

## Troy Mitchell

---

**From:** Emily Arlidge  
**Sent:** Monday, 30 August 2021 2:36 PM  
**To:** Troy Mitchell; Jon Persley  
**Subject:** FW: Offer of employment

FYI details below for s73(2) irrelevant replacement

Troy, I'll need to talk to you about the iPhone too – she has made a specific request!

**From:** Sharni Brock s73(2) irrelevant  
**Sent:** Monday, 30 August 2021 2:35 PM  
**To:** Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Subject:** Re: Offer of employment

Hello,

I'm writing to officially accept this offer. I can start work in 6 weeks on Monday the 11th October. I would like to do Third party personal information Let me know if you need anything else from me. Looking forward to working together.

All the best

Sent from my iPhone

On 27 Aug 2021, at 5:07 pm, Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au> wrote:

Congratulations Sharni!

As discussed, we'd like to offer you the role of Senior Digital Advisor for the Queensland Government Digital Unit.

The position level is an SO   with a base salary of \$  

I can also confirm we'll order you one of the latest versions of the iPhone once you commence in the role.

There are two salary package options depending on what contributions to super you choose:

*No Employee Contributions to Super*

|    |  | \$PF | \$PA | Loading | Super<br>(Employer<br>Cont. 10%) | Total |
|----|--|------|------|---------|----------------------------------|-------|
| SO | SO <span style="border: 1px solid red; padding: 2px;"> </span> |      |      |         |                                  |       |

*Employee Contributions (5%) to Super*

|    |    | \$PF                             | \$PA | Loading | Super<br>(Employer<br>Cont. 12.75%) | Total |  |
|----|----|----------------------------------|------|---------|-------------------------------------|-------|--|
| SO | SC | Third party personal information |      |         |                                     |       |  |

Please advise if you wish to accept the offer and when you can start in the role.

Kind regards,  
Emily Arlidge

<image002.png>

**Emily Arlidge**

Director - Digital

**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade

P 07 3719 7026 M s73(2) irrelevant  
1 William Street, Brisbane QLD 4000  
PO Box 15185 City East QLD 4002

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## Troy Mitchell

---

**From:** Emily Arlidge  
**Sent:** Wednesday, 25 August 2021 3:54 PM  
**To:** Troy Mitchell  
**Subject:** Re: Consultant - Coverage of Graphic design

Checked and approved

Emily Arlidge  
Digital Director - Office of the Hon. Anastacia Palaszczuk, Premier and Minister for Trade  
s73(2) irrelevant

Sent from my iPhone

On 25 Aug 2021, at 3:04 pm, Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au> wrote:

Thanks! What's the 16 days based on?

---

**From:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Sent:** Wednesday, 25 August 2021 2:15 PM  
**To:** Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Cc:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Subject:** FW: Consultant - Coverage of Graphic design

Hi Emily, MSB have reviewed contact and all good. Can you please take a look (In particular contract costs amounts) and let me know if all ok to send to  for signing.

Thanks Troy

---

**From:** Christopher Powell <chris.powell@premiers.qld.gov.au>  
**Sent:** Wednesday, 25 August 2021 11:48 AM  
**To:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Subject:** RE: Consultant - Coverage of Graphic design

Troy, I have updated the contract for the KPI and ABN sections.

We also now supply the contractor with our standard terms and conditions as per the EPW site so I have added that pdf to this document.

Thanks CP

<image003.png>

**Chris Powell**

Manager - Finance and Administration  
Ministerial Services Branch  
Department of the Premier and Cabinet

P 07 3003 9069 M   
1 William Street, Level 28, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Sent:** Wednesday, 25 August 2021 9:31 AM  
**To:** Christopher Powell <chris.powell@premiers.qld.gov.au>  
**Cc:** Troy Mitchell <troy.mitchell@ministerial.qld.gov.au>  
**Subject:** Consultant - Coverage of Graphic design

Hi Chris, Will s73(2) irrelevant departure we are needing to cover graphic design/social media design coverage for 6 weeks while a replacement is found.

Can you please review the attached contract and advise if all ok. Can you please advise asap.

Thanks

<image004.png>

**Troy Mitchell**

Executive Manager

**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade

P 07 3719 7019 M s73(2) irrelevant  
1 William Street Brisbane QLD 4000  
PO Box 15185 City East QLD 4002

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## Troy Mitchell

---

**From:** Emily Arlidge  
**Sent:** Tuesday, 24 August 2021 9:13 AM  
**To:** Troy Mitchell  
**Subject:** Re: s73(2) irrelevant GFX Freelance

Start date would be this Friday 27 August. He'll do three days a week and I have informally engaged him to six weeks so I'm happy if that's what the contract says.

Emily Arlidge  
Digital Director - Office of the Hon. Anastacia Palaszczuk, Premier and Minister for Trade

Sent from my iPhone

On 24 Aug 2021, at 8:46 am, Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au> wrote:

Hi Emily, Sorting contract now. What start date do you want? Also put down for 4 weeks and then we can do new contract if more needed? Thanks Troy

**From:** [redacted]  
**Sent:** Monday, 23 August 2021 2:34 PM  
**To:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Subject:** Re: FW: [redacted] GFX Freelance

Filled out the form below.

Correct. [redacted] Financial affairs

Thanks,  
[redacted] s73(2) irrelevant

On Mon, 23 Aug 2021 at 12:59 pm, Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au> wrote:

Hi [redacted] I will need the following to finalise the consultant contract. Can you please advise below asap. And I will get you the contract out asap for signing.

