

Executive Support Unit
MINISTERIAL CORRESPONDENCE – ACTION SHEET

Recfind Doc Type: MIN

MINPREM

MINPREMD

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RCVD IN ESU: MINAD

17 / 1 / 13 MINNRR

MINU

Reg No: MI 187305

DUE EXECUTIVE SUPPORT:

8 / 2 / 13

ACTION OFFICER: MDO9

COPIED TO:

Response required: Yes No Action Direct / Board to respond

Response signatory: Minister for Health Assistant Minister Chief of Staff

Closing contact details: Departmental N/A

Response Template*: A B C G

Standard Letter: _____

ESU Option Letter Number: _____

Redirect to: _____

* Templates can be found on QHEPS by clicking on Corporate Templates under *I am looking for* or from the tool bar click on Business Support, and under Administration click on Templates. Alternatively, in Word, File / New and then click on Qld Health Templates (in the task panel on the right hand side of the page). It is important that you access the templates from the website *every time* (and not use a previous template) as the templates are updated regularly.

Briefing note required: YES / NO

Briefing note template*: A B C

COMMENTS: _____

ESU Contact: Diane Cochran (um)

ACKNOWLEDGEMENT:

Department Ref #: _____

- Acknowledgement Letter
- Acknowledgement Email
- Acknowledgement **Not Required**

Policy Advisor: Vaun

Re-Issue: Email: Lyn Wild

- Barvett Adolescent Centre

RESPONSE:

- Minister
- Assistant Minister
- Chief of Staff
- Board Chairs
- Refer to Department for
Direct Reply (**Action Direct**)
- No Response Required (**Note and
File**)
- BRIEFING NOTE REQUIRED
- BRIEFING NOTE NOT REQUIRED

Previous Dept Ref #: _____

COMMENTS / REQUESTS:

Reviewed by: _____

Date: _____

Courteney Hawkins

From: [REDACTED]
Sent: Friday, 21 December 2012 6:33 AM
To: Health
Subject: Barrett Centre - my postal address

As requested my postal address is: [REDACTED]

Email: [REDACTED]

Sent from my iPad

Courteney Hawkins

From: [REDACTED]
Sent: Wednesday, 19 December 2012 4:59 PM
To: Health
Subject: Barrett Adolescent Centre

Dear Minister

Please review the decision to close the Barrett Adolescent Centre. This centre is doing so much good work for young people and there is nothing to replace it.

As a retired teacher, I know just how important it is to have the facilities provided by this centre. There are some areas where attempts to save money are quite counter-productive and this is one.

Respectfully

[REDACTED]

Sent from my iPad