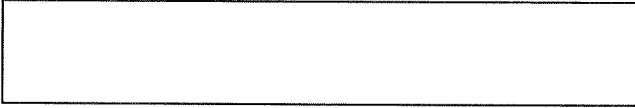
1300 733 454



s73(2)

@jll.com

Regards,  
Customer Service Centre



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

Please consider the environment before printing this email.

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Tuesday, 14 January 2025 3:17 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032407 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02032407 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

**Building**

Workplace Services – 1 William St

**Work Order Number** AU02032407

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000

**Client Ref:**

**Dispatch Date**

14/01/2025

**Due Date**

24/01/2025

**Priority**

Routine

**Category**

Tenant Service Req

**Discipline**

CleaningHousekeeping

**Description**

Waste Removal (TSR-C)

Hi Team, Can we please arrange collection of cardboard boxes from Level [redacted] Room - [redacted] 27. Contact- Kieran [redacted]

s73(2)

Kind Regards Sarab

**Asset**

Requestor  
Phone

Sarabjot Bedi

Primary Operations Contact  
Phone

Dispatched To

---

Customer Service Centre



1300 733 454

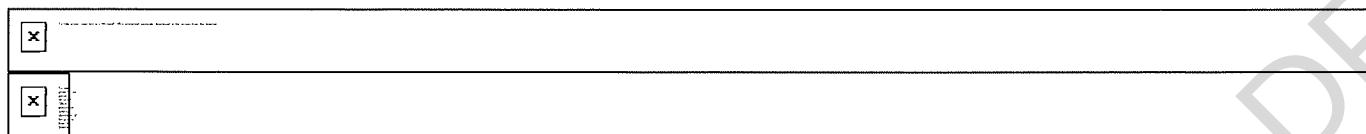


@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Tuesday, 14 January 2025 3:41 PM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02032381 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02032381 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02032381 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 14/01/2025 11:12:34 AUE-\*Energypro Electrical Solutions Pty Ltd\* assigned by [redacted]@JLL.COM

14/01/2025 16:40:46 AUE - [redacted] - Task was bulk marked as being COMPLETE.

Job completed - blind disconnected

14/01/2025 16:40:46 AUE-(BULK) [redacted] s73(2)@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building**

Workplace Services – 1 William St

**Work Order Number** AU02032381

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**



Dispatch Date 14/01/2025  
Due Date 17/01/2025  
Priority Standard  
Category Tenant Service Req  
Discipline General Maintenance  
Description

Request Works (TSR-G)  
ENERGYPRO - contact Alisya // Hi Team, Can we please  
turn-off the automatic blinds in Minister for Health office, Level  
-  Room -  48. They are happy to manage them manually  
as their team want more natural light. Contact - Crystella  
Chesson /  s73(2) Level  Room -  
 48. Kind Regards Sarab

Asset



Requestor  
Phone

Sarabjot Bedi

Primary Operations Contact  
Phone

Dispatched To

Energypro Electrical Solutions Pty Ltd

Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, 14 January 2025 4:31 PM  
**To:** Sarabjot Bedi  
**Subject:** RE: WORK ORDER AU02032307 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

The Building Owners Management team have scheduled this after-hours AC request in until further notice.

Kind Regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL

T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)



## WORK ORDER AU02032307 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



|                 |                                   |                          |            |
|-----------------|-----------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St | <b>Work Order Number</b> | AU02032307 |
|-----------------|-----------------------------------|--------------------------|------------|

**Address**

Level [redacted]

1 William Street, Brisbane  
4000



**Client Ref:**

|                      |                    |
|----------------------|--------------------|
| <b>Dispatch Date</b> | 10/01/2025         |
| <b>Due Date</b>      | 13/01/2025         |
| <b>Priority</b>      | Standard           |
| <b>Category</b>      | Tenant Service Req |
| <b>Discipline</b>    | Air Conditioning   |

## Description

Draft / Air Movement / Breeze (TSR-A)

Hi Team, Premier's office has a few staff members who will be working in their office (Level [redacted] on every Sunday moving forward. They have requested if the air-conditioning can be switched On for Sundays from 8am to 6pm in their office rooms - [redacted] 18, [redacted] 23, [redacted] 19, [redacted] 02, [redacted] 17, [redacted] 05, [redacted] 06, [redacted] 09, [redacted] 10, [redacted] 12, [redacted] 14, [redacted] 11, [redacted] 16, [redacted] 22, [redacted] 05. Can you please advise if this can be arranged and if there is any cost involved? Contact - Rebecca / [redacted] s73(2) Kind Regards Sarab

## Asset

x

Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre



1300 733 454



[redacted]@jll.com

Regards,

Customer Service Centre



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Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Wednesday, 15 January 2025 8:32 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02032407 HAS BEEN COMPLETED: Requestor Notification

## WORK REQUEST AU02032407 HAS BEEN CLOSED

**To: Sarabjot Bedi**

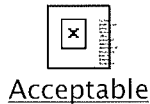
Work request AU02032407 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 14/01/2025 16:36:36 AUE-\*Dimeo Cleaning Services Pty Ltd\* assigned by [redacted]@JLL.COM

15/01/2025 09:31:58 AUE - [redacted] - Task was bulk marked as being COMPLETE.

Cardboards collected by cleaning team

15/01/2025 09:31:59 AUE-(BULK) [redacted] s73(2)@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building**

Workplace Services – 1 William St

**Work Order Number** AU02032407

**Address**

[redacted] Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

Dispatch Date 14/01/2025  
Due Date 24/01/2025  
Priority Routine  
Category Tenant Service Req  
Discipline CleaningHousekeeping  
Description

Waste Removal (TSR-C)  
DIMEO// Hi Team, Can we please arrange collection of  
cardboard boxes from Level [redacted] Room - [redacted] 27. Contact-  
Kieran [redacted] s73(2) Kind Regards Sarab [redacted]

Asset



Requestor  
Phone

Sarabjot Bedi

Primary Operations Contact  
Phone

Dispatched To

Dimeo Cleaning Services Pty Ltd

Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Wednesday, 15 January 2025 12:11 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032449 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02032449 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032449

**Address** [redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 15/01/2025  
**Due Date** 18/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Quote Request  
**Description**

Quote Request (TSR-Q)  
Hi Team, Do we have any spare lounge style chairs (not desk chairs) available, which the Premier's office can use in their Breakout space on Level [redacted] Office Contact - Fiona Galjaardt / [redacted] s73(2) @ministerial.qld.gov.au Level [redacted] Room - [redacted] 02 Also, please let us know if there is any cost involved.  
Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

Billy Cox

s73(2)

**Dispatched To**

---

Customer Service Centre



1300 733 454



djll.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Wednesday, 15 January 2025 2:32 PM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02032055 HAS BEEN COMPLETED: Requestor Notification

## WORK REQUEST AU02032055 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02032055 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 15/01/2025 15:32:09 AUE [redacted] - Task was bulk marked as being COMPLETE.

This task has been actioned and completed. Thank you, [redacted]

15/01/2025 15:32:09 AUE-(BULK) s73(2) [redacted]@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St

**Work Order Number** AU02032055

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 06/01/2025

**Due Date** 09/01/2025



Priority

Standard

Category

Tenant Service Req

Discipline

Plumbing / Drainage

Description

Hot Water Systems (TSR-P)

BILLI JLL Notes - Leve [redacted] West. Hi Team, The hot water service in the kitchenette of Minister Leahys office (Level - Room - [redacted] 51) is currently inoperable. Can we please send someone to fix this. Office Contact - Brett McKinnon / [redacted]

[redacted] ind Regards Sarab

Asset



Requestor

Sarabjot Bedi

Phone

s73(2)

Primary Operations Contact

Phone

Dispatched To

Billi Australia Pty Ltd

Customer Service Centre



1300 733 454

Regards,

Customer Service Centre

**From:** [redacted] s73(2) [redacted]@jll.com>  
**Sent:** Wednesday, 15 January 2025 3:15 PM  
**To:** MinServices Admin; Tanya Power [redacted]  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Tanya

Thanks for your time in the office to discuss your requests today.

To formalise the items we discussed, I have noted them below.  
Ministerial Service will be responsible for the cost approval of request item.  
Works will not be arranged without approval, and scheduling will be coordinated with the office.  
We will aim to provide options that are cost free / low cost where available, quotes be will provided for items that require costs.

[redacted] from my team is our Projects and Fitout Manager. I have handed over all required information and she will be in touch to arrange quotes and provide options for the space.

1. Request for conversion from manual to electric sit-to-stand for Assistant Minister workstation
  - 1.1. OR swap single manual workstation from Assistant Minister office with single electric sit-to-stand workstation in Media office
2. Request for conversion from manual to electric for back-to-back workstations 047/050
3. Request for conversion from static to electric sit-to-stand for COS desk

You also mentioned the media team may have additional requests, please give me a call when the team is available and we will revisit to speak with them.

s49 sch4

Kind Regards,

[redacted]  
Senior Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

[redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Sent:** Tuesday, 14 January 2025 12:39 PM

**To:** Tanya Power <[redacted]@ministerial.qld.gov.au>

Cc: [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
Subject: RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

**Caution: Message from external sender**

Hi Tanya,

Can you please confirm if JLL can visit your office tomorrow or Thursday at 11.30am to discuss the requirements regarding movement of the stand-up desks.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

F s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

From: [redacted]@jll.com>  
Sent: Tuesday, January 14, 2025 12:30 PM  
To: MinServices Admin [redacted]@premiers.qld.gov.au>; [redacted]@jll.com>  
Cc: [redacted]@jll.com>  
Subject: RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Hi Sarab,

Please let us know when we can pop up to meet with the office to discuss their requirements. Sheri's available from 11:30am tomorrow & Thursday, I will be WFH. I will be available from midday on Friday.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

From: [redacted]@jll.com <[redacted]@jll.com>  
Sent: Monday, 13 January 2025 10:23 AM  
To: [redacted]@jll.com>  
Cc: Subject: WORK ORDER AU02032308 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

WORK ORDER AU02032308 ASSIGNED

To:  Internal Resource

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.