Also are below amounts ex tax?

|                 |                        |
|-----------------|------------------------|
| <b>Supplier</b> | Name: [redacted]       |
|                 | ABN or ACN: [redacted] |

**Supplier contact details**

Contact person: s73(2) irrelevant

Position: Graphics Designer

Street address:

Postal address: As above

Email:

All notices and other communication relating to the Contract are to be sent to the Supplier at the details set out in this item, or any updated details that the Supplier provides to the Supplier in writing.

Thanks

<image002.png>

**Troy Mitchell**  
Executive Manager

**Office of the Hon. Anastacia Palaszczuk MP**

Premier of Queensland and Minister for Trade

P 07 3719 7019 M

1 William Street Brisbane QLD 4000

PO Box 15185 City East QLD 4002

**From:**  
**Sent:** Monday, 23 August 2021 9:45 AM  
**To:** Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Subject:** GFX Freelance

Hi Emily!

Following up on our call...

Business affairs

My rates are \$ /hr or \$ /day.

Availability is Tuesdays, Wednesdays and Fridays. Weekends only if absolutely necessary.

Hope to hear from you soon! Thank you very much for the opportunity.

Let me know if there's anything else you need from me.

Kind regards,  
s73(2) irrelevant

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Released under RTI - DPC

## Troy Mitchell

---

**From:** Emily Arlidge  
**Sent:** Thursday, 19 August 2021 10:34 AM  
**To:** Troy Mitchell  
**Cc:** Erinn Swan  
**Subject:** Digi team - salary levels and min offices

Hi Troy,

As discussed, we're chasing salary levels and the min office they're attached to.

Thanks!

s73(2) irrelevant — Minister De Brenni  
[redacted] — Minister Grace  
[redacted] — Minister Fentiman  
[redacted] — Minister Bailey  
[redacted] — Minister Furner  
[redacted] — Minister Ryan  
[redacted]



**Queensland**  
Government

**Emily Arlidge**  
Director - Digital  
**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade

P 07 3719 7026 M [redacted]  
1 William Street, Brisbane QLD 4000  
PO Box 15185 City East QLD 4002

Released Under RTI - DPC



## Troy Mitchell

---

**From:** Troy Mitchell  
**Sent:** Thursday, 19 August 2021 10:45 AM  
**To:** Emily Arlidge  
**Cc:** Erinn Swan  
**Subject:** RE: Digi team - salary levels and min offices

Not a prob.

s73(2) irrelevant - Minister De Brenni - AO8 Third party personal information

[redacted] - Minister Grace - AO6 [redacted]

[redacted] - Minister Fentiman - AO5 [redacted]

[redacted] - Minister Bailey - AO4 [redacted]

[redacted] - Minister Furner - AO5 [redacted]

[redacted] - Minister Ryan - AO6 [redacted]

[redacted] - Minister Butcher - AO5 [redacted]

[redacted] - Minister Hinchliffe - AO8 [redacted]

Thanks



**Queensland**  
Government

**Troy Mitchell**

Executive Manager

**Office of the Hon. Anastacia Palaszczuk MP**

Premier of Queensland and Minister for Trade

P 07 3719 7019 M [redacted]

1 William Street Brisbane QLD 4000

PO Box 15185 City East QLD 4002

Released under RTI - DPC



## Troy Mitchell

**From:** Emily Arlidge  
**Sent:** Friday, 18 June 2021 4:33 PM  
**To:** Troy Mitchell  
**Cc:** Jon Persley  
**Subject:** FW: Offer of employment  
**Attachments:** [redacted] CV MAY.pdf  
[redacted] s73(2) irrelevant

Hi Troy,

As discussed, [redacted] starts on July 19

**From:** [redacted]  
**Sent:** Monday, 14 June 2021 5:30 PM  
**To:** Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Subject:** Re: Offer of employment

Hi Em,

Thanks for the chat earlier.  
Can we please make my start date - Monday 19th July.

Cheers,

[redacted]

On 7 Jun 2021, at 11:20 am, Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au> wrote:

Good morning [redacted]

As discussed, I'm delighted to offer you the role of Senior Advisor – Digital Strategist.

The position is an A08 [redacted] with a base salary of \$ [redacted] Third party personal information

Please find below salary package information as requested.

*No employee contributions to super*

|                | \$PF       | \$PA       | Loading    | Super (Employer 9.5%) | Total      |
|----------------|------------|------------|------------|-----------------------|------------|
| A08 [redacted] | [redacted] | [redacted] | [redacted] | [redacted]            | [redacted] |

*Employee contributions to super (5%)*

|                | \$PF       | \$PA       | Loading    | Super (Employer 12.75%) | Total      |
|----------------|------------|------------|------------|-------------------------|------------|
| A08 [redacted] | [redacted] | [redacted] | [redacted] | [redacted]              | [redacted] |

Please advise if you wish to accept the offer and when you would like to start in the role.

Kind regards,  
Emily Arlidge

<image002.png>

**Emily Arlidge**

Director - Digital

**Office of the Hon. Anastacia Palaszczuk MP**

Premier of Queensland and Minister for Trade

P 07 3719 7026 M s73(2) irrelevant

1 William Street, Brisbane QLD 4000

PO Box 15185 City East QLD 4002

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## Troy Mitchell

---

**From:** Emily Arlidge  
**Sent:** Friday, 18 June 2021 1:34 PM  
**To:** Troy Mitchell  
**Subject:** RE: Staffing Request form for [redacted] s73(2) irrelevant

Woo!

