Good morning all,

Just a heads up that as you’re against reef funded positions to check all of your costs (travel, accommodation, petty cash, taxi vouchers, etc) are charged to the reef compliance cost code 1000652.

Cheers,
Tony
Hi Sarah

B is black & white and C is colour.
If double sided then that's 2 pages. Unless you mean A3 prints in which case it would depend of how it's set up to count prints.

Kind Regards

Vicky Taylor | Service Administrator | Ricoh Australia Pty Ltd
Phone: 02 8977 1367 | Web: ricoh.com.au

Vicky could you please confirm what the B and C refer to? I am specifically querying 2-sided colour printing not copying.

Cheers,
Sarah Offner
Senior Program Officer (Reef)
Minerals and North Queensland Compliance | Environmental Services and Regulation
Department of Environment and Heritage Protection
P: 07 4222 5438
Level 5, 5th Sheridan St, Cairns QLD 4870
PO Box 7230, Cairns QLD 4870

Hi Sarah

Your rates per copy are as follows:-
B: $0.0409
C: $0.10690

Kind Regards

Vicky Taylor | Service Administrator | Ricoh Australia Pty Ltd
Phone: 02 8977 1367 | Web: ricoh.com.au
Vicky,

The serial number is:
G706M750186

Cheers,

Sarah Offner
Senior Program Officer (Reef)
Minerals and North Queensland Compliance | Environmental Services and Regulation
Department of Environment and Heritage Protection
P: 07 4222 5438
Level 3, 5b Sheridan St, Cairns QLD 4870
PO Box 7230, Cairns QLD 4870

---------------------------

From: Vicky Taylor <vtaylor@ricoh.com.au>
Sent: Monday, 23 October 2017 1:14 PM
To: OFFNER Sarah <Sarah.Offner@ehp.qld.gov.au>
Subject: Re: query on printed page cost

Hi Sarah

Thank you for your email, however I will need a serial number from the device so I can advise you of the copy cost rates that apply to your machine please?

Kind Regards

Vicky Taylor | Service Administrator | Ricoh Australia Pty Ltd
Phone: 02 8977 1367 | Web: ricoh.com.au

---------------------------

From: OFFNER Sarah <Sarah.Offner@ehp.qld.gov.au>
To: serviceadmin@ricoh.com.au, serviceadmin@ricoh.com.au
Date: 23/10/2017 12:53 PM
Subject: query on printed page cost

Good morning,

Could you please confirm the cost for a 2-sided full colour printed page for our printer, machine ID 14691 located at:

Department of Environment and Heritage Protection
5B Sheridan St,
Cairns Q 4870

Cheers,

Sarah Offner
Senior Program Officer (Reef)
Minerals and North Queensland Compliance | Environmental Services and Regulation
Department of Environment and Heritage Protection

P 07 4222 5438
Level 5, 5th Sheridan St, Cairns QLD 4870
PO Box 7230, Cairns QLD 4870

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Ricoh Australia accepts no responsibility for any damage caused by this email or its attachments due to viruses, interference, interception, corruption or unauthorised access.
Was the other way around 500 books for $1,600 so $3.20 per book.

Sarah Offner
Senior Program Officer (Reef)
Minerals and North Queensland Compliance | Environmental Services and Regulation
Department of Environment and Heritage Protection
P 07 4222 5438
Level 3, 50 Sheridan St, Cairns QLD 4870
PO Box 7230, Cairns QLD 4870
EHP Cultural capability_web graphic APPD

From: Vicky Taylor
Sent: Monday, 23 October 2017 1:55 PM
To: OFFNER Sarah <Sarah.Offner@ehp.qld.gov.au>
Subject: RE: query on printed page cost

Hi Sarah

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If double sided then that’s 2 pages. Unless you mean A3 prints in which case it would depend of how it’s set up to count prints.