Building Workplace Services – 1 William St Work Order Number AU02032308

Address  Level   
1 William Street, Brisbane  
4000

Client Ref:

Dispatch Date 10/01/2025  
Due Date 13/01/2025  
Priority Standard  
Category Tenant Service Req  
Discipline Quote Request  
Description

Quote Request (TSR-Q)  
 Hi Team, Office of the Minister for Natural  
Resources is seeking information to arrange 3 stand-up desks  
in their office. Can you please organize the quotes for us.  
Location - Level  room -  31 Contact - Tanya Power /   
 s73(2)  @ministerial.qld.gov.au Kind  
Regards Sarab

Asset

Requestor Sarabjot Bedi  
Phone

Primary Operations Contact  
Phone

Dispatched To  Internal Resource

Customer Service Centre



1300 733 454



s73(2)

@jll.com

Regards,  
Customer Service Centre



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**From:** Tanya Power <[redacted]@ministerial.qld.gov.au>  
**Sent:** Wednesday, 15 January 2025 4:25 PM  
**To:** [redacted] MinServices Admin; [redacted]  
**Cc:** [redacted] William Rollo  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Thank you [redacted] we appreciate your assistance with this.

Senior Media Advisor, Will Rollo will be in touch to arrange a suitable time for you to pop back up to assist with the rearranging of the media room.

Warm regards



**Tanya Power**  
Office & Governance Manager  
**Office of the Honourable Dale Last MP**  
Minister for Natural Resources and Mines, Minister for Manufacturing and Minister for Regional and Rural Development

**E:** [redacted] s73(2) [redacted]@ministerial.qld.gov.au  
**A:** 1 William Street, Brisbane QLD 4000

**From:** [redacted]@jll.com>  
**Sent:** Wednesday, January 15, 2025 3:15 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>; Tanya Power <[redacted]@ministerial.qld.gov.au>; [redacted]@jll.com>  
**Cc:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

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[redacted] from my team is our Projects and Fitout Manager. I have handed over all required information and she will be in touch to arrange quotes and provide options for the space.

1. Request for conversion from manual to electric sit-to-stand for Assistant Minister workstation
  - 1.1. OR swap single manual workstation from Assistant Minister office with single electric sit-to-stand workstation in Media office
2. Request for conversion from manual to electric for back-to-back workstations 047/050
3. Request for conversion from static to electric sit-to-stand for COS desk

You also mentioned the media team may have additional requests, please give me a call when the team is available and we will revisit to speak with them.

s49 sch4

Kind Regards,

[redacted]  
Senior Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people



**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Sent:** Tuesday, 14 January 2025 12:39 PM  
**To:** Tanya Power [redacted]@ministerial.qld.gov.au>  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

**Caution: Message from external sender**

Hi Tanya,

Can you please confirm if JLL can visit your office tomorrow or Thursday at 11.30am to discuss the requirements regarding movement of the stand-up desks.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

F [redacted] s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, January 14, 2025 12:30 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>; [redacted]@jll.com>  
**Cc:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Hi Sarab,

Please let us know when we can pop up to meet with the office to discuss their requirements. Sheri's available from 11:30am tomorrow & Thursday, I will be WFH. I will be available from midday on Friday.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Monday, 13 January 2025 10:23 AM  
**To:** [redacted]@jll.com>

Cc: Subject: WORK ORDER AU02032308 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

WORK ORDER AU02032308 ASSIGNED

To:  - Internal Resource

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.

Building Workplace Services – 1 William St Work Order Number AU02032308

Address  Level   
1 William Street, Brisbane  
4000

Client Ref:

Dispatch Date 10/01/2025

Due Date 13/01/2025

Priority Standard

Category Tenant Service Req

Discipline Quote Request

Description

Quote Request (TSR-Q)

Hi Team, Office of the Minister for Natural Resources is seeking information to arrange 3 stand-up desks in their office. Can you please organize the quotes for us. Location - Level  room -  31 Contact - Tanya Power /   s73(2) @ministerial.qld.gov.au Kind Regards Sarab

Asset

Requestor Sarabjot Bedi

Phone

Primary Operations Contact

Phone

s73(2)

Dispatched To

- Internal Resource

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



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Please consider the environment before printing this email.

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Thursday, 16 January 2025 12:04 PM  
**To:** MinServices Admin; Paolo Cecchini  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02032502 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Hi Paolo,

Thank you for the work order below.

This issue has been reported to base building management. They have called in the plumbers to investigate. As carpark 122 is currently unoccupied, please be advised that building team has cleaned the water up and a bucket place there to contain.

Any update, we will let you know.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2)@jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

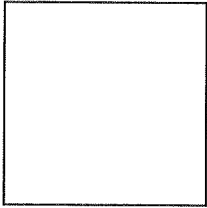
**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Thursday, 16 January 2025 9:33 AM  
**To:** [redacted]@jll.com>; [redacted]@jll.com> [redacted]@jll.com> [redacted]  
[redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02032502 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

## WORK ORDER AU02032502 RAISED

### To: The Building Contacts

At the request of , a work order has been raised for your building.

|                 |                                                           |                          |            |
|-----------------|-----------------------------------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St                         | <b>Work Order Number</b> | AU02032502 |
| <b>Address</b>  | B - Basement 2 - B2<br>1 William Street, Brisbane<br>4000 |                          |            |



Client Ref:

Dispatch Date

16/01/2025

Due Date

19/01/2025

Priority

Standard

Category

Tenant Service Req

Discipline

Plumbing / Drainage

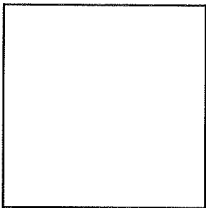
Description

Leaks (TSR-P)

There is a pipe leaking in B2 above bay 122. The staff that bay is allocated to is needing to wash her car everyday so the liquid doesn't etch and damage the paint on her car and so is now parking in bay 194 until this leak is fixed. Please let me know when this is fixed. Paolo

s73(2)

Asset



Requestor  
Phone

Primary Operations Contact  
Phone



Dispatched To

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



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Released under the RTI Act - DPC

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Friday, 17 January 2025 8:33 AM  
**To:** MinServices Admin; Paolo Cecchini  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02032502 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Good morning, Paolo.

Base building management has advised that the repair to the pipework was completed early this morning and the carpark bay 122 is now ready to use again.  
Feel free to let us know if you have any follow up question.

Thank you.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** [redacted]  
**Sent:** Thursday, 16 January 2025 12:04 PM  
**To:** MinServices Admin [redacted]@premiers.qld.gov.au>; MSB - Paolo Cecchini  
<[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032502 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

Hi Paolo,

Thank you for the work order below.

This issue has been reported to base building management.  
They have called in the plumbers to investigate. As carpark 122 is currently unoccupied, please be advised that building team has cleaned the water up and a bucket place there to contain.

Any update, we will let you know.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T + [redacted] s73(2) [redacted]@jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

From [redacted]@jll.com <[redacted]@jll.com>  
Sent: Thursday, 16 January 2025 9:33 AM  
To: [redacted]@jll.com>; [redacted]@jll.com> [redacted]@jll.com>; [redacted]  
[redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
Subject: WORK ORDER AU02032502 RAISED for 400283 - Workplace Services – 1 William St; Bldg Mgr Notification

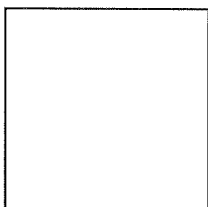
## WORK ORDER AU02032502 RAISED

### To: The Building Contacts

At the request of , a work order has been raised for your building.

**Building** Workplace Services – 1 William St **Work Order Number** AU02032502

**Address** B - Basement 2 - B2  
1 William Street, Brisbane  
4000



#### Client Ref:

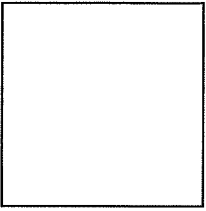
**Dispatch Date** 16/01/2025  
**Due Date** 19/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Plumbing / Drainage  
**Description**

#### Leaks (TSR-P)

There is a pipe leaking in B2 above bay 122. The staff that bay is allocated to is needing to wash her car everyday so the liquid doesn't etch and damage the paint on her car and so is now parking in bay 194 until this leak is fixed. Please let me know when this is fixed. Paolo [redacted]



Asset



Requestor  
Phone

Primary Operations Contact  
Phone

s73(2)

Dispatched To

---

Customer Service Centre



1300 733 454



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Customer Service Centre



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Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Friday, 17 January 2025 10:22 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032569 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02032569 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

**Building**

Workplace Services – 1 William St

**Work Order Number** AU02032569

**Address**

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000

**Client Ref:**

**Dispatch Date**

17/01/2025

**Due Date**

20/01/2025

**Priority**

Standard

**Category**

Tenant Service Req

**Discipline**

General Maintenance

**Description**

Report a Problem (TSR-G)

Hi Team, The Premier's office has requested the following - 1. The pantry located closest to the Premier's Office has a strange smell occasionally – they have asked for the pantry to be deep cleaned ([redacted] 02) 2. The basin in the Premier's ensuite drains very slowly ([redacted] 18) They have asked if the above works can be actioned this weekend to reduce impacts on the office. Contact - Paula Menadue / [redacted] s73(2) Kind Regards Sarab

Asset

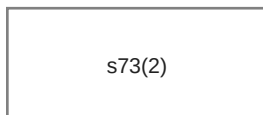


Requestor  
Phone

Sarabjot Bedi



Primary Operations Contact  
Phone



Dispatched To

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Friday, 17 January 2025 10:46 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032574 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



## WORK ORDER AU02032574 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032574

**Address**

[redacted] Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 17/01/2025  
**Due Date** 20/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Quote Request  
**Description**

Quote Request (TSR-Q)  
Hi Team, Can we please get a quote for TV installation on Level [redacted] Room [redacted] 51 (Office of the Minister for Sport), as there are no power, data, or MATV outlets on the wall where the TV is to be installed. Office contact - Camilla Sherrieff / [redacted] s73(2) Kind Regards Sarab

**Asset**



Requestor  
Phone

Sarabjot Bedi

Primary Operations Contact  
Phone

s73(2)

Dispatched To

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Friday, 17 January 2025 1:17 PM  
**To:** Sarabjot Bedi  
**Subject:** FW: WORK ORDER AU02032569 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Regarding the pantry smell at [redacted] 02, are you comfortable with us conducting a “total” pantry clean, including food disposal and cabinet cleaning?