**From:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Sent:** Friday, 18 June 2021 1:17 PM  
**To:** Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Subject:** FW: Staffing Request form for [redacted]

FYI.

**From:** Troy Mitchell  
**Sent:** Friday, 18 June 2021 1:17 PM  
**To:** Daniel Campbell <Daniel.Campbell@ministerial.qld.gov.au>  
**Cc:** Denise Spinks <Denise.Spinks@ministerial.qld.gov.au>  
**Subject:** RE: Staffing Request form for [redacted]

Thanks Daniel, Much Appreciated. Please pass on my thanks to Jan.

**From:** Daniel Campbell <Daniel.Campbell@ministerial.qld.gov.au>  
**Sent:** Friday, 18 June 2021 9:56 AM  
**To:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Cc:** Denise Spinks <Denise.Spinks@ministerial.qld.gov.au>  
**Subject:** Staffing Request form for [redacted]

Good morning Troy,  
Please note the attached staffing request form for [redacted] which Minister Butcher signed 17/6/21.

The Chief of Staff has signed a Parliament Pass form and I will be putting [redacted] in contact with Cliff today.

Please let me know if you require anything further for Rebecca.

Warm Regards,



**Queensland  
Government**

**Daniel J. Campbell**  
Office Manager / Executive Assistant  
**Office of the Hon. Glenn Butcher MP**  
Minister for Regional Development and Manufacturing and  
Minister for Water  
P 07 303 56189 M [redacted]  
1 William Street, Brisbane QLD 4000

## Troy Mitchell

---

**From:** Emily Arlidge  
**Sent:** Monday, 14 June 2021 2:25 PM  
**To:** Troy Mitchell  
**Cc:** Jon Persley  
**Subject:** FW: Offer of employment  
**Attachments:** Resume.pdf

Hi Troy,

As discussed, [s73(2) irrelevant] starts on July 5 as an A05 [Third party personal information]

Let me know if you need anything else from my end.

---

**From:** [s73(2) irrelevant]  
**Sent:** Monday, 14 June 2021 10:07 AM  
**To:** Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Subject:** RE: Offer of employment

Hi again Emily,

DAF have asked if I can start with you 5 July, just want to confirm this is okay before they finalise this. This would give me the time to hand over this position and [Third party personal information]

Thanks,



[s73(2) irrelevant]

Department of Agriculture and Fisheries

[Redacted] @daf.qld.gov.au W [www.daf.qld.gov.au](http://www.daf.qld.gov.au)  
Level 3, 41 George Street, Brisbane QLD 4000  
GPO Box 46, Brisbane QLD 4001

---

**From:** [Redacted]  
**Sent:** Monday, 14 June 2021 8:54 AM  
**To:** Emily Arlidge  
**Subject:** RE: Offer of employment

Morning Emily,

Thanks for your email. I am accepting your offer and working with my managers to organise a transition. Will let you know when I have more info.

Thanks,



[Redacted]  
Department of Agriculture and Fisheries

[Redacted] E [Redacted] @daf.qld.gov.au W [www.daf.qld.gov.au](http://www.daf.qld.gov.au)  
Level 3, 41 George Street, Brisbane QLD 4000  
GPO Box 46, Brisbane QLD 4001

**From:** Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Sent:** Monday, 14 June 2021 8:43 AM  
**To:** s73(2) irrelevant  
**Subject:** Offer of employment

Good morning [redacted]

As discussed, I'm delighted to offer you the role of Digital Advisor in the Premier's Digital Team.

The position is an A05 [redacted] with a salary of \$ [redacted] Third party personal information

Please find the salary package information below.

*No Employee Contributions to Super*

|                | \$PF | \$PA | Loading | Super<br>(Employer<br>Cont.<br>9.5%) | Total |
|----------------|------|------|---------|--------------------------------------|-------|
| A05 [redacted] |      |      |         |                                      |       |

*Employee Contributions (5%) to Super*

|                | \$PF | \$PA | Loading | Super<br>(Employer<br>Cont.<br>12.75%) | Total |
|----------------|------|------|---------|--|-------|
| A05 [redacted] |      |      |         |  |       |

Please advise if you wish to accept the offer and when you would like to start in the role.

Kind regards,  
Emily Arlidge



**Emily Arlidge**  
Director - Digital  
**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade  
P 07 3719 7026 M s73(2) irrelevant  
1 William Street, Brisbane QLD 4000  
PO Box 15185 City East QLD 4002

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## Troy Mitchell

**From:** Emily Arlidge  
**Sent:** Wednesday, 2 June 2021 4:27 PM  
**To:** Troy Mitchell  
**Subject:** RE: As discussed

Thanks Troy

**From:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Sent:** Wednesday, 2 June 2021 4:26 PM  
**To:** Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Subject:** As discussed

|                         |   |    |                                     |                                   |
|-------------------------|---|----|-------------------------------------|-----------------------------------|
| Ion Stirling Hinchliffe | Minister for Tourism Industry Development and Innovation and Minister for Sport | 10 | +1- Manager – Digital Advisor (A08) | +1 – Manager – Digital Unit (SO2) |
| Ion Glenn Butcher       | Minister for Regional Development and Manufacturing                             | 9  | +1 – Digital Advisor (Camera) (A07) |                                   |

s73(2) irrelevant

is "Digital Advisor" (A07& slot) against butcher.