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Vicky Taylor | Service Administrator | Ricoh Australia Pty Ltd
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Senior Program Officer (Reef)
Minerals and North Queensland Compliance | Environmental Services and Regulation
Department of Environment and Heritage Protection
P: 07 4222 5438
Level 3, 5b Sheridan St, Cairns QLD 4870
PO Box 7230, Cairns QLD 4870

EHP Cultural capability_web graphic APPD

From: Vicky Taylor [mailto:vtaylor@ricoh.com.au]
Sent: Monday, 23 October 2017 1:41 PM
To: OFFNER Sarah <Sarah.Offner@ehp.qld.gov.au>
Subject: RE: query on printed page cost

Hi Sarah

Your rates per copy are as follows:-

B: $0.0409
C: $0.10690

Kind Regards

Vicky Taylor | Service Administrator | Ricoh Australia Pty Ltd
Phone: 02 8977 1367 | Web: ricoh.com.au
From: OFFNER Sarah <Sarah.Offner@ehp.qld.gov.au>
To: Vicky Taylor <vtaylor@ricoh.com.au>
Date: 23/10/2017 02:39 PM
Subject: RE: query on printed page cost

Vicky,

The serial number is:
G706M750186

Cheers,

Sarah Offner
Senior Program Officer (Reef)
Minerals and North Queensland Compliance | Environmental Services and Regulation
Department of Environment and Heritage Protection

EHP Cultural capability_web graphic APPD

From: Vicky Taylor [mailto:vtaylor@ricoh.com.au]
Sent: Monday, 23 October 2017 1:14 PM
To: OFFNER Sarah <Sarah.Offner@ehp.qld.gov.au>
Subject: Re: query on printed page cost

Hi Sarah

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Kind Regards

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Phone: 02 8977 1367 | Web: ricoh.com.au
Good morning,

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Department of Environment and Heritage Protection
5B Sheridan St,
Cairns Q 4870

Cheers,

Sarah Offner
Senior Program Officer (Reef)
Minerals and North Queensland Compliance | Environmental Services and Regulation
Department of Environment and Heritage Protection

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Ricoh Australia Pty Ltd ("Ricoh Australia")
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From: OFFNER Sarah [Sarah.Offner@des.qld.gov.au]
Sent: Tuesday, 13 March 2018 2:34 PM
To: SIMMONS Mark
Subject: RE: Farming in Reef catchments

Mark we have circa another 100 inspections planned this financial year.

Cheers,

Sarah Offner
A/Program Coordinator (Reef)
Minerals and North Queensland Compliance
Department of Environment and Science
P 07 4222 5438
Level 3, 5b Sheridan St, Cairns QLD 4870
PO Box 7230, Cairns QLD 4870

From: SIMMONS Mark
Sent: Tuesday, 13 March 2018 2:07 PM
To: OFFNER Sarah <Sarah.Offner@des.qld.gov.au>
Subject: Farming in Reef catchments

Hey Sarah

Can you give me an estimate of the numbers of brochures required for next 6 months or rest of the year

Thanks
M

Mark Simmons
Senior Environmental Officer – Community Engagement
Strategy, Support & Compliance | Environmental Services & Regulation
Department of Environment and Science
Mob. 07 4222 5070
5b Sheridan Street, ‘William McCormack Place’ Cairns QLD 4870
PO Box 7230 Cairns QLD 4870
Carly,

Is it possible to get an update on how the reef budget is tracking for this FY?

I have a meeting with Scott on Friday and he’s likely to ask.

Cheers,

Sarah Offner
A/Program Coordinator (Reef)
Minerals and North Queensland Compliance
Department of Environment and Science
07 4222 5438
Level 3, 5b Sheridan St, Cairns QLD 4870
PO Box 7230, Cairns QLD 4870

EHP Cultural capability_web graphic APPD
Hi Pamela

As briefly discussed, I have reviewed CaCQC expenditure against the Reef Compliance Cost Centre (1000652) and can confirm the following journals are required:

**LABOUR:** MaNQC agreed to absorb salary expenses for 4 x positions (PO4 & 3 x PO3) for periods 11 & 12 – I calculated this to be approximately $62K.

As of the FN 23/06, $30,486 in CaCQC salary expenses have been expended against Reef:
1. $15243.4 (FN 12/5, 26/5, 9/6)
2. $7621.70 (FN 26/5 & 9/6)
3. $7621.7 (FN 9/6 & 23/6)

Would you mind arranging for a salary journal to the value of approximately $32K be completed to transfer expenses out of CaCQC to Reef.

**DISCRETIONARY:** MaNQC agreed to absorb the following expenses against the Reef Budget, could you also prepare a journal for approximately $2.6K for these expenses
- 4 x PPE Fit Outs (approx. $2K)
- 4 x First Aid Training Expenses (approx. $600)

Note PC and iPad purchases for CaCQC have already been costed to the Reef Budget.