I will also follow up with the cleaning team, as the pantry was cleaned last month (24/12/2024), and investigate if the source of the smell might be coming from another area, such as the dishwasher pipe, sink, or bin drawer.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

**From:** [redacted]@jll.com [redacted]@jll.com>  
**Sent:** Friday, 17 January 2025 10:22 AM  
**To:** Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02032569 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02032569 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

**Building** Workplace Services – 1 William St **Work Order Number** AU02032569

**Address** [redacted] Level [redacted]  
1 William Street, Brisbane  
4000

Client Ref:

Dispatch Date

17/01/2025

Due Date

20/01/2025

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

Report a Problem (TSR-G)

Hi Team, The Premier's office has requested the following - 1. The pantry located closest to the Premier's Office has a strange smell occasionally – they have asked for the pantry to be deep cleaned (18/02) 2. The basin in the Premier's ensuite drains very slowly (18/01) They have asked if the above works can be actioned this weekend to reduce impacts on the office. Contact - Paula Menadue (18/01) Kind Regards Sarab

Asset

Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre

1300 733 454

@jll.com

Regards,

Customer Service Centre



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**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Friday, 17 January 2025 1:35 PM  
**To:** Sarabjot Bedi  
**Subject:** RE: WORK ORDER AU02032569 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Thank you and will do. By any chance we have Paula's email address for me to reach out as in general we will need a written approval for pantry item disposal if this to go ahead.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2)@jll.com  
[www.jll.com.au](http://www.jll.com.au)

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**From:** Sarabjot Bedi [redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 17 January 2025 1:27 PM  
**To:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032569 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Hi [redacted]

It's best to confirm this with Paula Menadue. She is the contact person in Premier's office for this work order.

Kind Regards



**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  

---

P 07 3003 9076  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>  
**Sent:** Friday, January 17, 2025 1:17 PM  
**To:** Sarabjot Bedi [redacted]@premiers.qld.gov.au>



**Subject:** FW: WORK ORDER AU02032569 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Regarding the pantry smell at [ ] 02, are you comfortable with us conducting a “total” pantry clean, including food disposal and cabinet cleaning?

I will also follow up with the cleaning team, as the pantry was cleaned last month (24/12/2024), and investigate if the source of the smell might be coming from another area, such as the dishwasher pipe, sink, or bin drawer.

Kind regards,

[ ]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [ ] s73(2) [ ]@jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

**From:** [ ]@jll.com <[ ]@jll.com>  
**Sent:** Friday, 17 January 2025 10:22 AM  
**To:** Sarabjot Bedi [ ]@premiers.qld.gov.au>  
**Cc:** [ ]@jll.com>; [ ]@jll.com> [ ]@jll.com>; [ ]@jll.com>; [ ]@jll.com>; [ ]@jll.com>  
**Subject:** WORK ORDER AU02032569 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02032569 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

**Building** Workplace Services – 1 William St

**Work Order Number** AU02032569

**Address** [ ] Level [ ]  
1 William Street, Brisbane  
4000

**Client Ref:**

**Dispatch Date** 17/01/2025

**Due Date** 20/01/2025

**Priority** Standard

**Category** Tenant Service Req

**Discipline**  
**Description**

**General Maintenance**

**Report a Problem (TSR-G)**

Hi Team, The Premier's office has requested the following - 1. The pantry located closest to the Premier's Office has a strange smell occasionally – they have asked for the pantry to be deep cleaned ( [redacted] 02) 2. The basin in the Premier's ensuite drains very slowly ( [redacted] 18) They have asked if the above works can be actioned this weekend to reduce impacts on the office. Contact - Paula Menadue / [redacted] s73(2) Kind Regards Sarab

**Asset**

**Requestor**  
**Phone**

Sarabjot Bedi

**Primary Operations Contact**  
**Phone**

**Dispatched To**

Customer Service Centre

1300 733 454

@jll.com

Regards,  
Customer Service Centre

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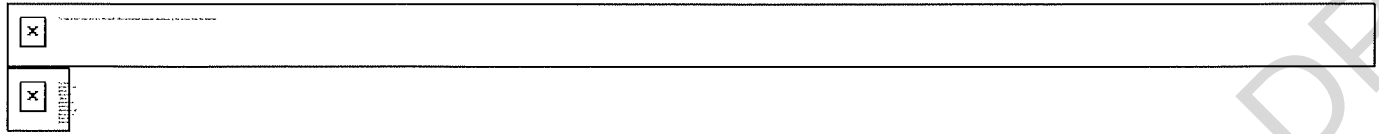
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Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Monday, 20 January 2025 8:10 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02032389 HAS BEEN COMPLETED: Requestor Notification



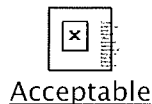
## WORK REQUEST AU02032389 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02032389 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



The task notes are as follows (if provided):

**Task Notes:** 14/01/2025 12:12:42 AUE- \*Grolife Property Services Pty Ltd\* assigned by [redacted]@JLL.COM

20/01/2025 09:09:53 AUE - [redacted] Task was bulk marked as being COMPLETE.

This task has been actioned and completed by on site handyman. Thank you, [redacted]

20/01/2025 09:09:53 AUE-(BULK) [redacted] s73(2)@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building**

Workplace Services – 1 William St

**Work Order Number** AU02032389

**Address**

[redacted] Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 14/01/2025  
**Due Date** 17/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Request Works (TSR-G)  
GPS- crates to be collected to L1 JLL office// Hi Team, Can we please collect 3 empty plastic moving boxes (Allied Pickfords) from Level [redacted] behind workstation - W [redacted] 189.  
Contact - Sarab / [redacted] s73(2) Kind Regards Sarab

**Asset**



**Requestor**

Sarabjot Bedi

**Phone**

**Primary Operations Contact**

**Phone**

**Dispatched To**

Grolife Property Services Pty Ltd

---

Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** [REDACTED] s73(2) [REDACTED]@jll.com>  
**Sent:** Monday, 20 January 2025 10:35 AM  
**To:** Paula Menadue  
**Cc:** MinServices Admin  
**Subject:** RE: WORK ORDER AU02032569 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Paula,

Following up on our previous email, our cleaning team has completed a deep cleaning of the kitchen area on level [REDACTED] 02.

No items were disposed of during the cleaning, as our team did not identify any physical sources of odor.

The tasks completed include:

- Cupboards have been wiped inside and out
- Bins have been replaced and cleaned
- The dishwashers have been cleaned
- The sink drain in the Premier office ensuite has been cleaned by the cleaner and attended to by a plumber, who removed the trap and cleaned all scum and debris from inside the bottle trap.

Please advise if the 'strange smell' has been reduced or if any follow up work required.

Attached photos for your reference.



Kind regards,



Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
[redacted] s73(2) [redacted]@jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

**From:** Paula Menadue <[redacted]@ministerial.qld.gov.au>  
**Sent:** Friday, 17 January 2025 1:58 PM  
**To:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032569 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**Caution: Message from external sender**

Good afternoon [redacted]

Thank you for reaching out so quickly.

I am very happy for you to do a total pantry clean. As you suggested the smell might be coming from the dishwasher pipe, sink or bin drawer.

Thanks again. If you need anything further from me, please do not hesitate to contact me.

Kind regards



**Paula Menadue**

Executive Assistant  
Office of the Honourable David Crisafulli MP  
Premier and Minister for Veterans

M [redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000  
GPO Box 46, Brisbane QLD 4001

**From:** [redacted]@jll.com>  
**Sent:** Friday, January 17, 2025 1:52 PM  
**To:** Paula Menadue <[redacted]@ministerial.qld.gov.au>  
**Subject:** FW: WORK ORDER AU02032569 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Paula,

We have received the below work order from Ministerial services team.  
Regarding the pantry smell at [redacted] 02, are you comfortable with us conducting a “total” pantry clean, including food disposal and cabinet cleaning?

I will also follow up with the cleaning team, as the pantry was cleaned last month (24/12/2024) as part of End of year building clean and investigate if the source of the smell might be coming from another area, such as the dishwasher pipe, sink, or bin drawer.

Kind regards,

[redacted]  
Workplace Manager

Engineering & Operations Solutions Queensland

Workplace Services | QGAO

JLL

T [redacted] s73(2) [redacted]@jll.com

[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** [redacted]@jll.com <[redacted]@jll.com>

**Sent:** Friday, 17 January 2025 10:22 AM

**To:** Sarabjot Bedi [redacted]@premiers.qld.gov.au>

**Cc:** [redacted]@jll.com> [redacted]@jll.com>; [redacted]@jll.com>; [redacted]

[redacted]@jll.com> [redacted]@jll.com>; [redacted]@jll.com>

**Subject:** WORK ORDER AU02032569 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02032569 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

|                 |                                   |                          |            |
|-----------------|-----------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St | <b>Work Order Number</b> | AU02032569 |
|-----------------|-----------------------------------|--------------------------|------------|

|                |                                                                   |
|----------------|-------------------------------------------------------------------|
| <b>Address</b> | [redacted] Level [redacted]<br>1 William Street, Brisbane<br>4000 |
|----------------|-------------------------------------------------------------------|

**Client Ref:**

|                      |            |
|----------------------|------------|
| <b>Dispatch Date</b> | 17/01/2025 |
|----------------------|------------|

|                 |            |
|-----------------|------------|
| <b>Due Date</b> | 20/01/2025 |
|-----------------|------------|

|                 |          |
|-----------------|----------|
| <b>Priority</b> | Standard |
|-----------------|----------|

|                 |                    |
|-----------------|--------------------|
| <b>Category</b> | Tenant Service Req |
|-----------------|--------------------|

|                   |                     |
|-------------------|---------------------|
| <b>Discipline</b> | General Maintenance |
|-------------------|---------------------|

**Description**

Report a Problem (TSR-G)

Hi Team, The Premier's office has requested the following - 1. The pantry located closest to the Premier's Office has a strange smell occasionally – they have asked for the pantry to be deep cleaned ([redacted] 2) 2. The basin in the Premier's ensuite drains very slowly ([redacted] 18) They have asked if the above works can be actioned this weekend to reduce impacts on the office. Contact - Paula Menadue / [redacted] Kind Regards Sarab



**Asset**

**Requestor**

Sarabjot Bedi

**Phone**

**Primary Operations Contact**

**Phone**

**Dispatched To**

Customer Service Centre

1300 733 454

@jll.com

Regards,

Customer Service Centre

One of the 2024 World's Most Ethical Companies®

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

Please consider the environment before printing this email.