Thanks



**Queensland**  
Government

**Troy Mitchell**  
Executive Manager  
**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade

P 07 3719 7019 M [redacted]  
1 William Street Brisbane QLD 4000  
PO Box 15185 City East QLD 4002



## Troy Mitchell

---

**From:** Emily Arlidge  
**Sent:** Thursday, 20 May 2021 3:07 PM  
**To:** Troy Mitchell  
**Subject:** New starter May 31 - s73(2) irrelevant  
**Attachments:** RESUME [redacted] pdf

Resume for [redacted] attached.

[redacted] was offered the job at level A05 [redacted] – base salary of \$ [redacted] Third party personal information

She's starting on Monday, 31 May.

**From:** Emily Arlidge  
**Sent:** Monday, 19 April 2021 1:55 PM  
**To:** Brendon Strong <Brendon.Strong@ministerial.qld.gov.au>  
**Subject:** s73(2) irrelevant

To discuss



**Queensland**  
Government

**Emily Arlidge**  
Director - Digital  
**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade

P 07 3719 7026 M [redacted]  
1 William Street, Brisbane QLD 4000  
PO Box 15185 City East QLD 4002

Released under RTI - DPC

## Troy Mitchell

---

**From:** Emily Arlidge  
**Sent:** Tuesday, 4 May 2021 12:25 PM  
**To:** Troy Mitchell  
**Subject:** RE: Digi Unit

Thanks Troy

**From:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Sent:** Tuesday, 4 May 2021 12:25 PM  
**To:** Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Subject:** RE: Digi Unit

Hi Emily, As discussed.

Third party personal information  
s73(2) irrelevant AO8 [redacted] – Minister De Brenni  
[redacted] – AO6 [redacted] – Minister Dick  
[redacted] – AO6 [redacted] – Minister Grace  
[redacted] – AO4 [redacted] – Minister Fentiman  
[redacted] – AO4 [redacted] – Minister Bailey  
[redacted] – AO6 [redacted] – Premiers Office  
[redacted] – AO5 [redacted] – Minister Furner  
[redacted] – AO6 [redacted] – Minister Ryan

Thanks  
Troy

**From:** Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Sent:** Friday, 30 April 2021 1:28 PM  
**To:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Subject:** RE: Digi Unit

Hi Troy,

The issue I raised about my team was just raised in our ministerial training and Denise would like me to follow up.

Would you please give them the office each team member is assigned to so I can contact their CoS directly?

Thanks

**From:** Emily Arlidge  
**Sent:** Friday, 23 April 2021 12:21 PM  
**To:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Subject:** Digi Unit

s73(2) irrelevant  
[redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]



**Queensland**  
Government

**Emily Arlidge**  
Director - Digital  
**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade

P 07 3719 7026 M [redacted]  
1 William Street, Brisbane QLD 4000  
PO Box 15185 City East QLD 4002

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## Troy Mitchell

---

**From:** Emily Arlidge  
**Sent:** Tuesday, 27 April 2021 2:09 PM  
**To:** Troy Mitchell; Denise Spinks  
**Subject:** FW: Offer of Employment  
**Attachments:** s73(2) irrelevant

Troy and Denise,

Confirming [redacted] is coming on board as an A05 [redacted] Third party personal information

Details below, CV attached.

**From:** s73(2) irrelevant [redacted]  
**Sent:** Tuesday, 27 April 2021 1:31 PM  
**To:** Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Subject:** Re: Offer of Employment

Hi Emily,

I am very excited to accept the offer for the position as Digital Adviser for the Department of the Premier and Cabinet, Ministerial Office. Thank you again for the opportunity.

I aim to give my current employer notice over the next few days. As we discussed on the phone, my contract states I must give 4 weeks' notice, making my target start date the 31st of May.

If there is any additional information or paperwork you need prior to then, please let me know.

Again, thank you very much.

Kind regards,

[redacted]

---

**From:** Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Sent:** Tuesday, 27 April 2021 11:36 AM  
**To:** [redacted]  
**Subject:** Offer of Employment

Good morning [redacted]

As discussed, we'd like to offer you the role of Digital Advisor for the Department of Premier and Cabinet, Ministerial Office.

The position is an A05 [redacted] with a base salary of \$ [redacted] Third party personal information

Please find below salary package information as requested.

*No Employee Contributions to Super*

|     |                 | \$PF                             | \$PA | Loading | Super<br>(Employer<br>Cont. 9.5%) | Total |  |
|-----|-----------------|----------------------------------|------|---------|-----------------------------------|-------|--|
| A05 | A05, [redacted] | Third party personal information |      |         |                                   |       |  |

*Employee Contributions (5%) to Super*

|     |                 | \$PF | \$PA | Loading | Super<br>(Employer<br>Cont. 12.75%) | Total |  |
|-----|-----------------|------|------|---------|-------------------------------------|-------|--|
| A05 | A05, [redacted] |      |      |         |                                     |       |  |

Please advise if you wish to accept the offer and when you can start in the role.