In addition I understand Transfer expenses associated with the appointment of A. Sellers has been paid on corporate card and today MaNQC agreed to an additional $6K in purchases for 3 x phones, 1 x car fridge and 4 x stand up desks.

Based on the above the total CaCQC Expenses to be journalled to the Reef Budget will be approximately $41K

Pamela please note that I will be as of this Friday, returning Tuesday 4 July however in my absence Carly Williams will be responsible for all things budget (I of course will be on standby if needed). Would you mind keeping Carly in the loop around any matters with CaCQC Reef Expenditure, especially if invoices for the phones, fridge and stand-up desks require accrual postings.

Thanks for your assistance with this,

Hollie
Hi Hollie,

I have prepared the attached journal to move salaries from Mackay Compliance 1000405 to Reef 1000652 for a total of $32,060.12. Please approve the progression of this journal.

Thanks, Pamela

Pamela Ritchie
Executive Support Officer
Directorate – Business Support | Coal & Central Qld Compliance
Department of Environment and Heritage Protection

P 07 4837 3304
209 Bolsover St Rockhampton 4700

PO Box 413 Rockhampton 4700

Hi Pamela

As briefly discussed, I have reviewed CaCQC expenditure against the Reef Compliance Cost Centre (1000652) and can confirm the following journals are required:

LABOUR:
MaNQC agreed to absorb salary expenses for 4 x positions (PO4 & 3 x PO3) for periods 11 & 12 – I calculated this to be approximately $62K.

As of the FN 23/06, $30,486 in CaCQC salary expenses have been expended against Reef:
1. \textbf{s.78B(2)} $15243.4 (FN 12/5, 26/5, 9/6)
2. \textbf{s.78B(2)} $7621.70 (FN 26/5 & 9/6)
3. \textbf{s.78B(2)} $7621.7 (FN 9/6 & 23/6)

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- 4 x First Aid Training Expenses (approx. $600)

Note PC and iPad purchases for CaCQC have already been costed to the Reef Budget 😊

In addition I understand Transfer expenses associated with the appointment of A. Sellers has been paid on corporate card and today MaNQC agreed to an additional $6K in purchases for 3 x phones, 1 x car fridge and 4 x stand up desks.

**Based on the above the total CaCQC Expenses to be journalled to the Reef Budget will be approximately $41K**

Pamela please note that I will be [s.78B(2)](https://www.des.qld.gov.au) as of this Friday, returning Tuesday 4 July however in my absence Carly Williams will be responsible for all things budget 😊 (I of course will be on standby if needed). Would you mind keeping Carly in the loop around any matters with CaCQC Reef Expenditure, especially if invoices for the phones, fridge and stand-up desks require accrual postings.

Thanks for your assistance with this,

Hollie

---

**Hollie Wakefield**  
Executive Officer  
**Minerals and North Queensland Compliance**  
Department of Environment and Heritage Protection  
----------------------------------------------------------------  
P 07 4222 5364  
Level 3, 5B Sheridan Street, Cairns  
PO Box 7230, Cairns QLD 4870

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</table>
From: CARLOS Reuben [Reuben.Carlos@des.qld.gov.au]
Sent: Thursday, 13 July 2017 10:14 AM
To: BOWMAN Michael; FOMIATTI MINNESMA Ingrid
CC: WAKEFIELD Hollie; LINO Starsky; RITCHIE Pamela
Subject: RE: Reef Compliance Funding

Categories: Anniversary

Endorsed

---

Reuben Carlos
Executive Director
Coal and Central QLD Compliance
Department of Environment and Heritage Protection
P 07 4837 3318
209 Bolsover St Rockhampton 4700
PO Box 413 Rockhampton 4700

---

From: BOWMAN Michael
Sent: Thursday, 13 July 2017 9:36 AM
To: CARLOS Reuben <Reuben.Carlos@ehp.qld.gov.au>; FOMIATTI MINNESMA Ingrid <Ingrid.FomiattiMinnesma@ehp.qld.gov.au>
Cc: WAKEFIELD Hollie <Hollie.Wakefield@ehp.qld.gov.au>; LINO Starsky <Starsky.Lino@ehp.qld.gov.au>
Subject: Reef Compliance Funding

Morning all,

EPP are requesting confirmation on the following funding allocations for Reef Compliance:

CaCQC – 402,887
MaNQC – 922,531

These amounts are consistent with what was originally requested by both branches.

Please provide a response ASAP so I can arrange the transfer.