Released under the RTI Act - DPC

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Monday, 20 January 2025 2:57 PM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032660 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification



**WORK ORDER AU02032660 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032660

**Address** [redacted] Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**  
**Dispatch Date** 20/01/2025  
**Due Date** 23/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**  
Report a Problem (TSR-G)  
HI Team, There is a broken table in the Media Advisors office on Level [redacted] (Office of the Minister for Women). Can we please arrange to get it fixed. Location - Level [redacted] 32. Contact - Lisa Smith / [redacted]@ministerial.qld.gov.au / [redacted] s73(2)  
Kind Regards Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

s73(2)

**Dispatched To**

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Monday, 20 January 2025 3:32 PM  
**To:** Tanya Power; MinServices Admin  
**Cc:** [redacted] William Rollo  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Good afternoon Tanya,

My colleague [redacted] and I met with Will on Friday morning.

In addition to the below requests, requests for the media room - [redacted] 29 are:

- Convert room to have 3x workstations, all with electric legs (Will's desk is already electric).
- Provide an additional TV on either side of the wall. This will determine if additional workstation can be added to the room.
- Whiteboard felt to be relocated to another wall.

Will had enquired about additional I.T equipment for his workstation.

As we do not manage I.T equipment, it would be best to raise the requests with your department's I.T.

There are restrictions with having additional workstation in [redacted] 29, we will need to have a discussion with our director to see what we can offer in this space.

We need to adhere with the fire and disability codes.

In the meantime, @MinServices Admin, please raise a ticket with I.T for a quote for the additional TV. NTT will get in touch with us for a quote to provide electrical labour to install / run cable to complete new TV install.

Once we have all quotes / scopes put together, we will be in touch for MBS cost approvals.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Tanya Power <[redacted]@ministerial.qld.gov.au>

**Sent:** Wednesday, 15 January 2025 4:25 PM

**To:** [redacted]@jll.com>; MinServices Admin <[redacted]@premiers.qld.gov.au>; [redacted]  
[redacted]@jll.com>

Cc: [redacted]@jll.com>; William Rollo <[redacted]@ministerial.qld.gov.au>  
Subject: RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

You don't often get email from [redacted]@ministerial.qld.gov.au. [Learn why this is important](#)

**Caution: Message from external sender**

Thank you [redacted] we appreciate your assistance with this.

Senior Media Advisor, Will Rollo will be in touch to arrange a suitable time for you to pop back up to assist with the rearranging of the media room.

Warm regards



**Tanya Power**

Office & Governance Manager

**Office of the Honourable Dale Last MP**

Minister for Natural Resources and Mines, Minister for Manufacturing and Minister for Regional and Rural Development

E: [redacted]s73(2)[redacted]@ministerial.qld.gov.au

A: 1 William Street, Brisbane QLD 4000

From: [redacted]@jll.com>

Sent: Wednesday, January 15, 2025 3:15 PM

To: MinServices Admin [redacted]@premiers.qld.gov.au>; Tanya Power  
[redacted]@ministerial.qld.gov.au>; [redacted]@jll.com>

Cc: [redacted]@jll.com>

Subject: RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Hi Tanya

Thanks for your time in the office to discuss your requests today.

To formalise the items we discussed, I have noted them below.

Ministerial Service will be responsible for the cost approval of request item.

Works will not be arranged without approval, and scheduling will be coordinated with the office.

We will aim to provide options that are cost free / low cost where available, quotes be will provided for items that require costs.

[redacted] from my team is our Projects and Fitout Manager. I have handed over all required information and she will be in touch to arrange quotes and provide options for the space.

1. Request for conversion from manual to electric sit-to-stand for Assistant Minister workstation
  - 1.1. OR swap single manual workstation from Assistant Minister office with single electric sit-to-stand workstation in Media office
2. Request for conversion from manual to electric for back-to-back workstations 047/050
3. Request for conversion from static to electric sit-to-stand for COS desk

You also mentioned the media team may have additional requests, please give me a call when the team is available and we will revisit to speak with them.

s49 sch4

Kind Regards,

[Redacted]  
Senior Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL  
T [Redacted] s73(2) [Redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** MinServices Admin <[Redacted]@premiers.qld.gov.au>

**Sent:** Tuesday, 14 January 2025 12:39 PM

**To:** Tanya Power <[Redacted]@ministerial.qld.gov.au>

Cc: [redacted]@jll.com> [redacted]@jll.com>; [redacted]@jll.com>  
Subject: RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

**Caution: Message from external sender**

Hi Tanya,

Can you please confirm if JLL can visit your office tomorrow or Thursday at 11.30am to discuss the requirements regarding movement of the stand-up desks.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P [redacted] s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

From [redacted]@jll.com>  
Sent: Tuesday, January 14, 2025 12:30 PM  
To: MinServices Admin [redacted]@premiers.qld.gov.au>; [redacted]@jll.com>  
Cc: [redacted]@jll.com>  
Subject: RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Hi Sarab,

Please let us know when we can pop up to meet with the office to discuss their requirements. Sheri's available from 11:30am tomorrow & Thursday, I will be WFH. I will be available from midday on Friday.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

From [redacted]@jll.com <[redacted]@jll.com>  
Sent: Monday, 13 January 2025 10:23 AM  
To: [redacted]@jll.com>  
Cc: Subject: WORK ORDER AU02032308 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification



## WORK ORDER AU02032308 ASSIGNED

To:  Internal Resource

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.

|          |                                                                       |                   |            |
|----------|-----------------------------------------------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St                                     | Work Order Number | AU02032308 |
| Address  | <div></div> - Level <div></div><br>1 William Street, Brisbane<br>4000 |                   |            |

### Client Ref:

|               |                    |
|---------------|--------------------|
| Dispatch Date | 10/01/2025         |
| Due Date      | 13/01/2025         |
| Priority      | Standard           |
| Category      | Tenant Service Req |
| Discipline    | Quote Request      |
| Description   |                    |

### Quote Request (TSR-Q)

Hi Team, Office of the Minister for Natural Resources is seeking information to arrange 3 stand-up desks in their office. Can you please organize the quotes for us.

Location - Level  room -  31 Contact - Tanya Power /

s73(2) @ministerial.qld.gov.au Kind

Regards Sarab

### Asset

|                            |                                 |
|----------------------------|---------------------------------|
| Requestor                  | Sarabjot Bedi                   |
| Phone                      | <div></div>                     |
| Primary Operations Contact | <div></div>                     |
| Phone                      | <div></div>                     |
| Dispatched To              | <div></div> - Internal Resource |

Customer Service Centre



1300 733 454



s73(2) @jll.com

Regards,  
Customer Service Centre



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Please consider the environment before printing this email.

**Paolo Cecchini**

---

**From:** Tanya Power <[redacted]@ministerial.qld.gov.au>  
**Sent:** Monday, 20 January 2025 3:35 PM  
**To:** [redacted] MinServices Admin  
**Cc:** [redacted] William Rollo  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Thanks [redacted]

I will await the quote.

Enjoy your afternoon.

Warm regards



**Tanya Power**

Office & Governance Manager

**Office of the Honourable Dale Last MP**

Minister for Natural Resources and Mines, Minister for Manufacturing and Minister for Regional and Rural Development

**E:** [redacted] s73(2) [redacted]@ministerial.qld.gov.au

**A:** 1 William Street, Brisbane QLD 4000

**From:** [redacted]@jll.com>  
**Sent:** Monday, January 20, 2025 3:32 PM  
**To:** Tanya Power <[redacted]@ministerial.qld.gov.au>; MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>; William Rollo <[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Good afternoon Tanya,

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- Convert room to have 3x workstations, all with electric legs (Will's desk is already electric).
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Will had enquired about additional I.T equipment for his workstation.

As we do not manage I.T equipment, it would be best to raise the requests with your department's I.T.

There are restrictions with having additional workstation in 37.29, we will need to have a discussion with our director to see what we can offer in this space.

We need to adhere with the fire and disability codes.

In the meantime, @MinServices Admin, please raise a ticket with I.T for a quote for the additional TV. NTT will get in touch with us for a quote to provide electrical labour to install / run cable to complete new TV install.

Once we have all quotes / scopes put together, we will be in touch for MBS cost approvals.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Tanya Power <[redacted]@ministerial.qld.gov.au>  
**Sent:** Wednesday, 15 January 2025 4:25 PM  
**To:** [redacted]@jll.com>; MinServices Admin <[redacted]@premiers.qld.gov.au>; [redacted]  
[redacted]@jll.com>  
**Cc:** [redacted]@jll.com>; William Rollo <[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

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**Caution: Message from external sender**

Thank you [redacted] we appreciate your assistance with this.

Senior Media Advisor, Will Rollo will be in touch to arrange a suitable time for you to pop back up to assist with the rearranging of the media room.

Warm regards



**Tanya Power**  
Office & Governance Manager  
**Office of the Honourable Dale Last MP**  
Minister for Natural Resources and Mines, Minister for Manufacturing and Minister for Regional and Rural Development  
**E:** [redacted]@ministerial.qld.gov.au  
**A:** 1 William Street, Brisbane QLD 4000

**From:** [redacted]@jll.com>  
**Sent:** Wednesday, January 15, 2025 3:15 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>; [redacted]  
[redacted]@ministerial.qld.gov.au>; [redacted]@jll.com>  
**Cc:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Hi Tanya

Thanks for your time in the office to discuss your requests today.

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from my team is our Projects and Fitout Manager. I have handed over all required information and she will be in touch to arrange quotes and provide options for the space.