Kind regards,  
Emily Arlidge



**Emily Arlidge**  
 Director - Digital  
**Office of the Hon. Anastacia Palaszczuk MP**  
 Premier of Queensland and Minister for Trade  
 P 07 3719 7026 M [redacted] s73(2) irrelevant  
 1 William Street, Brisbane QLD 4000  
 PO Box 15185 City East QLD 4002

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## Troy Mitchell

---

**From:** Emily Arlidge  
**Sent:** Friday, 16 April 2021 10:16 AM  
**To:** Troy Mitchell  
**Subject:** Digital unit - staffing

- Manager – Digital Unit
- Digital Advisor – replacing s73(2) irrelevant
- Digital Advisor – replacing camera position (one operator will move to DP's office)
- Digital Advisor – trainer and data analytics



**Queensland**  
Government

**Emily Arlidge**  
Director - Digital  
**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade

P 07 3719 7026 M [REDACTED]  
1 William Street, Brisbane QLD 4000  
PO Box 15185 City East QLD 4002

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## Troy Mitchell

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**From:** Emily Arlidge  
**Sent:** Monday, 8 March 2021 12:57 PM  
**To:** Troy Mitchell  
**Subject:** RE: Positions

I've updated the email below and listed out the new roles here so you have the full picture of the three different positions

Three new roles:

- Creative & Content Strategy: Second in charge of Digital Unit based in the Premier's Office.
- Video: A camera operator/editor to produce videos on the government's message for caucus to crosspost. Video is key to audience growth and engagement – currently we're only set up to service the Premier but if we shared that resource our overall strategy would be way in front.
- Training & Analytics: A current ministerial staffer with a good understanding of digital to become our dedicated social media trainer. This advisor would be in charge of developing and rolling out the training programme and generating our analytics reports.

**From:** Emily Arlidge  
**Sent:** Wednesday, 3 March 2021 3:12 PM  
**To:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Subject:** Positions

Here's the changes I'm requesting Troy:

Principal Social Media Advisor – we'll likely need to offer this role at the S02 level.

To replace the A06(4), I will try to find someone around the A06 level.

Once the new A06 is locked in, we'll move  – who's an A06  – to the DP's office. Third party personal information



**Queensland  
Government**

**Emily Arlidge**  
Director - Digital  
**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade

P 07 3719 7026 M s73(2) irrelevant  
1 William Street, Brisbane QLD 4000  
PO Box 15185 City East QLD 4002

## Troy Mitchell

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**From:** Emily Arlidge  
**Sent:** Monday, 15 February 2021 3:25 PM  
**To:** Troy Mitchell  
**Subject:** RE: NEW / MOVE ACCOUNT

Yes I believe so, he does need an iPhone though (he would've still had his from last year)

**From:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Sent:** Monday, 15 February 2021 12:27 PM  
**To:** Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Subject:** FW: NEW / MOVE ACCOUNT

s73(2) irrelevant

Hi Emily, Is [ ] all sorted. Let me know if you need anything. Thanks Troy

**From:** [it.servicedesk@mops.qld.gov.au](mailto:it.servicedesk@mops.qld.gov.au) <[it.servicedesk@mops.qld.gov.au](mailto:it.servicedesk@mops.qld.gov.au)>  
**Sent:** Friday, 12 February 2021 4:02 PM  
**To:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Subject:** NEW / MOVE ACCOUNT

## Confirmation of New/Move Account for [ ]

[ ]

|   |                         |
|---|-------------------------|
| Start Date:                                 | 15/02/2021              |
| End Date:                                   |                         |
| Request Type:                               | New Staff Member        |
| Account Type:                               | Ministerial Employee    |
| Name:                                       | [ ]                     |
| Position Title:                             | Assistant Media Advisor |
| Staff Desk Phone:                           |                         |
| Portfolio:                                  | Premiers Office         |
| G Drive:                                    | No                      |
| Email Groups:                               |                         |
| Generic Mailbox(es):                        | None                    |
| Minister's Calendar:                        | None                    |
| Minister's Contacts:                        | None                    |
| Minister's Inbox:                           | None                    |
| SharePoint Team Site:                       | Default View Access     |
| Publish Media Statements:                   | No                      |
| iPad Required (AO8+):                       | No                      |
| iPhone Required (AO8+):                     | No                      |
| Laptop Required:                            | Yes                     |
| Existing Access Card Number (if available): |                         |



Home Floor Level: 31  
Restricted Floors: MINISTERIAL FLOORS 31-40  
Car Park: No  
Parking Bay:  
Vehicle Registration/s:  
Type of access: 24 Hours  
EOTF: Male  
Additional doors: MINISTERIAL PANTRY;  
Additional Comments: Starting in GMU on level 31 (Against Fentiman Office)  
Submitted by Office Manager: Troy Mitchell

Released under RTI - DPC

## Troy Mitchell

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**From:** Emily Arlidge  
**Sent:** Tuesday, 29 September 2020 7:58 AM  
**To:** Troy Mitchell; Jack Tran  
**Subject:** RE: NEW / MOVE ACCOUNT

Thank you Troy. He'll definitely need newest iPhone please.

**From:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Sent:** Tuesday, 29 September 2020 7:53 AM  
**To:** Jack Tran <Jack.Tran@ministerial.qld.gov.au>; Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Subject:** FW: NEW / MOVE ACCOUNT

FYI.