Thanks

Michael Bowman
Principal Finance Officer
Environmental Services & Regulation
Department of Environment & Heritage Protection
Level 7, 400 George St, Brisbane

(07) 3330 5950  (07) 3330 6306
michael.bowman@ehp.qld.gov.au
www.ehp.qld.gov.au
Hi Carly

Other than the attached out of office reply, I have had no response to this email.

Can I impose on you to please follow up with Johanna L'estrelle at your convenience to see if there has been further consideration given to this matter.

Cheers, regards, thanks

Scott

-----Original Message-----
From: SULLIVAN Scott (EHP)
Sent: Tuesday, 1 August 2017 6:42 AM
To: KENYON Kirstin <Kirstin.Kenyon@ehp.qld.gov.au>; NICHOLS Elisa <Elisa.Nichols@ehp.qld.gov.au>
Cc: BOWMAN Michael <Michael.Bowman@ehp.qld.gov.au>; WILLIAMS Carly <Carly.Williams@ehp.qld.gov.au>; CARLOS Reuben <Reuben.Carlos@ehp.qld.gov.au>
Subject: Re: Budget workup calculator 17-18 - MNQC - SWP REEF FINAL.xlsx

Hi Kirsten and Elisa

Apologies for the tardy reply.

It would be good if we can roll over the $30,346 underspend from last financial year if that is possible.

Happy to discuss

Scott

Sent from my iPhone

> On 1 Jul 2017, at 1:28 pm, KENYON Kirstin <Kirstin.Kenyon@ehp.qld.gov.au> wrote:
> Hi Scott and Reuben, I have discussed this with Elisa and we think both the North and Central amounts attached can be covered. The fund class won't be SWP as it is not Taskforce this time but part of the annual $35M. Johanna in EPP will be loading our budget so can discuss this further with you. Scott can you let us know regarding any rollover into 17-18.
> Cheers
> Kirstin.
Hi Kirsten,

As per our conversation, please find attached the MaNQC budget build for reef compliance 2017/2018.

The build only includes the Northern component of 9 fully funded staff and the operating costs. We have scaled back from the previous $1M allocation based on conversations with Elisa about CBRC funding shortfall and our historical spending patterns.

It is approx $810K in salary and $110K in operating.

If this requires further adjustment to accommodate CaCQC in the broader funding availability then please let us know ASAP.

Kirsten will need a copy of your reef build to make decisions around funding availability. If you can share that would be greatly appreciated.

Cheers, regards,
Scott

---

From: SULLIVAN Scott
Sent: Friday, 30 June 2017 12:51 PM
To: KENYON Kirstin
Cc: CARLOS Reuben; WILLIAMS Carly; BOWMAN Michael; LOVEDAY Chris
Subject: Budget workup calculator 17-18 - MNQC - SWP REEF FINAL.xlsx

Hi Kirsten,

As per our conversation, please find attached the MaNQC budget build for reef compliance 2017/2018.

The build only includes the Northern component of 9 fully funded staff and the operating costs. We have scaled back from the previous $1M allocation based on conversations with Elisa about CBRC funding shortfall and our historical spending patterns.

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Cheers, regards,
Scott

---

<Budget workup calculator 17-18 - CaCQC - SWP.XLSX> <Budget workup calculator 17-18 - MNQC - SWP REEF FINAL.XLSX>
Hi Johanna

I have been working with Scott Sullivan on loading our budgets for 17-18 for MaNQC for Reef funding. He has asked me to follow up with you on the possibility of the rollover of $30,346 underspend from last financial year to this financial year. Previous emails between himself and Kirsten indicated that it would be possible and a conversation with yourself would be required as you are the person tasked with the loading of the budget.

If you require further information or details let me know I am on leave till next Tuesday and in my absence Hollie will be able to provide all information or I will provide on my return.

Cheers Carly
Hi Scott

I have the following break down for the funds transfer on behalf of Scott Sullivan for the Reef Compliance underspend from 16/17.

1000912 – Reef Compliance (17/18 WBS) – Total budget transfer of $30,346
520502 (PPE) - $3,000
525002 (Vehicles) - $9,346
510000 (Salaries) - $18,000

Please don’t hesitate to contact me direct if you require any further information or details.

Regards Carly

---

Hi Scott and Michael,

Just following up on this – please advise where you would like the funds transferred to and we can arrange a journal transfer.