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  - 1.1. OR swap single manual workstation from Assistant Minister office with single electric sit-to-stand workstation in Media office
2. Request for conversion from manual to electric for back-to-back workstations 047/050
3. Request for conversion from static to electric sit-to-stand for COS desk

You also mentioned the media team may have additional requests, please give me a call when the team is available and we will revisit to speak with them.

s49 sch4

Kind Regards,

[redacted]  
Senior Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL

T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>

**Sent:** Tuesday, 14 January 2025 12:39 PM

**To:** Tanya Power <[redacted]@ministerial.qld.gov.au>

Cc: [redacted]@jll.com> [redacted]@jll.com> [redacted]@jll.com>  
Subject: RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

**Caution: Message from external sender**

Hi Tanya,

Can you please confirm if JLL can visit your office tomorrow or Thursday at 11.30am to discuss the requirements regarding movement of the stand-up desks.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted] s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

From [redacted]@jll.com>

Sent: Tuesday, January 14, 2025 12:30 PM

To: MinServices Admin [redacted]@premiers.qld.gov.au>; [redacted]@jll.com>

Cc: [redacted]@jll.com>

Subject: RE: WORK ORDER AU02032308 - Level [redacted] Min Resources (SOUTH) - Request for electric WS

Hi Sarab,

Please let us know when we can pop up to meet with the office to discuss their requirements.

Sheri's available from 11:30am tomorrow & Thursday, I will be WFH.

I will be available from midday on Friday.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager

Engineering & Operations Solutions Queensland

Workplace Services | QGAO

JLL

T [redacted]@jll.com

[www.jll.com.au](http://www.jll.com.au)

From: [redacted]@jll.com [redacted]@jll.com>

Sent: Monday, 13 January 2025 10:23 AM

To: [redacted]@jll.com>

Cc: Subject: WORK ORDER AU02032308 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

☐

☐

WORK ORDER AU02032308 ASSIGNED

To  - Internal Resource

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.

☐

|          |                                                                                         |                   |            |
|----------|-----------------------------------------------------------------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St                                                       | Work Order Number | AU02032308 |
| Address  | <input type="text"/> - Level <input type="text"/><br>1 William Street, Brisbane<br>4000 |                   |            |

☐

**Client Ref:**

**Dispatch Date** 10/01/2025

**Due Date** 13/01/2025

**Priority** Standard

**Category** Tenant Service Req

**Discipline** Quote Request

**Description** Quote Request (TSR-Q)  
 Hi Team, Office of the Minister for Natural Resources is seeking information to arrange 3 stand-up desks in their office. Can you please organize the quotes for us. Location - Level  room -  31 Contact - Tanya Power /   
 s73(2)  ministerial.qld.gov.au Kind  
Regards Sarab

Asset

☐

|                            |                                          |
|----------------------------|------------------------------------------|
| Requestor                  | Sarabjot Bedi                            |
| Phone                      | <input type="text"/>                     |
| Primary Operations Contact | <input type="text"/>                     |
| Phone                      | <input type="text"/>                     |
| Dispatched To              | <input type="text"/> - Internal Resource |



Customer Service Centre

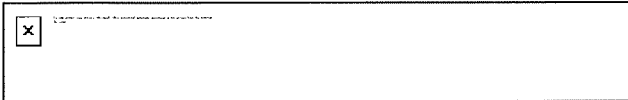


1300 733 454



@jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Monday, 20 January 2025 3:40 PM  
**To:** Sarabjot Bedi  
**Subject:** RE: WORK ORDER AU02032660 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Good afternoon, Sarab.

Thank you for raising this work order.

If you could please contact this ministerial office to arrange a suitable time my handyman & I could pop up that would be greatly appreciated. 😊

Thank you.  
Kind regards,

[redacted]  
Assistant Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL

Lvl 1, 1 William St, Brisbane CBD  
Australia, 4000

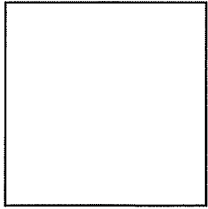
M [redacted] s73(2)  
E [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Monday, 20 January 2025 2:57 PM  
**To:** Sarabjot Bedi [redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com> [redacted]@jll.com> [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com> [redacted]@jll.com>  
**Subject:** WORK ORDER AU02032660 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

**WORK ORDER AU02032660 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building**

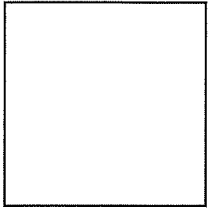
Workplace Services – 1 William St

**Work Order Number** AU02032660

**Address**

Level

1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date**

20/01/2025

**Due Date**

23/01/2025

**Priority**

Standard

**Category**

Tenant Service Req

**Discipline**

General Maintenance

**Description**

Report a Problem (TSR-G)

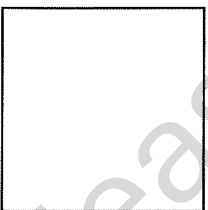
HI Team, There is a broken table in the Media Advisors office  
on Level  (Office of the Minister for Women). Can we please  
arrange to get it fixed. Location - Level  Contact -

Lisa Smith / @ministerial.qld.gov.au /

s73(2)

Kind Regards Sarab

**Asset**



**Requestor**

Sarabjot Bedi

**Phone**

**Primary Operations Contact**

**Phone**

**Dispatched To**

Customer Service Centre



1300 733 454



s73(2)

@jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Monday, 20 January 2025 4:14 PM  
**To:** MinServices Admin  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02032449 - Level [redacted]

Good afternoon,

The workorder has been received.  
Please let us check what is available in storage first.  
If there is nothing in storage, we will need to provide a quote.

We will be in touch with our findings.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Wednesday, 15 January 2025 1:42 PM  
**To:** [redacted]@jll.com>  
**Cc:**  
**Subject:** WORK ORDER AU02032449 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

|                                                                                     |
|-------------------------------------------------------------------------------------|
|  |
|  |

## WORK ORDER AU02032449 ASSIGNED

**To:** [redacted] - Internal Resource

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.

|                                                                                     |
|-------------------------------------------------------------------------------------|
|  |
|-------------------------------------------------------------------------------------|

Building

Workplace Services – 1 William St

Work Order Number AU02032449

Address

- Level  
1 William Street, Brisbane  
4000

Client Ref:

Dispatch Date

15/01/2025

Due Date

18/01/2025

Priority

Standard

Category

Tenant Service Req

Discipline

Quote Request

Description

Quote Request (TSR-Q)

Hi Team, Do we have any spare lounge style chairs (not desk chairs) available, which the Premier's office can use in their Breakout space on Level Office Contact - Fiona Galjaardt / @ministerial.qld.gov.au Level Room - p2 Also, please let us know if there is any cost involved. Kind Regards Sarab

Asset

Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

s73(2)

Dispatched To

- Internal Resource

Customer Service Centre

1300 733 454

@ill.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Monday, 20 January 2025 4:44 PM  
**To:** MinServices Admin  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02032449 - Level [redacted]

Hi again,

Would there be a time that we could meet Fiona to see where she would like additional seating on Level [redacted] breakout space? I believe there is already a lot of furniture in there. I do recall a large round table and chairs up there also.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]  
**Sent:** Monday, 20 January 2025 4:14 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032449 - Level [redacted]

Good afternoon,

The workorder has been received.  
Please let us check what is available in storage first.  
If there is nothing in storage, we will need to provide a quote.

We will be in touch with our findings.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted]@jll.com

From: [redacted]@jll.com <[redacted]@jll.com>

Sent: Wednesday, 15 January 2025 1:42 PM

To: [redacted]@jll.com>

Cc:

**Subject:** WORK ORDER AU02032449 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

☐

☐

## WORK ORDER AU02032449 ASSIGNED

To: [redacted] - Internal Resource

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.

☐

|                 |                                                                   |                          |            |
|-----------------|-------------------------------------------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St                                 | <b>Work Order Number</b> | AU02032449 |
| <b>Address</b>  | [redacted] Level [redacted]<br>1 William Street, Brisbane<br>4000 |                          |            |

☐

|                      |                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Client Ref:</b>   |                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Dispatch Date</b> | 15/01/2025                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Due Date</b>      | 18/01/2025                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Priority</b>      | Standard                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Category</b>      | Tenant Service Req                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Discipline</b>    | Quote Request                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Description</b>   | Quote Request (TSR-Q)<br>[redacted] Hi Team, Do we have any spare lounge style chairs (not desk chairs) available, which the Premier's office can use in their Breakout space on Level [redacted] Office Contact - Fiona Galjaardt [redacted] s73(2) [redacted]@ministerial.qld.gov.au Level [redacted] Room - [redacted] 02 Also, please let us know if there is any cost involved. Kind Regards Sarab |

**Asset**

☐

Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

- Internal Resource

Customer Service Centre



1300 733 454



@jll.com

Regards,

Customer Service Centre



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**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, 21 January 2025 3:21 PM  
**To:** Sarabjot Bedi  
**Cc:** Crystella Chesson  
**Subject:** RE: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Our contractor proposing to change the faulty lock on this Friday at 4pm.  
Can you please advise this propose time is suitable?

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
www.jll.com.au

I work on the lands of the Turrbal people

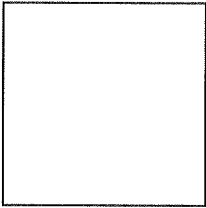
**From:** [redacted]@jll.com [redacted]@jll.com>  
**Sent:** Monday, 2 December 2024 11:24 AM  
**To:** Sarabjot Bedi [redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com> [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com> [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02030875 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

|                 |                                                                     |                          |            |
|-----------------|---------------------------------------------------------------------|--------------------------|------------|
| <b>Building</b> | Workplace Services – 1 William St                                   | <b>Work Order Number</b> | AU02030875 |
| <b>Address</b>  | [redacted] - Level [redacted]<br>1 William Street, Brisbane<br>4000 |                          |            |



Client Ref:

Dispatch Date

02/12/2024

Due Date

05/12/2024

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

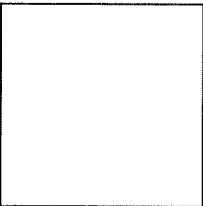
Report a Problem (TSR-G)

Hi Team, Level  Minister for Health office have advised that their main office door sensor is failing, and door is jamming.