**From:** [it.servicedesk@mops.qld.gov.au](mailto:it.servicedesk@mops.qld.gov.au) <[it.servicedesk@mops.qld.gov.au](mailto:it.servicedesk@mops.qld.gov.au)>  
**Sent:** Tuesday, 29 September 2020 7:52 AM  
**To:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Subject:** NEW / MOVE ACCOUNT

## Confirmation of New/Move Account for

s73(2) irrelevant



Start Date: 29/09/2020  
End Date: 30/10/2020  
Request Type: New Staff Member  
Account Type: Ministerial Employee  
Name:   
Position Title: Media Advisor  
Staff Desk Phone:  
Portfolio: Premiers Office  
G Drive: No  
Email Groups:  
Generic Mailbox(es): None  
Minister's Calendar: None  
Minister's Contacts: None  
Minister's Inbox: None  
SharePoint Team Site: Default View Access  
Publish Media Statements: No  
iPad Required (AO8+): No  
iPhone Required (AO8+): Yes  
Laptop Required: No

Existing Access Card  
Number (if available):  
Home Floor Level: 35  
Restricted Floors: MINISTERIAL FLOORS 31-40  
Car Park: No  
Parking Bay:  
Vehicle Registration/s:  
Type of access: 24 Hours  
EOTF: Male  
Additional doors: MINISTERIAL PANTRY;  
Please give swipe access to Minister Furners office. He will be based in there.  
Additional Comments: Iphone is approved. Will be doing social media so newest iphone is approved  
for purchase if needed.  
Submitted by Office  
Manager: Troy Mitchell

Released under RTI - DPC



## Troy Mitchell

---

**From:** Emily Arlidge  
**Sent:** Thursday, 23 July 2020 4:05 PM  
**To:** Troy Mitchell  
**Subject:** FW: s73(2) irrelevant - Updated CV and social media post examples  
**Attachments:** [redacted] Resume03.07.2020.docx; [redacted]  
[redacted]

**From:** Emily Arlidge  
**Sent:** Thursday, 16 July 2020 10:56 AM  
**To:** Carmen Meshios <Carmen.Meshios@ministerial.qld.gov.au>  
**Subject:** FW: [redacted] - Updated CV and social media post examples

Here you go!

**From:** [redacted]  
**Sent:** Friday, 3 July 2020 12:33 PM  
**To:** Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Subject:** [redacted] Updated CV and social media post examples

Hi Emily,

Thank you for the opportunity to interview for the position of Digital Advisor today.

As requested, please find attached my updated CV. I have updated my referees to include [redacted]  
[redacted]

Please let me know if there's anything further you need.

Thanks again Emily.

Kind regards

[redacted]



Staffing Request

Type of Request Temporary

Employee Details

Title: Ms Surname: [ ] Given name/s: [ ]
Is this employee a Public Servant? [ ] Yes [ ] No
If yes which Department:
Public Service Classification:

Appointment Details

Position Title: Senior Advisor Class/Pay Point: SO [ ] Third party personal information
Reason for Appointment: FTE 0.6 - 3 days a week. Wed, Thu, Fri
Date From: 12-07-2021- 14/07/2021 Date To: [ ] Resume Attached

Minister's Recommendation

I recommend the above appointment to my office and confirm that it is in accordance with the Ministerial Handbook and is within my office budget and staffing allocation.
Name: Hon. Stirling Hinchliffe MP
Signature: [ ] Date: 13 July 2021

Premier's Office Recommendation

Within Budget: [x] Within staffing allocation for Office: [x]
Recommendation: [x] Supported [ ] Not Supported [ ]
Name: [ ] Date: [ ]
Chief of Staff Endorsement: [ ] Noted [x] Approved [ ] Not Approved
Chief of Staff Signature: [ ] 21/6/21

Premier's Approval

Signature: \_\_\_\_\_



Staffing Request

Type of Request Temporary

Employee Details
Title: Surname: Given name/s: s73(2) irrelevant
Is this employee a Public Servant? Yes No
If yes which Department:
Public Service Classification:

Appointment Details
Position Title: Senior Advisor Class/Pay Point: AO8 Third party personal information
Reason for Appointment: New Starter
Date From: 19-07-2021 Date To: Resume Attached

Minister's Recommendation
I recommend the above appointment to my office and confirm that it is in accordance with the Ministerial Handbook and is within my office budget and staffing allocation.
Name: Hon. STICLTON HINDLITZ M.P.
Signature: Date: 13 July 2021

Premier's Office Recommendation
Within Budget: Within staffing allocation for Office:
Recommendation: Supported Not Supported
Name: Date:
Chief of Staff Endorsement: Noted Approved Not Approved
Chief of Staff Signature: Date: 1/7/21

Premier's Approval
Signature:



Staffing Request

Type of Request Temporary

Employee Details
Title: Surname: Given name/s: s73(2) irrelevant
Is this employee a Public Servant? Yes No
If yes which Department:
Public Service Classification:

Appointment Details
Position Title: Advisor Class/Pay Point: AO5 Third party personal information
Reason for Appointment:
Date From: 31-05-2021 Date To: Resume Attached

Minister's Recommendation
I recommend the above appointment to my office and confirm that it is in accordance with the Ministerial Handbook and is within my office budget and staffing allocation.
Name:
Signature: Date:

Premier's Office Recommendation
Within Budget: Within staffing allocation for Office:
Recommendation: Supported Not Supported
Name: J.M. MURPHY Date: 24/5/21
Chief of Staff Endorsement: Noted Approved Not Approved
Chief of Staff Signature: 24/5/21

Premier's Approval
Signature:



Ministerial Services

**Staffing Request**

Type of Request:  Temporary

|  |                               |                                 |
|--|-------------------------------|---------------------------------|
| <b>Employee Details</b>  |                               |                                 |
| Title: <input type="text"/>  | Surname: <input type="text"/> | Given name/s: s73(2) irrelevant |
| Is this employee a Public Servant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                               |                                 |
| If yes which Department: Department of Agriculture and Fisheries                                       |                               |                                 |
| Public Service Classification:   |                               |                                 |

|   |  |  |
|---|--|--|
| <b>Appointment Details</b>                                |  |  |
| Position Title: Assistant Advisor                         | Class/Pay Point: AO5 <input type="checkbox"/> Third party personal information |  |
| Reason for Appointment: Replacing vacated position 758483 |  |  |
| Date From: 05/07/2021                                     | Date To: <input type="text"/>  | <input type="checkbox"/> Resume Attached |

|   |                  |
|---|------------------|
| <b>Minister's Recommendation</b>  |                  |
| I recommend the above appointment to my office and confirm that it is in accordance with the Ministerial Handbook and is within my office budget and staffing allocation. |                  |
| Name: HON. SIMON MURPHY MP  |                  |
| Signature: <u>Simon Murphy</u>  | Date: 29/06/2021 |

|   |  |
|---|--|
| <b>Premier's Office Recommendation</b>  |  |
| Within Budget: <input checked="" type="checkbox"/>  | Within staffing allocation for Office: <input checked="" type="checkbox"/> |
| Recommendation: <input checked="" type="checkbox"/> Supported <input type="checkbox"/> Not Supported  |  |
| Name: SIM MURPHY  | Date: <input type="text"/>   |
| Chief of Staff Endorsement: <input type="checkbox"/> Noted <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved |  |
| Chief of Staff Signature: <input type="text"/> 20/6/21  |  |

|                                 |
|---------------------------------|
| <b>Premier's Approval</b>       |
| Signature: <input type="text"/> |



**ESTABLISHMENT VARIATION REQUEST**

**Type of Request**

- Create a position     
  Abolish a position     
  Reclassify a position     
  Retire a position

**Ministerial Office**

Attorney-General

**Existing Position Details**

| Position No. | Position Title    | Classification | Location |
|--------------|-------------------|----------------|----------|
| 758483       | Assistant Advisor | AO4/1          | Brisbane |

**New Position Details**

| Position No. | Position Title    | Classification  | Location |
|--------------|-------------------|---|----------|
| 758483       | Assistant Advisor | AO5 <input type="checkbox"/> Third party personal <input type="checkbox"/> Brisbane | Brisbane |

**Allowances**

- Is there an allowance associated with this position?   
  Yes   
  No
- Car Allowance     
  Chauffeur's Allowance     
  Locality Allowance

**Effective Date**

05/07/2021

**Premier's Office Recommendation**

Confirmed with Ministerial Services change is within existing budget for the Office:   
 Yes   
 No

Position is within current staffing allocation for Office:   
 Yes   
 No

Recommendation:   
 Supported   
 Not Supported

Name: Denise Spinks, DCOS

Date: 17/6/21

Signature:

**Premier's/Delegate's Approval**

Name: Jim Murphy, Chief of Staff

Date: 21/6/21

Signature:



**Staffing Request**

**Type of Request** Temporary

**Employee Details**

Title:  Surname:  Given name/s: s73(2) irrelevant

Is this employee a Public Servant?  Yes  No

If yes which Department:

Public Service Classification: Pay Point

**Appointment Details**

Position Title: Advisor Class/Pay Point: AO5  Third party personal information

Reason for Appointment: Appointment against Vacant GMU role in Minister Fentimans Office

Date From: 31-03-2020 Date To: 26-06-2020  Resume Attached

**Minister's Recommendation**

I recommend the above appointment to my office and confirm that it is in accordance with the Ministerial Handbook and is within my office budget and staffing allocation.

Name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Premier's Office Recommendation**

Within Budget:  Within staffing allocation for Office:

Recommendation:  Supported  Not Supported

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Chief of Staff Endorsement:  Noted  Approved  Not Approved

Chief of Staff Signature: \_\_\_\_\_

**Premier's Approval**

Signature: \_\_\_\_\_

## Troy Mitchell

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**From:** Kerryn Manifold  
**Sent:** Monday, 30 March 2020 12:11 PM  
**To:** Emily Arlidge; Troy Mitchell  
**Subject:** RE: s73(2) irrelevant

Employment has an A05 and [redacted] will be appointed at A05 [redacted] pls  
Third party personal information

**From:** Emily Arlidge <Emily.Arlidge@ministerial.qld.gov.au>  
**Sent:** Monday, 30 March 2020 11:50 AM  
**To:** Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>  
**Cc:** Kerryn Manifold <Kerryn.Manifold@ministerial.qld.gov.au>  
**Subject:** s73(2) irrelevant

Hi Troy,

As discussed, [redacted] resume attached.

What else do you need?

Kerryn will get you the position details etc.

Thanks!