Thanks,
Scott
From: WOODFORD Scott
Sent: Thursday, 25 January 2018 11:59 AM
To: SULLIVAN Scott (EHP) <Scott.Sullivan@ehp.qld.gov.au>
Cc: WILLIAMS Carly <Carly.Williams@ehp.qld.gov.au>; BOWMAN Michael <Michael.Bowman@ehp.qld.gov.au>; KENYON Kirstin <Kirstin.Kenyon@ehp.qld.gov.au>
Subject: Compliance Underspend from FY16/17 - Information required

Hi Scott,

I think the $30,346 was overlooked in the budget build process, and so has been captured as part of the SWP rollover. We can credit ESR with the $30,346 – we just need to know where you want the funds transferred to.

Please provide the following information:
- Cost centre you would like the funds transferred into
- Account number/area (i.e. is this likely to be an offset for employee expenses or something else?)

Cheers,
Scott

From: KENYON Kirstin
Sent: Wednesday, 24 January 2018 4:54 PM
To: SULLIVAN Scott (EHP) <Scott.Sullivan@ehp.qld.gov.au>
Cc: WILLIAMS Carly <Carly.Williams@ehp.qld.gov.au>; WOODFORD Scott <Scott.Woodford@ehp.qld.gov.au>
Subject: Re: Budget workup calculator 17-18 - MNQC - SWP REEF FINAL.xlsx

Hi Scott, I'll look into it for you and get back to you.

Kirstin Kenyon
Director
Reef Partnerships
Office of the Great Barrier Reef
Department of Environment and Science

On 24 Jan 2018, at 2:53 PM, SULLIVAN Scott (EHP) <Scott.Sullivan@ehp.qld.gov.au> wrote:

Hi Kirsten

I trust all is well in this new year. I was hoping you could assist with revisiting an old email.

From this earlier exchange I can’t find a record of any outcome re rolling over the underspend. I understand there were some leave impediments to responding at the time but if you could provide any advice I’d be appreciative.

Many thanks

Scott Sullivan
From: SULLIVAN Scott (EHP)
Sent: Tuesday, 1 August 2017 6:42 AM
To: KENYON Kirstin <Kirstin.Kenyon@ehp.qld.gov.au>; NICHOLS Elisa <Elisa.Nichols@ehp.qld.gov.au>
Cc: BOWMAN Michael <Michael.Bowman@ehp.qld.gov.au>; WILLIAMS Carly <Carly.Williams@ehp.qld.gov.au>
CARLOS Reuben <Reuben.Carlos@ehp.qld.gov.au>
Subject: Re: Budget workup calculator 17-18 - MNQC - SWP REEF FINAL.xlsx

Hi Kirsten and Elisa

Apologies for the tardy reply. It would be good if we can roll over the $30,346 underspend from last financial year if that is possible. Happy to discuss

Scott

Sent from my iPhone

> On 1 Jul 2017, at 1:28 pm, KENYON Kirstin <Kirstin.Kenyon@ehp.qld.gov.au> wrote:
> Hi Scott and Reuben, I have discussed this with Elisa and we think both the North and Central amounts attached can be covered. The fund class won't be SWP as it is not Taskforce this time but part of the annual $35M. Johanna in EPP will be loading our budget so can discuss this further with you. Scott can you let us know regarding any rollover into 17-18.
> Cheers
> Kirstin.
> Kirstin Kenyon
> Director
> Reef Partnerships | Office of the Great Barrier Reef
> Department of Environment and Heritage Protection
> P 07 3330 5893 M 17-426
> Level 10 400 George St, Brisbane
> GPO Box 2454 BRISBANE QLD 4001
>
Hi Kirstin,

As per our conversation, please find attached the MaNQC budget build for reef compliance 2017/2018.

The build only includes the Northern component of 9 fully funded staff and the operating costs. We have scaled back from the previous $1M allocation based on conversations with Elisa about CBRC funding shortfall and our historical spending patterns.

It is approx $810K in salary and $110K in operating.

If this requires further adjustment to accommodate CaCQC in the broader funding availability then please let us know ASAP.

Reuben/Chris

Kirsten will need a copy of your reef build to make decisions around funding availability. If you can share that would be greatly appreciated.

Cheers, regards

Scott

<Budget workup calculator 17-18 - CaCQC - SWP.XLSX>
<Budget workup calculator 17-18 - MNQC - SWP REEF FINAL.XLSX>