Can we please send someone to have a look. Level  room -  48. Office Contact- Crystella Chesson /  s73(2) Kind

Regards Sarab

Asset



Requestor

Sarabjot Bedi

Phone



Primary Operations Contact

Phone



Dispatched To

Customer Service Centre



1300 733 454



@jll.com

Regards,

Customer Service Centre

**Paolo Cecchini**

---

**From:** Crystella Chesson <[redacted]@ministerial.qld.gov.au>  
**Sent:** Tuesday, 21 January 2025 3:56 PM  
**To:** [redacted] Sarabjot Bedi  
**Cc:** Sally Gannon  
**Subject:** RE: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi [redacted]

4pm on Friday is fine for this, I will be WFH but I have copied in Sally Gannon who will be able to assist and also other advisors are on hand.

Many thanks  
Crystella



**Crystella Chesson**  
Executive Assistant and Office Manager  
**Office of Hon. Tim Nicholls MP**  
Minister for Health and Ambulance Services

[redacted] s73(2) [redacted]@ministerial.qld.gov.au  
1 William Street BRISBANE QLD 4001

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, January 21, 2025 3:21 PM  
**To:** Sarabjot Bedi [redacted]@premiers.qld.gov.au>  
**Cc:** Crystella Chesson <[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Our contractor proposing to change the faulty lock on this Friday at 4pm.  
Can you please advise this propose time is suitable?

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO

JLL  
T [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Monday, 2 December 2024 11:24 AM  
**To:** Sarabjot Bedi [redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com>; [redacted]@jll.com> [redacted]

[redacted]@jll.com> [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

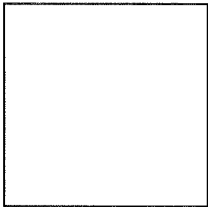
**WORK ORDER AU02030875 RAISED**

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.

**Building** Workplace Services – 1 William St **Work Order Number** AU02030875

**Address** [redacted] - Level [redacted]  
1 William Street, Brisbane  
4000

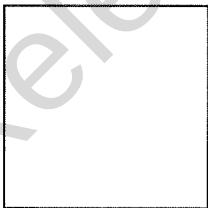


**Client Ref:**

**Dispatch Date** 02/12/2024  
**Due Date** 05/12/2024  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** General Maintenance  
**Description**

Report a Problem (TSR-G)  
Hi Team, Level [redacted] Minister for Health office have advised that their main office door sensor is failing, and door is jamming. Can we please send someone to have a look. Level [redacted] room - [redacted] 48. Office Contact- Crystella Chesson / [redacted] s73(2) Kind Regards Sarab

**Asset**



**Requestor Phone** Sarabjot Bedi  
[redacted]



Primary Operations Contact  
Phone

s73(2)

Dispatched To

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Paolo Cecchini

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, 21 January 2025 4:29 PM  
**To:** MinServices Admin  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02032658 - Quote request - Whiteboard - Level [redacted] Minister Environment

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Afternoon,

Please let us know when a suitable time for us to pop up to view the space and to measure for a quote to supply a whiteboard in [redacted].36.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com [redacted]@jll.com>  
**Sent:** Monday, 20 January 2025 2:52 PM  
**To:**  
**Subject:** WORK ORDER AU02032658 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

|                                                                                     |
|-------------------------------------------------------------------------------------|
|  |
|  |

## WORK ORDER AU02032658 RAISED

**To: The Building Contacts**

At the request of , a work order has been raised for your building.

|                                                                                     |
|-------------------------------------------------------------------------------------|
|  |
|-------------------------------------------------------------------------------------|

**Building** Workplace Services – 1 William St **Work Order Number** AU02032658

Address

[redacted] - Level [redacted]  
1 William Street, Brisbane  
4000

x

Client Ref:

Dispatch Date

20/01/2025

Due Date

23/01/2025

Priority

Standard

Category

Tenant Service Req

Discipline

Quote Request

Description

Quote Request (TSR-Q)

Please send a quote to change a pin board to a white board in room [redacted] 36 in the office of the Minister for Environment. Site contact: Natasha [redacted]

s73(2)

Asset

x

Requestor

Phone

Primary Operations Contact

Phone

Dispatched To

Customer Service Centre



1300 733 454



[redacted]@jll.com

Regards,

Customer Service Centre



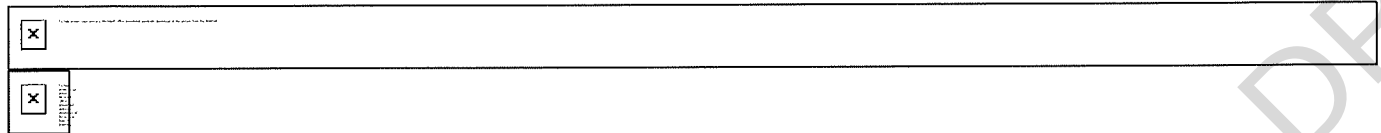
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Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Wednesday, 22 January 2025 10:31 AM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02028999 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02028999 HAS BEEN CLOSED

**To: Sarabjot Bedi**

Work request AU02028999 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 22/01/2025 11:30:30 AUE - [redacted] - Task was bulk marked as being COMPLETE.

This task has been actioned and completed. Thank you, [redacted]

22/01/2025 11:30:30 AUE-(BULK) [redacted] s73(2)@JLL.COM has marked task as COMPLETE

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** Workplace Services – 1 William St **Work Order Number** AU02028999

**Address**

[redacted] Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 14/11/2024

**Due Date** 16/01/2025

Priority

Standard

Category

Tenant Service Req

Discipline

General Maintenance

Description

Request Works (TSR-G)

MARK Hi Team, Logging a job to hang artwork in Premier's office on Level [redacted] - [redacted] 23. Rosie Turnbull has already spoken to [redacted] about this, raising a work order as requested.

Contact - Rebecca Docherty - [redacted] s73(2) Kind Regards  
Sarab

Asset



Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

Internal Resource

Customer Service Centre



1300 733 454

Regards,

Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Wednesday, 22 January 2025 11:22 AM  
**To:** Sarabjot Bedi  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032749 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02032749 RAISED

**To: Sarabjot Bedi**

Thank you for contacting us. A work order has been raised.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032749

**Address**

[redacted] Level [redacted]  
1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 22/01/2025  
**Due Date** 25/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Access Cards  
**Description**

New Card Request (TSR-A)  
Hi Team, Christian from Minister Bates' office (Level [redacted] Room - [redacted] 26) has advised that his desk is stuck in the high position and won't go down. Contact - Christian Penny / [redacted] s73(2)  
Level [redacted] Room - [redacted] 26 Can we please sent someone to assist. Kind Regards Sarab

**Asset**



Requestor  
Phone

Sarabjot Bedi

Primary Operations Contact  
Phone

Dispatched To

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre

**Paolo Cecchini**

---

**From:** MinServices Admin  
**Sent:** Wednesday, 22 January 2025 11:45 AM  
**To:** Fiona Galjaardt  
**Cc:** [REDACTED]  
**Subject:** RE: WORK ORDER AU02032449 - Level [REDACTED]

Good morning Fiona,

Can you please advise a suitable time for JLL to visit your office to check the space for the additional lounge style chairs.

Kind Regards



**Sarabjot Bedi**  
Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P [REDACTED] s73(2)  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [REDACTED]@jll.com>  
**Sent:** Monday, January 20, 2025 4:14 PM  
**To:** MinServices Admin <[REDACTED]@premiers.qld.gov.au>  
**Cc:** [REDACTED]@jll.com>  
**Subject:** RE: WORK ORDER AU02032449 - Level [REDACTED]

Good afternoon,

The workorder has been received.  
Please let us check what is available in storage first.  
If there is nothing in storage, we will need to provide a quote.

We will be in touch with our findings.

Thank you

Kind Regards

[REDACTED]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [REDACTED]@jll.com  
[www.jll.com.au](http://www.jll.com.au)



From: [redacted]@jll.com [redacted]@jll.com>

Sent: Wednesday, 15 January 2025 1:42 PM

To: [redacted]@jll.com>

Cc:

Subject: WORK ORDER AU02032449 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification



## WORK ORDER AU02032449 ASSIGNED

To: [redacted] - Internal Resource

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.

### Site Details

Building Workplace Services – 1 William St Work Order Number AU02032449

Address [redacted] - Level [redacted]  
1 William Street, Brisbane  
4000

### Service Request Details

Client Ref:

Dispatch Date 15/01/2025

Due Date 18/01/2025

Priority Standard

Category Tenant Service Req

Discipline Quote Request

Description

Quote Request (TSR-Q)

[redacted] Hi Team, Do we have any spare lounge style chairs (not desk chairs) available, which the Premier's office can use in their Breakout space on Level [redacted] Office Contact - Fiona Galjaardt / [redacted]@ministerial.qld.gov.au Level [redacted] Room - [redacted] 02 Also, please let us know if there is any cost involved. Kind Regards Sarab

Asset

### Contact Details

Requestor Sarabjot Bedi

Phone

s73(2)

Primary Operations Contact  
Phone

Dispatched To

- Internal Resource

Customer Service Centre

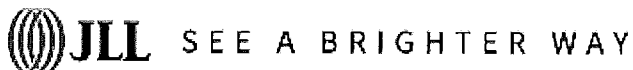


1300 733 454



@jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Sent:** Wednesday, 22 January 2025 11:51 AM  
**To:** MinServices Admin  
**Cc:** [redacted]  
**Subject:** RE: WORK ORDER AU02032449 - Level [redacted]

Thank you – any time tomorrow between 9.30am and 4pm would be great.



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

[redacted] s73(2) [redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** MinServices Admin [redacted]@premiers.qld.gov.au>  
**Sent:** Wednesday, January 22, 2025 11:45 AM  
**To:** Fiona Galjaardt [redacted]@ministerial.qld.gov.au>  
**Cc:** [redacted]@jll.com> [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032449 - Level [redacted]

Good morning Fiona,

Can you please advise a suitable time for JLL to visit your office to check the space for the additional lounge style chairs.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet

P [redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>  
**Sent:** Monday, January 20, 2025 4:14 PM  
**To:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032449 - Level [redacted]

Good afternoon,

The workorder has been received.  
Please let us check what is available in storage first.  
If there is nothing in storage, we will need to provide a quote.

We will be in touch with our findings.

Thank you

Kind Regards

Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T  s73(2) @jll.com  
[www.jll.com.au](http://www.jll.com.au)

From: @jll.com <@jll.com>

Sent: Wednesday, 15 January 2025 1:42 PM

To: @jll.com>

Cc:

Subject: WORK ORDER AU02032449 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

## WORK ORDER AU02032449 ASSIGNED

To:  - Internal Resource

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.

|          |                                   |                   |            |
|----------|-----------------------------------|-------------------|------------|
| Building | Workplace Services – 1 William St | Work Order Number | AU02032449 |
|----------|-----------------------------------|-------------------|------------|

Address  - Level   
1 William Street, Brisbane  
4000

Client Ref:

|               |                    |
|---------------|--------------------|
| Dispatch Date | 15/01/2025         |
| Due Date      | 18/01/2025         |
| Priority      | Standard           |
| Category      | Tenant Service Req |

Discipline  
Description

Quote Request

Quote Request (TSR-Q)

[redacted] Hi Team, Do we have any spare lounge style chairs (not desk chairs) available, which the Premier's office can use in their Breakout space on Level [redacted] Office Contact - Fiona Galjaardt / [redacted] s73(2) [redacted] @ministerial.qld.gov.au Level [redacted] Room - [redacted] 02 Also, please let us know if there is any cost involved. Kind Regards Sarab

Asset

Requestor

Sarabjot Bedi

Phone

Primary Operations Contact

Phone

Dispatched To

[redacted] Internal Resource

Customer Service Centre



1300 733 454



[redacted]@jll.com

Regards,

Customer Service Centre



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Released under the RTI Act - DPC

**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Wednesday, 22 January 2025 1:56 PM  
**To:** MinServices Admin; [redacted]  
**Subject:** RE: WORK ORDER AU02032449 - Level [redacted]

Good afternoon,

[redacted] will pop up at 10am tomorrow to meet with Fiona.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2) [redacted]@jll.com  
[www.jll.com.au](http://www.jll.com.au)

**From:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Sent:** Wednesday, 22 January 2025 11:51 AM  
**To:** MinServices Admin; [redacted]@premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032449 - Level [redacted]

You don't often get email from [redacted]@ministerial.qld.gov.au. [Learn why this is important](#)

**Caution: Message from external sender**

Thank you – any time tomorrow between 9.30am and 4pm would be great.



**Fiona Galjaardt**

Executive Assistant to the Chief of Staff  
Office of the Honourable David Crisafulli MP  
Premier of Queensland

[redacted]@ministerial.qld.gov.au  
1 William Street, Brisbane QLD 4000

**From:** MinServices Admin <[redacted]@premiers.qld.gov.au>  
**Sent:** Wednesday, January 22, 2025 11:45 AM  
**To:** Fiona Galjaardt <[redacted]@ministerial.qld.gov.au>  
**Cc:** [redacted]@jll.com>; [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032449 - Level [redacted]

Good morning Fiona,

Can you please advise a suitable time for JLL to visit your office to check the space for the additional lounge style chairs.

Kind Regards



**Sarabjot Bedi**

Asset and Finance Officer

**Ministerial Services**

Department of the Premier and Cabinet

F s73(2)

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>

**Sent:** Monday, January 20, 2025 4:14 PM

**To:** MinServices Admin [redacted]@premiers.qld.gov.au>

**Cc:** [redacted]@jll.com>

**Subject:** RE: WORK ORDER AU02032449 - Level ☐

Good afternoon,

The workorder has been received.

Please let us check what is available in storage first.

If there is nothing in storage, we will need to provide a quote.

We will be in touch with our findings.

Thank you

Kind Regards

[redacted]  
Workplace Services Manager

Engineering & Operations Solutions Queensland

Workplace Services | QGAO

JLL

T [redacted]@jll.com

[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com <[redacted]@jll.com>

**Sent:** Wednesday, 15 January 2025 1:42 PM

**To:** [redacted]@jll.com>

**Cc:**

**Subject:** WORK ORDER AU02032449 ASSIGNED for 400283 - Workplace Services – 1 William St: Resource Notification

☐





## WORK ORDER AU02032449 ASSIGNED

To  - Internal Resource

At the request of Sarabjot Bedi, a work order has been dispatched to you.  
The details of this work order are below.



**Building** Workplace Services – 1 William St **Work Order Number** AU02032449

**Address**  - Level   
1 William Street, Brisbane  
4000



### Client Ref:

**Dispatch Date** 15/01/2025

**Due Date** 18/01/2025

**Priority** Standard

**Category** Tenant Service Req

**Discipline** Quote Request

### Description

Quote Request (TSR-Q)

Hi Team, Do we have any spare lounge style chairs (not desk chairs) available, which the Premier's office can use in their Breakout space on Level  Office Contact - Fiona Galjaardt /  s73(2) @ministerial.qld.gov.au Level  Room -  02 Also, please let us know if there is any cost involved. Kind Regards Sarab

### Asset



**Requestor** Sarabjot Bedi

**Phone**

**Primary Operations Contact**  
**Phone**

**Dispatched To**  - Internal Resource

Customer Service Centre

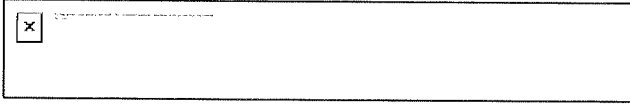


1300 733 454



[redacted]@jll.com

Regards,  
Customer Service Centre



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**Paolo Cecchini**

---

**From:** [redacted]@jll.com>  
**Sent:** Wednesday, 22 January 2025 3:06 PM  
**To:** Crystella Chesson; Sarabjot Bedi  
**Cc:** Sally Gannon  
**Subject:** RE: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Thank you for the confirmation, Crystella.

I will advise tech that clearance has been provided and he will knock on the office door on arrival.

Kind regards,

[redacted]  
Workplace Manager  
Engineering & Operations Solutions Queensland  
Workplace Services | QGAO  
JLL  
T [redacted] s73(2)@jll.com  
[www.jll.com.au](http://www.jll.com.au)

I work on the lands of the Turrbal people

**From:** Crystella Chesson [redacted]@ministerial.qld.gov.au>  
**Sent:** Tuesday, 21 January 2025 3:56 PM  
**To:** [redacted]@jll.com>; Sarabjot Bedi <[redacted]@premiers.qld.gov.au>  
**Cc:** Sally Gannon <[redacted]@ministerial.qld.gov.au>  
**Subject:** RE: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

You don't often get email from [crystella.chesson@ministerial.qld.gov.au](mailto:crystella.chesson@ministerial.qld.gov.au). [Learn why this is important](#)

**Caution: Message from external sender**

Hi [redacted]

4pm on Friday is fine for this, I will be WFH but I have copied in Sally Gannon who will be able to assist and also other advisors are on hand.

Many thanks  
Crystella



**Crystella Chesson**  
Executive Assistant and Office Manager  
**Office of Hon. Tim Nicholls MP**  
Minister for Health and Ambulance Services

P [redacted]@ministerial.qld.gov.au  
1 William Street BRISBANE QLD 4001

From [redacted]@jll.com>

Sent: Tuesday, January 21, 2025 3:21 PM

To: Sarabjot Bedi <[redacted]@premiers.qld.gov.au>

Cc: Crystella Chesson <[redacted]@ministerial.qld.gov.au>

Subject: RE: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

Hi Sarab,

Our contractor proposing to change the faulty lock on this Friday at 4pm.  
Can you please advise this propose time is suitable?

Kind regards,

[redacted]

Workplace Manager

Engineering & Operations Solutions Queensland

Workplace Services | QGAO

JLL

T [redacted]@jll.com

www.jll.com.au

I work on the lands of the Turrbal people

From [redacted]@jll.com <[redacted]@jll.com>

Sent: Monday, 2 December 2024 11:24 AM

To: Sarabjot Bedi <[redacted]@premiers.qld.gov.au>

Cc: [redacted]@jll.com> [redacted]@jll.com> [redacted]@jll.com> [redacted]@jll.com> [redacted]@jll.com> [redacted]@jll.com>

Subject: WORK ORDER AU02030875 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02030875 RAISED

To: Sarabjot Bedi

Thank you for contacting us. A work order has been raised.

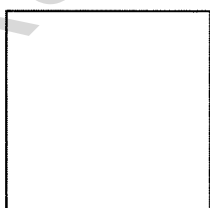
**Building** Workplace Services – 1 William St

**Work Order Number** AU02030875

**Address**

[redacted] Level [redacted]

1 William Street, Brisbane  
4000



**Client Ref:**

Dispatch Date 02/12/2024  
Due Date 05/12/2024  
Priority Standard  
Category Tenant Service Req  
Discipline General Maintenance  
Description

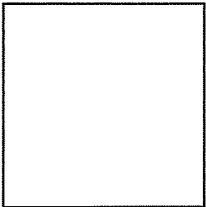
Report a Problem (TSR-G)

Hi Team, Level [redacted] Minister for Health office have advised that their main office door sensor is failing, and door is jamming.

Can we please send someone to have a look. Level [redacted] room -

[redacted] 48. Office Contact- Crystella Chesson [redacted] s73(2) Kind  
Regards Sarab

#### Asset



Requestor  
Phone

Sarabjot Bedi



Primary Operations Contact  
Phone



Dispatched To

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre



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be subject to the attorney-client privilege. If you are the intended recipient and you do not wish to receive similar electronic messages from us in the future then please respond to the sender to this effect. JLL acknowledges that we operate on the lands of the Australian Aboriginal people. We pay our respects to their Elders past, present and to emerging leaders.

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Please consider the environment before printing this email.

**Paolo Cecchini**

---

**From:** MinServices Admin <[redacted]s73(2)[redacted]premiers.qld.gov.au>  
**Sent:** Wednesday, 22 January 2025 3:33 PM  
**To:** [redacted]  
**Subject:** RE: WORK ORDER AU02032658 - Quote request - Whiteboard - Level [redacted] Minister Environment

Hi [redacted]

The site contact is Natasha for this job [redacted]

Thanks,



**Queensland**  
Government

**Paolo Cecchini**

Senior Administration Officer

**Ministerial Services**

Department of the Premier and Cabinet

P [redacted]

1 William Street Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

**From:** [redacted]@jll.com>  
**Sent:** Tuesday, January 21, 2025 4:29 PM  
**To:** MinServices Admin <[redacted]premiers.qld.gov.au>  
**Cc:** [redacted]@jll.com>  
**Subject:** RE: WORK ORDER AU02032658 - Quote request - Whiteboard - Level [redacted] Minister Environment

Afternoon,

Please let us know when a suitable time for us to pop up to view the space and to measure for a quote to supply a whiteboard in [redacted] 36.

Thank you

Kind Regards

[redacted]

Workplace Services Manager

Engineering & Operations Solutions Queensland

Workplace Services | QGAO

JLL

T [redacted]@jll.com

[www.jll.com.au](http://www.jll.com.au)

**From:** [redacted]@jll.com <[redacted]@jll.com>  
**Sent:** Monday, 20 January 2025 2:52 PM  
**To:**  
**Subject:** WORK ORDER AU02032658 RAISED for 400283 - Workplace Services – 1 William St: Bldg Mgr Notification

**WORK ORDER AU02032658 RAISED**

**To: The Building Contacts**

At the request of , a work order has been raised for your building.

**Building** Workplace Services – 1 William St **Work Order Number** AU02032658

**Address**  - Level   
1 William Street, Brisbane  
4000

**Client Ref:**

|                      |                                                                                                                                                                                                               |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dispatch Date</b> | 20/01/2025                                                                                                                                                                                                    |
| <b>Due Date</b>      | 23/01/2025                                                                                                                                                                                                    |
| <b>Priority</b>      | Standard                                                                                                                                                                                                      |
| <b>Category</b>      | Tenant Service Req                                                                                                                                                                                            |
| <b>Discipline</b>    | Quote Request                                                                                                                                                                                                 |
| <b>Description</b>   | Quote Request (TSR-Q)<br>Please send a quote to change a pin board to a white board in room <input type="text"/> 36 in the office of the Minister for Environment. Site contact: Natasha <input type="text"/> |

**Asset**

**Requestor**  
**Phone**

**Primary Operations Contact**  
**Phone**

**Dispatched To**



Customer Service Centre



1300 733 454



s73(2)

@jll.com

Regards,  
Customer Service Centre

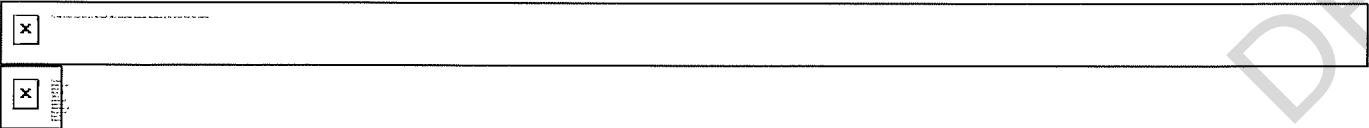


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**From:** [redacted]@jll.com  
**Sent:** Wednesday, 22 January 2025 3:36 PM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER 2032307 Has a New Event: Update - Send to SR. Requestor Notification



**New Event Created**

**To:** Sarabjot Bedi

A new event has been created for task 2032307. Details are as follows.  
**Event Name:** Update - Send to SR  
**Event Type:** ACTUAL  
**Event Date:** 1/22/2025 4:35:00 PM  
**Event Detail:** The request for afterhours has been actioned and programmed into the HAVC system.  
Management Team  
**Logged By:** [redacted]



**Building** 1 William Street **Work Order Number** AU02032307

**Address** 1 William Street, Brisbane  
4000



**Client Ref:**  
**Dispatch Date** 10/01/2025  
**Due Date** 13/01/2025  
**Priority** Standard  
**Category** Tenant Service Req  
**Discipline** Air Conditioning

**Description**  
Draft / Air Movement / Breeze (TSR-A)  
\*\*AFTERHOURS AC REQUEST - 8AM to 6PM every Sunday  
- Premiers side EAST & SOUTH quadrants\*\* Hi Team,  
Premier's office has a few staff members who will be working  
in their office (Level [redacted]) on every Sunday moving forward.  
They have requested if the air-conditioning can be switched

On for Sundays from 8am to 6pm in their office rooms - [redacted] 18,  
[redacted] 23, [redacted] 19, [redacted] 02, [redacted] 17, [redacted] 05, [redacted] 06, [redacted] 09, [redacted] 10, [redacted] 12,  
[redacted] 14, [redacted] 11, [redacted] 16, [redacted] 22, [redacted] 05. Can you please advise if  
this can be arranged and if there is any cost involved? Contact  
- Rebecca [redacted] s73(2) Kind Regards, Sarab

**Asset**



**Requestor  
Phone**

Sarabjot Bedi

**Primary Operations Contact  
Phone**

**Dispatched To**

Paul Hillier Internal Resource

Customer Service Centre



1300 733 454

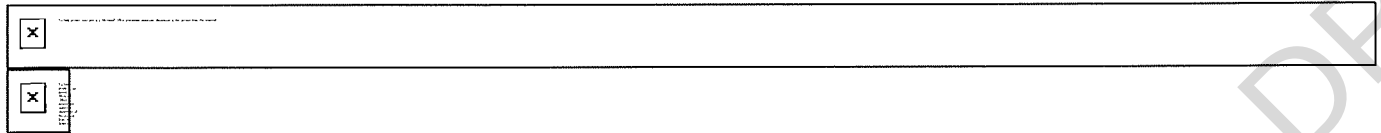


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Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Wednesday, 22 January 2025 3:36 PM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02032307 HAS BEEN COMPLETED: Requestor Notification



## WORK REQUEST AU02032307 HAS BEEN CLOSED

**To:**

Work request AU02032307 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 14/01/2025 15:17:13 AUE-\*Paul Hillier Internal Resource\* assigned by

s73(2)

@JLL.COM

22/01/2025 16:36:04 AUE-Archived by [redacted]@JLL.COM

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** 1 William Street

**Work Order Number** AU02032307

**Address** 1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 10/01/2025

**Due Date** 13/01/2025

**Priority** Standard

Category  
Discipline  
Description

Tenant Service Req  
Air Conditioning

Draft / Air Movement / Breeze (TSR-A)  
\*\*AFTERHOURS AC REQUEST - 8AM to 6PM every Sunday  
- Premiers side EAST & SOUTH quadrants\*\* Hi Team,  
Premier's office has a few staff members who will be working  
in their office (Level ) on every Sunday moving forward.  
They have requested if the air-conditioning can be switched  
On for Sundays from 8am to 6pm in their office rooms -  18,  
 23,  19,  02,  17,  05,  06,  09,  10,  12,  
 14,  11,  16,  22,  05. Can you please advise if  
this can be arranged and if there is any cost involved? Contact  
- Rebecca /  s73(2) Kind Regards, Sarab

Asset



Requestor  
Phone

Primary Operations Contact  
Phone

Paul Hillier

Dispatched To

Paul Hillier Internal Resource

Customer Service Centre



1300 733 454

Regards,  
Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Wednesday, 22 January 2025 3:39 PM  
**To:** Sarabjot Bedi  
**Subject:** WORK ORDER AU02032108 HAS BEEN COMPLETED: Requestor Notification

## WORK REQUEST AU02032108 HAS BEEN CLOSED

**To:**

Work request AU02032108 has been closed.

### Your feedback is important to us

A work request raised by you has been completed by one of our technicians. Your feedback is important to us so we'd be grateful if you could take the time to click on one of the options below to let us know how happy you are that the request has been resolved to your satisfaction



Happy



Acceptable



Unhappy

The task notes are as follows (if provided):

**Task Notes:** 08/01/2025 14:18:24 AUE-\*Paul Hillier Internal Resource\* assigned by [redacted]@JLL.COM 22/01/2025 16:38:57 AUE-[redacted]@JLL.COM has marked task as COMPLETE

22/01/2025 16:39:03 AUE-Archived by [redacted] s73(2)@JLL.COM

If you have an enquiry relating to this work request please do not hesitate to contact us.



**Building** 1 William Street

**Work Order Number** AU02032108

**Address** 1 William Street, Brisbane  
4000



**Client Ref:**

**Dispatch Date** 07/01/2025

**Due Date** 10/01/2025

Priority

Standard

Category

Tenant Service Req

Discipline

Air Conditioning

Description

Draft / Air Movement / Breeze (TSR-A)

**\*\*BEFORE HOUR AC REQUEST - LEVEL 31 SOUTH**

**MINISTERS OFFICE/ STAFF OFFICE - 6:30AM START\*\*** Hi Team, office of the Minister for Environment, Tourism, Science and Innovation have asked if it is possible to amend the time of operation for the air conditioning in their office. They would like it to be from 6:30am until 6pm moving forward. Can you please advise if this can be done? Level  Rooms -

Kind Regards, Sarab

Asset



Requestor

Phone

Primary Operations Contact

Paul Hillier

Phone

Dispatched To

Paul Hillier Internal Resource

Customer Service Centre



1300 733 454

Regards,

Customer Service Centre

Paolo Cecchini

**From:** [redacted]@jll.com  
**Sent:** Thursday, 23 January 2025 9:01 AM  
**To:** Paolo Cecchini  
**Cc:** [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com; [redacted]@jll.com  
**Subject:** WORK ORDER AU02032789 RAISED for 400283 - Workplace Services – 1 William St: Requestor and Building Manager notification

## WORK ORDER AU02032789 RAISED

**To:**

Thank you for contacting us. A work order has been raised.

**Building** Workplace Services – 1 William St **Work Order Number** AU02032789

**Address** [redacted] - Level [redacted]  
1 William Street, Brisbane  
4000

**Client Ref:**

**Dispatch Date** 23/01/2025

**Due Date** 26/01/2025

**Priority** Standard

**Category** Tenant Service Req

**Discipline** General Maintenance

**Description**

Report a Problem (TSR-G)  
There is a broken blind in room [redacted] 49 in the office of the Minister for Primary Industries. It seems to be catching on something and only the right side of the blind is coming down while the left side gets stuck up the top. Site contact Michelle Garvey [redacted] s73(2)

**Asset**





Requestor  
Phone

Primary Operations Contact  
Phone

Dispatched To

---

Customer Service Centre



1300 733 454



@jll.com

Regards,  
Customer Service Centre