**Queensland**  
Government

**Emily Arlidge**  
Director - Digital  
**Office of the Hon. Anastacia Palaszczuk MP**  
Premier of Queensland and Minister for Trade

P 07 3719 7026 M [redacted]  
1 William Street, Brisbane QLD 4000  
PO Box 15185 City East QLD 4002



Premier of Queensland  
Minister for Trade

Please Quote  
Reference: SH/AD

1 William Street Brisbane  
PO Box 15185 City East  
Queensland 4002 Australia  
Telephone +61 7 3719 7000  
Email [ThePremier@premiers.qld.gov.au](mailto:ThePremier@premiers.qld.gov.au)  
Website [www.thepremier.qld.gov.au](http://www.thepremier.qld.gov.au)

s73(2) irrelevant

Office of the Minister for Child Safety, Youth and Women and  
Minister for the Prevention of Domestic and Family Violence  
**BRISBANE**

Dear [redacted]

Congratulations on your appointment to my team, working to deliver for Queenslanders.

You are appointed to the position of Administration Officer, Office of the Minister for Child Safety, Youth and Women and Minister for the Prevention of Domestic and Family Violence, Brisbane, from 9 March 2020 at the salary rate of \$ [redacted] per fortnight [AO3( [redacted] ]), subject to a probationary period of three months. [redacted] Third party personal information

To ensure my team are all fully aligned with the objectives of my Government, prior to the completion of this probationary period, your appointment will be reviewed to determine our mutual satisfaction with your ongoing employment in this role.

The information sheet "Administrative Arrangements" which has been provided, sets out the general conditions of your employment. It is important for you to take particular note of those sections which refer to certain obligations on your part, including steps necessary to facilitate the payment of your salary.

Should you have any queries regarding your appointment, please contact Mikhal Mitchell, Manager – Human Resources, Ministerial Services, on (07) 3003 9080.

Please also feel free to make contact with my Chief of Staff or my senior team should you have any concerns. I look forward to working with you and welcome your commitment to the success of my Government for Queenslanders.

Yours sincerely

**ANNASTACIA PALASZCZUK MP**  
**PREMIER OF QUEENSLAND**



Staffing Request

Type of Request: Temporary

Employee Details: Title, Surname, Given name/s: s73(2) irrelevant, Is this employee a Public Servant?, Department, Public Service Classification: Pay Point

Appointment Details: Position Title: Assistant Advisor, Class/Pay Point: AO3, Reason for Appointment: GMLU in child safety, Date From: 09-03-2020, Date To: 09-06-2020, Resume Attached

Minister's Recommendation: I recommend the above appointment to my office and confirm that it is in accordance with the Ministerial Handbook and is within my office budget and staffing allocation. Name, Signature, Date

Premier's Office Recommendation: Within Budget, Within staffing allocation for Office, Recommendation: Supported, Name, Date: 3/3/20, Chief of Staff Endorsement: Approved, Chief of Staff Signature

Premier's Approval: Signature, MINISTERIAL SERVICES, 3 MAR 2020, RECEIVED



Premier of Queensland  
Minister for Trade

Please Quote  
Reference: AC/BC

1 William Street Brisbane  
PO Box 15185 City East  
Queensland 4002 Australia  
Telephone +61 7 3719 7000  
Email [ThePremier@premier.qld.gov.au](mailto:ThePremier@premier.qld.gov.au)  
Website [www.thepremier.qld.gov.au](http://www.thepremier.qld.gov.au)

s73(2) irrelevant

Office of the Minister for Employment and Small Business and  
Minister for Training and Skills Development  
**BRISBANE**

Dear

Congratulations on your appointment to my team, working to deliver for Queenslanders.

You are appointed to the position of Assistant Advisor, Office of the Minister for Employment and Small Business and Minister for Training and Skills Development, Brisbane, from 31 March 2020 at the salary rate of \$  per fortnight [AO5(  )], subject to a probationary period of three months.

To ensure my team are all fully aligned with the objectives of my Government, prior to the completion of this probationary period, your appointment will be reviewed to determine our mutual satisfaction with your ongoing employment in this role.

The information sheet "Administrative Arrangements" which has been provided, sets out the general conditions of your employment. It is important for you to take particular note of those sections which refer to certain obligations on your part, including steps necessary to facilitate the payment of your salary.

Should you have any queries regarding your appointment, please contact Mikhal Mitchell, Manager – Human Resources, Ministerial Services, on (07) 3003 9080.

Please also feel free to make contact with my Chief of Staff or my senior team should you have any concerns. I look forward to working with you and welcome your commitment to the success of my Government for Queenslanders.

Yours sincerely

**ANNASTACIA PALASZCZUK MP**  
**PREMIER OF QUEENSLAND**





Staffing Request

Type of Request Temporary

Employee Details
Title: Surname: Given name/s: s73(2) irrelevant
Is this employee a Public Servant? [X] Yes [ ] No
If yes which Department: Queensland Parliament (Lytton Electorate office)
Public Service Classification: Pay Point

Appointment Details
Position Title: Assistant Advisor Class/Pay Point: AO4
Reason for Appointment: Secondment from Lytton Electorate Office
Date From: 27-07-2020 Date To: 31/10/2020 [ ] Resume Attached

Minister's Recommendation
I recommend the above appointment to my office and confirm that it is in accordance with the Ministerial Handbook and is within my office budget and staffing allocation.
Name:
Signature: Date:

Premier's Office Recommendation
Within Budget: [X] Within staffing allocation for Office: [X]
Recommendation: [X] Supported [ ] Not Supported
Name: Date:
Chief of Staff Endorsement: [ ] Noted [ ] Approved [ ] Not Approved
Chief of Staff Signature:

Premier's Approval
Signature: